



DeForest Area School District

Middle School and High School
Pre-Arranged Absence Form (Rev. 6/2018)

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

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.

All students with excused absences will be given the opportunity to make-up work missed. **It is the responsibility of the student and parent/guardian to make arrangements with teachers to make-up the work missed in their absence.** Please use the back of this form to request assignments. Parent/guardian(s) must review teacher comments and sign the completed form. A completed pre-arranged absence form must be turned into the office prior to the start of the pre-arranged absence. If the pre-arranged absence is considered unexcused, the school attendance officer will be in contact.

I have reviewed and understand the statements above. I understand that a school attendance officer will contact me if my child's pre-arranged absence is considered unexcused.

Parent Signature: _____

Date: _____

Pre-Arranged Absence Make-Up Work

****Students are required to take this form to teachers****

Student Name: _____

Absence Dates: _____

<i>Class Schedule</i>	<i>Teacher Signature</i>	<i>Missed Work to Be Completed, Comments</i>

I have reviewed the teachers' comments regarding the pre-arranged absence and understand all the assignments and due dates.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____