



MILITARY BLOCK LEAVE REQUEST PACKET

PARENT PRE -LEAVE PROCEDURES:

1. Secure either Block Leave Orders or a letter from your Commanding Officer stating the dates of the Reintegration Block Leave.
2. Plan your request according to leave dates provided.
3. Acquire Military Block Leave Request Packet from your school.
4. If you have more than one student at a campus or at different campuses, complete pages 2 and 3 of this packet for each student.
5. Request an Attendance History Report for your student(s) from the school(s).
6. Review (request as needed) Grades and Progress Reports for your student. If your student is failing or in danger of failing classes, extended absences are not recommended.
7. Submit Reintegration Block Leave Request to the school no later than ten (10) school days before the first day of requested leave to ensure timely processing.
8. Attach a copy of leave orders or letter from commanding officer to this packet when submitting packet to the campus.
9. Schedule a meeting with your principal or designee to discuss the request, the potential impact upon your child, and to develop plans for class credit and make up work.
10. Read the entire packet for a clear understanding of the rules and how your student(s) could be impacted.
11. Ensure you receive a copy of the completed packet from the campus.

PARENT POST- LEAVE PROCEDURES:

1. Contact the school upon return to schedule a meeting with the school principal or designee and/or the teacher to discuss make up work and class credit procedures.
2. Ensure that your student has completed all make up work.
3. Monitor your child closely for academic performance. Seek assistance from the school at the first sign of academic or other difficulty.

IMPORTANT: This packet is to be used for reintegration block leave only and is only for students who will travel outside of the El Paso/Fort Bliss Area. This packet should be submitted to the school no later than ten school days before the first day of requested leave, but no less than seven. Up to five (5) days will be excused per request. The absence may not be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment.

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MAKE UP WORK

Make up assignments or tests shall be made available to students after any excused absence. A student with an excused absence shall have at least one school day to make up work for each day the student is absent. The parent/student shall be responsible for finding out about the assignments and for satisfactorily making up the work within the allotted time. Failure to complete make up work will result in poor grades.

UNEXCUSED ABSENCES

If the student is absent for more days than approved, those additional absences will be unexcused. School work may not be made up for unexcused absences.

My signature below acknowledges I have read and understand the contents of this packet. Only one parent name, signature and date is required. If two parents are present, both may sign.

Student Name _____ EPISD ID _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

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Multiple Students Involved ___ Yes ___ No Multiple Schools Involved ___ Yes ___ No

List other schools _____

List other student(s) _____

If multiple students, complete a packet for each student.

School _____

Student Name _____ EPISD ID _____

Reason for Request _____

Number of School Days Requested (FALL): _____

Dates Requested (FALL): _____

Number of School Days Requested (SPRING): _____

Dates Requested (SPRING): _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

FOR SCHOOL USE

Packet Received by Parent or Guardian Name/Title _____

_____ Date _____

Date of Parent and Campus Administrator Meeting _____

Administrator Name/Title for Meeting _____

Additional notes as needed _____

MILITARY BLOCK LEAVE REQUEST
Student Attendance Worksheet (For School Use Only)

1. When parents request the Military Block Leave Request packet, provide current attendance, grades/progress reports, state assessment scores or benchmarks, etc.
2. Up to five (5) days will be excused per request. The absence may not be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment.
3. Set an appointment with the parent and school administrator.
4. Use the attendance information to complete this form.
5. Ensure parent(s) receive a copy of the completed packet.
6. Ensure parent(s) has signed acknowledging their understanding of rules (pg 2).
7. File the completed packet and attached attendance and grade reports.

PART A: ABSENCES REQUESTED FOR FALL SEMESTER - Days in Semester _____

Total number of days already absent (FALL) _____

Number of school days requested (FALL) _____

PART B: ABSENCES REQUESTED FOR SPRING SEMESTER - Days in Semester _____

Total number of days already absent (SPRING) _____

Number of school days requested (SPRING) _____

List dates approved _____

Reason for approval _____

List dates denied _____

Reason for denial _____

Special Circumstances _____

Print Name/Title Administrator _____

Administrator Signature _____ Date _____