

# GALILEO ACADEMY of SCIENCE & TECHNOLOGY

(Must be received by the Attendance Office no later than 10 days after the absence to allow the student to make-up missed work and exams.)

## Parent/Guardian Verification of Student's Absence

GRADE: \_\_\_\_\_

Please excuse my son/daughter (student's first and last name) \_\_\_\_\_,  
for being absent from school on MM/DD(s)/YEAR \_\_\_\_\_ #DAYS \_\_\_\_\_.

Please issue: \_\_\_\_\_ EXCUSED ADMIT \_\_\_\_\_ PERMIT TO LEAVE SCHOOL @ \_\_\_\_\_  
TIME

The reason for absence is:

- ☐ Illness or hospital stay---- if half day: arrived at school @ \_\_\_\_\_ TIME
- ☐ Doctor/dentist appointment: circle one: if half day: arrived at school @ \_\_\_\_\_ TIME  
*Please Note: Unless a student is also ill, they will be not be excused for an all-day appointment.  
Appointments should be scheduled to cause as little disruption to the school day as possible—either morning or afternoon.*
- ☐ Attend the Funeral Services of an immediate family member – 1 to 3 days-- up to 5 if out-of-state.
- ☐ Jury Duty (for 18 year olds)
- ☐ Approved participation in a school co-curricular activity
- ☐ Religious instruction, if the student has attended the minimum school day, and on no more than  
Four days per month
- ☐ Court appearance either as a defendant or as a subpoenaed witness
- ☐ Observation of a holiday or a ceremony of the student's religion
- ☐ An employment conference that is approved by the school administrator in advance
- ☐ Student is in Juvenile Hall, or other shelter care, or other custodial facilities
- ☐ Administrative summons or when detained by school staff or mandatory conference at other school
- ☐ Appointments with attorneys, law enforcement officers, probation officers, and immigration  
Appointments including translating for parents.
- ☐ Justifiable personal or family emergency when approved at the discretion of the school administrator:  
Write reason here: (eg. illness of Parent/immediate family)

\_\_\_\_\_  
Parent's/Guardian's/Caregiver's Signature

\_\_\_\_\_  
Printed Name of Parent/Guardian/Caregiver

\_\_\_\_\_  
Parent's/Guardian's/Caregiver's Phone Number

\_\_\_\_\_  
Today's Date

### UNEXCUSED ABSENCES:

1. The missing of class or school without an excused or approved reason, whether the absence is student or parent-/guardian-/caregiver-initiated (e.g., overslept, didn't feel like going, hair/beauty appointments, shopping, babysitting, and the like).
2. Absences for which advanced approval is necessary and approval was not obtained before the absence.
3. Absences for Vacation are not excused. Make-up work is allowed at the discretion of the teacher and must be approved in advance.
4. Unless approved in advance, the failure of a student to be in the assigned classroom/locker room when the tardy bell has rung constitutes an unexcused tardy.
5. If a Student must leave school premises during school hours for any reason, the student shall obtain a Permit to Leave from a school office (Attendance, Dean, Counselor, Nurse, Wellness, Principal). Failure to get a PTL before leaving school will result in a "cut" on the student's attendance record.