



Parent Absence Request

(Not to be used for Military Block Leave)

A parent request for absences must go through the campus principal for approval. The principal will approve or deny the request based on the reason for the request, the students current attendance, grades, and any other information the principal finds relevant.

If the principal does not approve the absence, it will show as unexcused on the student’s attendance record. It is important for you to monitor the parent portal and stay in communication with the teacher.

MAKE UP WORK

Make up assignments or tests shall be made available to students after any absence. A student with an 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 may result in a failing grade.

UNEXCUSED ABSENCES

School work may be made up for unexcused absences. Absences requested on state assessment days will not be approved and if taken will be automatically counted as unexcused. A student with an 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 may result in a failing grade.

My signature below acknowledges I have read and understand the above. Only one parent name, signature and date is required.

Student Name _____ EPISD ID _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

Parent Absence Request

School _____

Student Name _____ EPISD ID _____

Reason for Request _____

Number of School Days Requested: _____

Dates Requested: _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

FOR SCHOOL USE

Request Received by Parent or Guardian Name/Title _____

Date _____

Date of Parent and Campus Administrator Meeting _____

Administrator Name/Title for Meeting _____

Additional notes as needed _____
