



STUDENT ENROLLMENT OFFICE

545 West Dayton St. ● Madison, Wisconsin 53703-1967 ■ 608.663.4957 ▼ <https://infosvcweb.madison.k12.wi.us/enrollment>

Andrew Statz, Chief Information Officer

Jane Belmore, Ph.D., Interim Superintendent of Schools

### Request for Prolonged Absence

If a student will be absent from school beyond the maximum 10 days for which a parent/guardian can request, a parent /guardian must complete this Request for Prolonged Absence form. **Prior** to the absence, this form must be submitted to the Principal and arrangements must be made for completion of schoolwork. In some cases the student may be withdrawn from school and re-enrolled upon return to the district. Please submit this form to your school office prior to the absence.

Student's Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Dates student will be absent: \_\_\_\_\_

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

For office use

\_\_\_\_\_ Student is leaving the city, state or country - will be withdrawn and re-enrolled upon return

Expected date of return \_\_\_\_\_

\_\_\_\_\_ Absences will be recorded as unexcused because:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Other reason: Specify: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CC: Parent/Guardian Teacher Student File