

**TUMWATER HIGH SCHOOL**  
**PRE-ARRANGED ABSENCE NOTIFICATION**

**STUDENT** \_\_\_\_\_ **GRADE** \_\_\_\_\_

Reason for request \_\_\_\_\_

Date(s) of absence(s) \_\_\_\_\_ Period(s) \_\_\_\_\_

**TO THE STUDENT:** To be valid this form must be completed, including your parent's signature and returned to the Attendance Office. Be advised that you are still bound to not exceed 11 absences in any semester to retain credit.

**TO THE TEACHER:** Please sign before parent signs. Sign under the appropriate evaluation of student's status and indicate any special conditions. This is only a request by the student. Until it is signed by the parent and administrator, no absences will be considered excused AND even if the absences are acknowledged, credit could still be lost if the student exceeds 11 total absences in any semester .

Class	# of Absences	Effort/Attitude	Current Grade	Teacher Signature
1.				
2.				
3.				
4.				
5.				
6.				

**PARENT/GUARDIAN STATEMENT:**

I have seen the teachers' comments and am aware of the effect this absence may have on my son/daughter's class status.

\_\_\_\_\_  
 (Signature of Parent/Guardian)

\_\_\_\_\_  
 (Date)

If this form is not returned **THREE** days prior to your absence, it will be assumed that you have decided not to carry out this request and we will expect this student in class as scheduled.

-----  
**FOR OFFICE USE ONLY:**

Date returned \_\_\_\_\_

Date(s) excused \_\_\_\_\_