

## Documentation after an Absence (All Grade Levels)

When a student is absent from school, the student or parent must provide upon return, a note from a health care provider or a signed note from the parent that describes the reason for the absence. Alternately, the parent may email the reason for the absence and any medical documentation to the student's attendance clerk. A note signed by the student, even with the parent's permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

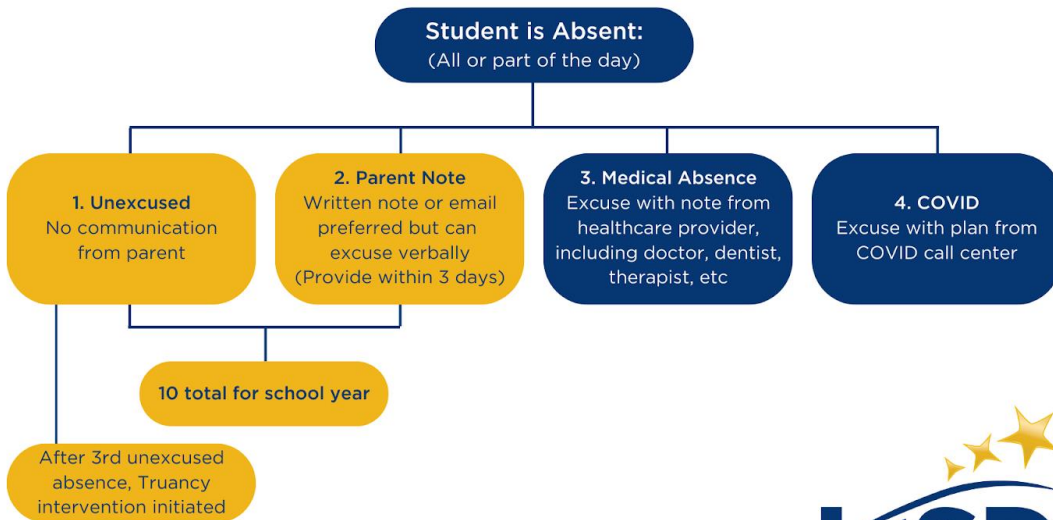
**Failure to provide a note within 3 school days following an absence will result in the absence being unexcused regardless of the reason.**

The district will excuse up to 10 full or partial days during the school year. Each unexcused absence will reduce the number of absences that may be excused by parent notes. Any additional absences beyond the allowable parent notes will require a note from a health care provider or documentation of an absence exempt from compulsory attendance, in order to be excused.

The campus will document in its official attendance records for the student whether the absence is considered by the district to be excused or unexcused.

### LEWISVILLE ISD STUDENT ABSENCES

Regular and punctual attendance is one of the greatest factors in school success for students. Communication between families and the school district is critical in understanding how attendance affects student achievement, and crucial to the partnership in the education of your child. Refer to the absence chart below to determine if a student absence is excused and whether limitations exist for certain absence types.



Contact your attendance clerk: [lisd.net/attendanceclerks](http://lisd.net/attendanceclerks)



## **Doctor's Note after an Absence for Illness (All Grade Levels)**

Within 3 days of returning to school, a student absent for more than 4 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

You are encouraged to provide a doctor's note to excuse your child's absence anytime he/she misses school for illness or an appointment. If the student was only absent part of the school day for an appointment with a health care provider, **providing this note within 3 days means the partial day missed will not count as an absence.**

**Unexcused absences are considered truancy and the grade for makeup work after an unexcused absence shall be zero.** [See EIA Local]

**Note:** The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

## ***Certification of Absence Due to Severe Illness or Treatment***

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

A student with a mental health or substance abuse condition who is being treated for a serious illness in an outpatient day treatment program or partial hospitalization program, under the care of a healthcare professional licensed, certified, or registered to practice in Texas, shall be excused for the authorized treatment period, and shall not be withdrawn from school. The discharge summary from the outpatient day treatment or partial hospitalization program must include treatment admission and discharge dates to be provided to the school by the family upon return to school as documentation to excuse absences for the duration of the authorized outpatient treatment plan or partial hospitalization.