



Extended Absence Notification Form For Family Trip or Vacation

Frisco ISD understands circumstances may occur to make it necessary for a student to miss more than 3 consecutive days of school. However, extended absences for trips or family vacations are highly discouraged, 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.

Written Notifications of family trips and vacations must be submitted to the principal in accordance with the guidelines below:

1. Parents shall submit written notification, in advance, stating the reason that the trip/vacation cannot be taken another time. Parents need to consider that while work may be made up, classroom instruction cannot.
2. Students with attendance in good standing may utilize up to 4 parent notes, if available. **All other absences will be unexcused.**
3. Student will complete make up work upon their return. ***Please note that teachers will not be required to provide work prior to the absence.*** Campus administrator will communicate due date for makeup work upon return.
4. Parents will be required to sign the 90% Compulsory Attendance Letter upon the students' return.
5. Students who fall below 90% attendance will be required to make up time in order to receive credit for the semester and/or year. Failure to complete make up time may result in denial of course credit and/or retention.
6. Truancy Prevention Measures will be applied to students who have 3 or more unexcused absences, up to and possibly including Truancy Filing against parents in county courts.

Students Name: _____ Parent Name: _____

Phone Number: _____

Date leaving: _____ Date returning: _____

Destination: _____

Reason for Trip:

A campus administrator will be contacting you regarding your planned trip.