

PERRY A. TIPLER MIDDLE SCHOOL
PRE-PLANNED ABSENCE FORM

As the parent/guardian of _____, grade _____

I request that my child be absent from school for the purpose of:

_____ on the following dates(s):

_____ We feel it is important that students make arrangements in advance. **NOTE:** This form is to be taken to all of the teachers for comment and signature. The completed form must be returned to the school office before the date of absence.

Students on vacation, out of the state or country longer than *10 consecutive days* will be withdrawn from school. Withdrawal may impact Out Of Attendance status for your student. For schools at capacity and where students have been involuntarily transferred out, the student on vacation/withdrawn will lose their spot in the requested school and will be returned to their home school. Students do not have a guarantee of the same class placement/schedules upon return and re-enrollment.

Re-enrollment: If your child is returning to school within 30 calendar days, you will re-enroll your child with your school secretary. Emergency contact information, proof of residency will be required.

If a student re-enrolls after 30 calendar days, the parent or guardian will need to complete a "New Student" enrollment application online through Infinite Campus.

☐ I have read and understand the Pre-Excused Absence information and will complete the expected actions for my child. This includes any homework or other academic expectations deemed by my child's teacher.

Parent/Guardian Signature _____ Date _____

Dean of Student Signature _____ Date _____

Wisconsin public schools share responsibility with parents/guardians to ensure school-age children are enrolled in and attending appropriate educational programs. The Department of Public Instruction provides consultation, technical assistance, and resources to help reduce truancy and improve attendance. Students are required to stay in school until they graduate or until the end of the school term, quarter, or semester during which they turn 18 years of age, Wis. Stat. sec. 118.15(1)(a).

~ continued on back ~

Student Name: _____

~Take this form to all teachers for comment and signature~

Hr.	Subject	Teacher	Homework/Comments
1			
2			
3			
4			
5			
6			
7			