



**RICHARDSON INDEPENDENT
SCHOOL DISTRICT**

EXTENDED UNEXCUSED ABSENCE FAMILY TRAVEL NOTIFICATION FORM

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

Student Name:	Campus Principal:
Grade Level:	Classroom Teacher(s):
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. Students/parent/guardian will be referred to truancy court upon 10 unexcused absences.

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.

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 RISD community of learners. It is the desire of instructional professionals to have students involved in the learning process every day.

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.***

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

Parent's Signature _____ Date _____

Administrator's Review:

Notes: _____

Signature of Campus Administrator _____ Date _____

File in student cum file and place a copy in Focus.