

Pre-Arranged Absence Request

In order for an absence to be **excused**, a request is required to be approved by Ms. Halliday at least 1 day in advance. ***A student may be excused for a period not to exceed 5 days in a 3 month period or not to exceed 10 days for any term of at least 6 months (ORS 339.065).***

Have you requested a pre-arranged absence this year? yes no

Student Name: _____ Parent/Guardian Name _____

Phone Number: _____

Dates of Absence: From: _____ To: _____

Reason for Absence: _____

Extended absences may affect student grades. Students are responsible for obtaining and completing missed work.

Parent Signature

Date

-----FOR OFFICE USE ONLY-----

_____ Days of excused absences

_____ Days of unexcused absences

Comments: _____

Request for Pre-Arranged *Excused* Absence: Approved Unexcused

Principals Signature _____

Dear Parents and Guardians,

It is the intent of the Philomath School District to provide the best possible educational opportunity for all students. To reap the benefits of such an opportunity, students and parents must take an active role in the learning process, beginning with regular and punctual attendance. Oregon law (ORS 339.010 and ORS 339.020) identifies the parent/guardian with the responsibility of having his/her child attend school on a regular basis. This District's hope is that with your understanding of our attendance rules, regulations, and individual building policies, you will be an integral part of your child's success in school. To bring consistency and clarity to District attendance policies, we would like to provide the following information.

EXCUSED ABSENCE/TARDY

Philomath School District *only* recognizes the following reasons as valid excuses for an absence:

- ❖ Illness, medical or dental appointments
- ❖ Serious illness or death in immediate family
- ❖ Emergency medical or dental needs
- ❖ Absences approved in advance by the school principal

UNEXCUSED ABSENCE/TARDY

Philomath School District *will not* recognize the following as excuses for an absence from school:

- ❖ Truancy
- ❖ Oversleeping
- ❖ Missing the bus or car malfunction
- ❖ Shopping/haircut appointments
- ❖ Family vacation, hunting or fishing excursions *not approved by principal in advance according to PES guidelines.*
- ❖ Birthdays, family visiting or other celebrations.

Consequences for unexcused absences and tardies are designated in ORS 339.065 (Compulsory School Attendance).

When calling in or sending a note regarding your student's absence, you must indicate the reason for the absence. If no explanation is given according to our guidelines, the absence will remain unexcused.