WAHI PRE- ARRANGED ABSENCE DOCUMENTATION FORM

Please complete this form and attach any documentation supporting the request to excuse the absence(s).

STUDENT INFORMATION

Student Name: _____ **Student ID #:** _____ **Grade:** _____

ABSENCE INFORMATION

Date(s) of Absence: _____

Absence Reason: _____

Location (City, State / Country): _____

DOCUMENTATION

Documentation Attached: ☐ Yes ☐ No

Internet Access @ Destination: ☐ Yes ☐ No

PARENT / GUARDIAN INFORMATION

Requesting Parent/Guardian Name: _____

Phone: _____ **Email:** _____

Statement of Parent/Guardian Acknowledgement: *I understand that any absence, approved or not, may negatively impact my student's grades and academic performance, regardless of their current standing.*

Parent/Guardian Signature: _____ **Date:** _____

STUDENT CHECK IN CONVERSATION WITH TEACHERS – ALL TEACHERS MUST SIGN BEFORE FORM CAN BE SUBMITTED

CLASS PERIOD	TEACHER SIGNATURE	Notes / Comments / How to Access Work
1st		
2nd		
3rd		
4th		
5th		
6th		

OFFICE USE ONLY

Date Received: _____ **Received By:** _____

Period	0	1	2	3	4	5	6
Current Grade							
Absences							
Tardies							

☐ Documentation Reviewed ☐ Absence Excused ☐ Absence Not Excused ☐ Attendance Record Updated

Administrator Signature: _____

Date Family Notified: _____