



DeForest Area School District

Elementary

Pre-Arranged Absence Form (Rev.6/2018)

**** REQUESTS FOR PRE-ARRANGED ABSENCES MUST BE TURNED INTO THE OFFICE PRIOR TO ABSENCE FOR APPROVAL ****

Student Name: _____ **Grade:** _____

Dates of Absence: From _____ **to** _____
Month/Day Month/Day

Total # of School Days: _____

Reason for Absence: _____

PARENT/GUARDIAN NOTICE:

The DeForest Area School District strives to develop independent and responsible lifelong learners. Students with regular and consistent attendance perform better in school. Attendance is a key factor in academic achievement and high self-esteem for school-age children. When students are absent or tardy, they miss out on many valuable learning experiences that cannot be made up in the future. Attending school every day also promotes good habits for your child's future endeavors.

It is your responsibility as a parent/guardian to provide and ensure that your child's school has received advanced notice of the absence prior to its occurrence. In addition, according to Wisconsin's Compulsory Attendance Law, a child may not be excused for more than 10 days per school year. After these 10 excused absences, documentation from a court or doctor is required to excuse absences. **Pre-arranged absences only will be considered excused if your child has not yet reached their 10 excused absences for the year.** Absences beyond the 10 days, pre-arranged or not, will be considered **unexcused** unless the district is provided the proper documentation. Please see the DeForest Area School District Attendance Policies and Procedures or your child's student handbook for more information.

Every effort will be made to provide your child with the assignments and tests they missed, however, **it is the responsibility of the student and parent/guardian to make arrangements with teachers.** Some of these assignments may be provided after the pre-arranged absence.

Parent/Guardian Signature: _____ Date: _____

Homeroom Teacher Signature: _____ Date: _____