

**Whitinsville Christian Middle & High School
Pre-Planned Absence 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 Handbook. This form does not excuse the absence. Its purpose is to proactively communicate it.
2. Students and parents, be aware that all work that is missed must be made up in a reasonable, timely manner as negotiated by the teacher and student; this should be discussed prior to the absence.
3. Pre-planned absences are not permitted during exam weeks (high school).
4. Student obtains Part 2 and returns completed form to the administrative assistant in the office before the day of the absence/s.

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 _____

Guidance Counselor Signature (HS only) if more than 2 consecutive days: _____

International Student's Coordinator (International students only): _____

Teacher Initials:

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

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

Office Received: _____

Upon completion, well before the absence, please return form to the Admin. Assistant in the office.