



2561 FM544 Lewisville, TX 75056 \* Phone: 469-713-5977 \* Fax: 214-626-1714

**Pre-Planned Absence Request Form**  
**Non-Medical / Non-Emergency**

In order to obtain permission to make up class work when a student misses school/class for personal reasons like family vacations, weddings, etc., a student must have this form completed and approved **prior** to the absence.

**Step 1:** Parent completes the bracketed information below 1 week before requested absence.

**Step 2:** Student can bring the form to the attendance office, fax it or email it to [KAPPELK@LISD.NET](mailto:KAPPELK@LISD.NET).

**Step 3:** Administration will review the grades, discipline and attendance of the student.

**Step 4:** Office Aides will return the form to the student to keep 1 or 2 days before the absence in order to ask teachers for make-up work in advance. *Teachers are **not** required to provide work in advance.*

**DISTRICT-MANDATED maximum of 5** days per student per school year allowed, but request *may* be denied if grades or attendance or discipline is not satisfactory. Absences **will not be granted** during state-mandated assessments. If the total # of absences for the year reaches/exceeds 16, request may also be denied. *Leaving earlier than requested or being absent longer than requested* will result in an unexcused absence for each period/day missed and subject to truancy charges. Additionally, the student will be unable to turn in work missed on unexcused days and will receive zeros as a result.

Please allow my child \_\_\_\_\_, (grade 6 7 8) to be absent from school on  
 (date/s) \_\_\_\_\_ all periods? 1-8? \_\_\_\_\_ for the following  
 reason: \_\_\_\_\_

**Parent Signature** → \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Parent's signature indicates parent has read form and discussed the 4 step procedure above with student.

Principal Signature \_\_\_\_\_

Attendance Clerk Signature \_\_\_\_\_

1 <sup>st</sup> prd hmwrk: _____	Due: _____
2 <sup>nd</sup> prd hmwrk: _____	Due: _____
3 <sup>rd</sup> prd hmwrk: _____	Due: _____
4 <sup>th</sup> prd hmwrk: _____	Due: _____
5 <sup>th</sup> prd hmwrk: _____	Due: _____
6 <sup>th</sup> prd hmwrk: _____	Due: _____
7 <sup>th</sup> prd hmwrk: _____	Due: _____
8 <sup>th</sup> prd hmwrk: _____	Due: _____

**OFFICE USE ONLY**

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*Principal excused absence?*

▷ Yes

▷ No

It is the student's responsibility to clarify homework/ due dates. Any assignments not turned in by the specified due date will be subject to late work policies. Student is failing \_\_ class/es. Student has \_\_ total absences as of \_\_\_\_\_ & \_\_ absences are **unexcused**. Parent signature is confirmation of agreement that student will be held accountable and subject to the 90% attendance rule. (When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class by completing a plan approved by the principal such as tutoring, night school, or summer school.