

WES Pre Arranged Absence Form

Student Name: _____ Grade/Teacher: _____

Date(s) student will be absent: _____

Reason for absence: _____

Parent/Guardian Signature: _____

PLEASE RETURN THIS FORM TO THE ELEMENTARY OFFICE FOR APPROVAL

ANTICIPATED ABSENCES POLICY

Anticipated absences require students to bring a note from their parent or guardian to the office at least two (2) days prior to the scheduled absence(s). Anticipated absences are allowed for the following reasons: family trips and vacations, recreation, and personal convenience.

EXCUSED ABSENCES POLICY

Absences because of illness, family emergency, and/or approved school activities are excused if the school is notified by the parent/guardian as soon as possible. Absences due to medical appointments, family trips, etc. must be cleared prior to the absence. **Please realize that even prearranged excused absences count as incidences of absence and are therefore subject to state statutes and the district attendance policies.**

Medical absences may be cleared by a note from the physician as long as a physician's note with the dates of the absence is turned into the office within 48 hours of the student's return.

Notes from Teacher:

Approved by Teacher

Date: _____

Approved by Office

Date: _____