



Wiregrass Ranch High School  
2909 Mansfield Boulevard  
Wesley Chapel, Florida 33543  
(813) 346-6000 FAX: (813) 346-6091

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

Principal – Jennifer Waselewski  
Assistant Principal: Krystal Packard • Assistant Principal: Christy Rankin  
Assistant Principal: Allison Taylor • Assistant Principal: Diamela Vergne

**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) – Students 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	TEACHERS NAME	TEACHERS SIGNATURE
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____

**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 via the following avenue:

Parent access to myStudent: <http://www.pasco.k12.fl.us/parents> (District Website)

08-19-2025