



ISB Pre-Arranged Absence Form

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

In Oregon, if a student is absent for 10 consecutive school days without any academic engagement (whether in-person or virtual), schools are required by state law to unenroll the student from active enrollment. For an extended, pre-planned, or known absence, unenrollment will occur when the school is notified of the absence (e.g., the family will be out of country for 3 weeks). This ensures that schools report enrollment accurately, as it directly affects how schools receive state funding.

****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 be absent: _____ From (date): _____ To (date): _____

Reason for Absence: _____

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

- ◇ **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 a 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.
- ◇ Students are responsible for collaborating with teachers about making up/staying current with class work prior to the last day of attendance.
- ◇ Students must check in with the Registrar upon return for reenrollment.
- ◇ Teachers will arrange deadlines for missing work in collaboration with students.

Parent/Guardian Signature: _____ Date: _____

Teachers: Please provide any work that will be required prior/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: