

# Wrightstown Middle School

## Student Pre-Arranged Absence Form

Students wishing to be absent from school for any pre-arranged reasons (see back for examples) MUST pick up a Pre-Arranged Absence Form (formerly known as the Clearance Form) from the school office at least three (3) days prior to any known absence.

Before a Pre-Arranged Absence Form will be given to a student, he or she must have permission from his or her parent or guardian either in writing or by a phone call to the middle school office.

Students are responsible for getting this form signed by all teachers and for completing all work before his or her absence(s), unless other arrangements are made with his or her teachers. In some cases teachers may not be able to provide a student with all assignments, especially for extended absences.

**This form MUST be turned in BEFORE the absence(s).**

**Student:** \_\_\_\_\_

Class/Period:	Assignments:	Teacher's Ok:
Math		
Language Arts		
Science		
Social Studies		
Physical Education		
Computers		
Encore		
Encore		
Encore/Other		

**Reason for student absence:** \_\_\_\_\_

**Date(s) of absence:** \_\_\_\_\_

X \_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

X \_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*Date*

**The following are excerpts from the Student and Parent Handbook – Pages 5-6:**

**Examples of Pre-Arranged Reasons:**

- Medical appointments that will take a student out of school for one or more school days.
- A death in the immediate family or funerals for close relatives requiring an extended absence.
- Family trips that can only be taken during the normal school year. These are for trips that parents cannot schedule when school is not in session. Please avoid family trips while school is in session if at all possible.
- A court appearance or other legal procedure which requires the attendance of the student for one or more school days.

**5 AND 8 ABSENCES**

When students reach a point where they have missed five (5) and eight (8) excused absences, regardless of the nature of the absences, parents will generally be contacted via form letter making them aware that their child is reaching a level of absences that requires them to have a doctor's excuse for illnesses. As stated below, students may be excused from school for a maximum of 10 days per school year by Wisconsin law.

**STUDENTS CAN BE EXCUSED FROM SCHOOL FOR A MAXIMUM OF 10 DAYS PER SCHOOL YEAR**

Parents may excuse their child from school for a maximum of **10 days** throughout the school year for reasons other than what are listed on the list of excused absences. Included in the 10 days, will be absences for deer hunting and family vacations. The law clearly states that these absences must be pre-approved in order for them to be excused by the school district. Those absent more than 10 days per year must obtain a doctor's excuse and present that to the school office.

**WORK MISSED DUE TO ABSENCES**

Students who miss school are expected to arrange for completion of all make-up work immediately upon their return. Wrightstown Middle School allows two (2) calendar days for make-up for each school day missed, where the absence has been approved. Where a student knew of an exam prior to his / her absence, he / she may be required to take the exam immediately upon return. Questions about homework missed should be directed to the student's teacher(s). State law provides that a school may not deny a student credit in a course solely because of the pupil's unexcused absences. A student may be failed if he/she does not satisfactorily complete the make-up work assigned due to his/her absences. **Students who are truant/unexcused, or suspended will be required to make up all work missed.**

