



WASHTENAW INTERNATIONAL
HIGH SCHOOL & MIDDLE ACADEMY

An International Baccalaureate School

WIHI.ORG

Extended Absence Form

3 Days or More

Student's Name: _____ Dates of Absences: _____

Reason for Absence: _____

Parent/Guardian Name: _____

Parent/ Guardian Signature: _____

Parent/Guardian Email: _____

PART I: Please have your teachers provide any directions or assignments that will be missed during your absence. This part will be complete when all of your teachers have signed the form.

Assignments that will be missed during Absences

First Period:	Teacher Initials	Fifth Period:	Teacher Initials
Second Period:	Teacher Initials	Sixth Period:	Teacher Initials
Third Period:	Teacher Initials	Seventh Period:	Teacher Initials
Fourth Period:	Teacher Initials	Eighth Period:	Teacher Initials



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PART II: Once completed please turn the form in to the main office for approval. Once approved the office team will update PowerSchool attendance and will give the form back to you.

For Office Use Only:

_____ **Approved**

_____ **Not Approved**

Administration's Signature:

Date Approved: _____

Students who will be absent three or more consecutive days for pre-arranged family trips, college visits, etc., must contact administration and their teachers, to obtain assignments which will be given while absent, and complete appropriate form, available in the main office, prior to the absence. Unless prior arrangements have been made with the teachers, students are not given any extra time to make up missed work. Work is due immediately upon returning to class. Any work on or during the absence must be turned in before the student leaves unless other plans are made with the teachers.

WIHI and WIMA strongly discourages long planned absences or extended school vacations into lengthier holidays. Our records indicate that students' ability to maintain good grades is impacted by extended absences. Each school day is important. Consideration will be given to international trips with education components.