

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 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: 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.

BENNETT ATTENDANCE POLICY

Washington State law requires school aged children under the age of 18 years to attend school. Regular and punctual attendance is vital to your child's progress.

The expectation at Bennett Elementary School is that every student attends school every school day unless a child is sick, there is a family emergency or the student is observing a special day on a religious calendar. Parents and caregivers are strongly encouraged to schedule medical and dental appointments outside of the school day. Absences for reasons other than illness, emergency, or religious observances may not be considered excused absences.

Family vacations should be planned for non-school days. If there is a special request to have an absence approval (ie: a special family trip), there must be prior approval by the principal. Once the parents have completed the form, the staff will review if the absence will adversely affect learning; the principal will then determine if the absence will be excused or unexcused.

In the event that your child will be missing school due to a family situation requiring more than one day of absence, please stop by the office several days in advance of the absence to complete a **Prearranged Absence Form**. Children who are absent for any reason should expect some make-up work upon their return.

Make-up assignments are not provided in advance.

If your child will be absent or late to school, please call the Bennett school office at 425-456-4801. If a student is marked absent and you have not called the school, office staff will call your home and/or business in an attempt to determine that your student is safe. State law requires that we follow specific steps for unexcused absences, including parent conferencing. Students who have ten unexcused absences must be referred to court.

Students are to arrive at school between 8:45 and 8:55 AM and line up outside their classrooms. School starts promptly at 9 AM & all students should be in their classes ready to learn at that time. Please make it a priority to have your child arrive at school on time. Students who arrive after 9:00 AM are considered tardy and must report to the Bennett office.

Frequent tardy arrivals and absences will be addressed by the principal. The school may take a variety of actions to help improve a student's attendance and timeliness, with a goal of having children in school as much as possible so learning can occur! Thank you for doing all that is possible to have your child at school everyday and on time.



Principal, Bennett Elementary School
(425) 456-4800