

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(s) of Absence: _____

ALL DAY ABSENCE: Please check here if the absence is a full day absence

(LATE ARRIVAL) - PARTIAL DAY ABSENCE: please circle the periods the student missed.

Per 1 Per 2 Per 3 Per 4 Per 5 Per 6 Per 7 (Arts)

What time did the student arrive at school? _____

(EARLY DISMISSAL) - PARTIAL DAY ABSENCE: please circle the periods the student will miss:

Per 1 Per 2 Per 3 Per 4 Per 5 Per 6 Per 7 (Arts)

What time will the student need to leave school? _____

The Reason for the absence is:

- Illness** - Doctor's note required for absences of more than 3 consecutive days or after 9 illness absences.
- Quarantine** - By a health officer
- Medical Appointments**. – Doctor, dental, or optometric appointments
- Funeral Service** - For member of immediate family – 1 day in state, 3 days out of CA
- Religious Reasons** - Holiday or ceremony
- College/University Visits** - (Pre-approval required - minimum of 5 Days in advance of visit. Please attach printed confirmation from the college that is being visited)
- Professional Job Opportunities** – (Limited to 5 consecutive days – prior approval needed. Please attach Printed confirmation of the professional job opportunity)
- Court Appearance**

NOTE: Examples of **Unexcused Absences** are: 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

For Office Use Only:

CODE: I U X V O R S T J

Attendance Month: _____ Code Entry in Aeries: _____ By: _____