

W. F. West High School

Request for Absence From School

Many of our students are involved in school and community activities that may require an absence from school. Travel and family activities may also be reasons for absence from school.

Attendance is important for academic success which can complicate this decision making process at the high school level. Grade point average and academic achievement do influence state and national test results, and may affect university entrance. The research shows that absence from school can impact course grades and test scores.

Many out of school activities are necessary and can be enriching experiences. Students may find it difficult to “catch up” in some classes after an absence. Teachers work hard to create engaging learning experiences that build deep conceptual understanding. Digital learning can often help decrease the impact of absence, but in many cases actual class time cannot be “made up”, done online, or be replaced with a worksheet or study packet. Courses such as mathematics, science, and world language are often difficult for students to keep up with on their own. Catching up can also be a challenge, because upon return, the class is on to new concepts that depend on those previously taught.

Teachers will work with students before and after school and during CCR, but they are often not able to provide the one-on-one instruction a student in this circumstance needs. Sometimes private tutors need to be hired to help the student catch up. Sometimes an extended absence causes students to lose understanding in a subject area, and perhaps even lose confidence.

The school attendance policy can be found on page 22 of the student handbook. In addition, each teacher has a syllabus with success criteria for their course(s). When the decision for a pre-planned absence has been made, the student should have this form signed by each teacher, a parent/guardian, and an administrator. After this information is collected, a student and parent/guardian are encouraged to make an appointment with a teacher or teachers to discuss any areas where there are questions or concerns. Teachers cannot guarantee that a student grade will not be impacted by absence. They can provide information and aid in the decision making process.

REQUEST FORM

Student:
Dates of Absence:
Purpose of Absence from School:

Period	Subject	Teacher Comments/Assignment Information/Initials
1		
2		
3/CCR		
4		
5		
6		
7		
Additional comments:		

We have considered the purpose for this absence from school in light of the high school attendance information and teacher information provided.

Student Signature		Date
Parent Signature		
Assistant Principal Signature		