



Young Scholars OF BARTLESVILLE

LOWE FAMILY INSPIRED • COMMUNITY SUPPORTED

Absence Exemption Form-For Scholarship Reduction Quarterly Meetings/Volunteer Events

Policy:

Attached.

Requirements: The following conditions must be met for this to be an excused absence:

1. Students must inform the Executive Director before the absence.
2. Students must submit an Absence Exception form with a teacher/coach's signature (below), doctor's note, or copy of obituary.
3. Students must make arrangements within two weeks of the missed event with the Executive Director to remedy the absence.

Type of Excused Absence:

_____ Illness _____ Death (See details) _____ OSSA Event

For OSSA Events go below and have your teacher or coach fill out the below portion and return to office. For other excused absences, return form to staff with appropriate proof of absence.

Please note: The only excused absence allowed for Perfect Attendance is a school sponsored activity and the student completed the makeup requirements by the assigned deadline

For OSSA Events:

As a teacher or coach for the student below, my signature verifies the student must attend and has attended the event outlined below for a grade.

Name of Student _____

Name of School Event _____

Date of event _____

Teacher/Coach Signature _____

For Young Scholars of Bartlesville Staff Use Only:

_____ Executive Director	_____ Date	_____ Deadline
_____ Made up by Deadline?	Date Complete _____	
_____ Not Made Up by Deadline	Proof Filed _____	