

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

Newbury Park High School

Planned Student Absence

\*\*\* This form should be submitted prior to the first day of absence. \*\*\*

A Planned Absence is a way for students to communicate and plan an upcoming absence with the school. Absences will be reviewed in accordance with the CVUSD Board of Education and Ca. Educational Code Section 48205 and will only be excused based on the aforementioned guidelines.

Student Name \_\_\_\_\_ Date(s) of Planned Absence \_\_\_\_\_

FIRST STEP – SUBMIT THIS FORM TO THE ATTENDANCE OFFICE FOR REVIEW BY THE DEAN OF ATTENDANCE

Parent/Guardian Name \_\_\_\_\_

Parent Contact Information \_\_\_\_\_

Explanation of Absence \_\_\_\_\_

(use back of form if needed)

Parent/Guardian signature \_\_\_\_\_

Students will be responsible for making up any work either prior to or upon returning from their absence which will be arranged by their teachers. Assessments will be given based on their teacher’s availability; however, students should be prepared upon the day of return.

SECOND STEP – ATTENDANCE APPROVAL

ANY ABSENCE THAT IS DEEMED UNEXCUSED WILL BE MARKED AS TRUANT PER ED. CODE; HOWEVER, STUDENTS WITH A PLANNED ABSENCE FORM ON FILE WILL NOT BE PENALIZED.

The absence(s) is/are hereby:  EXCUSED  NOT EXCUSED

NPNS Asst. Principal: Kelly Welch

Date \_\_\_\_\_

THIRD STEP – STUDENT CIRCULATES FORM TO TEACHERS

Teachers, the parent/guardian of the above named student has requested permission for their student to be excused from class. Your signature only indicates that you have been made aware of this absence; it does not indicate approval

Table with 4 columns: PERIOD, SUBJECT, TEACHER SIGNATURE, WORK OR TESTS DUE BY. Rows 1-5.

FOURTH STEP – RETURN THIS FORM TO THE ATTENDANCE OFFICE