



Texas Education Law Sec. 25.092 titled Minimum Attendance for Class Credit states “except as provided by this section, a student may not be given credit for a class unless the student is in attendance for at least ninety (90) percent of the days the class is offered.”

The principal and teachers must be notified and a report filed **prior to planned absences**. The absence form must be on file in order for the student to be able to make up work. **The parent is responsible for obtaining the teacher and principal’s signature on the form.**

**Student** \_\_\_\_\_

**Teacher** \_\_\_\_\_

**Date(s)of Absence:** \_\_\_\_\_

**Reason for Absence (must be filled out):**

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

I understand that:

1. It is up to my child’s teacher(s) to determine if assignments will be given before or after the absence.
2. My child’s teacher(s) will assign due dates for make-up work. Assignments must be turned in by 3:00pm on the due date.
3. All make up work is the responsibility of my child and due dates will be enforced.
4. My child will miss classroom discussions, oral instructions and presentations that could affect his/her understanding of the concepts being taught.
5. All absences will be recorded on the student’s report card.

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

**Teacher** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal** \_\_\_\_\_ **Date** \_\_\_\_\_