

**PALO ALTO UNIFIED SCHOOL DISTRICT – HENRY M. GUNN HIGH SCHOOL
APPLICATION FOR PRIOR APPROVED ABSENCE**

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 (employment conferences, family vacations, non-school or club sports team event, other) - ***approved at the discretion of the administrator***

THIS PROCESS MUST BE COMPLETED 72 HOURS PRIOR TO THE ABSENCE

- PROCESS STEPS:** 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 approval 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):
(number)

_____ Court Appearance _____ College Visit _____
Religious Observation/Holiday

_____ **School Sponsored** Sport or **School Sponsored** Academic Tournament/Trip
_____ Funeral/Bereavement Services

_____ Special Circumstances (please specify) _____

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

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STEP 2

PRIOR NOTIFICATION TO ATTENDANCE (Submit to Attendance Office for signature Prior to Administrator Approval):

_____ (Attendance Secretary's Signature) _____ (Date) *(A temporary absence code will be entered in IC until administrator approval)*

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STEP 4

FINAL APPROVAL GRANTED: _____
_____ (Assistant Principal'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.

Period	Assignment(s) Test(s)	Due Date(s) (as applicable)	Teacher's Signature
A			
B			
C			
D			
E			

F			
G			
SEL F			

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. Administrator approval is required for excuse code.