



# HENRY M. JACKSON HIGH SCHOOL

1508 136th Street SE  
 Mill Creek, WA 98012  
 Phone (425) 385-7000 ▪ Fax (425) 385-7002

**DAVE PETERS**  
*Principal, 12<sup>th</sup>*

**SHAUN MONAGHAN**  
*Assistant Principal, 11<sup>th</sup>*

**MICHELLE RENEE**  
*Assistant Principal, 10<sup>th</sup>*

**BLYTHE YOUNG**  
*Assistant Principal, 9<sup>th</sup>*

## PRE-ARRANGED ABSENCE FORM

**Student Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**\*NEW JHS POLICY RE: PRE-ARRANGED ABSENCES EXCEEDING 3 SCHOOL DAYS: REQUIRES ADMINISTRATION APPROVAL (SEE BELOW)**

Check boxes as you complete form:



- SIGNATURE OF STUDENT AND PARENT/GUARDIAN IS ON FORM.
- ROUTED TO ALL TEACHERS FOR APPROVAL AND REQUESTED MAKE UP WORK.
- CURRENT LMS GRADES AND ATTENDANCE ARE ATTACHED.
- RETURNED PRE-ARRANGED ABSENCE FORM TO THE ATTENDANCE OFFICE A MINIMUM OF ONE WEEK PRIOR TO ABSENCE. IF ABSENCES EXCEED 3 DAYS, YOU WILL BE NOTIFIED OF ADMINISTRATOR'S APPROVAL BY THE ATTENDANCE OFFICE WITHIN 3 SCHOOL DAYS OF TURNING IN YOUR FORM.

I (*Parent/Guardian*), request that \_\_\_\_\_ (*STUDENT NAME*), be permitted to be absent from classes on the following date(s), \_\_\_\_\_ due to the following reason: \_\_\_\_\_. My student and I agree that he/she will be ultimately responsible for arranging with the teacher, prior to the absence, missed assignments, tests and/or homework during my student's absence. In addition, the teacher has the right to set due dates for all missed assignments, tests, and homework.

Class	TEACHER COMMENTS	STUDENT IS PASSING ✓	SIGNATURE
Period 1		<input type="checkbox"/> YES      NO <input type="checkbox"/>	
Period 2		<input type="checkbox"/> YES      NO <input type="checkbox"/>	
Period 3		<input type="checkbox"/> YES      NO <input type="checkbox"/>	
Period 4		<input type="checkbox"/> YES      NO <input type="checkbox"/>	
Period 5		<input type="checkbox"/> YES      NO <input type="checkbox"/>	
Period 6		<input type="checkbox"/> YES      NO <input type="checkbox"/>	

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

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

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

*Office use only do not write below this line*

DATE ATTENDANCE OFFICE NOTIFIED STUDENT OF APPROVAL: \_\_\_\_\_

**Administrator's Signature for Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

COMMENTS OR CONDITIONS OF APPROVAL: \_\_\_\_\_