

# Woodland School District

## PRE-ARRANGED ABSENCE FROM SCHOOL

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Dates absent: from \_\_\_\_\_ to \_\_\_\_\_

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

### 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 Woodland Public Schools policy regarding planned and extended absences:

*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, parents or guardians have the primary responsibility for keeping their students in regular attendance, recognizing that classroom attendance and punctuality are essential. Regularity of attendance is important to the character-building process and is necessary in developing proper habits, the feeling of mastery through success, interest in school, and a sense of responsibility.*

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 absence as far in advance as possible. This category of absence shall be counted as excused for purposes agreed to by the principal/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/obtaining missed assignments.

**After reading the Woodland Public Schools' policy, I approve of my student being absent from school for the dates listed above.**

\_\_\_\_\_  
**Parent Signature**    **Date**

\_\_\_\_\_  
**Student Signature**    **Date**

\_\_\_\_\_  
**Administrative signature**    **Date**

**ADMIN: Absence:** Excused \_\_\_\_\_ Unexcused \_\_\_\_\_ **Reason:** \_\_\_\_\_

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School: \_\_\_\_\_ Dates Absent: From \_\_\_\_\_ to \_\_\_\_\_

**Teachers:** Please acknowledge receipt of this request and comment as to how this absence will affect your student's grades in your class and/or work that needs to be made up.

1st Period/Subject \_\_\_\_\_

\_\_\_\_\_  
1st Period Teacher Signature

2nd Period/Subject \_\_\_\_\_

\_\_\_\_\_  
2nd Period Teacher Signature

3rd Period/Subject \_\_\_\_\_

\_\_\_\_\_  
3rd Period Teacher Signature

4th Period/Subject \_\_\_\_\_

\_\_\_\_\_  
4th Period Teacher Signature

5th Period/Subject \_\_\_\_\_

\_\_\_\_\_  
5th Period Teacher Signature

th Period/Subject \_\_\_\_\_

\_\_\_\_\_  
6th Period Teacher Signature

7th Period/Subject \_\_\_\_\_

\_\_\_\_\_  
7th Period Teacher Signature

(Teacher/Student side)