

# *Germantown School District*

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MAC ARTHUR SCHOOL  
W154 N11492 FOND DU LAC AVENUE  
GERMANTOWN, WI 53022-3499  
(262) 253-3468  
FAX (262) 253-3496

## **MacArthur Elementary School Pre-arranged Absence Request**

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

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

School attendance contributes to academic success. Parents/guardians should understand that school absences could affect the student's academic progress. Family vacations should be taken when school is not in session, whenever possible. Where circumstances require that a student misses school for a vacation, or other family obligation, a parent/guardian must notify both the teacher and the office prior in order to make arrangements for any missing work.

I have read the paragraph above and understand the importance of attendance to the learning process.

Parent/Guardian name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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