

WWA Pre-Arranged Absence Form

This form does not need to be used for medical/dental reasons or funerals-please call the attendance line

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 Intermediate and 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.

*** Please note that this request may be denied per Admin's discretion based upon student's current year attendance history ***

STUDENT NAME: _____

GRADE & TEACHER: _____

DATE(S) OF ABSENCE: _____

REASON FOR ABSENCE: _____

PARENT SIGNATURE: _____ DATE: _____

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>	<u>TEACHER SIGNATURE</u>	<u>NOTES</u> -Students are given 2 days for every day absent to turn in work. Work provided prior to absence is at teacher discretion and students <u>may</u> turn in what's completed upon their return.
Middle school students must complete for all periods		

_____BELOW FOR OFFICE USE ONLY_____

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

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

Administrator signature: _____ Date: _____