

Beverly Hills High School  
**FUTURE ABSENCE REQUEST**

Request must be submitted at least 5 days in advance.  
(Completed form should be returned to the Attendance Office)

IN ACCORDANCE WITH ATTENDANCE PROCEDURES, THIS FORM WILL BE  
SUBMITTED TO YOUR ASSISTANT PRINCIPAL FOR APPROVAL.

**\*\*PLEASE NOTE- VACATION TRAVEL WILL NOT BE APPROVED\*\***

Requests for review include the following reasons. Circle the number that matches your request.

1. Absence for religious celebration or ceremony (e.g. Wedding, Bar/ Bat Mitzvah, Confirmation) shall be limited to <u>one day</u> and allowed only for members of the immediate family.
2. Employment conference or interview.
3. College visits - limit of <u>3 days</u> per year ( <b>attach college confirmation email</b> )
4. Other educational programs not sponsored by the school or district.
5. Other justifiable personal reasons, if authorized by administration (attach explanation)

NAME \_\_\_\_\_ STUDENT ID # \_\_\_\_\_ GRADE \_\_\_\_\_

HAS REQUESTED AN EXCUSED ABSENCE FOR THE FOLLOWING PERIOD:

BEGINNING DATE \_\_\_\_\_ DATE **RETURN TO SCHOOL** \_\_\_\_\_

TOTAL NUMBER OF **SCHOOL DAYS** REQUESTED \_\_\_\_\_

REASON FOR REQUEST \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ (We will verify) DATE \_\_\_\_\_

ASSISTANT PRINCIPAL \_\_\_\_\_ DATE \_\_\_\_\_

DAYS APPROVED \_\_\_\_\_ DAYS NOT APPROVED \_\_\_\_\_

COMMENTS \_\_\_\_\_

NOTE: APPROVAL BY THE ASSISTANT PRINCIPAL CARRIES NO GUARANTEE THAT SUBJECT MARKS MAY NOT BE AFFECTED. APPROVAL ONLY MEANS THAT THE ABSENCE IS RECORDED AS EXCUSED.

STUDENT WILL RECEIVE NOTIFICATION AND IF APPROVED, THE FUTURE ABSENCE TEACHER FORM MUST BE SIGNED BY ALL TEACHERS.

(This form will be circulated with Future Absence Teacher Form)