

Request for Pre-Arranged Absence

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

Period	Teacher Signature	Excused Y/N	Work Will Be Given Upon Return	Work Will be Given Prior to Absence	Teacher Comments
1					
2					
3					
4					
5					
6					
7					
8					

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.