



MILL A SCHOOL DISTRICT

1142 Jessup Road. Cook, WA 98605 • (509) 538-2522 • fax (509) 538-2181



Pre-Arranged Absence Request

This form must be submitted to the school office at least three (3) school days prior to the start of a pre-arranged absence. Students are responsible for meeting with their instructor(s) at least seven (7) school days prior to the pre-arranged absence to discuss and document a plan indicating how they will maintain sufficient academic progress. *Teachers are not required to provide classwork or assignments in advance of a pre-arranged absence.*

Student Name: _____ Grade: _____

Dates of Pre-Arranged Absence: _____ to _____

Reason for absence (please check one):

- Medical: Student has a pre-planned medical/dental situation.
- Family Event: Funeral or religious holiday(s).
- Family Vacation: Family vacations are not excused. Students will be marked unexcused absent for the duration of the vacation.
- Educational Trip: To be excused, a plan must be made at least a month prior to departure for how the trip is educational and how the student will report on what they learned during the trip. The plan must also include information about how and when missed classwork and/or assignments will be completed, and must be approved by the principal.

Mill A School District recognizes the importance of regular school attendance as a necessity for essential instruction and academic success, and therefore, highly discourages extended absences/vacations during the school year. Parents and students must understand that instructors cannot pre-teach the lessons nor provide make-up assignments to cover all the material that will be missed during the extended absence. The school principal and dean of students have the authority to determine if an absence is considered excused or unexcused. Please refer to WAC 392-401 for more information regarding Washington State’s definition of excused and unexcused absences.

Student Signature

Date

Parent/Guardian Signature

Date

Principal/Dean of Students Signature

Date



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Class	Assignments	Instructor's Signature	Due Date

For Official Use Only

YTD number of excused absences: _____ YTD number of unexcused absences: _____

Administrator Approval: Absences will be marked as Excused Unexcused

Administrator Comments: _____
