

WCS Pre-Approved Absence Form

Grades K5 - 12

PRE-APPROVED ABSENCE

Approved absences include events such as hunting, sports, extra-curricular activities, etc. At times these events are unavoidable, however they are highly discouraged. Family vacations should be restricted to days when school is not in session. Individual student vacations or other activities that do not include parents will not be approved. Pre-approved absences may not be taken during the first two weeks of the school year or during the final two weeks of each semester.

The top portion of this form must be submitted to the administrator at least a week before any planned absence. Please remember that optional, non-academic activities will not be considered excused absences. After a planned absence has been excused, parents of kindergarten – 6th graders and 7th -12th grade students must make arrangements with each of their teachers to complete work before leaving.

Name of Student _____

Date of Request _____ Date(s) for Absence _____

Reason for Absence _____

Parent's Signature

Date

Administrator's Signature

Date

Once an absence is approved, submit this form to the teachers of the classes you will miss while you are absent.

Period/Class	Teacher's Signature	Work to be completed
I		
II		
III		
IV		
V		
VI		
VII		
PE		

Bottom portion of form must be returned to the administrator at least two (2) days in advance of absence.