

Request for Pre-Arranged Absence- Submit to Principal

Student Name _____ ID # _____

FROM ____/____/_____(Date) **TO** ____/____/_____(Date)

*Pursuant to Oregon law and district policy, absences for reasons other than sickness, an emergency or an authorized religious holiday must be arranged in advance with the teacher or principal to be considered **excused**. The student may make arrangements with teachers to make up work for excused absences with the understanding that some classroom activities do not lend themselves to make-up work. In these instances, an alternate assignment will be arranged with the teacher. The decision to excuse an absence will be based on established criteria, including the length and purpose of the absence.*

Reason for Absence (Attach additional information if necessary)

Parent/Guardian Signature Date

The Principal must approve this absence before it is taken to teachers.

___Yes ___No Approved by Principal _____ Signature

Reason: _____

Period	Teacher Signature	Work Will Be Given Upon Return	Work Will be Given Prior to Absence	Teacher Comments
1				
2				
3				
4				
5				

Conditions for Make-up Work for Pre-Arranged Absence

- Teachers are not required to provide work prior to an absence.
- Students have the number of school days missed plus one to complete make-up work and tests once they return to school. Days begin counting when the work is assigned to the student.
- Make-up work may not be accepted unless this form is completed prior to the absence.

White copy needs to be turned into the Attendance Clerk. Yellow copy is for the student and parents.

For Staff Use Only

Guidelines for Requesting a Pre-Arranged Absence

In the interest of focusing valuable staff time only on students with an educationally sensible explanation for school absence, students and parents are required to follow prescribed steps to arrange for school absences that do not fall within the normal “excused absence” guidelines. A form will be available in the school office for this purpose. Criteria for excusing an absence and an appeal process are listed below.

Supporting Factors in Excusing Pre-Arranged Absences

- Absences of 5 days or fewer
- Absences for an educational purpose, e.g. college visit or cultural experience.
- Evidence that effort was made to re-schedule during non-school days
- Lack of options for re-scheduling during non-school days
- Activity that enriches the student’s life, e.g. non-school music competition
- Satisfactory past performance, either academic or attendance

Note: Teachers or the principal may excuse all or a portion of the days missed.

Process for Appeal of Pre-Arranged Absence Decision

- When students and/or parents wish to appeal the decision of a teacher to not excuse a pre-arranged absence, the matter must first be discussed with the teacher who made the decision.
- If the matter is not resolved to the satisfaction of the student and/or parent in discussion with the teacher, the student or parent may then bring the matter to the principal or designee.
- The principal or designee will meet with the student and/or parent to establish the basis of their disagreement with the teacher’s decision.
- Prior to issuing a decision, the principal or designee will consult with the teacher regarding the teacher’s rationale for not excusing the absence.
- Using the Supporting Factors (above) as a basis, the principal or designee will issue a decision to the student and/or parent as well as the teacher. This decision will become the official record of the school and may be used in a truancy proceeding as needed.
- Parents may appeal a decision made at the building level to the appropriate director, or superintendent or designee, whose decision is final.