



Oxford High School – Prearranged Absence Form

The Administration and faculty of Oxford High School believe that regular attendance is important to educational achievement, and that absences which are not essential should be avoided. They recognize, however, that some parents will want their children to accompany them on various trips during the school year, or that other circumstances will require lengthy absences. We have therefore prepared this form to enable parents to determine in advance the effects of such absences on their children's achievement.

PARENTS AND STUDENTS SHOULD BE AWARE THAT THESE ABSENCES COUNT
AS PART OF THE EXAM EXEMPTION POLICY.

ALL STEPS ON THE REVERSE SIDE MUST BE COMPLETED AT LEAST TWO (2) WEEKS
PRIOR TO THE ABSENCE DATE.

1. Student enters name, proposed absence dates, reason for absence, their schedule, circulates form to all teachers, then submits to the Main Office.
2. Teachers enter the number of absences already accumulated during the current semester, evaluate progress as satisfactory (S) or unsatisfactory (U), make comments if desired and sign.
3. Student provides form to parent for evaluation/signature, returns to Main Office.
4. Office personnel verify receipt of the completed form by specified deadline.

Student's Name: _____

Reason for Absence: _____

Dates of Absence _____

Hour	Subject	U/S	Absences to Date	Comments	Teacher
1					
2					
3					
4					
5					
6					
7					

Base on the information above, the proposed absence is:

Recommended ___ Not recommended ___ :

Reason for Denial

Parent's/Guardian's; I have examined the information above, and have decided that my child (will) ___ (will not) ___ be absent from school on the above dates.

Parent's/Guardian's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____