

## Notification of Pre-planned Absence



Snohomish School District recognizes the importance of regular school attendance as a necessity for mastery of the educational program provided to students. As such, students are expected to attend all assigned classes each day. Students may be excused from attendance subject to approval by the student’s parent/ guardian and the school principal or designee based on valid excuse criteria outlined in Policy 3122 and Procedure 3122P.

If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused. If the pre-arranged absence will result in the student being considered chronically absent, the pre-arrangement process must include an attached plan indicating how the student will maintain sufficient educational progress.

Student Name: \_\_\_\_\_ Current Date: \_\_\_\_\_

Date of Absences: \_\_\_\_\_ Through \_\_\_\_\_ Year in School: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

*Teachers are not required to provide classwork or assignments in advance of an absence.*

Pd.	Class	Grade	Teacher Initials	Comments/Assignments
1				
2				
3				
4				
5				
6				

Number of School Days that Will be Missed:



Number of Absences Student has to Date:



Total Absences:

We have reviewed the teachers’ comments and the student’s current attendance status. We understand it is the student’s responsibility to get assignments for the days missed. We have read and we understand the above information and we commit to work out a plan to ensure that our student will make up all work missed during the pre-arranged absence days.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Administrator Approval: \_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date