



## Beverly Hills High School FUTURE ABSENCE REQUEST

Request must be submitted at least **5 days in advance**.

**\*Please complete and turn in this form to the Attendance Office for preliminary verification.**

The Attendance Office will then submit the verified form to the Assistant Principal for final approval.

**\*\*PLEASE NOTE- VACATION TRAVEL WILL NOT BE APPROVED\*\***

Requests for review include the following reasons. **Check the box** that matches your request.

<input type="checkbox"/>	Absence for religious celebration or ceremony (e.g. Wedding, Bar/ Bat Mitzvah, Confirmation) shall be limited to <u>one day</u> and allowed only for members of the immediate family.
<input type="checkbox"/>	Employment conference or interview ( <b>attach proof</b> )
<input type="checkbox"/>	College visits - limit of <b>3 days</b> per year ( <b>attach college confirmation email</b> )
<input type="checkbox"/>	Other educational programs not sponsored by the school or district ( <b>attach registration proof</b> )
<input type="checkbox"/>	Other justifiable personal reasons, if authorized by administration ( <b>attach explanation</b> )

NAME \_\_\_\_\_ STUDENT ID # \_\_\_\_\_ GRADE \_\_\_\_\_

HAS REQUESTED AN EXCUSED ABSENCE FOR THE FOLLOWING PERIOD:

BEGINNING DATE \_\_\_\_\_ DATE **RETURN TO SCHOOL** \_\_\_\_\_

TOTAL NUMBER OF **SCHOOL DAYS** REQUESTED \_\_\_\_\_

REASON FOR REQUEST \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ (We will verify) DATE \_\_\_\_\_

ASSISTANT PRINCIPAL \_\_\_\_\_ DATE \_\_\_\_\_

DAYS APPROVED \_\_\_\_\_ DAYS NOT APPROVED \_\_\_\_\_

COMMENTS \_\_\_\_\_

NOTE: Approval by the Assistant Principal carries no guarantee that subject marks may not be affected. Approval only means that the absence is recorded as excused.

If approved, the student will receive a summons notification and a Teacher Signature form. This Teacher Signature form must be signed by all teachers.

**When fully completed, please return both the *Future Absence Request* and the *Teacher Signature* forms to the Attendance Office immediately.**