

Justifiable Absence Request

(PGUSD BP/AR 5113 and PGUSD BP/AR 6154)

If you would like the Administration to consider approval for makeup work or class credit (up to 10 days per school year), for an absence which is not permitted by the above referenced Board Policy, as set out in the Student/Parent Handbook, please fill in this form and return it to the Attendance Office **at least two weeks prior to the date(s) of the requested absence.**

STEP 1: Parent fills out the information below.

Student Name: _____ Grade: _____

Date (s) of requested absence: _____

What is the activity or reason for the absence?

Please explain why this activity cannot take place during non-school days.

Is there an educational value of this activity? Please explain.

Parent Name- Please Print _____ Parent Phone Number _____

Elementary School Teacher Name _____

STEP 2: Please bring to the office.

For Office Use Only: Date Received: _____ Number of Absences to Date: _____ Excused: _____ Unexcused: _____

Administrative Decision:

This absence qualifies and work may be made up for full credit. _____

This absence does not qualify and teachers are not required to assign work or give credit for missed work. _____ **Administrative Signature**

NOTE: Students with excessive unexcused absences (25% of the school days in a grading period) may receive a failing grade and may not receive credit for the class(es). BP5113

STEP 3: Teachers must choose an option. After the teachers choose an option, please bring the form back to the office.

- Option 1:* Excuse any work that the students will miss. *Option 3:* Give work ahead of time.
Option 2: Make up-work upon return. *Option 4:* Ability to do alternate project.

<u>Middle/High School Classes & Teachers</u>	<u>Teacher Signature</u>	<u>Option</u>
Period 1: _____	_____	_____
Period 2: _____	_____	_____
Period 3: _____	_____	_____
Period 4: _____	_____	_____
Period 5: _____	_____	_____
Period 6: _____	_____	_____
Period 7: _____	_____	_____
Period 8: _____	_____	_____

This is an Excused Absence:

W Waiver- Submit a Justifiable Absence Form for court appointment that is documented by the court system, funeral for a person other than a students' immediate family, religious holiday or ceremony (no more than four days during a semester) and Military family leave. BP113, Ed Code 48205.

This is an Unexcused Absence:

J Submitting a Justifiable Absence Form to administration **two weeks in advance** may allow the student to make up work, but the absence remains unexcused. Allowable credit may be granted for up to 10 days per school year. BP5113

U Unexcused Absence- For family necessity or emergency, non-medical/dental appointments, business or vacation travel.