

## Request To Excuse Out Of School Suspension (OSW to OSS)

This form monitors completion of assignments for students who have extended absences due to an Out Of School Suspension.

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

Dates: From \_\_\_\_\_ to \_\_\_\_\_ for a total of \_\_\_\_\_ school days.

**Educators:** If you are using Infinite Campus to provide assignments you do not need to complete the Assignment Details section of this form. Otherwise, use the Assignment Description to include a brief description of *all* assignments that must be completed. Upon receipt of student work, complete the Assignment Status section of this form. *Assignments should be turned in directly to the educator.*

**To Parents/Student:** Use this form to monitor completed assignments during your time out of school. Your teacher may also require you to make up tests, quizzes, or other assignments (within reason) upon your return. It is your responsibility to complete this form and touch base with each of your teachers upon your return.

### Assignment Details

### Assignment Status

Period	Class/Educator	Assignment Description	Educator Use Only		Educator Initials
			Complete *	Incomplete	
1			<input type="checkbox"/>	<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	
4			<input type="checkbox"/>	<input type="checkbox"/>	
5			<input type="checkbox"/>	<input type="checkbox"/>	
6			<input type="checkbox"/>	<input type="checkbox"/>	
7			<input type="checkbox"/>	<input type="checkbox"/>	
8			<input type="checkbox"/>	<input type="checkbox"/>	

\* Assignments are considered "complete" if a student has completed and turned in at least two-thirds of the assigned homework in each of their scheduled courses (per administrative guideline 5200d).

I have reviewed the information above and have determined the student has:

**completed** the necessary assignments in accordance with the Out of School Suspension Coding Procedures. The student's attendance coding will be modified to "Out of School Suspension with Homework" (OSS).

**not completed** the necessary assignments in accordance with the Out of School Suspension Coding Procedures. The student's attendance coding will remain "Out of School Suspension without Homework" (OSW).

\_\_\_\_\_  
Designated Building Administrator

\_\_\_\_\_  
Date