

OAK RIDGE SCHOOLS

REQUEST TO EXCUSE PRE-ARRANGED ABSENCE(S)

The Oak Ridge Board of education and School Administration support firm policies and procedures governing student attendance. The community and parents as a whole also expect school staff to require students to attend school with a limited number of absences. Further, we believe that the interactions which take place in the classroom contribute as much or more to the depth of experiences for the student. Thus, we actively encourage and require a high degree of student attendance.

We all know, however, that learning opportunities extend beyond the classroom and beyond the curriculum of the school. There are times when school activities and club participation can contribute to the development of the child and family. We also acknowledge that there are times when life circumstances can interfere with a child's attendance.

As a general rule, when these opportunities or circumstance occur, we will try to support the student through reasonable accommodations. We ask that parents understand our teachers cannot always provide equivalent make-up work; and that all absences have a potential impact on learning and student grades.

Name of Student: \_\_\_\_\_ Date of planned absence: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for absence:

\_\_\_\_\_ Club participation \_\_\_\_\_ Personal/ Family Business

\_\_\_\_\_ Other

Please highlight the learning benefits to your child (if other than personal/family business).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please note: Students with excessive absences or with a high possibility of failing a subject area or grade level cannot be approved for discretionary absences.

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For Principal use only: \_\_\_\_\_ Date request received: \_\_\_\_\_

Current attendance status: \_\_\_\_\_

Current overall academic status: Exceptional \_\_\_\_\_ Above exception \_\_\_\_\_  
Meets Expectations \_\_\_\_\_ Below expectations \_\_\_\_\_  
Academic Concern \_\_\_\_\_

\_\_\_\_\_  
Principal Signature & Date Unexcused

\_\_\_\_\_  
Principal Signature & Date Excused