

**Pre-Planned Extended Absence Form  
Wheatland Elementary  
U.S.D. #385 Andover**

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**Extended is defined as leave causing your child to go over the allowable 10 days per semester OR if your child will be gone four (4) or more days in a row. You do not need to fill out this form otherwise.**

**Please provide the following information to assist the WES Office concerning your pre-planned extended absence.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates of the absences: \_\_\_\_\_

Reason for absence:

Number of days the student been absent due to other trips **this current semester:** \_\_\_\_\_

Number of days the student been absent due to illness **this current semester:** \_\_\_\_\_

Number of days the student been absent due to other reasons **this current semester:** \_\_\_\_\_

Total absences **this current semester:** \_\_\_\_\_

*I understand that I need to work with my child's teachers to obtain make-up work, and that certain activities and lessons may be impossible to make-up, such as field trips, labs, guest speakers, class discussions, etc.  
I understand that I may request work ahead of the absence, but the teacher may or may not be able to provide some or all of the work in advance. Students who are absent for more than 2 weeks will be unenrolled from school. The school does not provide resources or staff for a student if they are not enrolled. I understand that Andover School District has a 10-day absence per semester policy because school attendance is directly linked to student success.*

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Teacher's Signature**

\_\_\_\_\_  
**Date**

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**FOR OFFICE USE ONLY:**

\_\_\_\_\_ Request submitted in writing prior to absence

\_\_\_\_\_ Excused

\_\_\_\_\_ Not Excused



\_\_\_\_\_  
**Administrators Signature**

\_\_\_\_\_  
**Date**