

Churchill High School Request for Prearranged Absence

Complete this form for all absences that are 3 or more days in length.

Please allow one full school day for Principal's approval.

Student Name _____ ID # _____

Absence from ____/____/____ (date) to ____/____/____ (date)

Pursuant to Oregon law and district policy, absences for reasons other than sickness, an emergency or an authorized religious holiday must be arranged in advance with the teacher or principal to be considered excused. The student may make arrangements with teachers to make up work for excused absences with the understanding that some classroom activities do not lend themselves to make-up work. In these instances, an alternate assignment will be arranged with the teacher. The decision to excuse an absence will be based on established criteria, including the length and purpose of the absence.

Reason for Absence (Attach additional information if necessary)

Parent/Guardian Signature _____ Date _____

STEP 1 – Principal's Signature

The Principal's signature is required BEFORE proceeding to STEP 2.

Excused by Principal: Yes No Principal's Signature _____

Reason: _____

STEP 2 – Homework and Teacher Comments

Period	Teacher Signature	Teacher Comments/Homework
1		
2		
3		
4		
5		

STEP 3 – THIS FORM MUST BE SUBMITTED TO THE ATTENDANCE OFFICE WHETHER OR NOT THE ABSENCE IS APPROVED.

Questions? Call the attendance clerk at 541-790-5103.

For office use only
Date submitted _____ Date Entered _____ Staff Initials _____

Guidelines for Requesting a Prearranged Absence

In the interest of focusing valuable staff time only on students with an educationally sensible explanation for school absence, students and parents are required to follow prescribed steps to arrange for school absences that do not fall within the normal “excused absence” guidelines. A form will be available in the school office for this purpose. Criteria for excusing an absence and an appeal process are listed below.

Supporting Factors in Excusing Prearranged Absences

- Absences of 5 days or fewer
- Absences for an educational purpose, e.g. college visit or cultural experience
- Evidence that effort was made to re-schedule during non-school days
- Lack of options for re-scheduling during non-school days
- Activity that enriches the student’s life, e.g. non-school music competition
- Satisfactory past performance, either academic or attendance

Note: Teachers or the principal may excuse all or a portion of the days missed.

Process for Appeal of Prearranged Absence Decision

- When students and/or parents wish to appeal the decision of a teacher to not excuse a prearranged absence, the matter must first be discussed with the teacher who made the decision.
- If the matter is not resolved to the satisfaction of the student and/or parent in discussion with the teacher, the student or parent may then bring the matter to the principal or designee.
- The principal or designee will meet with the student and/or parent to establish the basis of their disagreement with the teacher’s decision.
- Prior to issuing a decision, the principal or designee will consult with the teacher regarding the teacher’s rationale for not excusing the absence.
- Using the Supporting Factors (above) as a basis, the principal or designee will issue a decision to the student and/or parent as well as the teacher. This decision will become the official record of the school and may be used in a truancy proceeding as needed.
- Parents may appeal a decision made at the building level to the appropriate director, or superintendent or designee, whose decision is final.