



# Pre-Arranged Absences—Elementary

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_ Total Days Missed: \_\_\_\_\_

The goal of this form is to:

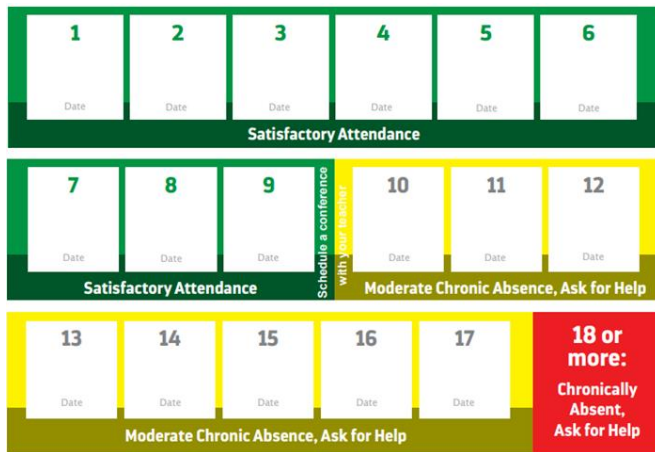
- Facilitate communication between families and the school regarding a pre-arranged absence.
- Allow students to collect work from their teacher(s).
- Ensure families are aware of their child's current number of absences and how this time off may affect their student's education.

Reasons for pre-arranged absences must meet one of the following acceptable reasons according to the State of Oregon and LCSD Policy JEA-AR Truancy/Compulsory School Attendance:

- |   |   |
|---|---|
| <input type="checkbox"/> Illness or injury                            | <input type="checkbox"/> Religious instruction/service    |
| <input type="checkbox"/> Education/Occupational interview(s)          | <input type="checkbox"/> Legal or court appointment(s)    |
| <input type="checkbox"/> Illness of student's immediate family member | <input type="checkbox"/> Medical/Dental appointment(s)    |
| <input type="checkbox"/> Bereavement                                  | <input type="checkbox"/> Activities as required by school |
| <input type="checkbox"/> Family emergency/travel                      |   |

### Note to Parents:

- Students are allowed **up to five days of personal, pre-arranged absences** per school year.
- Per state law, students who are absent for 10 consecutive days (excused or unexcused) are dropped from enrollment, this does not release them from the requirement to attend school. Truancy procedures will be initiated if a student is not enrolled in school.
- Upon return, these students will be required to re-enroll. There is no guarantee that they will be placed back into the same schedule upon return.



Current # of Absences: \_\_\_\_\_

Total Days Missed: \_\_\_\_\_

Projected Total Absences:  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

