

**Minocqua J1 School District**  
**Grades K-5 Request for Planned Absence**

Date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade/Teacher \_\_\_\_\_

Address \_\_\_\_\_

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

Date(s) of absence \_\_\_\_\_

Reason for requesting planned absence \_\_\_\_\_

\_\_\_\_\_

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To the Principal:

I fully realize my child will lose the benefits of class participation if he/she is absent from school. However, I hereby make application to have his/her absence indicated above considered as an excused absence. I am also aware that it is my responsibility to make arrangements with his/her teacher to make up any work that will be missed.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher's Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

Principal signature \_\_\_\_\_ Date \_\_\_\_\_

**Minocqua J1 School District  
Policy No. 431-Rule**

## **Minocqua J1 Student Attendance Guidelines and Procedures**

### **A. Excused Absences**

1. Absences Excused Solely by the Parent/Guardian

Parents(s)/guardians are allowed to excuse a student for any reason up to 10 days throughout the school year provided:

- a. An Advance Request/Planned Absence form is fully and accurately completed and signed; and
- b. The Advance Request/Planned Absence form is returned to the Principal's Office on or before the first day of planned absence.
- c. Illnesses verified by parent/guardian or medical professional.  
*Students with excessive absences for illness may be required to provide medical verification by a qualified professional in addition to the note by the parent/guardian, if the parent excuses the child more than 5 times per semester.*

2. Absences Excused by the Principal, Dean of Students, or Designee

The Principal or Dean of Students, or Designee is authorized to approve a legal excuse for the following reasons provided the following conditions are met:

- a. Death in the immediate family, funeral for a close relative or if the student is temporarily not in proper physical condition or mental condition to attend a school program but can be expected to return to a school program upon termination or abatement of the illness or condition.

A signed note by the parent or guardian indicating the absence for one of the above reasons and indicating the dates of the student's absence must be presented to the Principal's office upon the student's return. During the absence, a telephone call to the school would be appreciated. If the note is inadvertently forgotten, the note can be turned in the second day of attendance after the initial absence. Notes turned in after the timeline shall be considered insufficient to verify the absence as excused unless the administration waives the procedure due to emergency reasons.

- b. Religious Holiday

A student absent for a religious holiday shall be excused if:

- (1) An Advance Request/Planned Absence form is fully and accurately completed and signed; and
- (2) The Advance Request/Planned Absence form is returned to the Principal's Office on or before the first day of planned absence.

- c. A court order appearance or other legal procedure

A court appearance or other legal procedure shall be excused for travel and appearance time if:

- (1) An Advance Request/Planned Absence form is fully and accurately completed and signed; and
- (2) The Advance Request/Planned Absence form is returned to the Principal's Office on or before the first day of planned absence.

The Advance Request/Planned Absence procedure may be waived due to an emergency, upon administrative approval.

- d. A school order suspension

(1) The administration has authority to waive aspects of the above provision in special cases where he/she determines the exceptional circumstances exist.

(2) Any absence determined to be an attempt to circumvent state mandatory attendance statutes shall be unexcused.

### **B. Make Up of Course Work and Examinations Missed During an Absence**

#### Excused Absences

1. Course Work

Student with an excused absence shall be granted two days make up time for each day of absence. Make up course work for extended absences shall be arranged with individual teachers.

2. Examinations

Student with an excused absence shall be granted two days make up time for each day of absence. Make up examinations for extended absences shall be arranged with individual teachers.

#### Unexcused Absences

1. Course Work

Students are not allowed to make up course work due to unexcused absence (s).

#### Examinations

Students are not allowed to make up examinations due to unexcused absence (s).

Cross Ref: 431 Minocqua J1 Compulsory Student Attendance

First Reading: October 14, 2013

Approved: November 11, 2013

Revised: November 11, 2014