

ALL THREE SECTIONS MUST BE COMPLETED BEFORE TURNING INTO ATTENDANCE OFFICE

ARCHIE WILLIAMS HIGH SCHOOL

Warranted Absence/College Visit Request

Grade _____

MUST BE REQUESTED IN WRITING AT LEAST TWO (2) DAYS PRIOR TO THE ABSENCE

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To the Attendance Office

Request is hereby made that our son/daughter, _____,

Student ID# _____ be permitted to leave school for the dates _____ and return on _____ (date).

The reason for the warranted absence (see backside for definition and justifiable reasons):

It is our understanding that the student is responsible to make up any required assignments missed during his/her absence.

Date: _____

Signature of parent/guardian

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ACKNOWLEDGEMENT BY FACULTY

<u>Period</u>	<u>Course</u>	<u>Teacher's Initial</u>	<u>Comments</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____

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NOTICE TO FACULTY

It appears that sufficient reason exists to comply with this request, and permission is hereby granted to the above-named student to leave school for the purpose stated and subject to the conditions indicated. This form has been acknowledged by each teacher of the above-named student.

Date: _____

Principal/Assistant Principal

WARRANTED ABSENCE

According to BP/AR 5113, a warranted absence must be requested **in writing at least two days prior to the absence, must be approved by a site administrator, and, unless otherwise designated below, signed by the teachers of the classes missed.** Any absence that isn't requested in advance and in writing will be considered unexcused and will count toward loss of credit in classes. Prior approval may be waived by the principal or designee only under exceptional, unanticipated circumstances. The administrator will consider student attendance patterns, current academic performance and previous requests when approving a request for a warranted absence. The teacher of any class from which the student is absent shall determine, pursuant to the regulations of the Board of the school district, what assignments the student shall make up and in what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments which the student missed during the 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 for an aunt, uncle or cousin, or a person other than a member of the student's immediate family
3. Observation of a holiday or ceremony of his/her religion. (Requires signature of principal or designee only, not signatures of student's teachers) Absence for personal, individual religious celebrations or ceremonies (e.g., Bar/Bat Mitzvah, Confirmation, etc.) shall be limited to one day and may be warranted only for members of the immediate family
4. Attendance at religious retreats for no more than four hours during a semester
5. Employment conference or interview
6. College visits (limit of three days per year)
7. Bereavement beyond excused absence days
8. Tending to an illness or a medical appointment during school hours of a student's custodial child
9. Outdoor Education, or other educational programs sponsored by the school, district or county
10. Partial day absences caused by circumstances beyond the student's control (bus breakdowns, highway flooding, etc.). These absences require approval by the principal or designee within one school day of the student's return to school.
11. Other justifiable personal reasons authorized by the school.

FAMILY TRIPS AND VACATIONS WILL NOT BE WARRANTED UNDER THIS POLICY.

Parents/guardians are encouraged to plan family trips and vacations outside of the school year.

Please return this completed document to Mark Machado in the front office, room 906 ONLY after all three sections have been completed and signed by all parties