

Newberg High School

Request to Pre-Excuse Secondary School Extended Absence

Section 1: *To be completed and returned to the main office at least **ONE WEEK** before the planned absence.*
Please PRINT clearly. Not valid without parent signature.

Student: _____ ID# _____

Dates of Absence: _____

Parent/Guardian Name: _____

Parent/Guardian Phone # _____

Parent/Guardian email: _____

Parent/Guardian Signature: _____

<input type="checkbox"/> College Visit
<input type="checkbox"/> Medical
<input type="checkbox"/> Family Trip
<input type="checkbox"/> Other (please write reason below)

Section 2: *To be completed by the teachers.*

Period	Teacher Initials	Comments	Current Grade
Advisory			
1			
2			
3			
4			
5			
6			
7			
8			

Section 3: *To be completed by the school administrator or attendance designee.*

Administrator reviewed: Current Term Attendance Prior Term Attendance
 Student's attendance is: In Compliance Irregular

Absence is determined: Excused Excused, with concerns notes Unexcused

Concerns:

- Absence may adversely impact academic progress
- Absence may adversely impact progress on IEP goals
- Absence May adversely impact participation grade in some classes
- Other: _____

 Administrator Signature
 CC: Parent/Guardian, Counselor, Attendance

Date: _____