

PRE-ARRANGED ABSENCE FORM

Completion of this form does not guarantee the absence(s) will be excused.

Student Name: _____

ID # _____

Date(s) Absent: _____

All Day OR Late-Time In:

OR Sign Out Time: _____

1. Obtain all assignments from the teachers to cover periods of absence. Turn in completed assignments on the first day of return to class. In some cases, such work may be completed in advance. Assume the responsibility for promptly completing work.
2. This form must be returned and approved by the Attendance Office after teachers have reviewed and signed the request. The form must be submitted no later than one (1) school day **before** the absence date(s) or the absence will be unexcused.
3. Students who accumulate more than five (5) days of absences per semester (excused or unexcused) will be placed on **Attendance Watch List** which will require formal documentation such as medical notes or court papers for any additional absences to be excused. An unexcused absence may require the student to complete an alternative assignment, to attend a resource room, and/or participate in another academic intervention.

This form does NOT apply to final exams.

Reason for absence:

College Visit

Medical Appointment

Dental/Ortho Appointment

Court

Funeral

Vacation/Family Trip

Other (reason) _____

Parent Signature _____

Student Signature _____

Subject

Teacher Signature

Homework/Comments

Zero Hour _____

Pd. 1 _____

Pd. 2 _____

Pd. 3 _____

Pd. 4 _____

Pd. 5 _____

Pd. 6 _____

Pd. 7 _____

Pd. 8 _____

Pd. 9 _____

Pd. 10 _____

Pd. 11 _____

To ensure Oak Lawn Community High School students are following the proper procedures, please follow the policy as outlined in the OLCHS Student-Parent Handbook.

When it is necessary for a student to be absent a full or partial day for reasons such as medical/dental appointments, court, religious holidays, or family vacations, a prearranged absence form should be picked up in the Deans' Office at least one school day in advance. This form can also be downloaded at www.olchs.org. Only students with approved prearranged absences will receive an excused absence for each class missed. If the form is not approved or not returned to the attendance coordinator, the student will receive an unexcused absence for each class missed. A student who is approved for a partial day of absence must sign in or out at the Attendance Office, Room 122. All schoolwork is due upon return to class.

Attendance... Every Day Matters!

- National research shows a clear connection between chronic student absenteeism and poor performance in school and on standardized tests.
- Missing just 2 days a month means a student misses 10% of the school year.
- Poor attendance in the first month of school can predict chronic absence for the entire school year.

Attendance... Every Day Matters!



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