

International Polytechnic High School

Absence Verification Form

Please complete the following for your child's absence. **For Early Dismissal, a student must turn this form into the main office and sign out prior to leaving campus or prior to being absent from online learning.**

For an All Day absence, this form must be submitted within 72 hours of the absence.

Student Name (First and Last): _____

Date(s) of Absence: _____

ALL DAY ABSENCE: Please check here if the absence is a full day absence

PARTIAL DAY ABSENCE: please mark the period/s the student missed.

Per 1 Per 2 Per 3 Per 4

What time did the student arrive/leave school? _____

The Reason for the absence is:

- Illness (Verified Excused)** - Doctor's note required for absences of more than 3 consecutive days or after 9 illness absences.
- Quarantine (Verified Excused)** - By a health officer
- Medical Appointment (Verified Excused)** – Doctor, dental, or optometric appointments, COVID-19 testing
- Funeral Service (Verified Excused)** - For member of immediate family – 1 day in state, 3 days out of CA
- Religious Reasons (Verified Excused)** - Holiday or ceremony
- College/University Visits (Verified School Business)** - (Pre-approval required - minimum of 5 Days in advance of visit. Please attach printed confirmation from the college that is being visited)
- Court Appearance (Verified Excused)**
- Unexcused Verified Absence:** This means we have heard from the parent or guardian and we know why the student was not in school but it does not fall within the state accepted codes for excused absence. (Examples: Car trouble, carpool problems, driver's license test, personal problems, vacation during school days, taking care of a family member, babysitting, or going to work with a parent or family member.)
- Other** _____

Parent/Guardian: Please sign and date:

SIGNATURE

DATE

PRINT NAME

PHONE NUMBER

For Office Use Only:

CODE: A B C H M R S V X

Attendance Month: _____ Code Entry in Aeries: _____ By: _____