

PALO ALTO HIGH SCHOOL APPLICATION FOR PRIOR APPROVED ABSENCE

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Absences which are requested in writing, prior to the absence, must be approved by Assistant Principal Michelle Steingart. Students must be in good standing (attendance and behavior) to be eligible for excusing these absences. Before completing the form, please check with AP. Steingart 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 AP. Steingart 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 Michelle Steingart - leave in mailbox in Front Office
5. AP Steingart will sign and return it 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

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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.

<b>Period</b>	<b>Assignments</b>	<b>Teacher's Signature</b>
0		
1		
2		
3		
4		
5		
6		
7		
8		