

# Request for Pre-Arranged Absence

Kenosha Unified School District No. 1  
School Board Policies  
Rule 5310 B(2) Pre-Arranged Absences:

*Approval of a request for a pre-arranged absence may be given in situations such as family, group, or individual activities of significant benefit to the student to warrant absences from school. Building principals may approve the prearranged absence of students upon written request from a parent/guardian. Requests for approval of a prearranged absence will be submitted on the form provided by the school office, and will be considered after the necessary details are provided, including reason for the request, evaluative notations by the teachers, signature of the parent/guardian, and other information which may be requested. In accordance with states statute 118.15 (3)(c) ... A child may not be excused for more than 10 days in a school year under this paragraph.*

**Request for Absence:**

The parent(s)/guardian(s) of \_\_\_\_\_ are planning an absence from school for \_\_\_\_\_ school days, from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of \_\_\_\_\_.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Academic Standing:**

School attendance impacts the progress of academic success. Please consult with the classroom teacher(s) for current academic standings and any comments regarding this pre-arranged absence.

Course/Subject:	Grade:	Teacher:	Comments:

**Verification:**

Kenosha Unified School District acknowledges your request for an absence. We appreciate your communication and encourage strong school attendance for the remainder of the school year. It is the student's responsibility to ensure all possible make-up work is completed.

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

\_\_\_\_\_  
Date

Approved

Not Recommended Due to Academic/Attendance Concerns