

Walter Johnson High School
6400 Rock Spring Drive
Bethesda, MD 20814
www2.montgomeryschoolsmd.org/schools/wjhs
WJHSAttendance@mcpsmd.org
 Attendance Office: 240-740-6901 Fax: 301-571-6986



Anticipated Absence Form

Today's Date: _____
 Student's Name: _____ ID # _____ Grade: _____
 Date(s) of Anticipated Absence: _____ Reason for Absence: _____

(Please see the back of this form for MCPS excused and unexcused absences)

Step # 1

Attach a note from your parent/guardian to this form. Notes must include the reason for absence, date(s) of the absence, parent approval, and parent signature. Supporting documentation is helpful, too, in excusing the absence.

Step # 2

Fill out your Course Names and Teachers' Names, then obtain signatures from each teacher. Their signatures indicate that you have made them aware of the anticipated absence. It is your responsibility to communicate with your teachers to obtain and complete all assignments missed during the absence.

Pd.	Course Name	Teacher's Name (Print)	Teacher's Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Step # 3

Counselor's Name: _____ Counselor's Signature: _____
 Date: _____

Step # 4

Completed form must be submitted to the Attendance Secretary a minimum of five days prior to absence.

For Office Use Only:

Excused Unexcused Appealed
 Administrator's Name: _____ Date: _____

WJHS Anticipated Absence Procedure

Students are required to submit the completed Anticipated Absence Form to the Attendance Secretary *five days in advance* of their absence. The student must obtain signatures from their teachers and counselor, then bring the form to the Attendance Secretary. Their Administrator will then determine if the absence is excused or unexcused, following MCPS guidelines¹ (below), and will give the form to the Attendance Secretary to be logged. Unexcused absences of 10+ days will result in the student being automatically withdrawn from MCPS; parents will need to re-enroll their student upon return.

MCPS unexcused absences:

- Family trips and vacations

MCPS excused absences:

- Medical appointments, surgeries, extended illness/recovery
(*doctor's note required if 4+ days*)
- College campus visit
- Job interview
- Participation in extracurricular sport, competition, or academic pursuit
- Invitation to an organized conference/convention
- Visa, passport, or other legal documentation appointment
- Military obligation
- Religious observance
- Death in family
- Pregnancy and parenting-related conditions

1. 2022-23 A Student's Guide to Rights and Responsibilities, p. 2