

## Pre-Arranged Absences—Secondary

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

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

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

**Pre-Arranged Absence Process:**

1. Parent or student picks up form from the school office and completes the top portion.
2. Student takes form to all teachers for signature/comment and collects parent/guardian signature.
3. Student returns completed form to the attendance clerk and receives a copy.
4. Admin will sign and clerk will make copies as necessary.

**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: \_\_\_\_\_ Projected total absences: \_\_\_\_\_

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

### Section 2: Classroom Teacher(s)

Period	Teacher's Initials	Teacher's Comments/Assignments:
0th		
1st		
2nd		
3rd		
4th		
5th		
6th		
7th		
Free		

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### Section 3: Office Use Only

- Attendance Clerk updated student in Wazzle for requested dates
- SpEd Teachers/Counselors/Additional Student Support Staff informed (as needed)
- Transportation informed (if student has individualized transportation plan)
- Attendance Clerk files form

Reviewed by administrator: \_\_\_\_\_ Date: \_\_\_\_\_