



2561 FM544 Lewisville, TX 75056

Phone: 469-713-5977

Fax: 214-626-1714

Pre-Planned Absence Request Form Non-Medical / Non-Emergency

In order to obtain permission to make up class work when a student misses school/class for personal reasons like family vacations, weddings, etc., a student must have this form completed and approved **prior** to the absence.

- Step 1:** Parent completes the bracketed information below 1 week before requested absence.
- Step 2:** Student can bring the form to the attendance office, fax it or email it to BAMK@LISD.NET.
- Step 3:** Administration will review the grades, discipline, and attendance of the student.
- Step 4:** Office Aides will return the form to the student to keep 1 or 2 days before the absence in order to ask teachers for make-up work in advance. *Teachers are not required to provide work in advance.*

DISTRICT-MANDATED maximum of 10 days per student per school year for parent notes to be allowed, but request *may* be denied if grades or attendance or discipline is not satisfactory. Absences **will not be granted** during state-mandated assessments. If the total # of absences for the year reaches/exceeds 16, request may also be denied. *Leaving earlier than requested or being absent longer than requested* will result in an unexcused absence for each period/day missed and subject to truancy charges. Additionally, the student will be unable to turn in work missed on unexcused days and will receive zeros as a result.

Please allow my child , _____, (grade 6 7 8) to be absent from school on
(date/s) _____ all periods? 1-8? _____ for the following
reason: _____.

Parent Signature → _____ **Date:** _____

*** Parent's signature indicates parent has read form and discussed the 4 step procedure above with student**

Parent signature is confirmation of agreement that student will be held accountable and subject to the 90% attendance rule. (When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class by completing a plan approved by the principal such as tutoring, night school, or summer school.)

Principal Signature

Attendance Clerk Signature

1 st prd hmwrk: _____	Due: _____
2 nd prd hmwrk: _____	Due: _____
3 rd prd hmwrk: _____	Due: _____
4 th prd hmwrk: _____	Due: _____
5 th prd hmwrk: _____	Due: _____
6 th prd hmwrk: _____	Due: _____
7 th prd hmwrk: _____	Due: _____
8 th prd hmwrk: _____	Due: _____

OFFICE USE ONLY

Principal excused absence?

▷ Yes

▷ No

It is the student's responsibility to clarify homework/ due dates. Any assignments not turned in by the specified due date will be subject to late work policies. Student is failing __ class/es. Student has __ total absences as of ____ & __ absences are **unexcused**.