

## Pre-Arranged Absence Form

I request that \_\_\_\_\_ Teacher \_\_\_\_\_

to be excused from school on the following days \_\_\_\_\_.

The reason for the absence, \_\_\_\_\_.

### Parent's Responsibilities:

1. This form must be completed and **submitted five days prior** to the start of the absence.
2. To understand that your student by state law can be excused from school for a **total of ten (10) school days**; any days after ten (10) will be considered unexcused absences.
3. If you have any questions, please contact the school office.

### Student's Responsibilities:

1. Contact your teacher(s) to obtain any school work missed during the absence.
2. Turn in all missed school work within a week from getting back from the pre-arranged absence(s).

### School/Teacher(s) Responsibilities:

1. Provide any homework for missed days of school.
2. Provide school attendance including an updated attendance count. (if needed)
3. Meet with any parents/students regarding this requested absence, so all parties understand attendance and state law. (if needed)

*School Board policy #5004 states that "A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:*

1. *Professional and other necessary appointments (e.g. medical, dental, and legal) that cannot be scheduled outside the school day. A parent may be required to provide medical verification.*
2. *To attend the funeral of a relative*
3. *Legal proceedings that require the student's presence*
4. *College visits*

*For your information and reference State truancy statute 118.16 of Wisconsin states Wisconsin State Statute requires compulsory education "during the full period and hours" that school is in session for all children who have not reached their eighteenth birthday. As a parent or guardian, your responsibility under state statute 118.16 is to cause your child to attend school regularly "during the full period and hours" that school is in session. State statutes provide for penalties for parents and their children who do not comply with statute 118.16. The parent who contributes to or allows his/her child to be truant is guilty of the Class C misdemeanor of Contributing to Truancy.*

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal signature is stating they reviewed this document, this is not a signature of approval.)

For **Middle** and **High school students**, please complete the back of this form



For Middle and High School Students **ONLY** -this must be completed prior to leaving for the absence.

Period One Teacher \_\_\_\_\_ Date \_\_\_\_\_

Period Two Teacher \_\_\_\_\_ Date \_\_\_\_\_

Period Three Teacher \_\_\_\_\_ Date \_\_\_\_\_

Period Four Teacher \_\_\_\_\_ Date \_\_\_\_\_

Period Five Teacher \_\_\_\_\_ Date \_\_\_\_\_

Period Six Teacher \_\_\_\_\_ Date \_\_\_\_\_

Period Seven Teacher \_\_\_\_\_ Date \_\_\_\_\_

Period Eight Teacher \_\_\_\_\_ Date \_\_\_\_\_

Please return to the school office completed prior to leaving for your absence!