

**MILL CREEK ELEMENTARY**  
 3400 148<sup>th</sup> Street SE  
 Mill Creek 98012  
 Attendance Office: 425-385-6803

<b>Student #1 Name:</b> _____ <b>Student ID #:</b> _____ <b>Grade:</b> _____	<b>Student #2 Name:</b> _____ <b>Student ID #:</b> _____ <b>Grade:</b> _____
<b>Student #3 Name:</b> _____ <b>Student ID #:</b> _____ <b>Grade:</b> _____	<b>Student #4 Name:</b> _____ <b>Student ID #:</b> _____ <b>Grade:</b> _____

### Elementary Prearranged Absence Form

Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, it must be prearranged prior to the first date of the absence and approved by the principal (or designee).

**Pursuant to district Procedure 3122P, the principal (or designee) may excuse up to five (5) school days for a prearranged absence per student each school year, the remaining absences will be considered unexcused.**

Assignments requested for a prearranged absence will be provided to the student or parent/guardian if requested five (5) school days prior to the absence. **Please note:** Not all learning activities/opportunities can be reproduced outside of the classroom.

Reason for absence: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date(s) of planned absence: \_\_\_\_\_  
 Student #1 Teacher's name: \_\_\_\_\_  
 Student #2 Teacher's name: \_\_\_\_\_  
 Student #3 Teacher's name: \_\_\_\_\_  
 Student #4 Teacher's name: \_\_\_\_\_

**PARENTS**

I have met/communicated with my student's teacher(s) regarding this planned absence and ways for my student(s) to complete requested assignments. I am aware that this absence may affect my student's learning and being prepared for the next grade.

Parent/guardian signature	Date	Phone
Administrator signature	Date	Number of days excused

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Phone/Fax     
  In person     
  Email