



Shawano

SCHOOL DISTRICT

Every Student, Every Day...The Hawk Way

Pre-Arranged Absence Notification

This form is to be used for planned absences from school, such as family vacations, special events, or other circumstances that require a student to be absent from school. Whenever possible, this form should be submitted at least three (3) school days prior to the planned absence.

Parents/guardians and students should understand that regular attendance is important to academic success. Although arrangements may be made for students to complete missed assignments, classroom instruction, discussions, labs, performances, group work, and other learning experiences may not be fully replicated outside of school.

Teachers will be notified of the planned absence and may provide information regarding missed work and opportunities to make up assignments. However, completion of make-up work does not guarantee that a student's academic performance will not be impacted by the absence.

Wisconsin attendance law limits the number of parent-excused absences that may be granted during a school year. If this planned absence will cause a student to exceed the **10** allowable number of parent-excused absences, school administration will review the request and determine whether the absence may be excused in accordance with state law (Wis. Stat. § 118.15) and district policy (5200).

*Submission of this form does not automatically guarantee that the absence will be excused.

Student Name: _____

Date(s) student will be absent: _____ **Total days:** _____

Purpose of absence: _____

Total absences for the year:		Number Excused for this absence:		Number NOT Excused for this absence:	
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Administration Signature: _____

Parent Signature: _____



Pre-Arranged Absence from CLASS

Teacher Sign off and work

**Please give your teacher enough time to complete this and get work together prior to you leaving*

	A Day Classes	Current grade	Missing Work	Work given	Teacher Signature
1/2			☐ Yes ☐ No	☐ Prior ☐ Return	
5/6			☐ Yes ☐ No	☐ Prior ☐ Return	
7/8			☐ Yes ☐ No	☐ Prior ☐ Return	
9/10			☐ Yes ☐ No	☐ Prior ☐ Return	
Work given:					

	B Day Classes	Current grade	Missing Work	Work given	Teacher Signature
1/2			☐ Yes ☐ No	☐ Prior ☐ Return	
5/6			☐ Yes ☐ No	☐ Prior ☐ Return	
7/8			☐ Yes ☐ No	☐ Prior ☐ Return	
9/10			☐ Yes ☐ No	☐ Prior ☐ Return	
Work given:					