

E.J.H. Prearranged Absence Form

(student will miss all classes)

Name of Student (Please Print)

Date(s) of absence

Reason for Absence: _____

- Have your parent/guardian sign the form
- Return the form to the Attendance Office. (Parents do not need to call the Absentee line if you have turned in the form.)
- If you have not turned in the form, have your parents call 425-836-7272 to report your absence.

Parent/Guardian,

Thank you for advanced notification of your child's absence. Prior to the absence, your child needs to check with each of his/her teachers in order to obtain work that is available. Teachers will expect the student to check with them immediately upon his/her return in order to discuss missed work assigned during the absence and determine due dates. Some work simply cannot be made up such as class discussions, group work and ongoing classroom assessments. Missing class may affect student progress and ultimately the grade in the class.

It may also benefit your child to arrange for a classmate to share notes and other class information with him/her.

Parent Signature _____

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