

*Please submit this form to the Principal at least five school days in advance of departure.*

Student Name:	School:	
Grade Level:	Campus Principal:	
Number of Days Absent:	From:	To:
Reason for Extended Absence:		

Parents sometimes find it necessary to take their children out of school due to family travel that cannot be arranged during times when school is not in progress. **When a parent removes his/her child from school for the purpose of family travel, the absence falls outside of the Texas Education Code definition of excused and, therefore, is considered unexcused.** Students, parents and guardians could be referred to truancy court upon (10) unexcused absences.

Parents should be alerted to the Minimum Attendance for class credit (**25.092 Texas Education Code**), which states that a **student must be in attendance 90% of the days a class is offered** in order to receive credit. If a combination of excused and unexcused absences results in less than 90% attendance, the law requires that the school district convene an attendance committee to consider under what, if any, conditions, if any credit may be granted.

When a student is absent from school, that child loses the benefit of direct instructional time with his/her teacher. This time is highly valued by the PISD community of learners. It is the desire of Plano ISD educators and leaders to have students involved in the learning process every day.

When parents find it necessary to remove their child from school for the purpose of a family trip, **the principal should be given advance notice of at least (5) days** in order to ensure that the student's classroom teachers are notified. Once this form is received by the campus principal, a conference will be scheduled to develop an Attendance Intervention Plan prior to the student's departure. **Parents are strongly discouraged from taking a student from class unless it is absolutely necessary.** If a student is out of school for (10) days or more, the family may be referred to the Plano Attendance Review Board upon return.

It is the student's responsibility to make appropriate arrangements with his/her teacher(s) for the completion of pending work and make-up work for missed assignments upon return. Should you have any additional questions, please contact your child's campus.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Review Notes: \_\_\_\_\_

Signature of Campus Administrator \_\_\_\_\_ Date \_\_\_\_\_