

PRE-ARRANGED ABSENCE NOTICE

_____ will be absent beginning on _____
(1st date of absence)
through _____ because of _____
(last day of absence) (reason for absence)
The Teacher is _____ and Has/Has Not been notified of this absence.
(circle one)
Parent's Name _____
Parent's Phone Number _____
Date Notified the Office _____
Parent's Signature _____
____ Approved ____ Denied _____

Principal's Signature

Date

*****These absences will be entered as "Excused" if they school work/packet is completed upon students return. They will be entered as "Unexcused" if not.

Must be received at least 2 days prior to absence.

Above you will find the form for Pre-Arranged absences. This form is needed for absences that are **not** for the following reasons:

- **Illness or medical appointment**
- **School approved activities**
- **Family emergencies**
- **Discipline or suspensions**
- **Religious observances**

***Please be sure to refer to KSD attendance policy on page 3 of this newsletter.**

Please feel free to print and fill out the above page or request one from the office.

This is also available under documents on our web page.



Kelso School District Excused and Unexcused Absence Guidance

The following guidance is given in accordance with [Policy 3122 Excused and Unexcused Absences](#):

	After:	To Do:
☐	3 Days Unexcused	✓ Attendance staff will send a letter home to the student/caregiver.
☐	5 Days Unexcused	✓ Attendance staff will send a letter home. ✓ A conference will also be scheduled with student, parent/caregiver (if possible), and school staff. ✓ An attendance agreement and student assessment of barriers to attendance will be completed during conference. ✓ A copy of the attendance agreement will be mailed home if the caregiver does not attend. ✓ Truancy will be notified of conference results.
☐	7 Days Unexcused	✓ Attendance staff will send a letter home. ✓ The Truancy Specialist will start weekly meetings with the student on Mondays and Fridays at their school.
☐	10 Days Unexcused	✓ Attendance staff will send a letter home and notify Truancy. ✓ A petition will be filed with the court (court attendance NOT required). ✓ Community Engagement Board referral process will begin. The student has 2 months to make progress and show engagement. If this does not occur, the court process will continue resulting in court attendance requirements.
☐	20 Days Unexcused Consecutively	✓ The student is potentially unenrolled due to lack of attendance, dependent on individual circumstance. Truancy will refer the student to ESD for re-engagement support if withdrawn.

*** Note: students and families should be required to provide doctor's note after 7 excused absences in a trimester or 10 excused absences in a semester.**

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