

**Request for Pre-arranged Excused Absence - School District 4J Middle and High School**

Use for absences of more than 2 days. Submit form to administration at least 5 days in advance of the absence.

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ Grade \_\_\_\_\_

Total # of days \_\_\_\_\_ 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 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 may be arranged with the teacher. Students who are absent for more than 10 days must be un-enrolled as required by state law. Parents must accompany a child returning after absence greater than 10 days in order to re-enroll.

**Reason for Absence (Attach additional information if necessary)**

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Phone # (If there are additional questions.) \_\_\_\_\_

**Check with your teachers:** Teachers are not required to provide work prior to an absence. Students will be permitted to make up missed assignments outside of class under reasonable conditions and time limits established by the teacher.

| Period | Teacher Comments/Concerns | Work given prior to absence or upon return | Teacher Signature |
|--------|---------------------------|--|-------------------|
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**If you are a senior obtain counselor input.** Is student on track to graduate on time? \_\_\_\_\_

Other comments: \_\_\_\_\_ Counselor Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit form to school office.**

Approved \_\_\_ Yes \_\_\_ No Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_