

DATE: \_\_\_\_\_

# Cherry Crest Elementary School PREARRANGED ABSENCE FORM

**To be used for absences other than illness, family emergencies, or dental or medical appointments.**  
WAC 392-121-108 states if a student is absent for 20 school days or more they must be officially withdrawn by the school. Also, if they return to Cherry Crest after withdrawal, their previous placement will be reviewed but cannot be guaranteed. It will be necessary to re-register when student returns.  
The Bellevue School District Attendance Policy/Procedure (3122) can be found at <https://www.bsd405.org/wp-content/pdf/policy/3122.pdf>  
**ANY ABSENCE 3 DAYS OR MORE**

***Prior Principal approval required. Submit form to office at least 2 weeks before absence.***

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_ # of School Days gone \_\_\_\_\_

Reason for Absence \_\_\_\_\_

**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 make up upon return)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Email: \_\_\_\_\_  
.....

**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: Excused \_\_\_\_\_ Unexcused \_\_\_\_\_

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A copy of this signed form will be provided to parents.**