



RICE LAKE AREA SCHOOL DISTRICT
Administration Building
30 Phipps Ave., Rice Lake, WI 54868
Phone (715) 234-9007
Fax (715) 234-4552

Rice Lake Area School District Elementary Schools Pre-Excused Absence Request

Date: _____

In the case of any absence, it is difficult to duplicate the classroom work at the elementary level. Our classroom learning is often activity-based, with a hands-on approach. Discussion and interaction are important pieces in the learning process. When your child is absent, we cannot duplicate the experiences that they are missing that day. Your child's teacher will send home the homework that he/she believes your child can reasonably make-up at home.

The Process for Pre-Excusing an Absence:

1. This form is submitted to the classroom teacher with the dates of absence indicated and parent's signature.
2. The teacher signs the form and indicates the date when make-up work will be sent home with the child.
3. The principal then signs the form and returns a copy to the parents.

_____ in grade _____ is planning to be absent from school
on _____ for the following reason: _____.

Parent or Guardian's Signature

Teacher should check appropriate box, add date when work will be sent home, sign form and send to office:

- Make-up work will be sent home before the child's trip, on _____.
- Make-up work will be completed upon the child's return, on _____.

Teacher's Signature

Permission for this absence is given, providing the child has met all the requirements and make-up work has been arranged.

Principal's Signature