

**Justifiable Absence Request for
Short-term Independent Study**
(PGUSD BP / AR 5113 and PGUSD BP / AR 6154)

If you would like the administration to consider approval for makeup work or class credit (up to 15 days per school year), for an absence that is not permitted by the above referenced Board Policy, as set out in the Student/Parent Handbook, please fill in this form and return it to the Attendance Office **at least two weeks prior to the date(s) of the requested absence.** **Students must complete work upon their return from absence in order to be eligible for short-term independent study credit. Failure to complete assigned work will result in the absence being unexcused.**

STEP 1: Parent fills out the information below.

Student Name: _____

Grade: _____

Date(s) of requested absence: _____

What is the activity or reason for the absence?

Please explain why this activity cannot take place during non-school days.

Is there an educational value to this activity? Please explain.

Parent Name (Print) _____ Sign _____

Phone _____ E-mail _____

Elementary Teacher Name _____ Sign _____

STEP 2: Please bring to the office.

For Office Use Only: Date Received _____ # of Absences to Date: _____ Excused _____ Unexcused _____

Administrative Decision:

This absence qualifies and work may be made up for full credit. _____

This absence does not qualify and teachers are not required to assign work or give credit for missed work. _____

Administrator Signature _____

NOTE: Students with excessive unexcused absences (25% of the school days in a grading period) may receive a failing grade and may not receive credit for the class(es). BP5113

STEP 3: Teachers must choose an option. After teachers choose an option, bring the form back to the office.

Option 1: Give alternate work ahead of time _____

Option 2: Ability to do alternate project/assignment _____

Option 3: Make-up work upon return _____

Middle/High School Classes	Teacher Signature	Option	
Period 1. _____	_____	_____	<u>This is an Excused Absence</u> (W) Waiver-Submit form for court appointment that is documented by the court system, funeral for a person other than a student's immediate family, religious holiday or ceremony (no more than four days during a semester), and military family leave. BP113, EC48205 <u>Short-term Independent Study</u> (IS) Submit form to administration two weeks in advance allows a student to make up work to excuse absence. If a student fails to complete make-up work the absence will be unexcused. Allowable credit may be granted for up to 15 days per school year. EC51747 & 51749.6 <u>Unexcused</u> (U) Unexcused Absence for family necessity or emergency, non-medical/dental appointments, business or vacation travel, or incomplete independent study work.
Period 2: _____	_____	_____	
Period 3. _____	_____	_____	
Period 4: _____	_____	_____	
Period 5. _____	_____	_____	
Period 6: _____	_____	_____	
Period 7. _____	_____	_____	
Period 8: _____	_____	_____	