



Riverdale High School Prearranged Absence Form

Directions and Information on Back of Form

Absence Information

<u>Student Name</u>	<u>Grade</u>	<u>Date</u>
<u>Dates to be Absent</u>		
<u>Absence Reason</u> (Attach note if more space is needed)		
<input type="checkbox"/> Medical Procedure/Appt.	<input type="checkbox"/> Family Travel	
<input type="checkbox"/> Internship/Work	<input type="checkbox"/> Outdoor School	
<input type="checkbox"/> Volunteering		
<input type="checkbox"/> Extra-Curricular Activity: _____	<input type="checkbox"/> Other: _____	
<u>Parent Signature:</u>		<u>Principal Signature:</u>

Work Missed/Assignments Due On Return

Period 1:	Teacher:	Appt(Y / N) Date:	Initial:
Assignments Due Upon Return:		Classwork Missed:	
Period 2:	Teacher:	Appt(Y / N) Date:	Initial:
Assignments Due Upon Return:		Classwork Missed:	
Period 3:	Teacher:	Appt(Y / N) Date:	Initial:
Assignments Due Upon Return:		Classwork Missed:	
Period 4:	Teacher:	Appt(Y / N) Date:	Initial:
Assignments Due Upon Return:		Classwork Missed:	
Period 5:	Teacher:	Appt(Y / N) Date:	Initial:
Assignments Due Upon Return:		Classwork Missed:	



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Notice Oregon Revised Statutes:

As per Oregon school attendance law:

- A student may be excused from attendance for a period not to exceed five days in a term of three months or 10 days in any term of at least six months. (ORS 339.065)
- Any absence of 10 consecutive school days requires us to withdraw the student from our enrollment. (OAR 581-023-0006 10(C))

Directions:

1. Student will pick up and complete a Prearranged Absence Form for any planned absence of 1 day or longer. Get your form filled out and turned in ASAP when you know you have an extended absence coming up.
2. Fill out the top section with absence information and **parent signature BEFORE** checking in with your teachers, the principal will sign when finalized.
3. **Make an appointment** with your teacher to check in and find out what you will miss during your absence. At the time you make your appointment notify your teachers which days you will be missing so they are prepared for your request.
4. Meet with ALL of your teachers to get information about assignments and class work that will be missed and what is due upon your return.
5. After checking in with your teachers submit the form to the front desk to get principal signature. Make sure you have a copy of the form so you can do the assigned work. The original copy will go into your cumulative file.

- Students must complete and submit this form to principal for approval prior to any planned absence from school of one day or longer. A copy will be made for the student and the original will be kept in the student's cumulative file.
- Students are responsible to check with teacher, class website, studentvue, and check with peers for missed work.
- Assignments might not be identical to those attained in class. Teachers will provide information pertaining to the major topics to be covered and may assign alternate work.
- Participation in class activities and discussion is valuable and impossible to make up.
- Absences may affect students' ability to retain exemplary grades.
- You may be missing something that cannot be made up, this may affect your grades.
- Direct instruction will be missed, there is no guarantee that the instruction missed is possible to make up