

Bennett Elementary School

PREARRANGED ABSENCE FORM

To be used for absences other than illness, family emergencies, dental or medical appointments, or religious observances

ANY ABSENCE 3 DAYS OR MORE

Prior Principal approval required

Student Name _____ Grade _____ Teacher _____

Date(s) of Absence _____ Number of School Days gone _____

Reason for Absence _____

Dates of other such requests during elementary years _____

Plans to maintain academic skills

Please note: *Missing any amount of classroom instruction adversely impacts a student's learning. Giving homework during the vacation/absence cannot make up for the loss of instructional time with peers and the teacher. Make-up assignments are not provided in advance. The teacher may require some work to be made up upon return.*

Signature _____ Relationship to Student _____

.....
Teacher Review (Will be completed by the classroom teacher)

Student is achieving at or above grade level? _____

Will the amount of time absent adversely affect academic performance? Yes _____ No _____

Other comments:

Teacher Signature _____

.....
Principal's decision: _____

Principal signature: _____ Date _____

Form will be placed in student's cumulative file and a copy will be provided to parents.

BENNETT ATTENDANCE POLICY

Washington State law requires school aged children under the age of 18 years to attend school on a regular basis. Regular and punctual attendance is vital to your child's progress. Regular attendance is necessary if students are to profit fully from learning experiences offered in school. Because students miss significant instruction when they are absent from school, any absence may affect their learning. In order to set your family up for success, plan to be at school in time to walk into the classroom when the 8:55 a.m. bell rings, which is intended to give students adequate time to reach their classrooms and be prepared for the start of the morning announcements and class at 9:00 a.m.

Frequent absences and tardies will be addressed by the principal. The school may take a variety of actions to help improve a student's attendance and timeliness. *(Please see the Parent Handbook appendix for the full text of the Bellevue School District Student Attendance Policy 4075 and Procedures 4075.1).*

Excused Absences

Excused absences or late arrivals considered appropriate by the school district include the following:

- student illness
- family emergencies
- special religious observances
- Pre-arranged Medical/Dental appointments,
- Pre-arranged school-sponsored activities, such as field trips.
- Absences which, according to the school administrator, or his/her designee, after consulting with the parent, guardian or adult student, may be deemed appropriate but not covered in the above stated instances.

We urge you to make certain these are the only reasons for your child missing school. Absences or tardies which are not covered in the above stated instances may be deemed appropriate at the discretion of the principal. **Absences for reasons other than stated above need to be pre-arranged. Please ask at the front office for a "Request for Excused Absence" form to fill out.**

We strongly discourage families from taking vacations during school days. Every absence has an impact on your child and their classroom, and extended absences have been shown to have a negative impact on a student's education. In addition, there is no expectation that teachers provide homework during a planned absence.

Unexcused Absences

The following are considered unexcused absences:

- no call or written response from the parent within 5 days of absence
- vacation
- missed bus or late ride
- overslept
- babysitting
- meals
- appointment for person other than the student
- errands
- taking a sibling to school
- and more

Field trips are an extension of the classroom. When a family decides that a student is unable to attend a field trip, the student is expected to be in school. **If a student has either seven unexcused absences in any month or ten unexcused absences during the school year, the school must file a truancy petition with the King County Court.**

Tardies

Children arriving late to school are listed as tardy on the permanent record. The following are considered unexcused tardies:

- missed bus
- late ride
- overslept
- babysitting
- meals
- appointment for person other than the student
- errands
- taking a sibling to school
- and more

Excessive tardies are disruptive to a child's education. In order to be sure that your child is on time and ready to begin class at 9:00, please arrive by the 8:55 bell.