



REQUEST FOR PRE-ARRANGED ABSENCE

This form should be submitted to the Office at least two school days prior to the absence requested.

Student Name: _____

Grade: _____

Date(s) of Absence(s): _____

Half Day

Full Day

Reason for Absence:

My signature below indicates I have read and understand the policies regarding absences in the Handbook, available on the website under Student Life. (See back page)

I understand, ***based on reading the Handbook***, this absence is

Excused

Unexcused

Failing to turn in this form, all absences are automatically Unexcused.

Parent Signature

Date

Student Signature

Date

****A separate form is required for each student.****

Office Use Only:

Date received: _____ Received by: _____

Circle - Excused or Unexcused

Teachers emailed

Recorded in FACTS

Prearranged Absences

Students who know in advance that they will miss school or class are required to obtain a Prearranged Absence Request Form from the entryway form rack. Completed forms should be submitted to the office for final approval **at least two days in advance** of the requested time off from school. Please note the following about prearranged absences:

- A submitted form does not guarantee approval. Absences deemed unexcused will be treated in the manner outlined below (found under "Unexcused Absences").
- Students on academic probation will not receive approval for prearranged absences.
- Documentation may be requested.
- Absences for Upper School students during final exams week will not be excused except in the case of illness.

Unexcused Absences

The following will be considered *unexcused absences*:

- Vacations
- Non-school related activities, including non-Oakdale sports and extracurricular activities
- Any absence that is not pre-arranged with a form submitted to the office

Please note: Pre-Arranged Absence forms must still be submitted when a student is to miss school for an unexcused absence.

Unexcused Absence: Lower School Policy

- NO make-up work will be given for an unexcused absence.
- Missed class time equals missed instruction which cannot be made up with paperwork. However, some paperwork may be provided upon return to be completed with parent assistance at home. This work is not returned to school and is not graded. It is provided solely for the benefit of the student to see some of the content that was missed. Students are still responsible for the missed content/instruction on future assignments, tests, or projects.
- Since future instruction builds on previous instruction, absence will inevitably impact academic progress and overall grades.
 - o Missed assignments lower the total number of grades to be averaged on report cards which will affect final grades.
- Missed tests may be administered upon return, at the discretion of the teacher. Students are responsible for taking scheduled tests upon return to school.
- All major papers/projects are expected to be completed and turned in on time. If a project is due during an unexcused absence, the paper/project must be turned in before the absence. Papers/projects turned in after the absence will be considered late.

Unexcused Absence: Upper School Policy

- Make-up work will be provided before or after an unexcused absence, at the discretion of the teacher.
- All missed make-up work must be completed and submitted to their teacher. Completed make-up work from their absence will not be recorded for a grade; instead those assignments will be listed as "exempt" in the calculation of their final grade. Assignments that are not completed in the agreed upon timeline will be recorded as a "o." Due dates for make-up work are arranged individually between student and teacher.
- All major papers/projects are expected to be completed and turned in on time. If a paper/project is due during an unexcused absence, the paper/project must be turned in before the absence. Papers/projects turned in after the absence will be considered late and graded accordingly.
- Missed tests will be administered before the absence or upon return, at the discretion of the teacher. Students are responsible for taking scheduled tests upon return to school.
- Students are responsible for obtaining make-up work and scheduling with their teacher any missed tests/quizzes.

Excused Absences

The following will be considered *excused absences*:

- Medical appointments and other medical related needs
- Illness (Refer to OA Child Wellness Guidelines outlined in this section)
- Funerals and bereavement
- Team sports for athletes on Oakdale Academy teams
- College Visits (juniors/seniors only; limit of 4 days per year)

Please note the following for excused absences:

For illness, parents must email, call, or leave a voicemail with the office (office@oakdaleacademy.com) before 9:00am to request make-up work to be gathered. Make up work can be picked up in the office at the end of the day. Make up work will only be gathered upon specific request via email.

- In the event make-up work is not requested, upon return, students in grades 5-12 are responsible for obtaining all missed work and rescheduling any missed tests/quizzes.
- For early dismissal for Oakdale Academy sporting events, teachers will send what they can with the student. Any other work will need to be made up upon return.
- Although occasionally medical appointments cannot be avoided, parents are strongly encouraged to avoid scheduling appointments during school hours, if possible.
- **Prearranged Absence Request Forms must be filled out and returned to the office prior to the absence for appointments and bereavement time. Emailing the teacher is not an effective way to communicate this information.**
 - o A copy of the Prearranged Absence Request Form is on the school website.