

Redwood High School COLLEGE VISIT ABSENCE REQUEST

A warranted absence must be requested **IN WRITING AT LEAST TWO DAYS PRIOR** to the absence, approved by a site administrator and signed by the teachers of all classes the student will be missing. The teacher of any class from which the pupil is absent shall determine, pursuant BP / AR 5113, what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments, The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments which the pupil missed during the absence, The administrator will consider student attendance patterns, current academic performance and previous requests for warranted absences when approving a request for warranted absence.

Your student's absence will appear as unverified in eSchool Plus+ until dated proof of their college visit is returned to the attendance clerk in room 105. **Dated proof of visit must be supplied within 5 days of your return. If this is not supplied, the absence will remain unexcused.**

Examples of dated proof include:

- Parking receipt reflecting the day of the warranted absence.
- Bookstore purchase receipt reflecting the day of the warranted absence.
- A letter or email from a college official (coach, counselor, etc.) confirming your visit on the date listed on the warranted absence form.

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APPLICATION PROCESS: Complete steps 1, 2 and 3 before submitting to teachers for signatures.

Student name: _____ Grade: ____ requests permission to be absent from school under the

Warranted Absence Policy on: Dates: _____

Name of College: _____

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1. Approval by parent/guardian: I verify the absence is for a college visit. I understand that my student is responsible for making up any assignments which can be made up during the requested absence and a maximum of three days can be warranted each year for a college visit.

Parent/Guardian signature

Date

2. Student signature: I understand that I am responsible for making up any assignments which can be made up during my absence. I also understand that it is impossible to make up some work, such as a science lab or discussion sessions, and that my class participation grade may be affected.

Student signature

Date

Birthdate if student is 18

Signatures must be obtained in the order indicated:

3. Approval by Assistant Principal: The prearranged absence request for _____ has been reviewed by me and qualifies as a college visit.

Assistant Principal

Date

Teachers: Complete this section only after ALL PREVIOUS SIGNATURES have been secured:

Acknowledgement from teachers whose classes will be missed:

Period	Teacher Signature	Comments
0	_____	_____
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____

This form must be completed and returned to the Attendance Clerk in the Attendance Office, Room 105, at least **TWO DAYS PRIOR** to the absences except in emergencies or unanticipated circumstances.