Molalla River Academy

Pre-planned Student Absence Form

Complete the top portion of this form at least a week prior to the first absence date. Please return to the school office once all signatures have been obtained.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Number of School Days to be missed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeroom Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

------------------------------------------------------------------------------------------------------------------------------------------

**Oregon Attendance Law States:**

Oregon law (ORS 339.065) requires regular attendance. Irregular attendance is defined by Oregon law as eight (8) unexcused one-half day absences, or the equivalent, in any four (4) week period school is in session.

Excused Absences, under ORS 339.065, are not to exceed five (5) days in a term of three (3) months or not to exceed 10 days in any term of at least six (6) months.

As is mandated by the State of Oregon, a student may be excused by the parent/guardian for no more than (10) ten days in the school year if the absence is pre-arranged and the student so excused completes missed coursework. Parents of students with absences in excess of Oregon law (unexcused or excused) will automatically receive a written letter home from the executive director, will be expected to meet with the executive director and classroom teacher, and are subject to a citation for violations established under ORS 339.990.

**Extended Absences**

Per Oregon law, students absent for more than 10 consecutive days must be withdrawn from Molalla

River Academy; if the student would like to return they must submit an application and follow the lottery process for admission.

**Absentee Assignments**

It is up to the parent to ensure that arrangements are made for the student to complete missed assignments when the child is absent. Please contact your child’s teacher to make arrangements to pick up make-up assignments. When a student misses school due to family vacation, missed work will be provided upon return. Teachers are not required to provide assignments prior to absences, nor are they responsible to provide one-on-one assistance for the days missed.