



**ADVANCE REQUEST FOR EXCUSED  
ABSENCE- ELEMENTARY**

1. Complete this form (Parent) and have student bring in to the Student Services Office for approval
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: \_\_\_\_\_

\_\_\_\_\_ Original form returned      \_\_\_\_\_ Form Signed and copied      \_\_\_\_\_ Teacher(s)      Notified



***ADVANCED HOMEWORK REQUEST-  
ELEMENTARY***

**STUDENT NAME:** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_

**DATES OF ABSENCE:** \_\_\_\_\_

Teachers: Homework will be picked up from your classroom.

| KINDERGARTEN | 1 <sup>st</sup> Grade | 2 <sup>nd</sup> Grade | 3 <sup>rd</sup> Grade | 4 <sup>th</sup> Grade | 5 <sup>th</sup> Grade |
|--------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|              |                       |                       |                       |                       |                       |

Mark student's grade in the appropriate box above.

These are the assignments as currently planned. Please have your child check with the teacher upon your return as assignments may change.

***ASSIGNMENTS***

**BIBLE:**

**READING:**

**SPELLING:**

**LANGUAGE:**

**HISTORY / GEOGRAPHY:**

**SCIENCE:**

**HEALTH / SAFETY / MANNERS:**

**ARITHMETIC / NUMBERS WRITING:**

**PENMANSHIP:**