



## PREARRANGED ABSENCE REQUEST FORM

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

Student Name(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_

Date(s) of Absence(s): \_\_\_\_\_

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 (Logic or Rhetoric School only)

\_\_\_\_\_  
Date

### Office Use Only:

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

- Circle - Excused or Unexcused  
 Teachers emailed  
 Recorded in FACTS

## Attendance

### Pre-arranged Absences

Students who know in advance that they will miss school or class are required to obtain a Prearranged Absence Request Form. 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:

- Absences deemed unexcused will be treated in the manner outlined below (found under “Unexcused Absences”).
- Documentation may be requested.

Absences for Logic and Rhetoric students during final exams week will not be excused except in the case of *serious illness*. Students will receive a failing grade on the exam, which may result in failure of the semester/class.

### Unexcused Absences

The following will be considered *unexcused absences*:

- Vacations
- Non-school related activities, including sports and extracurricular activities
- Any absence that is not prearranged with a form submitted to the office *aside from illness*

Please note: PreArranged Absence Requestion Forms must **still** be submitted when a student is to miss school for an unexcused absence.

### Excused Absences

The following will be considered *excused absences*:

- Medical appointments or illness
  - Although occasionally medical appointments cannot be avoided, parents are asked to avoid scheduling appointments during school hours whenever possible.
- 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:

- To report an illness, parents should email, call, or leave a voicemail with the office ([office@oakdaleacademy.com](mailto:office@oakdaleacademy.com)) before 9:00 am. Make up work will only be gathered upon specific request via email to the office or teacher(s).
- Ultimately, it is the responsibility of students in the Logic and Rhetoric Schools to obtain all missed work and reschedule any missed tests/quizzes. *It is not the teacher's responsibility to contact the student to arrange missed tests. If a student fails to contact the teacher within 2 days of returning to school, the student will receive 0 credit for the missed test.*
- For early dismissal for Oakdale Academy sporting events, work will be made up upon return.
- Prearranged Absence Request Forms must be filled out and returned to the office at least 2 days prior to the absence for appointments (*if student will be absent a full day*) and bereavement time. **Email the teacher and the office if student is missing part of the day for an appointment.**

### Students Leaving During School

Students *may not* sign themselves out during the school day. Should a parent be unable to pick up a student driver, the parent must **first contact the office via phone and follow up with written permission for a student to leave**. This will be approved on a limited basis only, and after multiple times this privilege may be revoked.

*Please see the Oakdale Handbook for more details about attendance.*