



WILLIAMS BAY ELEMENTARY SCHOOL

Planned Absence Request

Dear Mrs. Bond

I am requesting that my child, _____, be allowed to miss school from _____ to _____ because _____.

I have checked the Attendance Section of the Williams Bay Elementary Student Handbook concerning Wisconsin restrictions on absences and realize that students are only allowed to miss 10 days per year except for the limited circumstances.

I will contact my child's teacher ahead of time to arrange for school work.

Signature

Date

(For office use only)

_____ Time gone will be deducted from the 10 day per year limit set by the State of Wisconsin.

_____ Time will not be deducted from the 10 day absence limit.

It is excused because:

- _____ Religious holiday
- _____ Excused by a physician
- _____ A death/funeral in the family
- _____ Exceptional circumstances

Principal's signature

Date