

Poulsbo Middle School

PERSONAL PRIOR ARRANGED ABSENCE FORM

STEP 1 Request for a Prior Arranged Form must be accompanied by a note or requested by telephone from parent/guardian. Fill out the information requested below and sign.

I (student) _____, (grade) _____, propose to be absent from school from (date and/or period) _____ through (date and/or period) _____ for the reason that :

_____.

I understand that arrangements for getting advance assignments and/or make-up work are to be made by me, with each of my teachers. **I also understand that make-up work is not guaranteed for this absence and accept the responsibility for what effect this absence may have in a particular class.** I further understand this scheduled absence may have an adverse effect on my grades.

Student Signature _____

STEP 2 I have reviewed the above request and agree that my child is allowed to be absent on the above mentioned dates. I further understand that if this requested absence is determined to have an adverse effect on his/her grades it will not be excused. **School Board Procedure No.3122P states “An absence may not be approved if it causes adverse effect on the student’s educational progress.”**

Parent/Guardian Signature _____ Date _____

STEP 3 Fill in your class schedule below and present to each of your teachers. **Teacher signature indicates that they have had prior notification of this absence and that they have discussed with you the effects that this absence could have on your performance in their class.**

STEP 4 This form must then be returned to the Attendance Office for review by school administration.

Period	Class	Comments and Grade	Adverse effect on grades?	Teacher

Approved _____ Disapproved _____

Principal/Assistant Principal

Comments: _____