

Los Cerritos Middle School

**Planned Student Absence Notification**

**Step 1: Verification by parent and student**

Student Name \_\_\_\_\_

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

Reason for Absence \_\_\_\_\_

Parent/Guardian Contact # \_\_\_\_\_

**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 and verified unexcused 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. For example, a student absent for two days will have two days once he/she has returned to school to make up the work for full credit.

Students who are absent on the day of a test are expected to schedule a make date with the teacher to take the test within a reasonable amount of time. 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 \_\_\_\_\_

**Step 2: Submission to attendance clerk for review by the Principal at least one week prior to departure.**

EXCUSED     VERIFIED UNEXCUSED    Signature \_\_\_\_\_ Date \_\_\_\_\_  
Jason Klinger- Principal

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.

**Step 3: Students have Teachers sign form and return to Attendance office.**

**Teachers: by signing below you are indicating that you have been notified of this planned absence.**

**PERIOD**

**SUBJECT**

**TEACHER SIGNATURE**

**A**

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**1**

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**2**

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**3**

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**4**

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**5**

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**6**

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