STEP 1

Print Student Name ___________________________ Counselor ___________________ Grade ________
Last         First

The Assistant Principal will review the request and may approve absences that are requested in writing at least 72 hours prior to the absence. **Proof of Absence need MUST be ATTACHED.**

To qualify, the absence must be for one of the following reasons (attach proof for all categories):
- Court appearance (including Family, Juvenile, Visa, Passport, Immigration, Citizenship)
- Funeral/Bereavement services – immediate family
- **Observance of religious holiday or ceremony**
- School sponsored Academic or School sponsored Sport Tournament or Trip
- College Visit (**Only 5 total days for college visits are allowed in an academic year**) Special circumstances –(non-school or club sports team event, employment conferences, family absence, other) - **These types of absences are not excused under the Californian Education Code and will only be approved at the discretion of the Administrator.**

**THE FOLLOWING PROCESS STEPS MUST BE COMPLETED 72 HOURS PRIOR TO THE ABSENCE:**

1. Fill out identification (top) portion of form w/ student and parent signatures included
2. Get all teacher’s signatures as applicable to date(s) of absence
3. Submit to Attendance Office for preliminary signature
4. Submit to Administrator for approval

I, __________________________________, will be absent from ____________ to ____________,
(Print Student’s FULL name) (day/date) (day/date)

for ______ of school days, for the following reason ( √ Check reason(s):

(number)

_____ Court Appearance
_____ Funeral/Bereavement Services
_____ Religious Observation/Holiday
_____ **School Sponsored** Sport or **School Sponsored** Academic Tournament/Trip
_____ College Visit (name and location of college)__________________________________________
_____ Special Circumstances (please specify)_____________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

(Parent/Guardian’s signature) (Student’s signature) ________

(Today’s date ________)

(Please continue to STEP 2)
PRIOR NOTIFICATION TO ATTENDANCE (Submit to Attendance Office for signature Prior to Administrator Approval): (A temporary absence code will be entered in IC until administrator approval)

______________________________ ________________________
(Attendance Secretary’s Signature) (Date)

STEP 3

It is the student’s responsibility to inform all teachers, get their signatures, and be clear about academic expectations, prior to the date of absence.

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<tr>
<th>Period</th>
<th>Assignment(s)</th>
<th>Due Date(s)</th>
<th>Teacher’s Signature</th>
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<td>Test(s)</td>
<td>(as applicable)</td>
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<th>Assignment(s)</th>
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Teacher signatures indicate that they have been informed of the absence and that arrangements have been made as specified. The teacher shall determine the assignments and due dates. The tests and assignments shall be equivalent to, but not necessarily identical to, the tests and assignments that the student missed. Teacher signatures do not indicate the absence(s) will be coded as excused.

STEP 4

FINAL APPROVAL GRANTED: ________________________ ________________________

(Assistant Principal’s Signature) (Date)

ATTENDANCE CODE: ________________