

WASHBURN HIGH SCHOOL

**Policy on Extended Student Absence for Reasons Other Than Illness (3 or more days)**

The following policy statements are for consideration by parents who plan to take students out of school for reasons other than illness:

1. The school cannot "excuse" a student from attendance or from performance of tasks that constitute the classroom experience. Responsibility for such absence and/or non-performance rests with the parent or guardian.
2. Students cannot expect the same marks/grades as if they had been present in class. Some work missed, by its nature, cannot be made up. The student takes full responsibility for checking carefully with each teacher before leaving and after returning to make sure all work that can be made up is completed.

**Subject to the above policy, the parent and student hereby assume responsibility for student's absence:**

Student Name (print) \_\_\_\_\_ Student ID \_\_\_\_\_

To be absent from (date) \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_ to (date) \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

Parent Signature \_\_\_\_\_ (date) \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

The signed form below is to show that each teacher has been informed of a student's absence **BEFORE** the absence takes place.

**THIS SHEET, SIGNED BY THE TEACHERS, MUST BE RETURNED TO THE ATTENDANCE OFFICE.**

Period	Subject	Teacher	Comments
1			
2			
3			
4			
5			
6			
7			

IF THIS FORM IS NOT TURNED IN TO THE ATTENDANCE OFFICE PRIOR TO ABSENCES,  
**DAYS ABSENT WILL BE UNEXCUSED.**