



ABSENCE REQUEST FORM

FOR FAMILY TRIP OR VACATION

Student's Name: _____ Date: _____

Parents' Name: _____

Home Phone: _____ Cell Phone: _____

Dates student will be absent from school for Trip/Vacation: _____

Is this the first absence request for trip/vacation that you have requested for this school year? YES NO

Reason for absence (include the reason this trip can not be taken at another time):

NOTICE:

Student absences due to family vacations and trips will be unexcused. Approval for family trips and vacations during the school year shall be given by the principal, in accordance with the following rules:

1. The parent shall submit a written request, in advance, stating that the vacation or trip cannot be taken at another time.
2. Only one such trip or vacation per family, per year, can be requested.
3. No more than five consecutive days of absence shall occur, except in extenuating circumstances as determined by the Superintendent. These absences will be considered unexcused.
4. No such trips shall be taken during the last two weeks of a semester, except in extenuating circumstances as determined by the Superintendent. Students will not be allowed to take their final exams early. The student shall agree to have any pre-assigned work completed upon his or her first day back to school, although a teacher is not required to give the student work prior to the absence. Some may be given ahead of time and some may be given upon return. It is the student's responsibility to do make-up work following any absence. Students are responsible for collecting their make-up work the first day they return to the class(es) that were missed. After receiving their make-up work students will turn in their work as follows: one day of absence, one day (next class period) to make up work; two days absence, two days (class periods) to make up work; three days or more absent, three days (class periods) to make up work. Full credit can be earned as long as the work is turned in within the allotted time. A teacher may also ask for a reading log, journaling or a writing activity to demonstrate learning that occurred on a trip. The student will not be entitled to additional tutoring either before or after the trip.
5. If a student is going to be absent more than 10 consecutive days, the student will be withdrawn on the 10th day. His/her place in class will be held and they will be reenrolled upon his/her return. The teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. As stated above, it is the student's responsibility to obtain this make-up work from the teacher and the students will have three days to complete and turn in the work.

Attendance in school is an area that the Texas Education Agency monitors across the state for each campus and district. Compulsory attendance laws apply to all students that are enrolled in Texas schools in order that each child may reach his/her full potential and develop positive life skills that will enhance his/her future. Parents and students may reference the FISD middle school handbook for compulsory attendance guidelines.

Parent Signature: _____ Date: _____

THIS SECTION IS TO BE COMPLETED BY THE CAMPUS PRINCIPAL

Approved Absences will be Unexcused Approved Absences will be Excused Denied

Principal Signature _____ Date _____