



Waterloo Junior High School

200 Bellefontaine Drive
Waterloo, Illinois 62298
(618) 939-3457
Fax (618) 939-1383

Mr. Nick Schwartz
Principal
nschwartz@wcusd5.net

Ms. Jessica Washausen
Assistant Principal
jwashausen@wcusd5.net

PRE-ARRANGED ABSENCE FORM

Guidelines:

1. This completed form must be turned in to the Jr. High Office prior to the intended absence.
2. Planned absence requests will be approved based upon a student's cumulative attendance and academic records.
3. The student has the responsibility for contacting all teachers and completing all make-up work following the guidelines stated in the student handbook.

Obtain signatures in the order indicated below.

Complete the following:

_____ will be absent _____
(Student) (Dates)

For the following reason: _____

Parent Signature (1st)

Principal Signature (2nd)

Form Must Be signed by Parents and Principal BEFORE Teacher Signatures

Teacher Notification (3rd)

Subject	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____