



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 classwork and homework that is due or assigned during an absence. Students are responsible for contacting their teachers to receive both in-class and homework assignments that will be missed. Students with excused absences are entitled to full credit for make-up work if turned in on a timely basis with due dates determined by each individual teacher. Students who are absent on the day of a test or when long-term projects are due are expected to take tests and/or submit work on established dates. Please note that making up work is not the learning equivalent of experiencing direct classroom instruction nor 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 _____ Date _____
Student Signature

X _____ Date _____
Parent/Guardian Signature

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

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

Per.	Subject	Notes	Teacher's Initials	Due Date
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