EDMONDS–WOODWAY HIGH SCHOOL

7600 212TH St. S.W., Edmonds, WA 98026-7556
Allison Larsen, Principal
Jay Etnier, Assistant Principal Paul Miller, Assistant Principal
Attendance Office: 425 431-7919

PRE-ARRANGED ABSENCE REQUEST 2024-25

Procedure:
1. **Obtain signature from each teacher and arrange to make-up missed work if allowed.**
2. **Obtain parent/guardian signature.**
3. **Return completed form to the Attendance Office for Administrator signature.**

Note regarding family vacations and travel: *Family vacations must be prearranged and approved. The pre-arranged absences form must be completed and turned in five school days prior to the absences. Excusing absences due to family vacations/travel is determined by the building principal.* ***There is no expectation that teachers will provide homework when students miss school for family vacations.***

STUDENT LEGAL NAME: _____ GRADE _____

Reason for Absence:_____

Date(s) of Absence: _____

Students are expected to maintain regular attendance in all classes. Although students may benefit from experiences outside the school, the successful completion of each course requires continuous classroom attendance. Absences should be pre-arranged by written request when families have advance knowledge of impending absences. Excusal of pre-arranged absences is up to the discretion of the principal and may be denied if the absence places the student in danger of failing one or more courses.

Excused Absences: Students have the right to make up work if the absences are excused. Students have as many days as they missed to make up work if the absences are excused.

Unexcused Absences: Teachers are not required to give the opportunity to make-up work if the absences have not been excused. There is no expectation that teachers will provide homework when students miss school for family vacations.

Teacher Comments

	Class	Current Grade	Is Academic Progress Jeopardized? (Y/N)	Teacher Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				

PARENT/GUARDIAN APPROVAL

I have reviewed the teacher's comments on the back of this form and any attached assignments, and I am aware of the effect that this absence may have on my student's academic status.

Parent Signature _____ Date_____

Student Signature _____ Date_____

ADMINISTRATOR APPROVAL

_____Excused _____Unexcused

Administrator Signature_____ Date_____