

## Elementary Pre-Arranged Excused Absence Request

Absences may be excused with prior approval by the building dean or principal. Teachers will work with students on a reasonable timeline for work completion. The student is responsible for completing work assigned by the teacher for make-up. Families are encouraged to schedule family trips during non-school dates. It is very difficult to make up lost instructional time. At elementary, absences that lead to accumulation of 5 or more absences in a month, without prior approval, will result in parents needing to attend an attendance conference or workshop and creation of an academic plan. (Second Substitute House Bill 2449)

### Step 1: Absence Information

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Homeroom Teacher: \_\_\_\_\_  
 Dates of Absence: \_\_\_\_\_ Number School Days to be Missed: \_\_\_\_\_  
 Reason for Absence: \_\_\_\_\_

### Step 2: Review the Academic Plan for Pre-Arranged Absences

Please review the attached academic plan for pre-arranged absences. The plan has been developed to assist parents in keeping their child on track in understanding expectations and making up missed work in a timely way.

**Please Note: All absences may adversely affect academic progress.**

### Step 3: Parent Verification

By signing below I am stating that I am aware 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 his/her teacher. I understand that some classroom activities may be impossible to replicate and for my student to make up. While there may be some work available for my child to work on during their absence including projects, assignments in process, reading, and math fluency practice, I also understand that work missed may be compiled during the absence and available when the student returns. Students with access to on-line assignments and class work should be completing that during their absence if possible.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 4: Administrator Review of Attendance Year to Date and for Prior School Years

#### Administrator Approval for Pre-Arranged Excused Absence

Pre-Arranged Excused Absence is:     Approved                       Not Recommended

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Per board policy and procedure 3122P pre-arranged excused absence requests for students with a pattern of chronic absence the prior two years, with warning level (9-17 days absent per year) or chronic absence (18 or more days absent per year) in the current year, or students who are struggling in school (level 1 in two or more overall content areas at elementary) the administrator will not recommend the absence, however will authorize as excused.*

## Academic Plan for Absences

Since it is challenging to replicate all of the learning experiences that happen during each school day, your child's absences will take some careful planning with your teachers when they return from the absence.

Here are some steps to take:

1. Large projects or assignments that are in progress may be appropriate for the student to work on while absent from school. In addition, daily reading or math fluency practice is also appropriate for completion during the absence.
2. Contact your student's teacher(s) upon return from the absence to request work that can be made up at home in a timely manner. Teachers will communicate timelines for make-up work.
3. Coach your child to get the work turned in after the absence, following the timelines communicated by the teacher.
4. Discuss the importance of good attendance with your child.
5. If there were projects that cannot be completed at home, ask your teacher (upon your child's return from the absence) for alternative ways to practice the skills that they have missed.

Our goal is for all students to have good attendance (missing 8 or fewer days in a year) and for no student to have chronic absence (missing 18 or more days in a year). To support good attendance please follow these tips:

1. Schedule appointments outside of the school day.
2. Plan vacations during school breaks.
3. Make sure that your child is at school on time and stays the full school day.
4. If your child appears ill, use the following checklist to determine how to handle it:
  - a. Vomiting and fever over 100 - Keep them home until vomiting and/or fever have stopped for 24 hours.
  - b. Provide a doctor's note when necessary.
  - c. If minor sniffles, connect with your school nurse for advice.

We deeply appreciate that you are so willing to partner closely with us. We care about each of our students at Shadow Lake.

If you have questions or need additional guidance, you may contact one of us.

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