



Submit this form to your school's principal.

Wisconsin Connections Academy
Appleton Area School District
PO BOX 2019
Appleton, WI 54912

Notification of Absence Due to Family Trip

This notice is to be filed when a student will be absent from schooling (i.e. not completing lessons nor sending in assignments) for more than five (5) consecutive school calendar days. This notice is to be filed with the school one (1) week prior to the student's absence. Filing this notice will exempt the student from the minimum attendance guidelines as set forth in the School Handbook.

My student(s), \_\_\_\_\_,
Name(s) of Student(s)

will be absent from school beginning \_\_\_\_\_ and ending \_\_\_\_\_, due to the
Departure Date Return Date

following reason: \_\_\_\_\_
Reason for Absence

\_\_\_\_\_,
Name(s) of Homeroom Teacher(s)

[ ] I have spoken to and made arrangements with the WCA teacher(s) for my student(s).

Parent/Guardian Name Parent/Guardian Signature Date

- This form needs to be submitted to the school one (1) week in advance of the absence.
This form needs to be submitted if the student will be absent more than five (5) consecutive school days (for times other than scheduled days off per the WCA school calendar).
Only one form needs to be submitted for all students in the family.
Scheduled lessons should be completed prior to the absence but may also be completed when the student returns, depending up on the arrangements made with the student's WCA teacher.
REMINDER: (state portion of Rule 430). Extenuating circumstances that necessitate exceeding ten (10) days should be submitted in writing to the Principal at least one (1) week in advance for consideration.