



WASHTENAW INTERNATIONAL
HIGH SCHOOL & MIDDLE ACADEMY

An International Baccalaureate School

WIHI.ORG

Extended Absence Form

3 Days or More

Student's Name: _____

Reason for Absence: _____

Dates of Absence: _____

Parent/Guardian Name: _____

Parent/ Guardian Signature: _____

PART I: Please fill out the above information and **attach an updated PowerSchool printout of your grades** to this form at least 2 weeks prior to your planned absence.

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 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 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.



WASHTENAW INTERNATIONAL
HIGH SCHOOL & MIDDLE ACADEMY

An International Baccalaureate School

WIHI.ORG

PART II: Once approved by Ms. Do or Mr. Gidding, 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 initialed the form.

Assignments that will be missed during Absences

1A	Teacher Initials	1B	Teacher Initials
2A	Teacher Initials	2B	Teacher Initials
3A	Teacher Initials	3B	Teacher Initials
4A	Teacher Initials	4B	Teacher Initials

PART III: Once the teachers have signed off on your assignments, please return this to the front office so that the absence can be entered into PowerSchool. Please follow up with any questions to Mr. Giddings.

Office Use Only:

Date Submitted: _____

Date Entered into PowerSchool: _____