



# Extended Absence Notification Form For Family Trip or Vacation

Prosper ISD understands circumstances may occur to make it necessary for a student to miss more than 3 consecutive days. However, extended absences for family vacations are highly discouraged and have been shown to have a negative impact on student achievement and should be avoided. It is vital that students attend school when they are healthy and school is in session. Students missing school must make up missed work while at the same time completing new work that is assigned upon their return.

Student absences due to family vacations/trips will be considered unexcused. Family vacation/trips requests shall be reviewed by the Principal in accordance with the following rules:

- The parent shall submit a written request in advance stating that the vacation/trip cannot be taken at another time.
- Only one such vacation/trips per family, per school year can be requested. These absences will be considered unexcused.
- No more than 5 consecutive days of absence shall occur, except in extenuating circumstances as determined by the campus Principal or Assistant Superintendent. These absences will be considered unexcused.
- No such vacation/trip shall be taken during the last two weeks of a semester, except in extenuating circumstances as determined by the campus Principal or Assistant Superintendent. Students will not be allowed to take their 1st semester final exams early. This exam will be made up once the student returns to school. Year end final exams must be completed at the discretion of the campus Principal but may not "hold up" the year end grading process.
- The student shall agree to have any pre-assigned work completed upon his or her first day back to school, although a teacher is not required to give the student work prior to the absence. Some may be given ahead of time and some may be given upon the student's return. It is the student's responsibility to complete makeup work following any absence. Students are responsible for collecting their makeup work the first day they return to their class(es). After receiving their makeup work students will turn in their work as follows: one day absence, one day (next class period) to make up the missed work; two days absent, two days (class periods) to make up the missed work; three days absent, three days (class periods) to make up the missed work; etc... Full credit can be earned as long as the work is turned in within the allotted time. A teacher may also ask for a reading log, journaling or writing activity to demonstrate learning that occurred on a vacation/trip.
- If a student is going to be absent more than 10 consecutive days, the student may be withdrawn at the end of the 10th day. The student will be reenrolled upon his/her return. The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

Attendance in school is monitored by the Texas Education Agency for each district and campus. Compulsory attendance laws apply to all students enrolled in Texas schools. Parents and students may reference the Prosper ISD student handbook on the campus website for compulsory attendance guidelines.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent's Name: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Dates student will be absent from school for vacation/trip: \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

Is this the first absence request for a vacation/trip that you have requested for this school year?  Yes  No

Reason for absence (include the reason this trip cannot be taken at another time):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>FOR DISTRICT USE ONLY</b>	
Reviewed By: _____	Date: ____/____/____
____ Approved ____ Denied Reason for Denial if applicable: _____	
Date Received and Recorded By Attendance Clerk/Registrar: ____/____/____	Date Filed in Student Perm Record: _____
Attendance Clerk/Registrar Signature: _____	____/____/____