

WHS Prearranged Absence Form

Student's Name: _____ Grade: _____

Date(s) student will be absent: _____

Reason for Absence: _____

Office Use Only: Anticipated absence is within days allowed; _____ days unexcused office staff: _____

ANTICIPATED ABSENCES POLICY

Anticipated absences require students to have this form filled out and signed by a parent or guardian to the office at least two (2) days prior to the scheduled absence(s). Students must inform teachers of the anticipated absence. All assignments are the responsibility of the student. Anticipated absences are allowed for the following reasons: family trips and vacations, driving tests, pressing personal business and deer hunting. Please realize that even prearranged excused absences count as incidences of absence and are therefore subject to state statutes and the district attendance policies. Medical absences may be cleared by a note from the physician as long as a physician's note with the dates of the absence is turned into the office within 48 hours of the student's return. There are separate forms available in Student Services/Career Center office for either Job Shadowing or College Visits.

EXCUSED ABSENCES POLICY

Absences because of illness, family emergency and/or approved school activities are excused if the school is notified by the parent/guardian as soon as practical of the absence. Absences because of medical appointments, family trips, etc. must be cleared prior to the absence. It is up to the students to arrange make-up of any schoolwork missed. (Board Policy 5200)

Subject	Hr	Teacher Signature	Recommended	Homework/Late work
	1		Y N	
	2		Y N	
	3		Y N	
	4		Y N	
	5		Y N	
	6		Y N	
	7		Y N	

Parent/Guardian signature: _____

By signing this form I am confirming that I have seen the teacher recommendations for this absence and the homework/late work that may be missed by the student.

Return form to High School Office when completed. A copy will be given to the student as reminder of school work to be completed, and the original form will be kept by the office for records. Additional Teacher and/or Parent comments may be on the back.