

**PALO ALTO UNIFIED SCHOOL DISTRICT  
APPLICATION FOR PRIOR APPROVED ABSENCE**

Student's Name: \_\_\_\_\_ Teacher Advisor: \_\_\_\_\_ Grade: \_\_\_\_\_

Absences which are requested in writing prior to the absence, may be approved by the principal or assistant principals.

To qualify, must be for one of the following reasons:

- A. Court appearance
- B. Employment conferences
- C. Funeral services-immediate family
- D. Observance of religious holiday or ceremony
- E. Special circumstances-please specify (approved at discretion of the above named people.)

Family vacations, trips, and other similar absences are not to be considered under this category of "prior approval." While it is commendable that students attempt to make up work missed when absent, it is not policy of the school to condone such absence by giving "prior approval." When approved by parents, these absences will be considered "other unexcused" and it is the teacher's discretion to give credit for work missed during this time.

**THIS PROCEDURE MUST BE COMPLETED 24 HOURS PRIOR TO THE ABSENCE**

I, \_\_\_\_\_, will be absent from \_\_\_\_\_ to \_\_\_\_\_  
(student name) (day/date) (day/date)

\_\_\_\_\_ school days, for the following reason:  
(number)

WARRANTED

\_\_\_\_\_ Court Appearance

\_\_\_\_\_ Employment Conference

INDEPENDENT STUDY

\_\_\_\_\_ Religious Observation

\_\_\_\_\_ Funeral Services

\_\_\_\_\_ Special Circumstances (please specify) \_\_\_\_\_

I understand that it is my responsibility to complete the work I will be assigned during this absence prior to my return or this approval will be void.

\_\_\_\_\_  
(Parent/guardian signature)

\_\_\_\_\_  
(Student's signature)

**Tentative Approval:** \_\_\_\_\_  
(Assistant Principal's signature)

**Final Approval Granted:** \_\_\_\_\_  
Attendance Date

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher Advisor: \_\_\_\_\_

TEACHERS: Please indicate the work to be completed by the student this absence period. Unless you contact the assistant principal on duty otherwise, your signature will also indicate that the student has met his/her obligations to contract below.

<b>Period</b>	<b>Assignments</b>	<b>Teacher's Signature</b>
0		
1		
2		
3		
4		
5		
6		
7		
8		