GALILEO ACADEMY OF SCIENCE & TECHNOLOGY

PARENT/GUARDIAN VERIFICATION OF STUDENT ABSENCE
(TO BE FILLED OUT BY PARENT/GUARDIAN ONLY)
MUST BE RECEIVED BY THE ATTENDANCE OFFICE NO LATER THAN 3 DAYS AFTER THE ABSENCE

GRADE:__________________

Please excuse my son/daughter (STUDENT’S FIRST AN LAST NAME)
________________________________________

For being absent from school on MM/DD(s)/YEAR
_________________________________________________ #DAYS

CHECK HERE IF YOU ARE LEAVING EARLY FROM SCHOOL (i.e. doctor/dentist appts. etc.)

PLEASE ISSUE: __________ PERMIT TO LEAVE (PTL) @ ______________ TIME

REASON FOR ABSENCE:
☐ Illness or Hospital stay ------- If absent half day: arrived at school @_______________Time
☐ Doctor/Dentist Appointment: circle one: If absent half day: arrived at school @____________ Time
   Please Note: Unless a student is also ill, they will not be excused for an all-day appointment.
   Parents should try and schedule appointments to cause as little disruption to the school day.
   ☐ Quarantine under direction of a county or city health officer.
   ☐ Attend the Funeral Services of an immediate family member (1 day/3 days if out-of-state).
   ☐ Jury Duty (for 18 year olds)
   ☐ Approved participation in a school co-curricular activity.
   ☐ Religious Instruction for no more than four days per month, and no more than 60 minutes on a single day once a week.
   ☐ Observation of a holiday or ceremony of student’s religion.
      (Includes religious retreats).
   ☐ Court appearance.
   ☐ Student is in Juvenile Hall, or other shelter care, or other custodial facilities.
   ☐ Appointments with attorneys, law enforcement officers and probation officers.
   ☐ Appointments with Immigration (including translating for parents).
   ☐ Attending employment or educational conference or visiting a college/university.
      (Request made in writing by parent/guardian and approved in advance by Principal)
   ☐ Justifiable personal or family emergency (i.e. illness of parent/immediate family)
      Write reason here:

______________________________________
Parent/Guardian Signature

______________________________________
Printed Name of Parent/Guardian

______________________________________
Parent/Guardian Phone Number

______________________________________
Today’s Date