

**Elementary School Request for Prearranged Absence**

**1. Student Name** \_\_\_\_\_  
 Student # \_\_\_\_\_ Grade \_\_\_\_\_

All students in Yakima are discouraged from missing school, but where circumstances cannot be avoided, the staff will make an effort to minimize the educational loss resulting from the prearranged absences. Parent(s)/guardian(s) and students must be aware the due to the nature of some subjects, classroom work and activities cannot be made up and could result in lowered skills and grades due to the absence.

**Follow instructions below.**

1. Complete items 1 and 2.
2. Get pre-approval of principal.
3. If pre-approved: Get signatures from each teacher.
4. Get principal's final approval and signature.
5. Turn in to attendance office a minimum of five (5) days prior to the absence.

Date turned in: \_\_\_\_\_

**2. Parent Request**

This student's parent(s)/guardian(s) is requesting a prearranged absence for him/her from \_\_\_\_\_ to \_\_\_\_\_ for the following reason(s) \_\_\_\_\_

Signature of Parent(s)/Guardian(s) \_\_\_\_\_

**3. Preliminary Principal Review**, *granting permission to access teachers:*  Yes  No Initials \_\_\_\_

**4. Teacher Concerns and Comments**

- 4.1 Student is at risk of failing to meet student learning outcomes and/or standards of Washington State Essential Learnings, either of which could result in the student's not being promoted to the next grade level.
- 4.2 School materials such as library and text books and musical instruments, must be returned prior to departure.

Period	Class	Check if applies		Comments and/or Assignments	Teacher's Signature <i>(does not mean approval)</i>
		4.1	4.2		
1					
2					
3					
4					
5					
6					
7					

**5a. Principal Concerns** (*more than one may be checked*)

- Student is at risk of failing to meet student learning outcomes/standards of Washington State Essential Learnings, either of which could result in the student’s not being promoted (policy 2421).
- School materials such as library and text books and musical instruments, must be returned prior to departure (3520).
- State compulsory education law requires that the student must attend school until departure and resume attendance immediately upon return (policy 3122).
- The student will be withdrawn from current assignment after 20 school days, which may mean reassignment to another room or building, depending on enrollments.
- The student will be withdrawn immediately on the date of departure and may be assigned to another room or building upon return.
- Provisions of the BECCA law will be followed (policy 3122).

**5b. Principal Review**

- The principal finds the student in good academic standing with few or no previous absences and sees a potential for an enrichment experience for the student.
- The principal approves the prearrangement and request based on positive reports on student’s academics and attendance by teachers above. Absence will be excused.
- The principal acknowledges that the absence(s) will occur, but cannot approve the absence.

In order to qualify as an excused absence, work must be completed in advance of the absence at a C or better grade average. Should this not occur, the absence will be deemed unexcused and BECCA procedures as required by law will be followed.

- The principal does not approve of the prearrangement request: absence(s) will be considered unexcused (truancy) and work may not be made up. The student’s place in the classroom will not be held.

Principal’s Signature \_\_\_\_\_

Statement of Washington State Law: The school district superintendent of the district in which the student resides shall have...temporarily excused upon the request of his or her parents for purposes agreed upon by the school authorities and the parent: PROVIDED, that such excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student’s educational progress. RCW 28A.225.010(c)