

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			