

**PRIOR APPROVAL EXCUSED ABSENCE REQUEST**

Twin Rivers Unified School District/5115 Dudley Blvd McClellan, CA 95660  
(Form for use by Parent/Guardian - Return to school office before absence)

Regular attendance plays an important role in student achievement. Parents/guardians should take all reasonable steps to promote attendance every day, all day. When this form is completed and given to the school office in advance of a student's absence, it becomes a written request that a student's absence be marked excused. This form is used only for the personal reasons listed below (e.g., not used for personal illness, funeral services of an immediate family member). Attach supporting documents.

**Reasons for the Student's Absence (Check One)**

- ☐ **Appearance in court**
- ☐ **Attendance at a funeral service** (for other than a member of the student's immediate family)
- ☐ **Observing a holiday or ceremony of the student's religion**
- ☐ **Religious retreat** (Limited to one school day per semester)
- ☐ **Participation in moral or religious instruction or exercises** (On the day of the absence, requires the student to attend at least the minimum school day before release and is limited to four [4] days per school month)
- ☐ **Attendance at an employment conference**
- ☐ **Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization**
- ☐ **Other:** \_\_\_\_\_

Family trips and vacations are not reasons for an excused absence under law and policy and will be recorded as unexcused unless advance arrangements are made for independent study. Parents/guardians are encouraged to plan family trips and vacations outside of the instructional schedule.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Day/Date of Absence: \_\_\_\_\_

**Approval by parent/guardian: I verify the absence qualifies for the reason checked above.**

I understand my student is responsible for making up any assignments, which can be made up, during the absence.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: You will receive a response if this request is not approved. Should you require confirmation of receipt or acceptance, please contact the school office.

**Office Use Only**

Approval by principal/designee. This prearranged absence request has been reviewed by me and qualifies as (check one): ☐ Excused ☐ Unexcused (Date letter approved \_\_\_\_\_ Date letter sent \_\_\_\_\_)

Principal/designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_