

Lodi High School

PREARRANGED ABSENCE REQUEST

(Read instructions on the back before filling in and submitting this form)

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ID #: \_\_\_\_\_

Date(s) of Prearranged Absence: \_\_\_\_\_

Circle One: All day absence / OR periods to be missed: 0 1 2 3 4 5 6 7

Detailed reason for request (see approved reasons on backside):

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\*\*\*Reminder: Students must check in at the attendance office when they return from this absence

**Teachers: Do not sign unless administrative signature is present**

<u>Period</u>	<u>Subject</u>	<u>Teacher Signature</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____

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INSTRUCTIONS  
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- 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 board approved prearranged absence reasons:  
(Attendance code PRE= excused, make-up work is provided):
  - 1) Appearance in court
  - 2) Attendance at a funeral service
  - 3) Observation of a religious holiday/ceremony/retreat
  - 4) Employment interview or conference
  - 5) School related extra-curricular activities
  - 6) Justifiable personal reason (not more than *four hours per semester*, must provide detailed reason on reverse side of form)
  - 7) Service as a member of a precinct board for an election
- 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 prior to the scheduled absence. Emergency situations may be considered on a case by case basis at the discretion of an administrator.