



ADVANCED NOTIFICATION OF EXTENDED ABSENCE

Please complete the top portion of this form and have a parent/guardian sign in the highlighted area. You will then take this form to your High School Principal and WMCTC Instructor to have them complete their sections. Do not turn in this form to Student Services until you have the three required signatures.

Student Name: _____ Date: _____

WMCTC Program Name: _____ High School: _____ Grade: _____

First Date of Absence: _____ Return-to-School Date: _____ Total Days Absent: _____

Reason for Planned Absence: _____

Parent/Guardian Signature

Daytime Phone Number

High School Principal Recommendation: Approved Not Approved (if Not Approved, provide reason)

Reason: _____

High School Principal Signature: _____

Absence is recorded as: Excused Unexcused

WMCTC Instructor: Approved Not Approved (if Not Approved, provide reason)

Reason: _____

WMCTC Instructor Signature: _____

*******BELOW THIS LINE- WMCTC OFFICE USE ONLY *******

NOTE: You must have WMCTC Instructor and High School Principal signatures before submitting this to the student services office

WMCTC Principal Recommendation: Approved Not Approved (if Not Approved, provide reason)

Reason: _____

WMCTC Principal Signature: _____

Absence is recorded as: Excused Unexcused