

# PARENT REQUEST FOR A PRE-EXCUSED ABSENCE

(of 3 or more days)



The District recognizes situations may arise that result in students needing to be absent for an extended period of time, however, this can be detrimental to a student's academic success. Pursuant to Wisconsin State Statute 118.1593)(c), a parent/guardian can excuse their child from school for any reason up to 10 days per school year. **Please note:** After a total of 20 consecutive days of absence, the student will be withdrawn and need to re-enroll upon return to school. K-8 families can also opt to enroll in Katherine Johnson Academy of Enriched Virtual Learning. Call 920-272-2237 for more information.

## 1. Parent/Guardian: (Please complete)

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

I request that my child be excused from school from, (dates) \_\_\_\_\_ to \_\_\_\_\_  
For the purpose of, \_\_\_\_\_. I understand that my child will be responsible for completing all work missed during this absence.

Parent /Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. **Student:** Please bring this form to your teachers for signatures & to gather homework during your absence.  
**Teachers:** Please initial to indicate that you are aware of this absence and appropriate assignments have been given to the student.

| Teacher | Comment |
|---------|---------|
|         |         |
|         |         |
|         |         |
|         |         |
|         |         |
|         |         |
|         |         |
|         |         |

3. **Student:** Please bring this form to the principal for a signature.

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_