



# ANTICIPATED ABSENCE FORM

**REQUEST FOR ABSENCE MUST BE MADE 2 WEEKS IN ADVANCE**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of absence(s): \_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of parent or legal guardian: \_\_\_\_\_

Date received by office: \_\_\_\_\_

Administrator/Principal: \_\_\_\_\_

Approved

Denied

Education requires continuous instruction, student participation, classroom interaction, learning experiences, and study in order for students to reach their maximum potential. Tardiness and absence are detrimental to academic achievement.

Texas state law requires that a student attend 90% of the required school days in each class each semester to receive credit for that class. For example, if there are 89 required school days first semester and 86 required school days second semester, a student must attend 80 days during the first semester and 77 days the second semester to receive credit for attendance.

Families are strongly encouraged to make their trips and to take their vacations only during TCS scheduled student holidays. On the other hand, family trips that are impossible to schedule during TCS student holidays (i.e., "once in a lifetime" opportunities) may be considered by the administration as excused absences if parents submit a request form at least two weeks prior to the trip. Should the trip NOT be approved as excused, the affected student will not receive credit for any days missed. Days absent will be considered in the 90% attendance policy even if the absence is excused. Students are responsible to obtain and complete all missed assignments or make-up work from their teachers.