

# Richmond School District Pre-Arranged Absence Form Grades JK – 5<sup>th</sup>

**Overview:**

The purpose for using pre-arranged absence notifications is to alert teachers and the school attendance officer that a student will knowingly miss more than a day of school during the regular school year. In many cases, advance notification provides teachers and students with an opportunity to make arrangements for work completion and the ability to resolve other concerns that may impact classroom learning (e.g. reassigning group membership on a large project, rescheduling events, etc.). Should a student knowingly be absent from school for only 1 day, parents may call the school attendance line (538-1360 and press 5 from the main menu) with the reason for the absence in lieu of filling out a Pre-Arranged Absence Form.

Please follow these steps when completing and submitting a Pre-Arranged Absence Form:

1. Parents should complete the student information, dates of absence, sign and date the form, and give the form to their child.
2. Student should have teachers sign and date the form.
3. The teacher or student will **return the completed form to the main office** a minimum of 7 days prior to the first day of absence.

**Important Information:**

1. Students have an equal amount of time to make up class/homework as the number of days absent from school. (Ex.: 3 days absent equates to 3 days for submitting make up work).
2. Students who are absent from school for more than a day, do not use the Pre-Arranged Absence Form, and are otherwise expected to be in school may be subject to consequences.
3. Students missing one or more days of school without a parent contacting the school with the reason for the absence may be subject to disciplinary action.

**Please be aware that absences exceeding 5 or more days per semester are out of compliance with Wisconsin State Statute 118.15 and may be subject to school attendance procedures.**

**Student's Name:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Date(s) of Anticipated Absence - From:** \_\_\_\_\_ **through:** \_\_\_\_\_

**Reason For Absence:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

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**Teacher's Signature:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Teacher's Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date Received in Office:** \_\_\_\_\_