

## INSTRUCTIONS

---

- **In accordance with LUSD Board Policy 5113 and California Education Code 48205, foreseeable school absences must be prearranged and given administrative review for approval or denial. Furthermore, prior arrangements must be made with all teachers for available make-up assignments.**
  
- **The following are the only approved prearranged reasons (Attendance code PRE):**
  - 1) **Appearances in court**
  - 2) **Attendance at a funeral service or religious retreat**
  - 3) **Observation of a religious holiday or ceremony**
  - 4) **Employment interview or conference**
  - 5) **School related extra-curricular activities**
  - 6) **Family matters requiring the presence of the student**  
(Not including vacation or recreational trips)
  
- **Any denied requests will be recorded as an unexcused (UNX) absence if the student is absent during that period. Classroom work for a UNX will be issued at the teacher's discretion.**
  
- **Teachers will not sign the request if both parent and administrator have not signed and a specific reason is not included.**
  
- **This request must be completed and submitted to the attendance office 5 school days prior to the scheduled absence. Emergency situations may be considered on a case by case basis at the discretion of an administrator.**