



ADVANCED NOTIFICATION OF EXTENDED ABSENCE

This form must be presented prior to the absence. Excused, unexcused, or present status shall be determined within the guidelines of the WMCTC and the Sending High School's attendance regulations.

Students must obtain written approval from their high school principal prior to submitting to WMCTC.

Student Name: _____ Date: _____

Technical Shop: _____ High School: _____ Grade: _____

Dates Planned for Absence: _____

Reason for Planned Absence: _____

Parent Signature

Daytime Phone Number

WMCTC Instructor: Approved Not Approved (if Not Approved, provide reason)

Reason: _____

WMCTC Instructor Signature: _____

High School Principal Recommendation Approved Not Approved (if Not Approved, provide reason)

Reason: _____

High School Principal Signature: _____

Absence is recorded as: Excused Unexcused

NOTE: You must have WMCTC Instructor and High School Principal signatures before obtaining approval from WMCTC Principal

WMCTC Principal Recommendation: Approved Not Approved (if Not Approved, provide reason)

Reason: _____

WMCTC Principal Signature: _____

Absence is recorded as: Excused Unexcused