

WARRANTED ABSENCE FORM



Tamiscal High School

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According to BP/AR 5113, a warranted absence must be requested in writing at least two (2) days prior to the absence, must be approved by a site administrator, and, unless otherwise designated below, signed by the teachers of the classes missed. Any absence that isn't requested in advance and in writing will be considered unexcused and will count toward loss of credit in classes. Prior approval may be waived by the principal or designee only under exceptional, unanticipated circumstances. The administrator will consider student attendance patterns, current academic performance and previous requests when approving a request for a warranted absence.

The teacher of any class from which the student is absent shall determine, pursuant to the regulations of the Board, what assignments the student shall make up and in what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

A warranted absence may be requested for justifiable personal reasons, including but not limited to, the following:

- Appearance in court;
- Attendance at a funeral service for an aunt, uncle or cousin, or a person other than a member of the student's immediate family;
- Observation of a holiday or ceremony of his/her religion, with principal or designees approval and not limited to one (1) day of excusal;
- Attendance at religious retreats for no more than four (4) hours during a semester;
- Employment conference or interview;
- College visits. Limit of three (3) days per year;
- Bereavement beyond excused absence days;
- Tending to an illness or a medical appointment during school hours of a student's custodial child;
- Outdoor Education, or other educational programs sponsored by the school, District or county;
- Partial day absences caused by circumstances beyond the student's control (bus breakdowns highway flooding, etc.) and approved by the principal or designee within one (1) school day of the student's return to school; and,
- Other justifiable personal reasons authorized by the school.

FAMILY TRIPS AND VACATIONS WILL NOT BE WARRANTED UNDER THIS POLICY

Parents/guardians are encouraged to plan family trips and vacations outside of the school year.

Approval is contingent after signatures are obtained from ALL parties listed below:

1. Parent Signature
2. Student Signature
3. Approval by Teachers
4. Approval by Principal

STUDENT NAME: _____ requests permission to be absent from school under Warranted Absence Policy on **DATE:** _____

REASON: _____

The Prearranged absence request for (student name) _____ has been reviewed by me and qualifies as:

_____ V= School Activities

_____ W= Warranted

_____ U= Unexcused

_____ C= College Visit

Approval by parent/guardian: I verify the absence qualifies under the warranted Absence Policy. I understand that my student is responsible for making up any assignments which can be made up during the requested absence.

1. _____ DATE: _____
PARENT/GUARDIAN SIGNATURE

Student Signature: I understand that I am responsible for making up my assignments which can be made up during my absence. I also understand that it is impossible to make up some work such as a science lab or discussion sessions, and that my class participation grade may be affected.

2. _____ DATE: _____
STUDENT SIGNATURE
Birthdate if student is 18 years of age _____

3. TEACHERS: Complete this section **ONLY** after Parent and Student Signatures have been secured:
Acknowledgment from teachers whose classes will be missed:

CLASS:	TEACHER SIGNATURE	COMMENTS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This form must be completed in full and returned to your Master Teacher at Tamiscal *at least two days prior* to the absences except in emergency or unanticipated circumstances.

4. _____ DATE: _____
PRINCIPAL OR VICE PRINCIPAL