

Justifiable Personal Reason Absence Written Verification

In accordance with **Education Code 48205** and **IUSD Board Policy and Admin Regulation 5113**, parents/guardians must submit for approval absences that fall under the category of justifiable personal reasons.

- Parent/guardian or parent representative must submit verification of student absence in **writing** either prior to the absence or upon return to school. Absence is coded as Unverified Absent Code '**A**' until principal or designated site administrator approves, then coded as '**V**'.
- Parent/guardian or parent representative may submit a handwritten note, email to the principal or designated site administrator, or submit verification through the site's Justifiable Personal Reasons Google form or hard copy form.
- Site clerks will no longer automatically approve religious/cultural observance absences based on the Interfaith Calendar or the IUSD Religious and Cultural Observances planning calendar.
- If the absence is called in, site must reach out and request verification in writing.
- If excessive dates are requested for travel, follow up with the family may be necessary before approval.
- **All religious and cultural observance absence requests must be treated equally.**

Justifiable Personal Reason Absence Google Folder: <http://bit.ly/2YXr0Xx>

- This folder is view only* and contains the following:
 - Google form: Justifiable Personal Reasons Absence Written Verification
 - Hard copy - Justifiable Personal Reasons Absence Written Verification form
 - Administrative Regulation 5113 and Education Code 48205
 - Annual Parent Notification
 - *Please make a copy of each item and save it to your drive or team drive
- Google form link and/or a printable PDF of JPR Verification form should be made available on your school's website and hard copies available in front office