



Mukwonago Area School District
Building Better Schools Together

PLANNED ABSENCE FORM
To be completed prior to absence

Per School Board Policy PO5200 and in accordance with Wisconsin Compulsory Attendance Statute 118.153, parents may excuse their child from school for up to 10 days per academic year. Whenever possible, family vacations and trips should be planned to not interfere with a student's school attendance and education. If a child has already met or exceeded 10 parent excused absences and plans to miss more school despite board policy and state statute, further absences are required to be marked truant.

Arrangements to make up missed classwork should be initiated by the student and/or parent prior to the planned absence. Park View Middle School and Mukwonago High School students are required to complete the reverse side of this form.

Student Name: _____ **Student Grade:** _____

Parent/Guardian Name(s): _____

Date(s) Requested to be Absent: _____

Number of School Days to be Missed: _____

Description of Absence: _____

Parent/Guardian Signature: _____

FOR SCHOOL USE ONLY

School days previously missed: _____

Absence will be coded as (circle one): **Excused** **Truant**

Administrator initials: _____ **Student services initials:** _____

Students: Have all teachers sign below before returning this form to the office for final approval. This must be returned to the office prior to your planned absence.

[illegible]