WCCS Planned Absence Request

Please use this form for planned absences of 3 days or more.
Please submit to Upper School Office at least 1 week prior to planned absence.

Date of Request: _____

Student Name: _____

Date(s) of Absence: _____

Explanation of Absence: _____

_____

Students desiring to take an extended absence must be in good standing with each teacher/class, not have a problem with tardies, and not be in danger of exceeding the number of absences allowed by policy (as noted in the Student Handbook) to earn credit.

As our students grow in independence and responsibility, please note:

- It is the student's responsibility to email each teacher at least one week prior to absence so the teachers have a written record of the student's absence and may plan accordingly.
- It is the student's responsibility to meet with each teacher several days before absence to collect and schedule make-up work.
- It is the student's responsibility to meet with each teacher upon return and turn in all make-up work and/or complete missed quizzes/tests in accordance with each teacher's specified due dates.
- Students that do not follow the above guidelines or complete assignments/assessments on time may receive loss of credit.

_____ _____
Student Signature Date

_____ _____
Parent Signature Date

☐ Call home needed ☐ Attendance Officer notified

_____ _____
Principal Signature Date

(Rev: 9-3-21)