



Kromrey Middle School
 7009 Donna Drive
 Middleton, WI 53562
 Ph. (608) 829-9530
 Fax (608) 831-8388

Pre-Arranged Absence Form

Dear Parent or Guardian,

When possible, pre-arranged absences should be scheduled around the MCPASD Calendar. Parents/guardians may excuse their student up to ten (10) days per school year, in accordance with Wisconsin State Law. As your student approaches the allotted 10 excused school days you will be notified via a letter by Kromrey Staff.

It is the student's responsibility to determine what work can be done prior to and after the pre-arranged absence time, in order to keep pace with the curriculum. Please have your child complete the Subject/Teacher portion of this sheet and return it to the main office **PIOR TO THEIR ABSENCE(S)**. Parents/Guardians, please complete and sign the bottom section. Thank you for your continued support.

Sincerely,

Eric Engel, Associate Principal
 Kromrey Middle School

Lindsay Eimerman
 Dean of Students

Period/Subject

Teacher Initials

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

I have spoken with all my teachers, have received materials to work on and will remain caught up with the class while I'm gone. _____
 (Student initials)

_____ will be absent from school from _____ to _____.
 (Student name) (Date) (Date)

 Administrator/Designee Signature Date

 Parent/Guardian Signature Date