



# BONHAM INDEPENDENT SCHOOL DISTRICT

## Excused and Unexcused Absences

Acceptable BISD Excused Absences	Documentation Needed For Excused Absences	Unexcused Rationale
Personal Illness	A note provided by parent/guardian, within 5 days of the first day returned to school from illness. If illness is 3 or more consecutive school days, a medical note with doctor signature is required.	When no note is provided, the absence is considered <i>unexcused</i> .
Family Emergency, such as severe illness or death in the student's immediate family (up to 5 days in the US and Mexico and up to 10 days out of the country)	Note provided by parent/guardian within 5 days of the first day returned to school for emergency.	Family Vacation or Family Travel
Any circumstance not listed that the Principal determines is a reasonable cause for an <i>excused</i> absence.	Note provided by the parent/guardian and approved by the Principal.	Any circumstance not listed that the Principal determines is NOT a reasonable cause for an absence.
Participating in early screening, diagnosis and treatment program by TDHS and Medicaid eligible.	Note from TDHS or person providing the serviced that is signed and dated.	
Attending an activity, mental health or therapy appointment or family visitation as ordered by court under TFC, Chapter 262 or 263.	Note from person providing service.	
Observing religious holy days. One day for the observance, one day for travel, and one day for returning travel.	Document provided by the BISD to be completed by the parent and signed by clergy or religious representative. (Form: Holy Day Observance)	
Attending a documented appt. with a health care professional if student return to school on same day of the appt.	Note from health care professional's office that is signed and dated.	
Appearing at a governmental office to complete paperwork related to application for US citizenship or taking part in a US naturalization oath ceremony.	Documentation from the US Citizenship and Immigration Service Department stating the absence was due to applying for citizenship or a copy of the letter detailing ceremony information.	
Visiting a college or university as a junior or senior. 2 days allowed junior year and 2 days allowed senior year.	Prior approval on BISD document. (Form: College Day Request) AND a note from the institution that contains the date and time of visit.	
Serving as an election clerk, including appropriate travel time.	Note from the office of elections.	

Sounding TAPS at a military honors funeral held in TX for a deceased veteran (Grade 6 and above)	Signed note from Parent/guardian and copy of the funeral program	
Attending a drop-out recovery program	Documentation of enrollment and attendance in the program by the official provider	
Attending an off-campus dual credit program course	Documentation of enrollment from the higher institution	
Participating in a school board approved activity that is under the direction of a professional staff member	Signed permission slip for approval to participate	
Enrolled in one or more TxVSN courses but attend part of the day at a regular campus and not scheduled to be on a campus during the official attendance taking time	Enrollment and approval forms from the TxVSN coordinator	
Visiting his/her parent, stepparent, or legal guardian, for no more than 5 days, who is called to military duty, is on leave or immediately returned from continuous deployment of at least 4 months	Copy of deployment order or another official military document	
Attending a court appearance (including travel)	A copy of a subpoena or other court documents requiring the student to attend	
Attending a club sponsored activity or sporting competition that enhances the students educational experience	<p>Prior written approval by the Principal. (Form: Pre-Arranged Absences)</p> <p><b>*approved with Principal discretion with consideration of overall attendance/academic record/discipline record</b></p>	

### *References:*

*BISD Board Policy FEA, FEB*

All absences are considered unexcused until written notification is received by the campus. If a note from the parent/guardian has not been submitted to the office within 5 school days of a student returning to school, the absence will be considered unexcused. The campus Principal determines whether an absence is excused or unexcused – not the parent.