

# Williams Bay Middle & Senior High School

## Homework Request Form for a Pre-Arranged Approved Absence

Procedure for obtaining a pre-arranged approved absence from school:

1. The student must get initial approval from the attendance officer, complete the homework request form, and make satisfactory arrangements with their teachers for assignments that he/she will miss during the time. Work not completed by the agreed upon time will lose credit. Teachers will provide information for the student and parent/guardian. This will include a present grade, comments, make-up work, and a signature. It would be prudent for students and parent/guardian to weigh this information in making the decision to miss a class.
2. Secure parent/guardian signature and reason for the absence in the designated area.
3. The completed homework request form for a pre-arranged absence must be turned to the office in order for the student to be excused.

### Parent/Guardian approval

I, the parent or guardian of \_\_\_\_\_ request that he/she be excused from school on the following dates \_\_\_\_\_ for the following reason \_\_\_\_\_.

\_\_\_\_\_  
(Parent/Guardian signature)

\_\_\_\_\_  
Date

**Note:** Our experience is that school absence is usually not positive for student progress. The school does realize vacations are an excellent time for “family bonding”, and that circumstances may make it difficult to plan those vacations when they are not in conflict with school time. However, parents/guardians should be aware that academic progress may suffer with this lost time.

**Hour**

**Subject**

**Grade, comments, make up work**

**Teacher signature**

1st

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2nd

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3rd

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4th

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5<sup>th</sup>

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6<sup>th</sup>

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7<sup>th</sup>

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8<sup>th</sup>

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