



## BRACKETT ISD

# STUDENT ATTENDANCE PROCEDURES & REMINDERS

### Documentation After an Absence (ALL GRADE LEVELS)

A parent or guardian must submit a written and signed note explaining the absence when the student returns to school.

The campus will record the absence as excused or unexcused based on the information provided in the note and the date the documentation is received.

#### Excused Absences (examples):



- Student illness or injury
- Medical appointments
- Attending a funeral

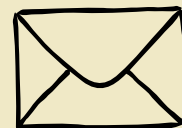
#### Unexcused Absences (examples):



- Vacations
- Family trips
- Personal transportation issues

#### Documentation for absence should include:

- Date of note
- Date of absence
- Student's full name
- Explanation of absence(s) - be specific
- Parent signature with contact information



Did you know? The district is NOT required to excuse any absence, even if the parent provides a note, unless the absence is an exemption under compulsory attendance laws and proper documentation is provided.

You can find a list of the exemptions and other information about attendance in the District's Student Handbook beginning on page 32.

<https://www.brackettisd.net/parents-and-students/student-handbook/>