



REQUEST FOR PRE-ARRANGED ABSENCE UPPER SCHOOL

PRE-ARRANGED ABSENCE FORMS SHOULD BE COMPLETED AND **SUBMITTED TO THE OFFICE AT LEAST TWO DAYS PRIOR TO THE ABSENCE!**

Student Name: _____ Grade: _____

Date(s)/Time Frame of Absence: _____

Reason for Absence: _____

Fill in the chart below to indicate which teachers need to be notified of your absence:

Hour:	Teacher Name:	Hour:	Teacher Name:
1		5	
2		6	
3		7	
4		8	

My signature below indicates that I have read and understand the guidelines outlined on the back of this page regarding Oakdale Academy's unexcused and excused absence policies. I understand that the office will notify me via email regarding the status of this absence and that it is the responsibility of the student to obtain any needed work, missed notes, etc. in accordance with the absence policy.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

ADMINISTRATIVE USE ONLY:

DATE RECEIVED: _____ RECEIVED BY (INITIALS): _____ EXCUSED UNEXCUSED
TEACHERS EMAILED RECORDED IN TADS PARENT NOTIFIED VIA EMAIL



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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 for juniors and 2 days per year for seniors)

Please note the following for excused absences:

- **For illness, parents must email 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 that 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 at all possible.
- **Prearranged absence 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.**

Unexcused Absences:

- **Make-up work will be provided before or after an unexcused absence, at the discretion of the teacher.**
- Since future instruction builds on previous instruction, absence will inevitably impact academic progress and overall grades.
- 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.
- 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.
- Students are responsible for obtaining missed work and scheduling any missed tests/quizzes.