

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

Colina Middle School

Planned Student Absence Notification

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

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

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

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

Parent/Guardian Signature X \_\_\_\_\_ Date \_\_\_\_\_

Home Phone # \_\_\_\_\_ Parent's Work/Cell Phone # \_\_\_\_\_

Attendance Clerk's initials \_\_\_\_\_

**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. 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 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 if these assignments were not available at the time of the absence.

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

X \_\_\_\_\_ Date \_\_\_\_\_

Student Signature

X \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature

**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.

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

<b>OFFICE USE</b>
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: _____

\_\_\_\_\_  
Colina Principal

\_\_\_\_\_  
Date

**Third Step:** Student circulates form to the teachers, and returns signed form to attendance clerk.

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

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