



St. Jude the Apostle Advanced Absence Form*

*Must be turned into the homeroom teacher as soon as scheduled time away has been planned or minimum of one week ahead of time.

Date: _____

To: _____ [Teacher Name]

Grade Level: _____

St. Jude the Apostle School
32036 West Lindero Canyon Road
Westlake Village, CA 91361

Re: Student's Name, Grade Level _____

I am writing to inform you that _____ [Student Name] will be absent from school from _____ [date] through _____ [date] for

_____ [Explain Absence]. I am aware that vacations are considered an unexcused absence.

Our aim is that this absence from class not affect _____ [Student Name]'s academic performance. We are aware that for unexcused absences classwork nor tests cannot be given ahead of time and that all missed work needs to be completed upon my child's return to school. Any missed test(s) needs to be scheduled at an after school time convenient for the teacher.

Sincerely,

_____ [Your Name]

From Student- Parent Handbook regarding Attendance:

Students are expected to attend school every day, unless there is a valid reason for an absence. Under California law, all children who are between the ages of 6 and 18 must be enrolled in school. A student who is absent from school more than 3 days in one school year or is tardy in excess of 30 minutes on each of 4 days or more in the school year, without a valid excuse, is a truant. Doctor appointments, family emergency and death of a family member are the only valid excused absences. All other reasons are unexcused.