



## PRE-ARRANGED ABSENCE FORM For Middle School Students

This form must be submitted at least 1 week before a planned absence

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

I request a prearranged absence from school for the dates and reason specified below.

Dates: \_\_\_\_\_

Reason: \_\_\_\_\_

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. Pursuant to district Procedures 3122P, the Principal (or designee) may excuse up to five (5) school days for a pre-arranged absence, per student each school year. Repeated or extended absences may seriously affect the academic progress of the student which may be reflected in lower grades. Students are expected to make up any missed assignments in the same number of days missed during an excused absence. For example, missed one day, have one day to make up missed work. Furthermore, excessive absences from school may also be cause for denial and/or revocation of an in-district or out-of-district transfer.

Total absences YTD \_\_\_\_\_ Excused Absences \_\_\_\_\_ Unexcused Absences \_\_\_\_\_ Tardies \_\_\_\_\_

Period	Course	Teacher	Teacher Initials	Comments
1				
2				
3				
4				
5				
6				
0/7				

I have read the teacher's recommendation. I understand how my student's absences will affect his/her academic standing and the required assignments for making up the missed work. I also understand that although this may be an excused absence, any missed instruction can adversely affect my student's ability to gain mastery in their assigned subjects.

\_\_\_\_\_  
Parent/Guardian Signature

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

Principal/Designee Excused the absences

Principal/Designee DOES NOT EXCUSE the absences

\_\_\_\_\_  
Principal/Designee Signature

\_\_\_\_\_  
Date

Mukilteo School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator Bruce Hobert (425-356-1319), [hobertbl@mukilteo.wednet.edu](mailto:hobertbl@mukilteo.wednet.edu), Section 504 Coordinator Lisa Pitsch (425-356-1277), [pitschla@mukilteo.wednet.edu](mailto:pitschla@mukilteo.wednet.edu), and the ADA/Access Coordinator Karen Mooseker (425-356-1330), [moosekerkw@mukilteo.wednet.edu](mailto:moosekerkw@mukilteo.wednet.edu). Address: 9401 Sharon Drive in Everett, WA. Inquiries regarding ADA/Access issues at Sno-Isle TECH Skills Center should be directed to Mike Gallagher, Interim Director (425-348-2220), [gallagherms@mukilteo.wednet.edu](mailto:gallagherms@mukilteo.wednet.edu). Address: 9001 Airport Road in Everett, WA 98204.