

# OREGON HIGH SCHOOL

## Student Pre-Arranged Absence Request

Date of Request \_\_\_\_\_ Student Name \_\_\_\_\_

The above mentioned student has asked to be excused from school attendance for the following dates: \_\_\_\_\_

Reason for the request: \_\_\_\_\_

**The student and parent(s)/guardian(s) accept the responsibility for all missed classes and assignments.**

All teachers are asked to indicate any work (assignments, quizzes, tests, etc.) that will need to be made up. Arrangements for make-up work must be made with each individual teacher within a time specified by that teacher. If possible, completion dates should be indicated on this form. It is understood that assignments may not be available prior to the absence. Teachers may also make any pertinent comments regarding the school time missed. **(Teachers: Do not complete this form if a parent signature is already included at the bottom of this form.)**

Period/Class	Assignments & Teacher Comments	Current Grade	Teacher Signature

**(Do not include Study Hall teachers)**

I, as a parent or guardian, realize that a vacation during the school year is disruptive to the academic process and may have a negative effect upon my child's success in school. I am aware of the current academic and attendance status of my child and have read any and all teacher comments above. **(This form must be signed AFTER all teachers have completed the information above.)**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Attendance Office Recipient \_\_\_\_\_ Date \_\_\_\_\_