Skyline High School

Pre-Arranged Absence Request

This form is recommended for 1-2 day absences and required for 3+ days.

Submit 1 week before planned absence. Requests submitted after an absence will not be signed.

Step 1: Absence Information

Student name:_____Grade: ____

Dates of Absence: _____

Reason for Absence: _____

Step 2: Sign Up for an Attendance Report

A sign-up sheet can be found in the attendance office. Reports are printed daily following 6th period.

Step 3: Teacher Signatures:

Teacher: please initial to indicate you are aware of the upcoming absence	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Student is responsible for making up missed work by the deadlines set by teacher						

Please Note: All absences may adversely affect academic progress.

Step 4: Parent Verification

By signing below I am stating that I am aware of the possibility that this absence could adversely affect my student's academic progress, and that it is my student's responsibility to make up all assigned work within the deadlines established by each teacher. I understand that all absences are governed by the Issaquah School District Regulation 3122 and that when a student accumulates 11 excused or unexcused absences in any class in one semester, a meeting with the Attendance Intervention Team may be required to determine *if credit will be awarded*.

Parent Signature: _____Date:_____

Forms can take up to 72 hours for processing so please submit at least 1 week in advance of absence. Student must attach his/her absence report prior to submission for Administrator's signature. Please turn this form in to the attendance office where it will be submitted for Administrative approval.

Step 5: Administrator Verification:

Administrator Signature: _____Date:_____