



REQUEST FOR PREARRANGED ABSENCE

Muckleshoot Tribal School - Middle School & High School

1. Parent/Guardian Section

Student Name _____ Grade _____

Parent/Guardian Name (Please Print): _____ Phone Number: _____

I am requesting a prearranged absence for my child on the following date(s) _____

Medical Family Gathering Cultural Experience Religious Observance Family Emergency

Other _____

Please provide details about the reason for the absence:

Note to Parent/Guardian and Student(s):

I understand, based on Muckleshoot Tribal School policy and the Muckleshoot Truancy Ordinance 4.06.050 "The child's excuse for school at the request of the student's parent or guardian for a reason of faith or conscious, or an organized activity conducted under the auspices of a church, or religious organization, or family gathering for up to ten (10) days in any school year without any penalty. Provided, the building principal shall ensure that such absences shall not substantially interfere with the child's education."

- Absences for child care situations, missed school bus, and non-school related activities, or other reasons unacceptable to the principal or his/her designee are considered unexcused.
- The Muckleshoot Tribal School strongly encourages families to plan family trips during scheduled school vacations is strongly discouraged such trips during the school year because these absences interrupt the continuity of learning.
- Student absences for chronic, reoccurring or long-term illness may require medical documentation.
- Students with a prearranged absence will be responsible for requesting assignments, completing homework, and preparing for scheduled tests.
- If the absence is not approved and the student does not attend school, the absences will be considered unexcused and the corresponding steps in the Truancy Ordinance will be followed.
- In the case of an approved prearranged absence during final exams, the building principal will determine, in consultation with the teacher, if the final exam is taken early or deferred.

IMPORTANT: According to federal regulations, any student absent from school for 10 consecutive days and not being provided educational services, regardless of reason will be withdrawn from school. Parents will need to reenroll their student upon return.

Parent/Guardian Signature : _____ Date: _____

2. Student Section

Students: You must bring this form to the teachers of all missed classes and turn in the form to the Principal's Office at least two days prior to absence. The back side of this form completely filled out by their teachers prior to submitting it to the Building Principal for approval.

I agree to complete all of the assignments listed on this sheet including tests and quizzes missed while absent.

Student Signature: _____ Date _____

3. Administrator Action/Decision

Administrator Name : _____ Date: _____

Approved /Excused Not Approved/Unexcused - Informed Parent: Date _____ Time: _____

Phone In-Person Other _____

Comments/Concerns:

4. Teacher Section

Teachers: Your signature means that you have been informed of the absence, not that you approve. Please note any concerns you may have about this student missing class so the parent/guardian(s) may make an informed decision.

1st Period Class: _____ Current Grade _____

Check all that apply:

<input type="checkbox"/>	See Schoology for assignments
<input type="checkbox"/>	Required to turn in assignments before absence
<input type="checkbox"/>	Arrange make-up assessment/lab
<input type="checkbox"/>	Talk with another student to share notes from class

Additional Comments/Concerns:

Teacher Signature: _____

5th Period Class: _____ Current Grade _____

Check all that apply:

<input type="checkbox"/>	See Schoology for assignments
<input type="checkbox"/>	Required to turn in assignments before absence
<input type="checkbox"/>	Arrange make-up assessment/lab
<input type="checkbox"/>	Talk with another student to share notes from class

Additional Comments/Concerns:

Teacher Signature: _____

2nd Period Class: _____ Current Grade _____

Check all that apply:

<input type="checkbox"/>	See Schoology for assignments
<input type="checkbox"/>	Required to turn in assignments before absence
<input type="checkbox"/>	Arrange make-up assessment/lab
<input type="checkbox"/>	Talk with another student to share notes from class

Additional Comments/Concerns:

Teacher Signature: _____

6th Period Class: _____ Current Grade _____

Check all that apply:

<input type="checkbox"/>	See Schoology for assignments
<input type="checkbox"/>	Required to turn in assignments before absence
<input type="checkbox"/>	Arrange make-up assessment/lab
<input type="checkbox"/>	Talk with another student to share notes from class

Additional Comments/Concerns:

Teacher Signature: _____

3rd Period Class: _____ Current Grade _____

Check all that apply:

<input type="checkbox"/>	See Schoology for assignments
<input type="checkbox"/>	Required to turn in assignments before absence
<input type="checkbox"/>	Arrange make-up assessment/lab
<input type="checkbox"/>	Talk with another student to share notes from class

Additional Comments/Concerns:

Teacher Signature: _____

7th Period Class: _____ Current Grade _____

Check all that apply:

<input type="checkbox"/>	See Schoology for assignments
<input type="checkbox"/>	Required to turn in assignments before absence
<input type="checkbox"/>	Arrange make-up assessment/lab
<input type="checkbox"/>	Talk with another student to share notes from class

Additional Comments/Concerns:

Teacher Signature: _____

4th Period Class: _____ Current Grade _____

Check all that apply:

<input type="checkbox"/>	See Schoology for assignments
<input type="checkbox"/>	Required to turn in assignments before absence
<input type="checkbox"/>	Arrange make-up assessment/lab
<input type="checkbox"/>	Talk with another student to share notes from class

Additional Comments/Concerns:

Teacher Signature: _____

8th Period Class: _____ Current Grade _____

Check all that apply:

<input type="checkbox"/>	See Schoology for assignments
<input type="checkbox"/>	Required to turn in assignments before absence
<input type="checkbox"/>	Arrange make-up assessment/lab
<input type="checkbox"/>	Talk with another student to share notes from class

Additional Comments/Concerns:

Teacher Signature: _____