



WARRANTED ABSENCE FORM

305 Doherty Drive
Larkspur, CA 94939

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 teacher of all classes the students 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 test and assignments shall be reasonably equivalent to, but not necessarily identical to, the test and assignments which the pupil missed during the absence. The administrator will consider student attendance patterns, current academic performance and previous request for warranted absences when approving a request for warranted absence. A warranted absence may be required 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
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 (limited of three days per year)
8. Bereavement beyond excused absence days
9. Tending to an illness or medical appointment during school hours of a student's custodial child
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 breaks down, highway flooding, etc.) these absences require approval by the administrator within one school day of the student's return to school.
12. Other justification personal reasons authorized by the school (including crew and other non-school sponsored organized activities)

Other: Family trips, vacations and 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 the policy.

Application process: Complete steps 1, 2 and 3 before submitting to teachers for signatures.

Student name: _____ requests permission to be absent from school under Warranted

Absence Policy on : Date : _____

Reason: _____



Signatures must be obtained:

1. Approval Principal
2. Parent Signature
3. The prearranged absence request for _____ has been reviewed by me and qualifies as:
 V= School Activities
 W = Warranted
 U = Unexcused
 College visit

Principal

Date

2. 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.



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

Student signature: I understand that I am responsible for making up any assignments which can be made up during my absence, 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

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

acknowledgment from teachers whose classes will be missed:

Period	Teacher Signature	Comments
1		
2		
3		
4		
5		

This form must be completed in full and returned to your Master Teacher at Tamiscal AT LEAST TWO DAYS PRIOR to the absences except in emergency or unanticipated circumstances.