



# REQUEST FOR STUDENT EXCUSED ABSENCE FORM

Students who plan to *visit a college* or would like to *request an excused absence day for: Job Shadowing, Farm Day (including 4H events), Family Business Day, or Religious Instruction/Event*, must complete this form and submit the (top half) with a parent/guardian signature at least one day prior to the visit for administrative approval. Upon returning from the absence, the signed verification form (bottom half) with a signature from a representative must be submitted to the attendance office.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

- COLLEGE VISIT /TESTING DAY**      
 **JOB SHADOWING**      
 **FARM DAY (4H Event)**   
**FAMILY BUSINESS DAY**      
 **MILITARY SCREENING / TESTING**      
 **RELIGIOUS INSTRUCTION / EVENT**

Date(s) of absence: \_\_\_\_\_ Purpose of requested absence: \_\_\_\_\_

Name of College / Business-Professional / Location \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

*I understand that the Verification Form is to be completed and turned into the Attendance Office must be signed by a representative from the location you spent time with and turned into the Attendance Office immediately following your return to school for the absence to be considered an excused absence.*

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

*Attendance office only:* Date form received: \_\_\_\_\_ Initials: \_\_\_\_\_ Verification Form Rec'd Date:  \_\_\_\_\_



# STUDENT VERIFICATION OF EXCUSED ABSENCE FORM

This is to verify that \_\_\_\_\_ was in attendance on \_\_\_\_\_ / \_\_\_\_\_  
Student Name Date Time

- COLLEGE VISIT /TESTING DAY**      
 **JOB SHADOWING**      
 **FARM DAY (4H Event)**   
**FAMILY BUSINESS DAY**      
 **MILITARY SCREENING / TESTING**      
 **RELIGIOUS INSTRUCTION / EVENT**

at: \_\_\_\_\_  
Name of College /Business-Professional / Location Address

\_\_\_\_\_  
Contact Signature / Title Phone# Date

*Thank you for giving our student the opportunity to visit with you today. If you have any questions or concerns about this experience, please contact us at the Warrior Run High School:*

**Mark Walter, Principal mwalter@wrsd.org (570) 649-5166 ext 4000**  
**Andrea Landis, Assistant Principal alandis@wrsd.org (570) 649-5166 ext 4001**

*Attendance office only:* Date request form received: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Verification Form Rec'd Date: \_\_\_\_\_ Absence Approved: \_\_\_\_\_ / \_\_\_\_\_  
YES NO