

# FIFE ELEMENTARY SCHOOL

## PREARRANGED EXTENDED ABSENCE FORM

If family plans call for your student to miss three or more consecutive school days, you must complete this form to be reviewed by the principal. Please return it to the school office at least one week PRIOR to the student's absence.

### ABSENCE REQUEST

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_ to \_\_\_\_\_  
month/day month/day

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

Would you like to request schoolwork to be provided during your child's absence? Please note that some schoolwork will need to be made up upon your student's return.

yes  no

Parent/Guardian's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

---

### TEACHER'S INPUT

This student's rate of assignment completion is:  low  average  high

Will missing the above amount of school have a greater academic impact on this student than his/her peers? If so, why? \_\_\_\_\_

Program(s) Participating In:

ELL  LAP/Title I Math  LAP/Title I Reading  SPED  Speech  Highly Capable

Teacher's Signature: \_\_\_\_\_

### PRINCIPAL'S APPROVAL

Based on the guidelines listed below, this absence is:

excused  unexcused

Principal/Office Staff Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\* Please note that an accumulation of absences (excused or otherwise) can have a dramatic impact on a student's progress and development. Approved absences will still be tracked and action may be taken by the school to support improved attendance in accordance with Washington State law.

---

## Attendance Policy

**EXCUSED ABSENCES** are approved when a parent/legal guardian provides the school with a valid reason for the absence. The following are examples of what would be considered valid reasons for an excused absence:

- Personal illness
- Medical/dental appointments (for student only)
- Death in the family/funeral
- Extreme family emergencies
- Educational trips
- Religious or other special observances

NOTE: Parents are asked to schedule medical (doctor, dentist, etc.) appointments so they do not conflict with school hours.

### **INFORMATION ON PREARRANGED EXTENDED ABSENCES**

An extended absence is defined as three or more consecutive missed school days. Extended absences must be preapproved to be considered excused. We ask that you please fill out a Prearranged Extended Absence Form at least one week prior to the first date of absence. The advance notice allows for your child's teacher to prepare assignments that will be missed during the absence (if applicable). It is difficult to duplicate the classroom learning experience in which group activities and in-class participation are essential to the understanding of the lessons presented. If the school is not notified of the prolonged absence in advance, the absence may be recorded as unexcused. Students are discouraged from missing school to take trips during the school year or leaving school prior to the normal closing date.