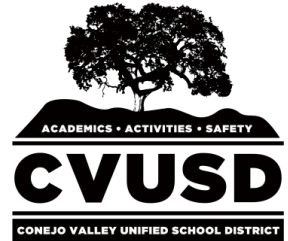

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

Sycamore Canyon Middle School



Planned Student Absence Notification

Student Name _____ Today's Date: _____
Date(s) of Planned Absence _____
Reason for Absence _____
Home Phone # _____ Parent's Work/Cell Phone # _____

Notice Regarding Excused Absences

All requests for excused absences are reviewed in accordance with criteria set by the CVUSD Board of Education and California State Guidelines.

MAKE-UP WORK

Students are to make up all class work and homework that is due or assigned during an absence. Students are responsible for contacting the teacher to receive both in-class assignments and homework missed. Students with excused absences are entitled to full credit for make-up work if turned in on a timely basis. *Students have one day to make up the work for full credit for each day missed.* Students who are absent on the day of a test are expected to take the test on the *day they return* from absence. Long-term projects that are due on the day a student is absent will be due on the *day the student returns* from an absence. Please note that making up work is not the learning equivalent of experiencing classroom instruction and participating in classroom activities.

Upon return, it is the student's responsibility to request both in-class assignments and homework assignments missed from each teacher.

I HAVE READ AND UNDERSTAND THE MAKE-UP WORK POLICY:

X _____
Student Signature

Date _____

X _____
Parent/Guardian Signature

Date _____

Teacher Notification: Student communicates planned absence with teachers by taking this form to each teacher.

Teachers: Sign below you indicating that you have been notified of this planned absence. *Work is not provided in advance.* Students may make up assignments upon return to class as outlined on this form.

PERIOD	SUBJECT	TEACHER SIGNATURE
A	_____	_____
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____

STUDENT:

**RETURN COMPLETED FORM TO ATTENDANCE OFFICE
NO LATER THAN ONE WEEK PRIOR TO ABSENCE.**

OFFICE USE	
The absence(s) listed on the reverse is/are hereby	
<input type="checkbox"/> <u>EXCUSED</u>	<input type="checkbox"/> <u>NOT EXCUSED</u>
GRADES/CITIZENSHIP: _____ ATTENDANCE: _____	
Administrator Signature	Date