

Menasha Joint School District

Anticipated Absence Form

(updated 9/2019)

Student Name: _____ Grade: _____

Homeroom Teacher: _____

Home Address: _____

Home Phone: _____

Date(s) of anticipated absence: _____ to _____

Reason for anticipated absence: _____

Under State Statute 118.15(3)(c), a student is excused from school if his/her parent/guardian submits a written excuse to the school prior to the student's absence from school. A student may not be excused under this provision for more than 10 days in the school year. **After 10 days of absence, the student will be un-enrolled as of the last day of attendance; however, re-enrollment is not necessary. Parents must notify school office staff at least 24 hours in advance of the student's return to school.**

A student who is un-enrolled will lose his/her open enrollment or tuition waiver status. If your child is attending Menasha from another school district, he/she must apply for open enrollment and be approved prior to attending in Menasha or enroll in his/her home school district.

Please contact your building principal if you have questions.

I have read and understand the above conditions.

Parent/Guardian Signature

Date

FOR OFFICE USE ONLY

Approved for _____ days

Not Approved

Principal Signature

Date