Attendance Policies & Procedures

24 Hour Absence Reporting Line: 503-399-5520

Check Out Procedure:
Students must check out through the Main Office before leaving school.
Students must bring in a note at beginning of school - stating the time and reason for checking student out. Students bring this to the Main Office before school starts.

No telephone checkouts allowed.

If a student is ill and needs to go home, they are asked to go to the Main Office to contact a parent/guardian. The Main Office will check out students after connecting directly with a parent/guardian. Students are not allowed to use their cellphones in class. Staff are available in the Main Office to assist student when they are ill.

Please remind your student that they are not to leave campus at any time during the school day without a parent/guardian notifying the school in advance with a note or by coming to the Main Office in person to check out the student. This includes leaving during lunch and/or a release period when the student will not be returning in time for their next scheduled class. Students will be marked as unexcused in all other instances.

*To excuse a tardy:
Please send a detailed note with student to turn in to the Attendance Office. Per District policy, changes cannot be made after 72 hours and the tardy will remain an unexcused tardy.

To excuse an all day absence:
Call the 24-hour absence reporting line (503-399-5520) before, or within 72 hours of, the absence for it to be excused. Per District policy, changes cannot be made after 72 hours and the absence will remain as unexcused.

When calling the attendance line, please speak clearly and be ready with your name and student’s name, (spelling the name is helpful), ID number, date(s) of absence, reason for absence. Speaking clearly and providing detail helps ensure accuracy of the attendance record.

Per District Policy, the following reasons are considered acceptable reasons for an absence or tardy:
- Illness of the student
- Medical appointment
- Emergency, **pre-excused, or extenuating circumstance

*The following are examples of reasons that will not be excused: Oversleeping, car problems, missing the bus, coming back late from lunch

**Pre-excused absences must be cleared through the Attendance Office with the Pre-Arranged Absence form filled out in its entirety prior to the absence(s).