



Plano ISD
Extended Unexcused Absence Notification Form

Please submit this form to the Principal at least five school days in advance of departure.

Form with fields: Student Name, School, Grade Level, Campus Principal, Number of Days Absent, From, To, Reason for Extended Absence.

Parents sometimes find it necessary to take their children out of school due to family travel that cannot be arranged during times when school is not in progress. When a parent removes his/her child from school for the purpose of family travel, the absence falls outside of the Texas Education Code definition of excused and, therefore, is considered unexcused.

Parents should be alerted to the Minimum Attendance for class credit (25.092 Texas Education Code), which states that a student must be in attendance 90% of the days a class is offered in order to receive credit.

When a student is absent from school, that child loses the benefit of direct instructional time with his/her teacher. This time is highly valued by the PISD community of learners. It is the desire of Plano ISD educators and leaders to have students involved in the learning process every day.

When parents find it necessary to remove their child from school for the purpose of a family trip, the principal should be given advance notice of at least (5) days in order to ensure that the student's classroom teachers are notified.

It is the student's responsibility to make appropriate arrangements with his/her teacher(s) for the completion of pending work and make-up work for missed assignments upon return.

Parent's Signature _____ Date _____

Administrator's Review Notes: _____

Signature of Campus Administrator _____ Date _____