

**Everett High School**  
**2416 Colby Ave**  
**Everett, WA 98201**  
 Attendance Office: 425-385-4405  
 Fax: 425-385-4402

**Student Name:** \_\_\_\_\_  
**Student ID #:** \_\_\_\_\_  
**Student Grade:** \_\_\_\_\_

## **Pre-Arranged Absence (Parent Request)**

Policy 3122 Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, it must be prearranged prior to the absence and approved by the principal or designee. The principal or designee may excuse **up to five (5) school days** for a prearranged absence per student each school year.

Assignments requested for a prearranged absence will be provided to the student or parent/guardian if requested five (5) school days prior to the absence.

It is the collective responsibility of parents, students, and teachers to evaluate the effects of these absences on students' grades and progress, and to recognize that not all learning experiences or participation experiences can be replicated in an alternate assignment.

**Student:**

1. PLAN AHEAD! Obtain Pre-Arranged Absence form from the Attendance Office
2. Obtain teachers signatures and indications of what extent your grades may be affected
3. Obtain parent/guardian signature
4. Obtain administrator signature
5. Return completed form to the Attendance Office prior to the absence

Reason for absence: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time/Period: \_\_\_\_\_

Period	Subject/Class	Teacher Signature	Comments
0			
1			
2			
3			
4			
5			
6			

**Parent/Guardian:**

I have reviewed the teachers' comments and understand the possible academic implications of my students absence from school on the dates indicated above. I approve of my students absence from school on the date(s) indicated.

Guardian Signature: \_\_\_\_\_ Guardian Phone: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

Verified by: \_\_\_\_\_ Via: Phone / In person / Email Date: \_\_\_\_\_

Total # of days requested: \_\_\_\_\_ Approved: Yes / No