

**PRE-ARRANGED ABSENCE FORM**  
 (Required for absences of 3 or more days)

Student's Full Name \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) of anticipated absence: \_\_\_\_\_ through \_\_\_\_\_

Reason for anticipated absence: \_\_\_\_\_

This pre-arranged absence form must be fully completed, signed by teachers, signed by a parent/guardian and then turned in to the Attendance Office at least **two days prior to the anticipated absence** for the applicable Assistant Principal's approval and signature.

**Under State Statue 118.15**, the only reason for excused absence from school is ill health or family emergencies. Germantown High School makes every effort to abide by the school laws of Wisconsin; however, the school also recognizes the circumstances surrounding family vacations. **Please note** that pre-arranged absences, though approved by the school, count toward attendance policies found in the Student Handbook and exam exemption guidelines.

**I, the parent of the above named student, accept the conditions described in this absence form.** (All of your son/daughter's teachers should complete the form below before turning in.)

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

Teachers, please check the appropriate column in Part I and then complete the assignment request in Part 2 for the student's use.

Column 1 - Student must have work made up prior to his departure.

Column 2 - Student will be allowed to make up work provided that arrangements have been made with the teacher and accomplished in the time allotted.

Column 3 - The type of work being done during the absence **cannot** be made up.

Column 4 - I strongly recommend that your child **not be absent** as his/her academic progress cannot afford the lost time.

**PART 1 - TEACHER'S SIGNATURES**

PERIOD	COURSE	TEACHER'S SIGNATURE				
			1	2	3	4
1						
2						
3						
4						
5						
6						
7						

ASSISTANT PRINCIPAL APPROVAL/SIGNATURE \_\_\_\_\_

**PART 2 - ASSIGNMENTS**

PERIOD	COURSE	ASSIGNMENT(S)	TEACHER'S SIGNATURE
1			
2			
3			
4			
5			
6			
7			