

H.M. Jackson High School

Student Name: _____

Attendance email (to excuse)
JHSattendance@everettsd.org

Student ID #: _____

Grade: _____

Prearranged Absence Form

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,

Pursuant to district Procedure 3122P, the principal (or designee) may excuse up to **five (5)** school days for absences 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. **Please note:** Not all learning activities/opportunities can be reproduced outside of the classroom.

STUDENTS

1. PLAN AHEAD!
2. Bring to each teacher for a signature and consequential comments.
3. This form is for you and your teacher's information only. **Do Not** turn into attendance
4. **Parent/Guardian must email** the attendance office in order to excuse the absence.
5. JHSattendance@everettsd.org –include dates of absences and reason for the absence.

Information below is for student/teacher benefit only, please keep for your own records

Date of absence _____

Reason for absence: _____

Period	Subject/Class	Comments	Requested Assignment(s)	Teacher Signature
0				
1				
2				
3				
4				
5				
6				
7				

PARENTS

Please remember, missing school even when excused, may still have an impact on the students' academic achievements.

Please remember that this form is for your reference. The absence won't be excused until the attendance office receives an email with the dates and information needed.

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