

**FOX RIVER SCHOOL  
NOTICE OF PREARRANGED ABSENCE**

STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_ DATE \_\_\_\_\_

DATES OF PREARRANGED ABSENCE \_\_\_\_\_

NUMBER OF DAYS TO BE ABSENT \_\_\_\_\_

REASON FOR THE ABSENCE \_\_\_\_\_

The following procedures are to be completed **at least 24 hours before the student leaves.** Listed below should be the student's teachers and there is a place for each of them to sign. The student is to fill in the information above then secure the signatures below and turn this sheet back into the office **PRIOR TO THE ABSENCE.** Approval of this absence is determined by school board policy. (WGSD Attendance and Policy Procedures 431)

**Student's Schedule/Teacher's Signature**  
Day 1

**Student's Schedule/Teacher's Signature**  
Day 2

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

8. \_\_\_\_\_

The teachers have signed above in recognition that the student is leaving, as noted in the information above. Students should obtain work as available from teachers before leaving. It is the student's responsibility to obtain and complete any work missed while absent. School policy allows students 2 days to make up work for each day missed.

**This form is to be brought to the office by the student BEFORE THE ABSENCE.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Principal Signature**

\_\_\_\_\_  
**Date**