



WILMINGTON CHRISTIAN ACADEMY

Educating For Excellence - Heart. Mind. Soul.

Prearranged Student Absence

In accordance with the *WCA Student Handbook*, I am providing advance notice of my child's intended absence. These days (hours) are unexcused if the purpose is not on the Ohio Department of Education's "Excused Absence" list, unless judged sufficient cause by WCA administrator with written documentation in the student's file (See WCA "*Attendance Policy*" for more information.)

One form per student, please.

Student: _____

From date: _____ to _____

Purpose of Absence: _____

Parent's signature: _____ Date: _____

For office only:

Teacher(s): 1. _____
2. _____
3. _____

Assignments: Staple to this form.

Copies of this signed form should be given to student's teachers with original placed in the student's file.

Office Use Only

As per the WCA administrator, this absence is per Ohio guidelines:

EXCUSED or UNEXCUSED

Staff: Follow the WCA Student Handbook and Attendance Policies concerning classroom absence and work missed.

Administrator signature: _____ Date: _____
