

WILDE LAKE HIGH SCHOOL

PRE-ARRANGED ABSENCE FORM

Extended/Discretionary Absence



This request must be submitted at least 2 weeks prior to the absence. After parents sign the reverse side, students must obtain the signature of each teacher and submit this request to the front office for the Principal's review and consideration.

Student Name: _____ Date: _____

Absent From: _____ To _____

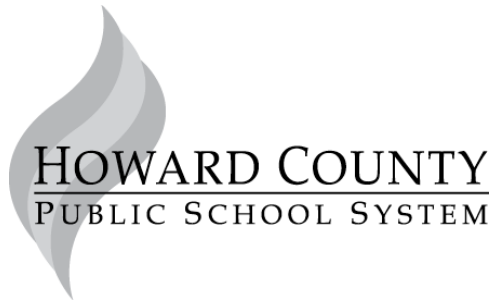
PERIOD	CLASS	TEACHER	TEACHER INITIAL/COMMENTS
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			

OFFICE USE ONLY

EXCUSED _____
 UNEXCUSED _____

APPROVED BY: _____ DATE: _____

Date Rec'd _____
Absences _____
 Excused _____ Unexcused _____
 Discretionary days used _____
Tardies _____
 Excused _____ Unexcused _____



**EXTENDED ABSENCE
DISCRETIONARY ABSENCE**

Date of Request: _____ School: _____

Student's Name: _____ Grade: _____

Reason for Absence: _____

Date(s) of Absence: _____

Full Day: Part Day:

Time Departing: _____

Time Returning: _____

(Student must follow the school's normal early dismissal and late arrival procedures.)

For absences of up to 3 days per year, the principal may determine whether the absences will be lawful/excused or unlawful/unexcused. This completed form should be submitted to the principal in advance.

For absences in excess of three days, the principal in consultation with the administrative directors will determine if the absences will be lawful/excused or unlawful/unexcused. If the request is for 15 consecutive days or more, the written request should be submitted 2 weeks in advance.

Students with unlawful absences of 10 consecutive school days or more will be withdrawn from school and may be allowed to re-enroll, provided they meet enrollment requirements, upon their return.

Students returning from lawful absences have an equal number of days to complete make-up work.

Parent/Guardian Signature: _____

Disposition: Approved: Disapproved:

Principal Signature: _____

Reference: HCPSS Policies 8010, 8020, 9010