

WWA Pre-Arranged Absence Form

1. Parent fills out information. 2. For Elementary, place in homework folder to turn in to the Teacher, the Teacher will then forward to the front office. For Middle School, have the student take the form to all teachers for a signature, then have the student turn in to the front office.
2. This form must be completed and submitted to the school office no later than 3 school days prior to the scheduled absence.

STUDENT NAME: _____

GRADE & TEACHER: _____

DATE(S) OF ABSENCE: _____

REASON FOR ABSENCE: _____

The following must be signed by each teacher.

Teacher: Please indicate (or attach) any work that will be missed and other note or comments.

<u>CLASS/PERIOD</u> Middle school students must complete for all periods	<u>TEACHER SIGNATURE</u>	<u>NOTES</u>

Parent signature: _____ Date: _____

Administrator signature: _____ Date: _____

_____ **BELOW FOR OFFICE USE ONLY** _____

In order for the absence to be excused the student must meet 2 or more of the following:

1. Student is in good academic standing
2. Has no unexcused absences
3. Has 4 or fewer excused absences in a trimester or 7 or fewer in a school year

****Please note that according to the Woodrow Wilson Academy attendance policy, after 10 days absent in a school year a Doctor's note will be required in order to excuse subsequent absences. This includes pre-arranged absences as well.**