

**Young Scholars of Bartlesville**  
**Absence Exemption Form**  
Quarterly Meetings/Volunteer Events

**Policy:** In a calendar year, a student may miss one Quarterly Meeting or one Volunteer Activity for a required, "sanctioned" school event (OSSAA).

**Purpose:** It is our desire to help encourage extracurricular participation while remaining steadfast in providing good quality services to our students. Therefore, in a calendar year, a student may miss one mandatory event (either 1 quarterly meeting or 1 volunteer activity) due to a scheduled school event that is for a grade. Meaning, that if the student misses the required school event, their grade would be negatively impacted.

Should the student miss an activity due to school and this form is filled out properly, then the student would not suffer any negative effects on their scholarship. However, the student cannot receive the monetary award associated with perfect attendance.

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

1. Students must inform the Executive Director two weeks prior to their absence (or asap).
2. Students must turn in an Absence Exception Form with a teacher/coach's signature within 2 weeks after the activity.
3. Students must make arrangements to view the recorded information from the missed Quarterly Meeting with the Executive Director within two weeks of the meeting.
4. Students must make arrangements with the Executive Director to make up a missed Volunteer Activity within two weeks following the missed activity.

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 \_\_\_\_\_