

Anacortes High School PREARRANGED ABSENCE FORM

School Board Policy 3122-P:

Absence for parent-approved activities. This category of absence shall be counted as excused for purposes agreed to by the principal and the parent. **An absence may not be approved if it causes a serious adverse effect on the student's educational progress.** In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent-approved absence would have an adverse effect on the student's educational progress that would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

STEP ONE: *Grade and Attendance Check*

- ✓ Please print from Student or Family Access a grade report and attach.
- ✓ Please print from Student/Family Access an attendance report or obtain from Attendance office and attach.

STEP TWO: *Information, please fill out the following; Parent signature*

We have a request that _____ be allowed to miss school on
(dates) _____ through _____.

He/She will be (reason) _____

What effect will this have on his/her classes? _____

Parent Signature

STEP THREE: *Teacher notification. The purpose of teacher signatures is to inform the teachers of the absences. Signature does not indicate teachers approval or recommendation. Student must make arrangements with teacher for work that will be missed and/or a plan for make-up upon return.*

Period Teacher's Signature

0 _____

1st _____

2nd _____

3rd _____

4th _____

5th _____

6th _____

7th _____

Advisory _____

STEP FOUR: *Administrative approval*

Submit to the main office for final review and approval to excuse absences

absences excused

absences unexcused

Administration Signature and Comments: