

PREARRANGED ABSENCE FORM

According to State Statute: 118.15; WI Act 239, all absences, except those caused by illness or the death in the immediate family, must be approved in advance by the building principal. Principals may authorize a total of up to ten (10) excused absences each year for students.

Students who know in advance that they will be absent will confer with the Principal at least three days prior to the contemplated absence with the exception of emergency situations to insure adequate processing time.

STEP 1

Student's Name: _____

EXPLICIT PARENT STATEMENT AS TO WHY THIS PREARRANGED ABSENCE IS REQUESTED:
(It is understood that parents will assume all responsibility for this absence and extend every effort to insure that this student does make up all lost work assigned by teachers within two weeks following his/her return to school).

REASONS FOR PREARRANGED ABSENCE REQUEST:

DATE (S) OF ABSENCE: _____

PARENT SIGNATURE: _____

Teachers: If you have serious misgivings regarding the absence of this student from your classes or/and if you do not believe that this student can afford to miss his/her classes regardless of the reasons stated by the parents, do not sign this form. Instead, explain in writing why you do not choose to sign. It is understood that teachers who sign pre-arranged requests are not thereby indicating their approval. It is also understood that teachers will give assignments to students prior to their absence to include the days which they will miss. But it is further understood that if you sign or do not sign you will require all make-up work to be properly completed within two weeks following the return of the student to your class. Furthermore, it is understood that students who fail to properly submit their make-up work within the two-week, period will receive failing grades for the time of absence unless they can provide teachers involved with entirely acceptable reasons for extending the two-week limitation

Step 2

Step 3

A.M. _____

Date: _____

- Excused
- Unexcused

P.M. _____

* Teachers will please sign on the line which represents their classes.

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- Principal
 - Assistant Principal