



Pre-Arranged Absence Form

Student Name: _____

Date: _____ **Grade:** _____

Under State Statute 118:15, the only reasons for an EXCUSED absence from school are family emergencies or student illnesses. CEDARBURG HIGH SCHOOL makes every effort to abide by the school laws of Wisconsin. However, the school recognizes extenuating family circumstances which may necessitate a request for absence approval. This request form must be presented to the student's administrator one week prior to the student's departure from school.

Purpose of absence: _____

Date(s) of Absence: _____

School Counselor's Signature (only needed for college visit): _____

Teachers, please check the appropriate column(s).
Column 1-Student must have work made up prior to his/her departure.
Column 2-Student will be allowed to make up work provided that arrangements have been made with the Instructor and accomplished in time allotted.
Column 3-The type of work being done during the absence cannot be made up.
Column 4-I strongly recommend that your child not be absent as his/her academic progress cannot afford the lost time.

Block	Course	Teacher's Signature	1	2	3	4

Parent/Guardian Signature: _____