

Discovery Canyon Campus

Prearranged Absence Notification

This form must be completed and submitted for approval from grade level administration 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 will be considered unexcused.

Students will be required to take this form to teachers for a performance update, assignments and teachers' initials. Parents will then sign the form and it must be returned to the attendance office at least seven days prior to the absence.

Students are required to take this form to teachers for performance update, assignments and teachers' initials. They should then take it home for a parent's signature. The last step is to drop it off at the attendance window.

SUBJECT/ CLASS	CURRENT PERFORMANCE/ GRADE	FINAL DATE FOR MAKE-UP WORK	TEACHERS' INITIALS	COMMENT OR INSTRUCTIONS

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

 Parent/Guardian Signature Date

 Grade Level Administrator's Signature Date

 Attendance Signature Date