

# Addendum

## 2020-2021 STUDENT | PARENT POLICY GUIDE

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### **Attendance and Student Absences (Revised 8/19/2020 – page 41)**

Remember that student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Absent extenuating circumstances, students will not regularly be released before the end of the school day. Student absences should be limited and make-up or remedial work will be required from students with absences. Any student not already exempted from the compulsory attendance law may nevertheless be excused for temporary absence resulting from any cause acceptable to the superintendent or to the teacher or principal of the school in which the student is enrolled.

A student who is absent from school for any portion of a school day must provide a note that describes the reason for the absence. The note must be signed by the student's parent/guardian or by the student, if the student is 18 or older or is an emancipated minor. Failure to bring a written excuse signed by the parent or guardian within three school days of an absence may result in an unexcused absence being recorded. Elementary students will be counted absent after 9:00 a.m. The official attendance period for secondary students (middle, high school and senior high) is second period. **An email note from a parent or guardian's email account, as registered in the Plano ISD Parent Portal, is acceptable documentation; however, Plano ISD reserves the right to require a signed written note.**

If a student is temporarily absent due to an appointment with a health care professional and the student commences classes or returns to school on the same day of the appointment, the student will not be counted absent. The student must present to the school office a statement signed by the health care professional verifying the appointment. Absences such as vacations and trips (except those excused by the principal for unusual circumstances), babysitting, working (including modeling), non-school-sponsored athletic events and programs shall be considered unexcused. In order for a student to make up and receive credit for work assigned during an unexcused absence, the student must submit one week in advance a written notification of the planned absence to the principal. When no prior notification is given, students may receive a zero for all work assigned during the absence.

**POLICIES EIAB(LOCAL), FEA(LEGAL/LOCAL),  
FEB(LEGAL/LOCAL/REGULATION).**