



WILLIAMS BAY ELEMENTARY SCHOOL

Planned Absence Request

Dear Dr. Bond

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

I have checked the handbook (page 3) concerning Wisconsin restrictions on absences and realize that students are only allowed to miss 10 days per year except for the limited circumstances.

Advance homework will not be provided for planned absences. To keep students engaged, families can have their students keep a journal of their experiences and read.

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