

Pre-Arranged Absence Request

In order for an absence to be **excused**, a request is required to be approved by Mrs. Golston at least 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).***

Have you requested a pre-arranged this year? ___yes___no

Student Name: _____ Teacher's 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 any missing work.

Parent Signature

Date

-----For Office Use Only-----

_____ Days of excused absences requested

_____ Current Attendance Rate

_____ Days of unexcused absences requested

_____ Previous requested days

Comments: _____

Principals Signature _____

