

Skagit Academy Pre-Arranged Absence Form

- This form is to be used when the student will be missing 2 or more consecutive class days.
- All parties should complete this form one week prior to the absence date and it should be submitted to the student's advisor.
- Student and parent signatures are required prior to turning into student's advisor.
- All classes should be listed on this plan.
- Students should make weekly contact with their advisor while gone (can be email).
- If a family is planning on going out of town for more than 1 week (2 class periods) or if a student has been ill for more than 1 week (2 class periods), the parent and student (if able) will make an appointment with the student's advisor to outline an Extended Absence Plan.
- By solidifying a plan to get caught up/keep up with work during and after absences, students will reduce the risk of feeling overwhelmed with current and previous work.
- Teachers may not have all work prepared before the absence.
- Students will receive one day to make up work for each day of absence.

Student Name	
Dates of Absences	
Reason for Absence	
Weekly Contact Plan (email, phone, etc.)	

NOTE: Students, please take this form to all your teachers to have them complete and sign below.

Class #	Class (List all classes below)	Teacher Signature	Teacher Comments <small>*This is an abbreviated synopsis of the student's work. Additional work may be required upon return.</small>
1			
2			
3			
4			
5			
6			
7			

Student Signature		Date:
Parent/Guardian Signature		Date:
Advisor Signature		Date: