



Advanced Absence - Middle / High School

To the Teachers of _____ Grade _____

The above student will be absent from class(es) on the following dates: _____.

STAFF: PLEASE WRITE THE ASSIGNMENTS FOR THE STUDENT IN THE SPACE INDICATED.

Attach additional information as necessary. **Due dates are accepted by the student and parent(s) unless they contact the teacher *in advance* to renegotiate a different date.** Late assignments will lose points according to the teacher's class rules. See Student Handbook for additional homework guidelines.

Period 1	Homework:	Due Date:
Class:		
Teacher:	Quizzes/Tests:	
Period 2	Homework:	
Class:		
Teacher:	Quizzes/Tests:	
Period 3	Homework:	
Class:		
Teacher:	Quizzes/Tests:	
Period 4	Homework:	
Class:		
Teacher:	Quizzes/Tests:	
Period 5 (HS)	Homework:	
Class:		
Teacher:	Quizzes/Tests:	
Period 6 (MS)	Homework:	
Class:		
Teacher:	Quizzes/Tests:	
Period 7	Homework:	
Class:		
Teacher:	Quizzes/Tests:	
Period 8	Homework:	
Class:		
Teacher:	Quizzes/Tests:	
Period 9	Homework:	
Class:		
Teacher:	Quizzes/Tests:	



ADVANCE REQUEST FOR EXCUSED ABSENCE

1. (Parent) Complete this form and have student bring in to the Student Services Office for approval and to be copied. *(Do not just bring to teachers, or the absence may be unexcused.)*
2. Student bring the approved form to teachers to get homework assignments filled out.

I (we) request that the following child(ren) be excused from ALCS on the dates indicated:

NAME	GRADE	DATES OF ABSENCE

The reason for this absence is _____

EXCUSED TRAVEL ABSENCE POLICY

Any student who misses more than three (3) consecutive school days and/or more than five (5) days in any given quarter **may** be required to bring in a physician’s statement. **Per Wisconsin state law, no parent may excuse a student for more than ten (10) days during the school year.** Absences not meeting the above criteria will not be considered “excused” by the administration and teachers and the student will receive a zero for the day or the classes missed.

At times it is necessary and even beneficial for students to travel with their parents during the school year; however, please make every attempt to travel during school vacations as much as possible. Travel during school days should be for no more than one than one week and should avoid major exam periods and the last week of the quarter. Teachers may consider alternative assignments for students when appropriate, but are not obligated to do so *(i.e. a student visits Boston – have them keep a journal, collect artifacts, write a report and share it with the class).*

When a student is absent under these conditions, an Advance Request for Excused Absence Form must be completed, then submitted to the Student Services Office for approval at least 7 days prior to the trip.

- Students are responsible for all schoolwork assigned for the days they are not in school.
- If the request form is filled out and turned in to the office no later than 7 days before the absence, teachers may, upon parent’s request, give the student all *predictable* make-up work no more than three days before the absence.
- Parents may also verify daily assignments from ParentsWeb, classmates, or email.
- **Assignments and homework given before the excused absence will be due upon return.** Make-up homework given upon return will be due an equal number of days (not just school days) plus one to the absence.

If the request form is turned into the office less than 7 days before the absence, the teacher is under no obligation to give make-up work prior to the absence.

I understand and agree with the above statement.

Signature of Parent _____ Date _____

II. TO BE COMPLETED BY THE SCHOOL:

_____ Approved _____ Not Approved Signature: _____ Date _____

Comment: _____

_____ Form Signed and copied _____ Teacher(s) Notified _____ Original form returned to parent/student