



Absence Report

***Please submit this form from a parent email account to the receptionist jwilkerson@wcpss.net.**
(Click [HERE](#) to complete and submit a digital report)

Student Name: _____ Grade 9 10 11 12

Date (s) of Absence: _____

Check one of the following reasons which are acceptable for excused absences per Board
Policy 4400.

_____ Illness or injury

_____ Death in the family

_____ Medical/Dental Appointment*

Doctor's Name: _____

Appointment Time: _____

_____ Court* (Presence required by subpoena)

_____ Religious Observance *

_____ Educational Opportunity * (Prior approval as documented on the "Request for Excused
Absence For Educational Reasons" form required.)

_____ Other (Specify)*:

*May require prior administrative approval

Parent Signature: _____ Date: _____

Phone: _____ (Number where parent may be reached during the school day)

Note: Digital forms must be submitted using a parent email.

Revised July 2022

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Pursuit Absence Notification

*Please submit this form from a parent email account to the receptionist, jwilkerson@wcpss.net, 3 school days before the pursuit absence occurs.

Click [HERE](#) to submit a digital form. All forms submitted digitally, must be submitted from a parent email account.

Student Name: _____ Pursuit _____ Grade: _____

Beginning	Ending	Return to School
<div> <div>_____</div> <div>Month</div> </div> <div> <div>_____</div> <div>Day</div> </div> <div> <div>_____</div> <div>Year</div> </div>	<div> <div>_____</div> <div>Month</div> </div> <div> <div>_____</div> <div>Day</div> </div> <div> <div>_____</div> <div>Year</div> </div>	<div> <div>_____</div> <div>Month</div> </div> <div> <div>_____</div> <div>Day</div> </div> <div> <div>_____</div> <div>Year</div> </div>

Travel Destination: _____ Event Purpose _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian e mail address: _____

Pursuit Guidelines:

- Students must continue to work in their courses to be considered “present”. We understand this may be limited due to the nature of the pursuit. Please notify the teacher(s) with any concerns.
- Dedicate a minimum of 2-4 hours each day to course work and keep up with all assignments and due dates set by teachers.
- Students on pursuit for one week or longer are required to submit work weekly to be counted present. • Check student email daily to keep in contact with teachers.
- If travel plans change notify, the school at 919-694-8515 or send an email to jwilkerson@wcpss.net. Failure to notify the school may result in the student being marked absent through the return to school date listed above.

This form is for students needing to be absent due to training schedules only. Please complete the “Absence Request” form for all other absences.

Note: Students who do not complete assignments while on pursuit may be required to attend support sessions until the work is up to date.

Administrator/Designee Initials _____ Date Received _____