



*"...a community striving towards
excellence in education."*

BARNEVELD SCHOOL DISTRICT

304 S. Jones St. • Barneveld, WI 53507
(608) 924-4711 • (608) 924-1646 (fax)

Joe Price, Superintendent

Erin Eslinger, Principal

Prearranged Absence Request

Approval of a request for a pre-arranged absence may be given in situations such as family, group, or individual activities of significant benefit to the student to warrant absences from school. Building principals may approve the prearranged absence of students upon written request from a parent/guardian. Requests for approval of a prearranged absence will be submitted on the form provided by the school office, and will be considered after the necessary details are provided, including reason for the request, evaluative notations by the teachers, signature of the parent/guardian, and other information which may be requested.

Request for Absence: The parent(s)/guardian(s) of _____ are planning an absence from school for _____ school days, from _____ to _____ for the purpose of _____

Parent/Guardian Signature

Date

Academic Standing: School attendance impacts the progress of academic success. Please consult with the classroom teacher(s) for current academic standings and any comments regarding this pre-arranged absence.

Course/Teacher	Current Grade	Comments

Barneveld School District acknowledges your request for an absence. We appreciate your communication and encourage strong school attendance for the remainder of the school year. It is the student's responsibility to ensure all possible make-up work is completed according to plan arranged with teachers.

Principal Signature

Date

Approved

Not Recommended Due to Academic/Attendance Concerns