

Pre-Arranged Absence Form

A pre-arranged absence is one that requires students to be out of school for (3) or more days.

****Please check in with your Counselor prior to filling out this form****

Counselor Signature: _____ Date: _____

Student Name: _____ Grade _____ Student ID# _____

Number of School Days I will absent: _____ From: _____ (date) To: _____

Reason for Absence: _____

Will you need international access for your Chromebook, Canvas, and Student VUE? (**please allow 3-4 weeks**) Yes ___ No ___

- ◇ **Take** this form to **all your teachers**. They will give you assignments and **initial the form**. (See Back of Form)
- ◇ Take this form to your **parent/guardian for signature**
- ◇ Once you have assignments/initials from all teachers **AND** your parent/guardian has signed at the bottom, you **MUST** turn this form in to the **Attendance Secretary before your extended absence**. You're responsible for keeping a copy of this sheet and completing your homework.
- ◇ Upon returning from your extended absence, your work must be turned in to your teachers within **(2) school days**.

Oregon State Law requires school districts to **drop a student from enrollment if at any point the student is absent (unexcused/excused) for **10 consecutive school days** during a school year. The student **can be re-enrolled** at parent request to the current school with the proper registration materials. Please contact Registrar upon return. (Students will lose access to Chromebook & all apps when they are dropped.)*

Parent/Guardian Signature: _____ Date: _____

Teachers: Please provide any work that will be required upon this student's return.

Period 1 Teacher's Initials: _____	Assignments:
Period 2 Teacher's Initials: _____	Assignments:
Period 3 Teacher's Initials: _____	Assignments:
Period 4 Teacher's Initials: _____	Assignments:
Period 5 Teacher's Initials: _____	Assignments:
Period 6 Teacher's Initials: _____	Assignments:
Period 7 Teacher's Initials: _____	Assignments:
Period 8 Teacher's Initials: _____	Assignments: