

Discovery Canyon Campus Prearranged Absence Notification

This form must be completed and approved at least seven days before the first day of the absence. Forms should be returned to the attendance office.

Student Name _____ Grade _____

Dates of Student's Absence: From _____ to _____
Month/Day Month/Day

Total Number of school days the student will miss: _____

Reason for absence:

Excused absences are as follows (district policy JE):

- a) Absences approved by the principal or his/her designee. (Examples but not limited to: a student who is pursuing a work-study program under the supervision of the school. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration. A student who is suspended or expelled.)
- b) Absences due to temporary illness or injury.
- c) Absences for an extended period of time due to physical, mental, or emotional disabilities.
- d) Absences due to being in the custody of the court or law enforcement authorities.

If an absence does not fall into one of the above categories, it may be considered unexcused. Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may receive only half credit (district policy JH).

Students must print the make-up work form below to get assignments that will be missed during the time of absence. Students should make every effort to complete work before the absence.

As parent/guardian of _____ I have reviewed the
(Student's Name)
information on this form. I am aware of the possible academic impact that may be created by this absence. I have reviewed the make-up form that my student's teachers have filled out.

Parent/Guardian Signature Date

Administrator's Signature Date

_____excused _____unexcused

Pre-arranged Absence Make-Up Work

Students are required to take this form to teachers for performance update, assignments, and teachers' initials.

Student Name _____ Grade _____

Date(s) of absence _____

Subject/Class	Current Performance/ Grade	Final Date For Make-Up Work	Teachers' Initials	Make up Work/Comments or Instructions.

Students should make every effort to complete make-up work before the pre-arranged absence.