

## WANIC PRE-ARRANGED ABSENCE FORM

### STUDENT/ABSENCE INFORMATION

Student Name	
WANIC Class/Teacher Name	
Date(s) of Absence	
Number of school days that will be missed	
Reason for Absence	

**PARENTS AND STUDENTS:** It is important that you understand that an extended absence from school places the student at a disadvantage in meeting course requirements. Our teachers will attempt to provide appropriate assignments in as much as is practical when the student returns; however, in many cases it will be impossible to replicate or replace instruction that a student has missed. Teachers are not required to provide all class assignments before student leaves. We recognize there are many reasons why a family may choose to take their student out of school; however, students cannot maximize their educational experience when they are absent. A significant amount of teaching and learning takes place during class time and cannot be duplicated at home.

### TEACHER INFORMATION \*Teacher please initial appropriate space

	Teacher initial	Teacher Comments:
Based on past observations, student is responsible for making up missed work & is able to maintain grade		
Absence could adversely affect academic progress		
Student is already behind. Missing more class time is discouraged		

### TO THE PARENT/GUARDIAN/STUDENT:

Your signature indicates that you are aware of this planned absence, that you have read the above teacher comments and have considered the effect on your student's grade and success in the program.

Parent/Guardian Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

**\*Students are not to interrupt class to obtain signatures. Please return form to the WANIC Office**

### For Office Use Only:

Date Received: \_\_\_\_\_

Student's current grade: \_\_\_\_\_ Number of absences this semester \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_