

**Tillicum Middle School**  
**PRE-ARRANGED ABSENCE FOR PARENTAL APPROVED ACTIVITIES AND FAMILY EMERGENCIES**

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_ Total # of school days \_\_\_\_\_

Procedure for Pre-Arranged Absences:

- 1.) Approval form is requested from Attendance Office by student or parent.
- 2.) Student brings this form to teachers prior to their absence and requests assignments to be completed prior to leaving or upon return from absence. Teachers list any concerns about student missing class due to activity. (See table on reverse side.)
- 3.) Student brings completed form to parent/guardian to review teacher comments and sign. (See table on reverse.)
- 4.) Student returns completed form to Attendance Office for final review at least 2 days **before** the absence.
- 5.) Failure to follow this process to pre-arrange parent approved activities may result in absences being marked as 'Failure to Follow Procedure' or FFP, which is an unexcused absence.

**Absences for parental-approved activities will be counted as excused for a maximum of 5 days.** An absence may not be approved if it causes a serious adverse effect of the student's educational progress. See full text of BSD Procedure 3122P 'Excused and Unexcused Absences' at [www.bsd405.org](http://www.bsd405.org)

Examples of parent-approved activities include *family vacations, weddings, graduations and other significant events, parent visitations, non school-sponsored athletics, performances, competitions, conferences, college visitations, etc.*

**Reason for Absence** (Describe below or attach note from parent or guardian): **Please v one**

Parent Approved Activity

Other Excused Absence

---

---

---

---

---

---

Administrator/Attendance Office Use Only:

# of days Excused/Pre-Arranged \_\_\_\_\_ # of days Unexcused \_\_\_\_\_ (FFP or exceeds 5 days)

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

P E R I O D	(To be completed by Student)	To be completed by Teachers					
	<i>Dates of Absence</i>	Teacher Signature	Student Responsibility for Making Up Missed Work (Please check all that apply)				Missed Work to be completed before absence or upon return, comments...
	<i>Class Schedule</i>		<i>See Teacher In Tutorial</i>	<i>Check OneNote or StudentVUE</i>	<i>E-mail teacher</i>	<i>Check with Classmate</i>	
1							
2							
3							
4							
5							
6							
7							

I have reviewed the teachers' comments regarding the planned absence. I understand that this form must be turned in to the Attendance Office prior to the parent-approved activity in order for the absence to be excused.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_