

**PALO ALTO HIGH SCHOOL
APPLICATION FOR PRIOR APPROVED ABSENCE (2021-22)**

Student's Name: _____ Grade: _____

Absences which are requested in writing, prior to the absence, must be approved by Assistant Principal Erik Olah for school year 2021-22. **Before completing the form, please check with Mr. Olah or the Attendance Office if you aren't sure if your absence qualifies.** To qualify, the absence must be for one of the following reasons:

- A. College campus visits (senior and 2nd semester juniors only)
- B. Court appearance
- C. Employment conferences
- D. Special circumstances-please specify. This includes non-Paly competitions (i.e. sports, fine arts, debate, other academic competitions)

Family vacations, family events, travel, accompanying siblings to college visits and move-ins, and other similar absences are not covered under this category of "prior approval." When approved by parents, these absences will be considered "other unexcused" and it is the teacher's discretion to give credit for work missed during this time.

Procedure:

1. *Check with Mr. Olah or the Attendance Office if you aren't sure if your absence qualifies*
2. **Complete this page with a signature from your parent/guardian**
3. **Take the form to each teacher and request assignments and their signature (see reverse page)**
4. **Obtain approval from Assistant Principal Erik Olah**
5. **Return to the Attendance Office for final approval**
6. **NOTE: BOTH SIDES MUST BE COMPLETED BEFORE FINAL APPROVAL**

THIS PROCEDURE MUST BE COMPLETED 24 HOURS PRIOR TO THE ABSENCE

I, _____, will be absent from _____ to _____
(student name) (day/date) (day/date)

_____ school days, for the following reason:
(number)

COLLEGE CAMPUS VISIT

WARRANTED

College(s) you are visiting

_____ Court Appearance
_____ Employment Conference

_____ Other/Special Circumstances (please specify) _____

I understand that it is my responsibility to complete the work I will be assigned during this absence prior to my return or this approval will be void.

(Parent/guardian signature)

(Student's signature)

Tentative Approval: _____
(Assistant Principal's signature)

Final Approval Granted: _____
Attendance Date

Student Name: _____ Grade: _____

TEACHERS: Please indicate the work to be completed by the student this absence period. Your signature will also indicate that the student has met his/her obligations to contract below.

Period	Assignments	Teacher's Signature
0		
1		
2		
3		
4		
5		
6		
7		
8		