

**PRE-EXCUSED ABSENCE REQUEST**

**Clemens Primary School ~ 535 S. 19<sup>th</sup> Street ~ Philomath OR 97370**

Phone: (541) 929-2082 FAX: (541) 929-3991

Cindy Golston, Principal (cindy.golston@philomath.k12.or.us)

Today's Date: \_\_\_\_\_

Have you requested an excused absence previously this school year:  Yes  No

In order for an absence to be **excused**, a request is required to be approved by Mrs. Golston **two (2) weeks 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). Even with approval, extended absences may affect student grades.

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

School Days of Absence – From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

\_\_\_\_\_

It is difficult for teachers to keep up with all the requests for homework when students leave for a vacation.

**Instead, students will be asked to do the following with their parents:**

- Read, or be read to, for at least ½ hour per day. Have your student report to you orally about the book you're reading.
- Help your student to keep a journal of events during the vacation.
- Make or buy flash cards to practice elementary math facts daily.

When your student returns, teachers will have the option of having your student complete any assignments that they missed during their absence.

\*\*I have read and understand the above information and the back of this form \*\*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

Parent email address (a confirmation will be sent to this address)

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

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**

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 or haircut appointments
- ◆ Family vacation, hunting or fishing excursions **not approved by the principal in advance according to CPS 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.

*cps/forms/prearranged absence*