



Kimberly High School

1662 E. Kennedy Avenue • Kimberly, WI 54136
(920) 687-3024 • FAX (920) 687-3029 • www.kimberly.k12.wi.us



PREARRANGED ABSENCE FORM

Procedure:

1. The student will have their parent/guardian sign this form.
2. The student goes to each of their teachers to discuss an academic plan and to complete this form.
3. After all sections are completed, the student turns in the prearranged absence form to the attendance office at least 3 school days before the prearranged absence will occur.
4. School administration will contact you if the request is not recommended.
5. If you have any questions on prearranged absences or the form please contact Matt Bumgardner, Assistant Principal – Attendance Office at (920) 423-4157.

Note: Even though the prearranged form may be granted, missing academic time is likely to impact grades.

Student Name:	Grade:
Date(s) of Absence:	
Reason for Absence:	
☐ Please check if the student will be leaving the country and needs access to their Kimberly Area School District login.	

Parent Section: I feel this event is important enough to warrant an absence from school, and I understand my child assumes the responsibility of arranging details with their teachers to complete missing assignments or assessments. I also understand that my child may need to stay after school to complete missing assignments and assessments.

Parent Signature: _____ Date: _____

Student Section: The student must discuss an academic plan and write it down with the teacher's assistance.

Block	Class	
1	Teacher Signature:	Student Signature:
Class Work/Deadlines:		
2	Teacher Signature:	Student Signature:
Class Work/Deadlines:		
3a	Teacher Signature:	Student Signature:
Class Work/Deadlines:		
3b	Teacher Signature:	Student Signature:
Class Work/Deadlines:		
3c	Teacher Signature:	Student Signature:
Class Work/Deadlines:		
4	Teacher Signature:	Student Signature:
Class Work/Deadlines:		

Administration Section:

- ☐ Prearranged absence not recommended
☐ Prearranged absence approved

Administration Signature: _____ Date: _____