LISD West Zone
Special / Prearranged 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 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: Exc.   Unexc

1st day: _____   Reason: _____   ☐   ☐
Parent signature: _____

Principal: _____   Attend. Clerk: _____

2nd day: _____   Reason: _____   ☐   ☐
Parent signature: _____

Principal: _____   Attend. Clerk: _____

3rd day: _____   Reason: _____   ☐   ☐
Parent signature: _____

Principal: _____   Attend. Clerk: _____

4th day: _____   Reason: _____   ☐   ☐
Parent signature: _____

Principal: _____   Attend. Clerk: _____

5th day: _____   Reason: _____   ☐   ☐
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 student work in advance of absence.

[Office use only]

1st period: _____   5th period: _____
2nd period: _____   6th period: _____
3rd period: _____   7th period: _____
4th period: _____