



MONONA GROVE SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-316-1917 F: 608-221-7688 www.mononagrove.org

PRE-ARRANGED EXTENDED ABSENCE FORM

Student Name: _____ Teacher: _____

Date Submitted: _____ Dates of Absence: _____

If it is necessary for a student to be absent from school for an extended number of days, other than for the reason of being physically or emotionally unable to attend school (i.e., a trip or special circumstance), this Request for Pre-Approved Planned Absence form must be completed and submitted **prior** to the absence. Arrangements must be made with teacher for completion of schoolwork.

School attendance laws of the State of Wisconsin require that children must attend school regularly. By state law, regular school attendance is the joint responsibility of the parents and the school. School authorities must enforce the law as cited in Wisconsin Statute 118.15. Parents/guardians, at the same time, have the responsibility to see that regular school attendance is maintained. The number of days excused for a pre-approved absence may not exceed (10) days during the school year for any individual student.

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____