

**AISD**  
***Special/Pre-planned 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 addition, attendance is part of our Distinction Designations from TEA. 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 at least 3 days prior to the absence.

Student: \_\_\_\_\_ I.D.#: \_\_\_\_\_ Teacher/Grade \_\_\_\_\_

**Date(s) and reason(s) of requested absence:**

1<sup>st</sup> Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Principal: \_\_\_\_\_ Excused  Unexcused

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2<sup>nd</sup> Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Principal: \_\_\_\_\_ Excused  Unexcused

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3<sup>rd</sup> Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Principal: \_\_\_\_\_ Excused  Unexcused

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4<sup>th</sup> Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Principal: \_\_\_\_\_ Excused  Unexcused

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5<sup>th</sup> Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Principal: \_\_\_\_\_ Excused  Unexcused

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AISD 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 a maximum grade of a 70. Make- up work will be given for an excused absence only. Teachers are not required to give students work in advance of absence.

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**[Office Use Only]**

1<sup>st</sup> period: \_\_\_\_\_  
2<sup>nd</sup> period: \_\_\_\_\_  
3<sup>rd</sup> period: \_\_\_\_\_  
4<sup>th</sup> period: \_\_\_\_\_

5<sup>th</sup> period: \_\_\_\_\_  
6<sup>th</sup> period: \_\_\_\_\_  
7<sup>th</sup> period: \_\_\_\_\_  
8<sup>th</sup> period: \_\_\_\_\_