Beverly Hills High School
FUTURE ABSENCE REQUEST

Request must be submitted at least 5 days in advance.

*Please complete and turn in this form to the Attendance Office for preliminary verification. The Attendance Office will then submit the verified form to your Assistant Principal for final approval.

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

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

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

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.

If approved, the student will receive a summons notification and a Teacher Signature form. This Teacher Signature form must be signed by all teachers. When fully completed, please return both the Future Absence Request and the Teacher Signature forms to the Attendance Office immediately.