

LISD

Special / Pre-planned Absence Request

State law and school guidelines governing attendance require that excused absences pertain to illnesses, medical appointments, funerals of immediate family members, and school sponsored trips. In addition, attendance is part of our gold performance acknowledgements from TEA. In order to request permission to have make-up class work as a result of an absence caused by an obligation other than those listed above, a student must have this form completed and approved prior to the absence. The process of approving this special request absence will include the consideration of attendance in class, grades, and other extenuating circumstances. Absences will not be granted during state mandated assessments. Each student may only be granted five [5] days (non-consecutive/consecutive) per school year. A student must be in attendance 90% of the school year; a planned absence causing a student to be in attendance less than 90% of the school year would be cause to deny this request.

All requests must have parental consent and a student must return this form, completed, to the Attendance Office/Clerk for approval prior to the absence.

Student: _____ I.D.#: _____ Teacher/ Grade: _____

Date(s) and reason(s) of requested absence:

1st day: _____ Reason: _____ Exc. Unexc

Parent signature: _____

Principal: _____ Attend. Clerk: _____

2nd day: _____ Reason: _____ Exc. Unexc

Parent signature: _____

Principal: _____ Attend. Clerk: _____

3rd day: _____ Reason: _____ Exc. Unexc

Parent signature: _____

Principal: _____ Attend. Clerk: _____

4th day: _____ Reason: _____ Exc. Unexc

Parent signature: _____

Principal: _____ Attend. Clerk: _____

5th day: _____ Reason: _____ Exc. Unexc

Parent signature: _____

Principal: _____ Attend. Clerk: _____

LISD Board Policy states that students have (1) day for each day of absence to make up work. Unexcused absences and/or work not completed on time will result in zeroes. Make-up work will be given for an excused absence only. Teachers are not required to give students work in advance of absence.

[Office use only]

1st period: _____
2nd period: _____
3rd period: _____
4th period: _____

5th period: _____
6th period: _____
7th period: _____

Attendance Committee Policies

Policy 1: Pre-planned absence

State law and school guidelines governing attendance require that excused absences pertain to illnesses, medical appointments, funerals of immediate family members, and school sponsored trips. In order to request permission to have make-up class work as a result of an absence caused by an obligation other than those listed above, a student must have this form completed and approved prior to the absence. The process of approving this special request absence will include the consideration of attendance in class, grades, and other extenuating circumstances. Absences will not be granted during state mandated assessments. Each student may only be granted 5 days per school year. A student must be in attendance 90% of the school year; a planned absence causing a student to be in attendance less than 90% of the school year would be cause to deny this request.

After the student has missed 5 days for planned absences that are not due to illness, medical appointments, funerals of immediate family members or school sponsored trips, no further excused planned absences will be granted. Unexcused absences will result in a grade of zero for assignments missed due to unexcused absences.

Pre-planned form attached

Policy 2: Personal illness – FEC (local)

When a student's absence for personal illness exceeds three consecutive days, the principal or attendance committee may require that the student present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school as a condition of classifying the absence as one for which there are extenuating circumstances.

If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

In addition, the school, student, and parent may elect to participate in a truancy contract and participate in the ADAPT program.

Truancy contract attached

Policy 3: Tardies or parts of days

A student or student's parent or guardian shall be given written or personal notice when a student has had three or four tardies. When a student receives a seventh tardy, the student or student's parent or guardian will be given written or personal notice for the second time. At the tenth tardy, the school will file a complaint in a county, justice, or municipal court against the student or the parent or guardian who violates this policy.