

**Pre-arranged Absences
Acknowledgment and Notification**

Student Name	ID#
Administrator Name	Grade Level
Date(s) of Absence Requested	Number of days you will miss:
Reason Specified for Absence: (see attached documentation)	
Principal/Assistant Principal Signature	Date

THIS SECTION TO BE SIGNED BY EACH OF YOUR TEACHERS

Period	Subject	Teacher's Name	Teacher's Signature
1			
2			
3			
4			
5			
6			
7			

Parent Acknowledgment

Attention Parents/Guardians:

Thank you for notifying the school in advance of your child's anticipated absence from school.

Please note: The State attendance for credit law requires that students must be in attendance 90% of the days each class is offered (based on whether the class is a full year or a single semester course) in order to receive credit or be considered for promotion. Students who fall below the 90% threshold may request in writing the opportunity to appeal their loss of credit status to the attendance review committee to consider alternative learning activities for regaining credit and/or to be considered for promotion.

Request for Assignments Prior to Absence:

Assignments are not required to be given to students early. Students will be required to make up all work upon their return to school. Students will be allowed to complete all assignments missed while the student is absent if returned within the timeframe established by LCISD Policy. Assignments not completed within the timeframe may be given a grade penalty. **Finals may not be given ahead of time to accommodate the student's absence.** The student's Assistant Principal will arrange with the student when they can make-up final exams upon their return.

If your student is experiencing academic difficulty, you are encouraged to give special consideration to the impact the absences have on your student's academic success. If there are any questions please contact your student's Assistant Principal or (insert Name), Attendance Clerk, (Insert Phone #).

My signature below acknowledges that I have read the above information regarding Compulsory Attendance and Attendance for Credit, and I understand the potential consequences.

Name of Parent/Guardian	Phone Number
Signature of Parent/Guardian	Date