

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

Extended is defined as leave causing your child to go over the allowable 10 days per year 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 school year:** _____

Number of days the student been absent due to illness **this school year:** _____

Number of days the student been absent due to other reasons **this school year:** _____

Total absences **this school year:** _____

*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. I understand that Andover School District has a **10-day absence per year policy** because school attendance is directly linked to student success.*

Parent/Guardian Signature

Date

Teacher's Signature

Date

FOR OFFICE USE ONLY:

_____ Request submitted in writing prior to absence

_____ Excused

_____ Not Excused



Administrators Signature

Date