

**PARENT REQUEST FOR PRE-APPROVED ABSENCE**

Please complete and submit to the attendance office **AT LEAST THREE SCHOOL DAYS PRIOR** to a parent requested absence. This type of absence may carry one or more penalties, even though the absence has been pre-approved.

Possible penalties include:

- Loss of credit resulting from not meeting the Texas law requiring 90% attendance.
- Court filing for compulsory attendance if absences are part of a pattern of excessive absences.

\_\_\_\_\_ **Student's Name and I.D.**                      \_\_\_\_\_ **Grade**                      \_\_\_\_\_ **Today's Date**

Proposed date(s) of absence: \_\_\_\_\_

Reason for the proposed absence: \_\_\_\_\_

To date, student has accumulated \_\_\_\_\_ absences for this school year.

Siblings who will also request pre-approved absence(s) NOTE: This section is for information only. Each sibling must submit a PARENT REQUEST FOR PRE-APPROVED ABSENCE form to their campus attendance office.

Name	Grade	Name of Campus
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian's Signature: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Period	Subject	Current Average (circle)	Student completes assignments in a timely manner	Teacher's Comments
		A B C F	YES NO	
		A B C F	YES NO	
		A B C F	YES NO	
		A B C F	YES NO	
		A B C F	YES NO	
		A B C F	YES NO	
		A B C F	YES NO	

Please turn the completed form into the attendance office. The attendance office will review the information and forward it to the principal for approval.

Approved                       Denied

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_