

Booker Independent School District

PARENT REQUEST FOR PRE-APPROVED EXCUSED ABSENCE

Please complete and submit to the attendance office **AT LEAST THREE SCHOOL DAYS PRIOR** to a parent requested absence. Students are encouraged to request class work in advance. This type of absence may carry one or more penalties, even though the absence has been pre-approved. Possible penalties include:

- Loss of credit resulting from not meeting the Texas law requiring 90% attendance.
- Court filing for compulsory attendance if absences are part of a pattern of excessive absences.

_____ **Student's Name** _____ **Grade** _____ **Today's Date**

Proposed date(s) of absence: _____

Reason for the proposed absence: _____

_____ To date, student has accumulated _____ absences for this school year. (Office Use Only)

Siblings who will also request pre-approved absence(s) NOTE: This section is for information only. Each sibling must submit a PARENT REQUEST FOR PRE-APPROVED EXCUSED ABSENCE form to their campus attendance office.

| Name | Grade | Name of Campus |
|-------|-------|----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Parent/Guardian's Signature: _____ Daytime Phone #: _____

| Period | Subject | Current Average (circle) | Student completes assignments in a timely manner | Teacher's Comments |
|--------|---------|-----------------------------|--|--------------------|
| | | A B C F | YES NO | |
| | | A B C F | YES NO | |
| | | A B C F | YES NO | |
| | | A B C F | YES NO | |
| | | A B C F | YES NO | |
| | | A B C F | YES NO | |
| | | A B C F | YES NO | |

Please turn the completed form into the office. The office will review the information and forward it to the principal for approval.

Approved EXCUSED Denied UNEXCUSED

Principal's Signature: _____ Date: _____

Comments: _____

