

To Excuse an Absence

To excuse an absence or tardy, please call the Sheldon Attendance line at 541-790-6606. You may press # to bypass the outgoing phone message. *Please speak slowly and clearly.* Be sure to provide the following information.

- Name of person calling (and relationship to student)
- Phone number of person calling
- First and last name of student, spelling the last name
- Six digit student ID number (if you have it)
- Date(s) and period(s) of the absence or tardy
- Reason for the absence

Alternatively, you may email dialshs@4j.lane.edu.

If you need to talk to someone in the Attendance Office, call 541-790-6678.