

Mercer Island High School

PREARRANGED ABSENCE FORM

Pre-arranged Absence Forms (WHAMMOS) are required for ALL school activities, must be filled out and taken to teachers for signatures when a student knows of an absence in advance of the absence. These forms can also be downloaded from the school website and must be filled out (signed by a parent or guardian) and turned into the Attendance Office prior to the absence. Common examples of pre-arranged absences include: all extra-curricular activities, field trips, vacations, college visitations, and religious holidays.

Student Name _____ Grade _____ Student # _____

Reason for Absence _____

Date(s) of Absence(s) _____ Time approved to leave class at: _____ am/pm.

- I will be missing a part of _____ period, AND/OR

- I will be missing all of _____ period(s).

To the student: This form must be initialed by the appropriate teacher(s) and your parent/guardian. **RETURN** the **COMPLETED** form to the Attendance Office prior to your departure.

Period	Subject	Teacher's Initials	Comments
1			
2			
3			
4			
5			
6			
7			
BR			

Parent/Guardian Signature _____ Date _____

PLEASE ALLOW 48 HOURS FOR SKYWARD ATTENDANCE TO UPDATE