



Planned Absence & Independent Study

Dean of Attendance - Cassandra Tesch Ph: 510-644-8741 Room: C331 Email: cassandratesch@berkeley.net

ATTENDANCE OFFICE

This form is for absences of 20 days or less. For absences of 21 days or more, contact BUSD Director of Student Services.

Student Name _____

ID _____ Last _____ First _____ M.I. _____
Grade _____ Small School or Program at BHS _____

Address: _____ Age _____ Birth date: _____

Parent Name _____

Parent Phone _____ and/or Parent Email _____

Parent/Guardian Statement: I plan to remove my child from Berkeley High School from
____/____/____ through ____/____/____ for the following reason *(please write in space below)*:

- 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 upon your return.
- 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 on May1, 2023

Office use only:

Approved / denied

date 'INC' entered: _____ date 'COM' entered:

Your planned absence from school will be excused if all the following steps are completed:

BEFORE YOU GO:

- Fill out this page with your information and a short explanation for the planned absence.
- On the second page, get signatures from parent/guardian and your counselor. You sign, too.
- Have all your teachers complete and sign the third page. *Note: you must have homework assigned in every subject. If not all teachers complete, this form cannot be used.*
- Give all three pages to the dean of attendance at least five days before your planned absence.

DURING YOUR ABSENCE:

- Complete all homework that was assigned to you.

WHEN YOU RETURN TO BHS:

- Turn in all homework to your teachers.
- Remind teachers that you will need the homework once they've finished grading it. Ask them to write a grade on the assignment itself.
- After teachers have graded your homework, collect and bring all to dean of attendance. *Photocopies are okay, if you need to keep the originals.*

**BERKELEY UNIFIED SCHOOL DISTRICT
INDEPENDENT STUDY MASTER AGREEMENT**

Objectives, Methods of Study, Methods of Evaluation, and Resources: The student is to complete the courses listed below. All course objectives will reflect the established district governing board and are consistent with district standard as outlined in the district subject/course descriptions. The Attached Forms will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work which are a part of this agreement. The term "course value" refers to the number of credits (secondary education) or weeks of work (elementary education) the student will attempt.

Classes:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Reporting: We understand that students are required to report to their teacher(s) upon return from planned absence.

Assignments: According to the District policy for grades kindergarten through 12, the maximum length of time allowed between when the assignment was issued and the date the assignment is due is 21 calendar days, unless an exception is made in accordance with District policy.

Voluntary Statement: Independent study is an optional educational alternative that students voluntarily select, including students covered under California *Education Code* sections 48915 and 48917. All students who choose independent study must have the continuing option of returning to the classroom.

Equitable Provision of Resources and Services: The independent study option is to be substantially equivalent in quality and quantity to classroom instruction. Students who choose to engage in independent study are to have equality of rights and privileges with students in the regular school program.

Signatures and Dates: We have read and understand the terms of this agreement, and agree to all the provisions.

Student: _____ Date: _____

Parent/Guardian/Caregiver: _____ Date: _____

BHS Counselor: _____ Date: _____

Supervising Teacher (BHS dean of attendance): _____ Date: _____



Notice of Planned Absence and Independent Study

ATTENDANCE OFFICE

Note to teachers: This is a request for an excused planned absence. It will only be approved as excused if the student receives homework in all classes to complete during absence. The work's content should be roughly comparable to what will be covered during student's absence.

When student returns from trip and gives you the homework, it will need to be graded and returned to student, so that s/he can take to attendance office.

Thank you for your help!

Teachers' Comments & Signatures

Period	Subject	Work Student Must Do While Away	Signature