

WMS Planned Absence Form for 2+ Days Only



Should be completed a minimum of 3 days before dates in question. Use a separate form for each student.

Student's Full Name: _____ Grade: _____

Date(s) and Detail of Absence(s): _____

Reason for Absence (check one): In accordance with Whitman's policy, you are reminded that absences may jeopardize your student's success at school and vacations are not excused per district policy.

_____ **Excused/Medical:** Procedure, surgery, etc.

_____ **Approved Activity:** Certain conferences and community events. **Documentation for event required.**

_____ **Extracurricular:** Recitals, competitions, games/matches. **Documentation for event required.**

_____ **Vacation:** Out of town, family trips, reunions (all unexcused) *You may still get automated call/email

_____ **Other:** _____

Consent and Disclaimers: if your student has an excess of work to make up or their grades are low, your child will be recommended for additional supports. **If this absence is a vacation, understand that the absence is unexcused,** and you may receive automated attendance notifications while your child is absent. **I have read the above and am aware of the impact that this and any other absences have on my student's success at school.**

Parent/Guardian Signature: _____ Date: _____

Best contact info: _____

Homework Collection: Have your student bring the below section to their teachers to be filled out 3 DAYS IN ADVANCE. A MAXIMUM of 3 days of work will be given for your students, any more missed work may be arranged to be picked up online or made up upon returning.

Only complete the following section if you are trying to collect classwork or homework.

Student CANNOT interrupt class to get this filled out.

Fill in grade and initial where appropriate.	1st	2nd	3rd	4th	5th	6th
Student's current grade in class						
Will NOT need to make up any work						
Can make up work upon return						
Can find work on Schoology/Source						
Can get work (paper) prior to leaving "Student Responsibility"						
Will adversely affect grades & work CANNOT be made up						
SHOULD NOT miss class (in danger of failing class)						

Teacher Comments:

Period 1: _____

Period 2: _____

Period 3: _____

Period 4: _____

Period 5: _____

Period 6: _____

Office Use:

Excused Unexcused Other _____ Processed By/Date: _____ Entered in PowerSchool;