



ASHWAUBENON SCHOOL DISTRICT PREARRANGED ABSENCE FORM

STEP 1 *Parent/Guardian fills out top portion*

STUDENT'S NAME _____

GRADE _____

DATES OF ABSENCE _____

REASON FOR ABSENCE _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

STEP 2 *All teachers comment and sign below*

Teacher	Notes:	Teacher Signature



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Dear Parent/Guardian:

Regular attendance is a responsibility that should be shared by parents, students, teachers and school. An extended absence of several days can be detrimental to student learning. It is usually assumed that learning can be easily “made up.” However, class discussions, activities, and peer interactions cannot be recaptured once they are missed.

Even though absences are prearranged and may be excused, attendance letters will be sent per state/Board policies.

If a student is absent from school without an excused absence, the student is considered truant. Under Wisconsin State Statute (W.S. 188.16) a student is considered to be a “habitual truant” if (s)he is absent from school without an excused absence for part of or all of 5 or more days on which school is held during a school semester. Habitual truancy may result in penalties under W.S. 118.15(5) and/or a referral to Social Services.

Ashwaubenon School District School Contact Numbers

If you have any questions, please contact the main office of the school that your child attends.

School	Attendance Line	Main Office
Ashwaubenon High School	920-492-2955, option 2	920-492-2950
Parkview Middle School	920-492-2945, option 2	920-492-2940
Valley View Elementary School	920-492-2935, option 2	920-492-2930
Pioneer Elementary School	920-492-2925, option 2	920-492-2920
Cormier Early Learning Center	920-448-2875, option 2	920-448-2870