

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 at least 90% of the days the class is offered. A planned absence causing a student to be in attendance less than 90% of the days the class is offered, would be cause to deny this request.**

All requests must have parental consent and a student must return the completed form 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 signature: _____ Attend. Clerk signature: _____

2nd day: _____ Reason: _____ Exc. Unexc

Parent signature: _____

Principal signature: _____ Attend. Clerk signature: _____

3rd day: _____ Reason: _____ Exc. Unexc

Parent signature: _____

Principal signature: _____ Attend. Clerk signature: _____

4th day: _____ Reason: _____ Exc. Unexc

Parent signature: _____

Principal signature: _____ Attend. Clerk signature: _____

5th day: _____ Reason: _____ Exc. Unexc

Parent signature: _____

Principal signature: _____ Attend. Clerk signature: _____

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. EMAIL: _____

On pre-planned absences, students are responsible for asking for their missed work while gone. You will be notified ONLY if the absence is not approved. You may scan/email to waycott@lisd.net or fax to 972.350.9220

OFFICE USE: _____ recorded absences _____ email teachers