



REQUESTS MUST BE APPROVED AT LEAST ONE WEEK IN ADVANCE
(Student Code of Conduct 15)

Principal – Robyn White
Cindy Jack, Assistant Principal • Rebecca Jarke, 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 – Parent/Guardian – Please write an explanation for the absence and visit our website for more information: <https://wrhs.pasco.k12.fl.us/students/attendance-policy/>.
**Family vacations/trips are not considered excused absences per district policy unless they can prove an educational relevance.*

SCHOOL RELATED ABSENCE – COLLEGE VISIT (Limit 2 per Semester) – Student must obtain proof of attendance from The College Admission Office verifying attendance and return to the Attendance Secretary after visit. Name of College/University: _____

THE ABOVE NAMED STUDENT HAS REQUESTED PERMISSION TO BE ABSENT.

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

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

PARENT/GUARDIAN PRINTED NAME: _____ PHONE#: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

ADMINISTRATOR 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 parent/guardian 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 | _____ | _____ |

MAKE-UP POLICY: If a student has an excused absence, including OSS or 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. Assignments may be available electronically via the following avenue: