

REDWOOD HIGH SCHOOL

PREARRANGED WARRANTED 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 (unless indicated otherwise below). 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: A warranted absence may be requested for justifiable personal reasons, including, but not limited to, the following:

1. Appearance in court
2. Attendance at a funeral service
3. Observance of a holiday or ceremony of his/her religion (teacher signatures not required)
4. Attendance at a religious celebration or ceremony (limited to one day only)
5. Attendance at religious retreats for no more than four hours during a semester
6. Employment interview or conference
7. College visitations (limit of three days per year) as documented by a dated proof of visit
8. Bereavement beyond excused absence days
9. Tending to an illness or medical appointment during school hours of a student's custodial child to.
10. Outdoor education or other educational programs sponsored by the school, district, or county
11. Partial day absences caused by circumstances beyond the student's control (bus breakdowns, highway flooding, etc.) These absences require approval by the administrator within one school day of the student's return to school.
12. Other justifiable personal reasons authorized by the school

OTHER: Family trips, vacations are not considered warranted under CA Ed. Code and Board policy and will be recorded as unexcused.

Make up work may be allowed at teacher discretion. Such absences will accumulate in accordance with the partial credit policy . Students who do not cut classes should not experience any problems with this policy .

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: _____

Reason: _____

1. Approval by parent/guardian: I verify the absence qualifies under the Warranted Absence Policy. I understand that my student is responsible for making up any assignments which can be made up during the requested absence.

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:

_____ V = School Activity

_____ W = Warranted

_____ U = Unexcused

_____ C = College visit (maximum of three days per year -- dated proof of visit must be supplied with in 5 days of your return, if this is not supplied the absence may become unexcused.)

Assistant Principal

Date

***** k k *****

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

Acknowledgment 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 Office, Rm. 105, at least **TWO DAYS PRIOR** to the absences except in emergencies or unanticipated circumstances.*