

## Request for Pre-arranged Absence Form

- Complete this form for all absences that are 3 or more days in length
- Submit pre-arranged absence form to attendance/school office at least 2 days prior to the absence

Please complete the pre-arranged absence form in the following order:

### 1. Parent/guardian completes first section and signs

Student Name \_\_\_\_\_ Student Perm ID # \_\_\_\_\_

Date From \_\_\_/\_\_\_/\_\_\_ Date To \_\_\_/\_\_\_/\_\_\_

*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

### 2. Principal's approval and signature

The principal's signature is required for this absence before the form is taken to teachers. Please allow one full school day for principal's review. Excused: Yes  No

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's note: \_\_\_\_\_

### 3. Teacher's signature(s)

Homeroom/ Period	Teacher Signature	Work Will Be Given Upon Return	Work Will be Given Prior to Absence	Teacher Comments

- Please note that teachers are not required to provide work prior to an absence. Per 4J Grading Framework, late work within a unit of study missed will be accepted without penalty.
- Absences that exceed 10 or more consecutive days will result in the student being withdrawn. Canvas access for middle and high school students will be inactivated upon withdrawal.

### 4. Submit pre-arranged absence form to attendance/school office when all steps are completed.

Questions? Call/email the attendance secretary/front office. Please submit this form to the attendance/front office for recording purposes.

## **Staff 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 education and significant life events
- Effort 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

Note: Principal may excuse all or a portion of the days missed up to 5 days.

### **Process for Appeal or Pre-arranged Absence Decision**

- When students and/or parents wish to appeal the decision of a principal to not excuse a pre-arranged absence, a meeting with the principal will be scheduled.
- The principal or designee will meet with the student and/or parent to establish the basis of their disagreement with the decision.
- Using the Supporting Factors (above) as a basis, the principal or designee will issue a decision to the student and/or parent. 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.

For office use only:

Date submitted \_\_\_\_\_ Date entered \_\_\_\_\_ Staff initials \_\_\_\_\_