

Justifiable Personal Reason Absence Written Verification

Dear Parent/Guardian,

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

Board Policy/Administrative Regulation 5113 (7c); Education Code 48205

Written verification by the parent/guardian and the approval of the principal or designated site administrator, justifiable personal reasons including, but not limited to:

- a. Appearance in court
- b. Attendance at a funeral service
- c. Observation of a holiday or ceremony of his/her religion
- d. Attendance at religious retreats not to exceed four hours per semester
- e. Attendance at an employment conference
- f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process

The absence will be marked excused upon approval by the principal or designated site administrator and the attendance office will be notified.

Name of your student: _____

Name of parent/guardian or parent representative: _____

Phone number of parent/guardian or parent representative: _____

Email address of parent/guardian or parent representative: _____

Name of student's teacher or advisor: _____

Date(s) your student will be absent: _____

Reason for the absence: _____

Signature of parent/guardian or parent representative: _____