



## WCBVI NOTIFICATION OF PLANNED SCHOOL ABSENCE

STUDENT NAME (please print): \_\_\_\_\_

PLANNED ABSENCE DATES: \_\_\_\_\_ through \_\_\_\_\_

PURPOSE OF PLANNED ABSENCE: \_\_\_\_\_

TRANSPORTATION ARRANGEMENTS (please check as applicable):

Go home on WSBVI charter transportation. Date: \_\_\_\_\_

Return to WSBVI on WSBVI charter transportation. Date: \_\_\_\_\_

PICKED UP at WSBVI:

RETURNED to WSBVI:

By (whom): \_\_\_\_\_

By (whom): \_\_\_\_\_

On (date): \_\_\_\_\_

On (date): \_\_\_\_\_

At (time): \_\_\_\_\_

At (time): \_\_\_\_\_

Student leave (transport self)

Student return (transport self)

On (date): \_\_\_\_\_

On (date): \_\_\_\_\_

At (time): \_\_\_\_\_

At (time): \_\_\_\_\_

### IMPORTANT THINGS TO NOTE:

- It is the student's responsibility to complete all assignments missed during absence. Work will be sent with students as available. Students will also have an opportunity to make up work missed equivalent to the number of days they were absent.
- Please notify the school at least one week prior to any planned absence. Planned absences are excused absences (Note: WI s.118.15 (3) (c) states: A child may not be excused for more than 10 days in a school year). Non-notification will result in the absence being counted as unexcused. Options for submitting forms:
  - Place in student's red folder and return folder to school
  - Mail: WSBVI Education Office 1700 W. State Street, Janesville, WI 53546
  - Email: [Anna.heesen@wcbvi.k12.wi.us](mailto:Anna.heesen@wcbvi.k12.wi.us)
  - Fax: 608-758-6116

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do Not Write Below This Line. (For WSBVI Use Only)

Director

Health Center

School Guidance Counselor

Principal

Education Staff

Dorm Floor

Dean of Students

School Psychologist

Athletic Director