**Justifiable Absence Request**  
*(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 10 days per school year), for an absence which 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.**

**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 of this activity? Please explain.
________________________________________________________________________

Parent Name- Please Print ___________________________________ Parent Phone Number _____________

Elementary School Teacher Name__________________________________________

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**STEP 2: Please bring to the office.**

<table>
<thead>
<tr>
<th>Middle/High School Classes &amp; Teachers</th>
<th>Teacher Signature</th>
<th>Option</th>
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<tbody>
<tr>
<td>Period 1: ___________________________</td>
<td>__________________</td>
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<td>Period 2: ___________________________</td>
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<td>Period 3: ___________________________</td>
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<td>Period 5: ___________________________</td>
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<td>Period 7: ___________________________</td>
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<td>Period 8: ___________________________</td>
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</tbody>
</table>

**Administrative Use Only:**  
Date Received: ___________ Number 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. ______

**Administrative 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 the teachers choose an option, please bring the form back to the office.**

Option 1: Excuse any work that the students will miss.  
Option 2: Make up work upon return.  
Option 3: Give work ahead of time.  
Option 4: Ability to do alternate project.

**This is an Excused Absence:**

W Waiver- Submit a Justifiable Absence Form for court appointment that is documented by the court system, funeral for a person other than a students’ immediate family, religious holiday or ceremony (no more than four days during a semester) and Military family leave. BP113, Ed Code 48205.

**This is an Unexcused Absence:**

J Submitting a Justifiable Absence Form to administration **two weeks in advance** may allow the student to make up work, but the absence remains unexcused. Allowable credit may be granted for up to 10 days per school year. BP5113

U Unexcused Absence- For family necessity or emergency, non-medical/dental appointments, business or vacation travel.