

**EISD**  
**Extended Absence/Family Travel Notification Form**



(Please submit this form to the Principal at least five schools days in advance of departure.)

Student's Name \_\_\_\_\_ Teacher/Grade \_\_\_\_\_

Number of Days Absent \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for 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 under EISD Board of Trustee policy EIA (Local).

Parents should be alerted to the Minimum Attendance for Class Credit (25.092 Texas Education Code) that 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.

Additionally, parents should be aware that absences, except for those that fall under the state definition of "excused", result in a district loss of Average Daily Attendance funding at the current rate of \$35.00 per student per day. When loss of funds from unexcused absences is compounded for ten campuses over the course of a school year, the loss can be significant.

Most importantly, when a student is absent from school, that child loses the benefit of direct instructional time with his/her teacher. This is time that is highly valued by the EISD community of learners. It is the desire of instructional professionals to have students highly involved in the learning process on a daily basis.

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 five days in order to ensure that the student's classroom teachers are notified. **Parents are strongly discouraged from taking a student from class unless it is absolutely necessary.**

**Expectations for the Completion of Work and Make Up Responsibilities**

- All pending assignments should be submitted prior to departure unless alternate arrangements have been made with the teacher. This includes major tests, reports and major written assignments.
- Assignments/work missed during the absence are to be completed upon return – one day make-up time for each day missed. Teachers may give assignments in advance when possible.

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

**Administrator's Review**

Approved with Full Make-Up Privileges \_\_\_\_\_ (Initial)

Discouraged for the Following Reason(s) \_\_\_\_\_

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

**It is the student's responsibility to make appropriate arrangements with his/her teacher(s) for completion of pending work and make-up for missed assignments.**

**EISD**  
**Family Travel Student Assignment Form**

The student must take this form to each of his/her teachers for a grade check and to receive make-up instructions. It is the responsibility of the student to follow the teacher's directions pertaining to work previously assigned or work that will be missed during the requested absence.

Teacher: \_\_\_\_\_

Period/Subject: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_ through \_\_\_\_\_

**Pending Assignments To Be Completed Prior to Departure (List):**

1.

2.

3.

4.

**Assignments To Be Made-Up Due to the Absence (List):**

1.

2.

3.

4.