

JUSTIFIABLE ABSENCE

FOR OFFICE USE ONLY

Date received _____

Number of absences to date: Excused _____ Unexcused _____

Committee decision: Approved _____ Not approved _____ Date _____

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

This absence is not excused. Teachers may, **but are not required** to assign work or give credit for missed work. _____

If you would like the Principal of Pacific Grove High School to consider approving an absence which is not permitted by the student handbook, please fill in the form and return it to the Attendance Office

at least TEN school days prior to the date(s) of the requested absence.

PLEASE NOTE: For College Visits – Supporting documents must be submitted upon return.

Student Name _____ Grade _____

Date(s) of requested absence _____

REASON FOR ABSENCE

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

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

Please list your classes and teachers:

Period 1 _____

Period 2 _____

Period 3 _____

Period 4 _____

Period 5 _____

Period 6 _____

Period 7 _____