

WCHS PREARRANGED ABSENCE FORM

1. The student is to fill out name, date of absence, and reason for absence boxes.
2. The student must have the form signed by all of his/her teachers.
3. Once each of the student's teachers has signed the form, he/she then must have parent sign and keep **white** copy.
4. Only after steps 1 thru 3 have been completed, the student must return the **yellow** copy to the office **before** the date of absence.

Student's name:	Date of absence:
Reason for absence:	Parent Signature: (after all teachers have signed)

Class Title	Assignments	Teacher's Comments	Signature
Period 1:			
Period 2:			
Period 3:			
Period 4:			
Period 5:			
Period 6:			
Period 7:			

All make-up work is due within two days of your return.

(Administration Approval)