

# Menasha Joint School District

## Anticipated Absence Form

( updated 10/2018)

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. **Students on an extended leave of absence beyond 10 days will be unenrolled as of the last day of attendance and will be required to re-enroll through the online enrollment process.** Please contact your building principal if you have questions.

A student who is unenrolled 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.

I have read and understand the above conditions.

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

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

Approved for \_\_\_\_\_ days

Not Approved

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date