



Wiregrass Ranch High School
2909 Mansfield Boulevard
(813) 346-6000 FAX: (813) 346-6091

Principal – Robyn White
Jimmy Dubos, Assistant Principal • Cindy Jack, Assistant Principal • Christy Rankin, Assistant Principal
Allison Taylor, Assistant Principal • Diamela Vergne, Assistant Principal

WIREGRASS RANCH HIGH SCHOOL ABSENCE REQUEST FORM

LAST NAME: _____ FIRST NAME: _____ MID INIT: _____

STUDENT ID#: _____ GRADE: _____

PERSONAL ABSENCE – Parents-Please write an explanation for the absence:
**Family vacations/trips are not considered excused absences per district policy unless they can prove an educational relevance.*

SCHOOL RELATED ABSENCE – COLLEGE VISIT – Student must obtain proof of attendance from The College Admission Office verifying attendance and then attach it to this form before handing it in to the Attendance Secretary.

THE ABOVE NAMED STUDENT HAS REQUESTED PERMISSION TO BE ABSENT:

STARTING DATE: ____/____/____ ENDING DATE: ____/____/____

I PLAN TO RETURN TO SCHOOL ON: ____/____/____

PARENT PRINTED NAME: _____ PHONE#: _____

PARENT SIGNATURE: _____ DATE: _____

ADMINISTRATOR’S SIGNATURE: _____ (3+ DAYS ONLY)

Students must obtain all teachers signatures and make-up requirements:

INSTRUCTIONS TO TEACHERS: Please sign your name in the appropriate space below. If you feel the absence will jeopardize the student’s opportunity for success in your class, call the parents to discuss the student’s academic difficulties. Give the student as much work to be covered during the absence as possible.

| PERIOD | TEACHER NAME | TEACHER SIGNATURE |
|--------|--------------|-------------------|
| 1 | _____ | _____ |
| 2 | _____ | _____ |
| 3 | _____ | _____ |
| 4 | _____ | _____ |
| 5 | _____ | _____ |
| 6 | _____ | _____ |
| 7 | _____ | _____ |
| 8 | _____ | _____ |
| 9 | _____ | _____ |
| 10 | _____ | _____ |

MAKE-UP POLICY: If a student has an excused absence, including OSS or Advanced Absence Requests, it is their responsibility to follow the protocol set forth by the teacher in his/her classroom syllabus regarding the make-up work policy. All assignments will be available electronically via the following avenue:

MY STUDENT: <https://pasco.focusschoolsoftware.com/focus/?skipSAML=true>