Edmonds Elementary School
Pre-arranged Absence Form

(For absences 2 or more school days including planned absences other than illness, unpredictable emergencies, or religious observances)

Please complete Sections 1 & 2 and return the form to the main office or classroom teacher at least <u>two weeks prior</u> to the planned absence. Thank you for your assistance.

Families are encouraged to take vacations during scheduled school breaks and non-student days. Vacations during the school year are discouraged as the amount of time a student is absent may adversely affect academic performance. Teachers are not required to gather academic work prior to a vacation.

<u>**Section 1:**</u>

Student Name				
Grade		**Teacher**		
Reason for Absence				
Dates of Absence	Absent from _____ to _____			
Date Returning to School				
Parent/Guardian Name				
Parent/Guardian Signature			**Date**	

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<u>**Section 2:**</u> (To be completed by the parent/guardian)

Note: Work assignments are not provided in advance. The teacher may require that some work be made-up upon return to school and some learning experiences (classroom discussions, science labs, etc.) can't be made up.
Parents' plan to maintain academic skills:
_____
_____
_____

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<u>**Section 3:**</u> (to be completed by the classroom teacher)
Comments/Concerns: _____

Teacher Signature: _____ Date: _____

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<u>**Section 4:**</u> (to be completed by the office)

Attendance Record: Days absent to date: _____ **Attendance Secretary Initials:** _____

Principal Decision: Excused   Unexcused

Principal Signature: _____   Date: _____