

ATTACHMENT A

**Tomahawk Elementary School
Request for Special Absence**

Regular school attendance is one of the first essentials to school success. Frequent absences are one of the main causes of discouragement and failure in school. Students are urged to attend school on a regular basis with absences occurring only when absolutely unavoidable.

School Board Policy and state law allow ten excused absences per year, which include personal illness, vacations, appointments etc. The school laws of the State of Wisconsin consider a child to be truant if they have five or more unexcused absences or tardies. For this reason **it is very important that parents cooperate by planning trips and vacations to coincide with school vacation periods.** Family vacations will be considered as part of the ten (10) parental excused days in the school year. The parent must submit this form to the building principal at least one week in advance of a planned absence (absence of more than one day). Please review the attendance policy in the student handbook.

Student's Name _____ Grade _____

Teacher _____ # of days requested _____

Dates student will be gone _____ to _____

Reason for absence _____

Parent Signature _____ Date _____

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To be completed by school:

Student has missing assignments at this time _____ Yes _____ No

Teacher's signature _____

# of days absent to date		
# of planned absent days excused		
# of planned absent days unexcused		

Administrator's Signature _____