

Absence Descriptions and Documentation

Absence Description	Required Documentation
Career Investigation Absence due to visiting a professional at their workplace for the purpose of career investigation. Juniors and Seniors are eligible for 2 days each year.	<i>Verification from the professional at their worksite.</i>
Citizenship Activity/Naturalization (Student's Own) Absence due to completing required U.S. citizenship paperwork at a governmental office or attending one's own naturalization ceremony. This can include 2 travel days per category.	<i>Verification from governmental office or copy of Certificate of Naturalization (Form N-550).</i>
College Visit Absence due to visiting an accredited institution of higher learning. Juniors and Seniors are eligible for 2 days each year.	<i>Verification from college admissions office representative.</i>
Court Appearance Absence due to a required court appearance. This can include 2 travel days.	<i>Court notice.</i>
DFPS/Foster Care Absence due to meeting with a probation officer or participating in other court-ordered activities outside the courtroom. This can include 2 travel days.	<i>Court notice or DFPS verification.</i>
Driver License/Permit Absence due to visiting a driver's license office to obtain a driver's license or learner permit. Student must be 15 years old or older and may miss one day for each purpose.	<i>Proof of visit (i.e. receipt with date & time stamp).</i>
Election Clerk Applies to students who are at least 16 years old and eligible to serve under Texas Election Code. Principal approval required. This can include 2 travel days.	<i>Verification of service from official.</i>
Funeral (unfunded) Absence due to attending a funeral or memorial service.	<i>Note from parent/guardian.</i>
Illness (unfunded) Absence due to illness; applies when student does not attend school for any part of the day.	<i>Note from parent/guardian.</i>

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Medical Appointment Temporary absence due to a documented appointment with a health care or mental health professional. The student must begin class or return to class on the same day of the appointment.	<i>Verification by a licensed, certified, or registered health care/mental health professional from the clinic with date & time of appointment</i>
Military Deployment Absence due to visiting with an active duty parent called up or returned from deployment. No more than 5 days per year.	<i>Note from parent/guardian.</i>
Military Recruitment Absence to pursue enlistment in a branch of the US uniformed services or Texas Army National Guard. Student must be 17 or older and may not miss for more than 4 days.	<i>Verification from military recruitment officer.</i>
Military Taps Absence due to playing Taps at a military honors funeral in Texas for a deceased veteran. Eligible to students in grade 6-12.	<i>Note from parent/guardian.</i>
Personal Absence (unfunded) Absence due to personal circumstances as determined by parent/guardian.	<i>Note from parent/guardian.</i>
Religious Holy Day Absence due to religious observance. To be considered a religious holy day, the day should be one generally recognized by the student's religious denomination as a holy day to be observed by all members of that denomination. Church retreats, camps, and mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days. Can include 2 travel days.	<i>Note from parent/guardian.</i>
Serious/Life Threatening Illness Absence due illness or related treatment that makes the student's attendance infeasible for a specified period of time as certified by a licensed physician.	<i>Eanes ISD physician certification form (return completed, signed form to campus attendance office)</i>

For more information see the current year [Student Attendance Accounting Handbook](#).