

Ogden Middle School
14133 S. Donovan Road
Oregon City, OR 97045
(503) 785-8300

PRE-EXCUSED ABSENCE REQUEST

The principal may grant permission for absences other than illness, if s/he feels the absence has educational value, and provided that the request for the special dismissal is made at least one day before the time of absence. Every effort should be made to be in school at all times except during illness.

For special dismissals a student must have the request signed by a parent or guardian. This form must be submitted to each of the student's teachers for endorsement, but does not necessarily imply the teacher's approval of the request. The homework assigned for this pre-excused time is the responsibility of the student and is due the day the student returns to school.

STUDENT: _____ TELEPHONE: _____

Actual Dates for Absence: From _____ To _____ Number of Days _____

Reason for Absence: _____

Parent Signature: _____ Parent Phoned Note Attached

<u>Period</u>	<u>Teacher</u>	<u>Comments/Assignment</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____

Received by: _____ Date: _____