

**FOX RIVER SCHOOL
NOTICE OF PREARRANGED ABSENCE**

**This form is to be brought to the office by the student at least 24 hours
BEFORE THE ABSENCE.**

STUDENT _____ GRADE _____ DATE _____

DATES OF PREARRANGED ABSENCE _____

NUMBER OF DAYS TO BE ABSENT _____

REASON FOR THE ABSENCE _____

ALL CURRENT TEACHERS (Student must complete): _____

It is the student's responsibility to obtain and complete any class work missed while absent. All work must be made up in accordance to WGSD Attendance Administrative Guidelines (ag5200)

Parent Signature

Date

For Office Use Only:

____ This absence will be the _____ absence out of 10 allowable absences for the school year.

____ Any days after the initial 10 absences without a medical excuse will be coded as unexcused per our attendance policy. This absence will be the _____ absence and will exceed the 10 allowable absences for the school year.

Comments: _____

- ☐ Teacher Notified
- ☐ Administrator Notified
- ☐ Absence Recorded
- ☐ Parent Receives Copy
- ☐ Copy Kept for Records

Helpful Attendance Information for Parents to Remember:

How many times can I excuse my child?

State statutes allow parents/guardians to excuse 10 absences per school year. **Medically excused absences do not count towards the parent's 10 excused absences. For a medical absence, a slip from the medical provider's office confirming the appointment of medical absence must be submitted to the school.**

What is considered an excused absence?

State law cites that students are to be in school all day, for every hour. Excused absences include:

- **Illness**, including reasonable treatment for such illness, where the student is temporarily not in proper physical or mental condition to attend school. A written statement from a health care provider may be required to be submitted as proof of the student's condition for student absences due to illness that are 3 school days or more in length. Such health care provider's excuse shall state the period of time for which it is valid, and shall not exceed 30 days.
- **Medical appointments-** The District strongly encourages parents and guardians to make every effort to schedule non-emergency medical examinations and appointments after school hours. (e.g., health maintenance/preventative care appointments)
- **Religious holidays or instruction** to the extent authorized by law
- **Family emergency**
- **Severe weather conditions** that, in the parent's or guardian's reasonable judgment, are a danger to the health and welfare or safety of the student
- **Funerals** of a family member or friend
- **Suspension** from school
- **Mandatory court appearances**
- **Visiting a parent or guardian** who is on active **military duty** and has been called to duty for or is on leave from deployment to a combat zone or combat support posting, or has returned from deployment to a combat zone or combat support posting within the past 30 days
- **Sounding Taps** - A student in grades 6-8 may be excused for the purpose of sounding "Taps" during military honors funeral for a deceased veteran
- **Prior-Parent Excused Absences** that include: family vacations/travel, family weddings, and hunting. **A pre-arranged absence form must be filled out at least 24 hours prior to the absence from school.**
- Any other reasonably non-discretionary absence deemed appropriate by the school attendance officer.

What happens if I use up all 10 excused absences?

After the parent/guardian utilizes all 10 excused absences, any further absences must be medically excused or the absence will be considered unexcused.

