

**Whitinsville Christian Middle & High School
Pre-Planned Absence Request Form**

Although WCS strongly discourages parents from taking their students out of class, we also realize that parents may occasionally decide that certain experiences or family needs may warrant such absences from classes. In these events, please follow this procedure:

1. Be familiar with the attendance policies as listed in the Guidebook.
2. Complete Part 1 of the Pre-Planned Absence Request (PAR) Form.
3. Student must report to the administrative assistant in the office with the PAR Form before the day of the absence/s.
4. Administrative assistant will sign off on Part 2 of the form and return it to the student for completion of part 3 by the teachers. **High School: The guidance department will also need to sign off if the total days missed exceeds two consecutive days.
5. Student will present form to each of his/her teachers before the absence. Teachers will sign the form. International students must have the International Student Coordinator sign the form.
6. Once all signatures are obtained, the student must return the fully-completed form to the administrative assistant in the office prior to the absence.

Part 1 – Parent

I, the undersigned, report the planned absence of my child,

_____, on _____.
Student's Name Date(s) of Absence

for purpose of (check one):

___ Dr. Appointment

___ College visit at _____

___ Vacation/family trip

___ Other (please explain): _____

Parent signature _____ Date _____

Part 2 – Office Signature _____

Guidance Signature if more than two consecutive days: _____

International Students Coordinator: _____

Part 3 – Teacher Initials:

Pd 1 _____ Pd 2 _____ Pd 3 _____ Pd 4 _____

Pd 5 _____ Pd 6 _____ Pd 7 _____ Pd 8 _____

Upon completion and before the absence, return form to the admin. assistant in the office.