

Allen ISD Attendance Policy

Documentation After An Absence

On the day a student is absent, his/her parent/guardian should call the attendance clerk in the school office as early as possible. When a student is absent from school, the student - upon returning to school - must bring a note signed by the parent/guardian that describes the reason for the absence and the date(s) of the absence. A note has to be received within 3 school days to be considered excused. The absence will be considered unexcused if a note has not been received by the school office within 3 school days. A note signed by the student, even with the parent/guardian's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. Faxed notes may be accepted if they contain all required information including the parent/guardian signature. Emails will not be accepted unless it contains a scanned copy of the signed note from the parent/guardian. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than five (5) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused. [See Policy FEC (LOCAL).]