

Prearranged Absence • Student Release

Important -

A child may not be excused for more than 10 days in a school year per Board of Education.

Policies: #5100: School Attendance, #5150: Student Release from School and WI statutes §118.15 and §118.16

▶ Student Information

First Name _____ Last Name _____

Teacher _____

Room _____ Grade _____

First Day of Absence _____

Last Day of Absence _____

Reason for Absence: _____

Traveling out of the Country? Yes No **What Country?** _____

▶ Parent/Guardian Information

First Name _____ Last Name _____

Home Phone _____ Work Phone _____

Cell Phone _____ Cell Phone _____

I certify that the above information is true. I understand that it is my responsibility to arrange for any missed work/assignments. I request that my child be excused from school attendance as allowed by State Statute §118.15.

Parent/Guardian (please print) _____

Parent/Guardian Signature _____ Date _____

Form to be completed and returned to School Office.