



# Texas Department of Family and Protective Services

Commissioner  
H. L. Whitman, Jr.

Date: \_\_\_\_\_

To: School Attendance Officer \_\_\_\_\_

From: Caseworker/Caregiver \_\_\_\_\_

Re: Excused Absence(s) for student \_\_\_\_\_ Student ID \_\_\_\_\_.

Please excuse \_\_\_\_\_ from school on \_\_\_\_\_.  
He/she was participating in a court-ordered/case plan activity.

A school district shall excuse a student from attending school, including travel, if the student is in the conservatorship of DFPS, participating, as determined and documented by DFPS, in an activity:

\_\_\_\_\_ Ordered by a court under [Texas Family Code Chapter 262](#) or [Texas Family Code Chapter 263](#), provided that it is not practicable to schedule the participation outside of school hours; or

\_\_\_\_\_ Required under a service plan under [Texas Family Code Chapter 263 Subchapter B, Texas Education Code § 25.087\(b\)\(1\)\(F\)](#).

A student whose absence is excused under [Texas Education Code, §25.087\(b\)](#) may not be penalized for that absence, shall be counted as if the student attended school for purposes of calculating the average daily attendance of students in the school district, and must be allowed a reasonable time to make up school work missed on those days. [Texas Education Code § 25.087\(d\)](#).

Thank you for your attention to this matter.

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Caregiver/Caseworker Name \_\_\_\_\_ Phone \_\_\_\_\_