

Attendance Memo of Understanding for Students
Eighteen Years of Age and Over

I understand that, as an eighteen-year-old, I am now legally responsible for my behavior at school. This includes my school attendance. I further understand that as I am now over eighteen years of age, high school attendance in the Palo Alto Unified School District is a privilege. To remain enrolled at Gunn High School, I must continue to make normal progress toward graduation. Regular and consistent school attendance is a major part of such progress and I understand that, if I abuse my new right as an adult, I will lose the privilege of being allowed to attend high school in the Palo Alto Unified School District.

The following attendance regulations affect eighteen-year-olds:

- You MUST have a permit to leave the campus if you are leaving during a class. Please notify the Attendance Office in advance of the absence so the appropriate pass can be forwarded to you before your departure.
- You MUST notify the Attendance Office of your absences within 72 hours by email: (gunn-attendance@pausd.org), telephone (650-354-8210) or in person.
- You MUST have parent/guardian approval, indicated by their signature on this form, to excuse your own absences.
- Abuse of the privilege of excusing your own absences will result in the loss of this privilege.
- Parents/Guardians will continue to be notified of absences, cuts, etc.

STUDENT:

I have read and understand the District Policy regarding attendance issues as they relate to eighteen-year-olds.

Student's Full Name

Student Signature

Today's Date

Student's DOB

Parent Confirmation Signature

Phone Number

PARENT/GUARDIAN:

I give permission for my son/daughter to excuse his/her own absences as an eighteen-year-old.

Parent/Guardian Full Name

Parent/Guardian Signature

Date

Please return form to the Attendance Office PRIOR to Asst. Principal's signature.

ASST. PRINCIPAL'S SIGNATURE

DATE: