



BERKELEY
HIGH SCHOOL

Planned Absence & Independent Study Policy

Dean of Attendance – Allen Boltz Ph: 644-6929 Room: D222 Email: allenboltz@berkeley.net

- Students who have 30 or more unexcused period absences and has current grade of D or F, will not qualify to submit the planned absence.
- You have three weeks to turn in the graded homework to the attendance office.
- If you miss turning the graded homework once, you will not be allowed to submit the planned absence form in the future.
- Failure to complete these necessary steps will result in the absences being recorded as unexcused and will result in a truancy.
- **Planned absence form is available to pick up in the attendance only.**
- We will stop accepting planned absence form on May, 1 2020