



Wesley Chapel High School
Permission to be absent from school
Pre-Arranged Absence/College Visits

COLLEGE VISITS

Students may attend a college for a visit during their Junior or Senior Year. Appropriate reasons for visits include college scholarship interviews, NCAA visits, orientation, or advisors' meetings. Students must pick up a Pre-Arranged Absence Form from the Front Office Secretary and have teacher signatures prior to visitation. Students must provide documentation upon return indicating attendance to the event (orientation, interview, etc.)

PRE-ARRANGED ABSENCES

If an unusual circumstance occurs in which the student needs to be out of school for more than three (3) consecutive days, the student should complete a Pre-Arranged Absence Form. The form must be completed no less than one week prior to the absence. It is the responsibility of the student to have each teacher sign the form as a notification of his/her upcoming absence. Teachers will provide work for the student whenever possible, however, it is expected that a student will either complete the schoolwork missed prior to leaving or submit the assignments to the appropriate teachers immediately upon returning to school as arranged with each teacher in advance of the absence.

IMPORTANT NOTE

If a student has had at least six (6) unexcused absences, or absences for which the reasons are unknown within a calendar month, or ten (10) unexcused absences, or absences for which reasons are unknown within a ninety (90) day calendar period, it shall be reported to the school principal or his/her designee that the student may be exhibiting a pattern of non-attendance.

Please complete and obtain Principal's signature.

Student _____ Student # _____ Grade _____

Parent/Guardian's Signature _____ Pre-Arranged Absence ☐ College Visit ☐

The above-named student has requested to be absent:

Beginning: _____ To: _____ Total Days Absent: _____

Principal's Signature

Approval Date

Please Complete Back →

Step 2:

Student Instructions:

1. Parents/Guardian must send in a note explaining the reason for the absence.
2. Students will:
 - A. Take the note to the Front Office
 - B. Get Pre-Arranged Absence Form (this form)
 - C. Take the completed form and note to the Principal's Secretary/Mrs. Phillips for approval.
 - D. Leave the original at Front Office/student gets copy.
3. Student takes his/her copy of the approved pre-Arranged form to his/her teachers to be completed.
4. Student submits a copy of the form with teacher's signatures to the Principal's Secretary. This ensures that the days missed will be excused absence.

TEACHER INSTRUCTIONS:

1. Please complete this form on the appropriate line (Period).
2. If you feel that the absences will jeopardize the student's opportunity for success in your class, call the parent/guardian and discuss the student's academic difficulties with them.
3. Give the student as much of the work to be covered during the absence as possible and if necessary, attach additional sheets for classroom assignments.
4. EXAMS – If the absence falls in the timeframe that exams are to be taken, arrangements must be noted on this form (i.e., exempt from exam, take exam prior to the absence or after student returns, note the make-up exam date on this sheet if applicable.)

Period	Class	Make-Up Work	Teacher's Signature
1			
2			
3			
4			
5			
6			
7			

Important: Students are reminded that it is their responsibility to ensure that any/all make-up work and exams are received prior to their absence or upon their return to school.