

Los Angeles County High School for the Arts - 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. For an All Day absence, this form must be submitted within 3 days of the absence, or the absence will be marked as UNVERIFIED.**

Student Name (First and Last): _____

Date of Absence: _____

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

☐ **ALL DAY ABSENCE:** Please check here if the absence is a **Full Day** absence

☐ **LATE ARRIVAL:** Please check here

The time the student arrived at school? _____

☐ **EARLY DISMISSAL:** Please check here

The time the student needs to leave school? _____

Please check the period/s the student missed for Late Arrival or will miss for Early Dismissal:

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> Per. 1 (8:30am – 9:10am)	<input type="checkbox"/> Per. 1 (8:30am – 9:50am)	<input type="checkbox"/> Per. 4 (8:30am – 9:50am)	<input type="checkbox"/> Per. 1 (8:30am – 9:49am)	<input type="checkbox"/> Per. 4 (8:30am – 9:50am)
<input type="checkbox"/> Per. 2 (9:15am – 9:55am)	<input type="checkbox"/> Per. 2 (10:05am -11:25am)	<input type="checkbox"/> Per. 5 (10:05am -11:25am)	<input type="checkbox"/> Per. 2 (10:05am – 11:25am)	<input type="checkbox"/> Per. 5 (10:05am -11:25am)
<input type="checkbox"/> Per. 3 (10:00am – 10:40pm)	<input type="checkbox"/> Per. 3 (11:30am – 12:50pm)	<input type="checkbox"/> Per. 6 (11:30am 12:50pm)	<input type="checkbox"/> Per. 3 (11:30am – 12:50pm)	<input type="checkbox"/> Per. 6 (11:30am – 12:50pm)
<input type="checkbox"/> Per. 4 (10:55am – 11:35am)	<input type="checkbox"/> Per. 7/8 Arts (1:35pm - 4:00pm)	<input type="checkbox"/> Per. 7/8 Arts (1:35pm – 4:00pm)	<input type="checkbox"/> Per. 7/8 Arts (1:35pm – 4:00pm)	<input type="checkbox"/> Per. 7/8 Arts (1:35pm – 4:00pm)
<input type="checkbox"/> Per. 5 (11:40am -12:20pm)				
<input type="checkbox"/> Per. 6 (12:25pm – 1:05pm)				
<input type="checkbox"/> Per. 7/8 Arts (1:35pm 4:00pm)				

The Reason for the absence is:

- ☐ **Illness** - Doctor's note required for absences of more than 3 consecutive days or after 9 illness absences.
- ☐ **Medical Appointments** - Doctor, dental, or optometric appointments
- ☐ **Religious Reasons** - Holiday or ceremony
- ☐ **Court Appearance**
- ☐ **College/University Visits** - (Pre-approval required a minimum of 5 Days in advance of visit. Please attach printed confirmation from the college that is being visited)

- ☐ **Funeral Service** - For member of immediate family – 1 day in state, 3 days out of CA
- ☐ **Professional Job Opportunities** – (Limited to 5 consecutive days – prior approval needed. Please attach printed confirmation of the professional job opportunity)
- ☐ **Unexcused Verified Absence:** This means we have heard from a 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

Parent/Guardian: Please sign and date:

SIGNATURE

DATE

PRINT NAME

PHONE NUMBER

This Section - For Office Use Only

ATTENDANCE MONTH: _____ **School Year (2025 – 2026)**

ATTENDANCE CODE:

I U X V O R S T J

