Medford SCHOOL DISTRICT
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Pre –Authorization Absence Form

Code: **J.E-R Attendance**
Adopted: 10/17/95
Revisited: 6/3/97

Student Absences and Excuses

Medford School District 549C supports the compulsory school attendance laws established by the State of Oregon and recognizes that punctual, regular school attendance by students promotes academic achievement. Because the law authorizes the school, not the parent, to determine which absences may be excused and which absences are not excused, the district has established the following parameters under which an absence from school will be considered an excused absence:

1. Personal illness of the student.
2. Medical appointment with written verification by the medical professional.
3. Serious illness or death in the family.
4. Family emergency as determined by a school official.
5. Prearranged absences as approved by a school official.
6. School-sponsored activities. While absences for school-sponsored activities are automatically excused, the student must arrange ahead of time to get any assignments he/she will miss.
7. Suspension.

All other absences will be considered unexcused absences.

School shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian.

If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

If the absence will be longer than 10 school days, state law requires the student be unenrolled from school. The parents of the student will need to schedule a meeting with a School Administrator to determine a plan for re-enrollment before the scheduled absence occurs.

Name of Student _____ Grade _____ ID # _____

Dates of scheduled absence _____ Date to re-enroll _____

Reason of absence _____

_____

_____ _____

Parent Signature Date Administrator Signature Date