

Las Virgenes Unified School District Request for Pre-approval of Absence

Advance written request by the parent/guardian and approval of the principal or designee shall be required for absences for: (Education Code 48205) 1. appearance in court, 2. attendance at a funeral service for a non-immediate family member, 3. observation of a holiday or ceremony of his/her religion, 4. attendance at religious retreats for no more than four hours during a semester, 5. employment interview or conference, 6. a pupil, as the custodial parent of a child, when the child is ill or has a medical appointment during school hours, (Education Code 48205) 7. family necessity of less than 5 school days provided the pupil makes up all work missed during the absence,

Student name _____ ID# _____

Proposed Dates for Absence: From _____ through _____ Total days absence _____
(If the absence will be 5 days or more please fill out an Independent Study Contract)

Reasons for absence (please be specific)

Reasons why absence cannot be taken during non-school hours

Agreement

I understand that absence from the classroom may have a negative impact on a student's progress for that class, since it is impossible to "make-up" class discussions, lectures, audio-visual presentations, laboratory demonstrations, guest speakers, and other one-time-only events in the educational process.

Student: I agree to complete all work provided to me by my teachers for the period of my absence to the best of my ability. I understand that I may have additional work to complete upon my return to school. I will complete this work and turn it in to my teachers within the agreed upon time frame. I am aware that failure to do so may result in academic regression.

Parent: I agree to minimize the detrimental effect of absence by having my child complete assignments given to him/her by his/her teacher. I am aware that failure to do so may result in academic regression. I realize my child may have additional work to complete upon his/her return to school.

Student's signature _____ Parent's signature _____ Date: _____

Best contact phone number _____ email address _____

Teacher acknowledgement

- A ° _____
- 1 ° _____
- 2 ° _____
- 3 ° _____
- 4 ° _____
- 5 ° _____
- 6 ° _____
- B ° _____

Office use: Request for pre-approval of absence due to Additional Justifiable Personal Reasons:	
Absence approved	Absence not approved (circle one)
Vice Principal's signature _____	Date: _____