



# Waterloo Junior High School

200 Bellefontaine Drive  
Waterloo, Illinois 62298  
(618) 939-3457  
Fax (618) 939-1383

Mr. Nick Schwartz  
Principal  
nschwartz@wcusd5.net

Mrs. Jessica Washausen  
Assistant Principal  
jwashausen@wcusd5.net

## PRE-ARRANGED ABSENCE FORM

### Guidelines:

1. This completed form must be turned in to the Jr. High Office prior to the intended absence. When the absence is for an extended time, the school needs to be notified at least 3 days in advance.
2. Planned absence requests will be approved based upon a student's cumulative attendance and academic records. A planned absence may only be approved for a maximum of 5 days per school year.
3. The student has the responsibility for contacting all teachers and completing all make-up work following the guidelines stated in the student handbook. Assignments are expected to be complete upon returning to school.

Obtain signatures in the order indicated below.

Complete the following:

\_\_\_\_\_ will be absent \_\_\_\_\_  
(Student) (Dates)

For the following reason: \_\_\_\_\_

\_\_\_\_\_ Parent Signature (1<sup>st</sup>) \_\_\_\_\_ Principal Signature (2<sup>nd</sup>)

Form Must Be signed by Parents and Principal BEFORE Teacher Signatures

### Teacher Notification (3<sup>rd</sup>)

Subject	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____