



## PRE-ARRANGED ABSENCE FORM

Dear Parents & Guardians:

Woodland Public Schools considers attendance a very important element in the students' receiving grades in relation to their ability. Before planning an extended absence of a student, parents should consider the following:

***It is the policy of the board of directors of the Woodland School District to establish and enforce the concept of prompt and regular attendance. Under the Washington State Compulsory Attendance Law (RCW 28A.225), Parents and Guardians have the primary responsibility for keeping their students in regular attendance. Recognizing that attendance is a critical building block for student learning. If students are not present, they cannot engage in learning.***

However, the school understands that occasions may arise where a pre-arranged absence is unavoidable. When this is the case the school needs to know about the absences as far in advance as possible. This category of absence could be counted as excused for the purposes agreed to by the designee and the parent according to district policy. An absence may not be approved if it causes a serious adverse effect on the student's educational process or exceeds approved length of time. The student or parent should contact the student's teacher(s) about making up or obtaining missed assignments.

**After reading the Woodland Public Schools' policy, I ask that my student be approved to be absent from school for the dates listed below.**

**Student Name:**

**Grade:**

**School:**

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**Dates Absent From:**

**To:**

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**Parent Signature:**

**Student Signature:**

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**Teachers:** Please acknowledge receipt of this request and comment as to how this absence will affect your student's grade in your class and/or work that needs to be made up. **(NOTE: Elementary Teachers only fill out 1st period).**

**1st Period/Subject: Will this absence negatively affect the students' grade? If yes, Explain:**

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**2nd Period/Subject: Will this absence negatively affect the students' grade? If yes, Explain:**

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**3rd Period/Subject: Will this absence negatively affect the students' grade? If yes, Explain:**

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**4th Period/Subject: Will this absence negatively affect the students' grade? If yes, Explain:**

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**5th Period/Subject: Will this absence negatively affect the students' grade? If yes, Explain:**

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**6th Period/Subject: Will this absence negatively affect the students' grade? If yes, Explain:**

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**7th Period/Subject: Will this absence negatively affect the students' grade? If yes, Explain:**

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**Administrative/Designee Signature:**

**Excused:**

**Unexcused:**

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WOODLAND  
Public Schools