

# WCS Pre-Approved Absence Form

Grades K5 - 12

## PRE-APPROVED ABSENCE

Approved absences include events such as hunting, sports, extra-curricular activities, etc. Family vacations during the school year are highly discouraged. 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.

Submit the top portion of this form to the administrator at least a week before any planned absence. After a planned absence has been excused, arrangements may be made the 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

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

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