

Los Angeles Unified School District
**Welby Way Charter and
Gifted/High Ability Magnet Center Elementary School**
*A National Blue Ribbon School
A California Distinguished School*
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LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE (created August 15, 2011)

REQUEST FOR PRINCIPAL PRE-APPROVAL OF STUDENT ABSENCE

When a student's absence has been requested, in writing, prior to the absence by the parent/guardian and approved by the principal, it may be considered "Justifiable Personal Reasons" and assigned Reason Code #5.

I, _____, parent/guardian of _____ D.O.B. _____ am requesting Principal Pre-Approval for my son/daughter who will be absent from school for a total of _____ hours _____ day(s), from (date dd/mm/yy) _____ to _____. Reason for request (please attach supporting documents if applicable):

- Appearance in court
- Attendance at a funeral service
- Observance of religious holiday or ceremony (must specify the specific holiday)
- Attendance at a religious retreat (shall not exceed 4 hours per semester)
- Revoked suspension through appeals procedure
- Attendance at an employment conference
- Other (please specify): _____

Additional details/explanation (Please attach any supporting documentation):

I understand that any absence from school will result in the loss of valuable instructional time and may impact my child's learning and academic achievement.

Parent Printed Name _____ Parent Signature _____ Date _____

Parent Telephone _____
Principal's Signature _____ Date: _____

Approved _____ Not Approved _____
If approved, student shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall receive credit equal to the credit he/she would have received on the original assignment or test.

-----Office Use Only-----
_____ Reason Code # 5 has been entered in LAUSD MAX for all applicable dates/ class periods.
Information entered by _____ Date: _____
Name (First and Last)