

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 _____ **Teacher name** _____

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)

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.

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.

Parent’s signature _____ Date _____

Best contact phone number _____ Email address _____

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