

STUDENT REQUEST FOR PLANNED ABSENCE

Student Name _____ Phone _____

Date(s) for which planned absence is requested:

Reason: _____

It should be noted that the state of Wisconsin and the Seymour Community School Board require all students to attend school to the end of the semester in which they are eighteen. The only legal excuse is illness. It is the responsibility of the parents to make sure that their son or daughter is in regular attendance in school at all times.

Occasionally, parents find it necessary to request that their child be absent for reasons other than illness (death, wedding, family trip). The absence will be excused if the student's work is current, the student has less than **5** absences per semester, and no unexcused absences or lunch skips. After **five** absences in any one semester, students will be excused only due to the extenuating circumstances.

Ask for this request ONLY WHEN IT IS ABSOLUTELY NECESSARY.

<u>CLASS</u>	<u>TEACHER</u>	<u>PERFORMANCE</u>	<u>ATTENDANCE</u>

Days missed this semester: Excused _____ Unexcused _____

Principal Signature _____ Excused _____ Unexcused _____

*Any unexcused absence requires the student to seek out their assignments in advance, complete them before they return, and then turn completed work in to their teachers on their first day back. Teachers are not required to give students extra time to complete work.

Parent Signature _____