



Silver Firs Elementary

Prearranged Absence Form

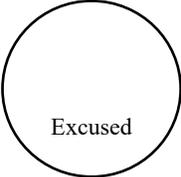
Regular, consistent, timely attendance is essential to school success, student learning and future employment habits. Life-long attendance behaviors begin with entry into school at the pre-school or kindergarten level. District attendance policy procedure 3122 allows for limited prearranged absences. District attendance policy procedure 3122P states for prearranged absences:

“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 policy further states **“... 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 if requested five (5) school days prior to the absence.”**

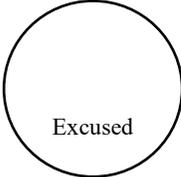
Parents are required to prearrange absences for vacations. Please complete and submit this form to the office before your vacation for excused absences. Please submit to the office at least five school days prior to the absence to request assignments.

Student Name:	Student ID:	Teacher:
I request that my child be excused from school for the following reason:		

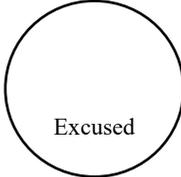
Please write each of the first five dates of your prearranged absence in the bubbles below.
Additional dates are listed below the bubbles.



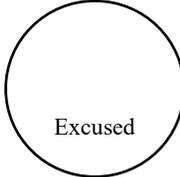
Excused



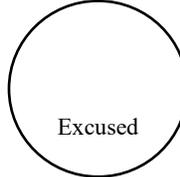
Excused



Excused



Excused



Excused

Please list additional dates:

(If submitted five school days before absence) Do you require assignments? Yes No
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Families considering an extended absence for their child must be aware that, per district attendance policy procedure 3122, after two unexcused absences in one month an attendance conference will be scheduled, and after five unexcused absences in one month an attendance agreement with parents/guardians will be reached that establishes school attendance requirements.

I understand the educational and legal implications of this pre-arranged absence. I also understand that students missing more than 20 consecutive school days must, by state law, be withdrawn from Silver Firs.

Parent/Guardian Signature: _____ Date: _____

Additional Attendance Policy Procedure 3122P Language:

C. Required Conferences for All Students relating to Unexcused Absences

After two (2) unexcused absences within any month, a conference will be held between the parent/guardian, student and school official to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty (30) calendar days of the second unexcused absence, the district may schedule the attendance conference on the same day.

D. After Five (5) Unexcused Absences

Not later than a student's fifth unexcused absence in a month, the district will:

1. Enter into an agreement with the student and parents/guardians that establishes school attendance requirements;
2. Refer the student to a community truancy board; or
3. File a petition with juvenile court

OFFICE USE ONLY

Excused

Unexcused

Administrator Notes:

Administrator Signature: _____ Date: _____

A copy of this form with an administrator's signature was distributed:

✓ to the parent on _____ by _____ via:
(Date) (Staff initials)

- Kid mail
- U.S. postal service
- Email attachment

✓ to the classroom teacher, _____, on _____ by _____
(Date) (Staff initials)

(Classroom Teacher: If the parent has requested schoolwork (please see front page) and this request is 5 days prior to the beginning of the prearranged absence, please provide assignments for the student to complete during their absence.)