



# WSHS PRE-ARRANGED ABSENCE FORM

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

***EXCEPT FOR ILLNESS & MEDICAL APPOINTMENTS, ALL PARTIAL DAY & FULL DAY ABSENCES MUST BE PREARRANGED IN ADVANCE.***

The following steps must be completed in order to excuse all absences, other than ILLNESS or MEDICAL Appointments:

1. Student fills in top portion of form.
2. Student collects signature(s) from each teacher whose class will be missed.
3. Parent / Guardian signs form.
4. Return form to WSHS Attendance Office prior to absence.

Period	Comments / Assignments / Teacher Signature (may include recommendations, deadlines, and assignments). Teacher(s) may also schedule an appointment before/after proposed absence to go over missed material.
1	
2	
3	
5	
6	
7	
8	

**Four or more consecutive days of absence requires the signature of your Administrator.**

**Administrator Signature:** \_\_\_\_\_

*While it is possible to make up work, it cannot replace the value of class discussion, demonstration, simulation, or background information. Reading material can only partially replace missed instruction. It is not always possible for teachers to give assignments in advance, nor can teachers be expected to reconstruct missed lessons. The value of the proposed absence should be weighed against the loss of instruction and the student's past/potential absences.*

**Parent Signature:** \_\_\_\_\_