

## **MILITARY BLOCK LEAVE REQUEST PACKET**

### **PARENT PRE -LEAVE PROCEDURES:**

1. Secure either Block Leave Orders or a letter from your Commanding Officer stating the dates of the Reintegration Block Leave.
2. Plan your request according to leave dates provided.
3. Acquire Military Block Leave Request Packet from your school.
4. If you have more than one student at a campus or at different campuses, complete pages 2 and 3 of this packet for each student.
5. Request a Attendance History Report for your student(s) from the school(s).
6. Review (request as needed) Grades and Progress Reports for your student. If your student is failing or in danger of failing classes, extended absences are not recommended.
7. Submit Reintegration Block Leave Request to the school no later than ten (10) school days before the first day of requested leave to ensure timely processing.
8. Attach a copy of leave orders or letter from commanding officer to this packet when submitting packet to the campus.
9. Schedule a meeting with your principal or designee to discuss the request, the potential impact upon your child, and to develop plans for class credit and make up work.
10. Read the entire packet for a clear understanding of the rules and how your student(s) could be impacted.
11. Ensure you receive a copy of the completed packet from the campus.

### **PARENT POST- LEAVE PROCEDURES:**

1. Contact the school upon return to schedule a meeting with the school principal or designee and/or the teacher to discuss make up work and class credit procedures.
2. Ensure that your student has completed all make up work and plans (see attached form) established by the school to secure class credit.
3. Monitor your child closely for academic performance. Seek assistance from the school at the first sign of academic or other difficulty.

**IMPORTANT: This packet is to be used for reintegration block leave only and is only for students who will travel outside of the El Paso/Fort Bliss Area. This packet should be submitted to the school no later than ten school days before the first day of requested leave, but no less than seven.**

# **MILITARY BLOCK LEAVE REQUEST**

## **TEXAS EDUCATION CODE REQUIREMENTS (90% Rule)**

According to the Texas Education Code, Chapter 25.092 (a), “a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.” Excused and unexcused absences are counted for the 90% Rule.

## **SPECIAL CIRCUMSTANCES**

If a student is present less than the required 90% of class days as listed above, the student may still be awarded credit if the student completes a plan (see attached form) approved by the principal only if the student has attended between 75% and 90% of class time. This plan must provide for the student to meet the instructional requirements of the class. Failure to complete this plan will result in withheld credit.

## **MAKE UP WORK**

Make up assignments or tests shall be made available to students after any excused absence. A student with an excused absence shall have at least one school day to make up work for each day the student is absent. The parent/student shall be responsible for finding out about the assignments and for satisfactorily making up the work within the allotted time. Failure to complete make up work will result in withheld credit.

## **UNEXCUSED ABSENCES**

If the student is absent for more days than approved, those additional absences will be unexcused. School work may not be made up for unexcused absences.

Absences requested on state assessment days will be automatically counted as unexcused.

## **APPEAL**

Attendance appeals are processed through the campus Attendance Review Committee (ARC). The ARC decision may be appealed to the appropriate school division. The school division decision may be appealed to the Board of Trustees.

My signature below acknowledges I have read and understand the contents of this packet. Only one parent name, signature and date is required. If two parents are present, both may sign.

Student Name \_\_\_\_\_ EPISD ID \_\_\_\_\_

Print Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MILITARY BLOCK LEAVE REQUEST**

Multiple Students Involved \_\_\_ Yes \_\_\_ No    Multiple Schools Involved \_\_\_ Yes \_\_\_ No

List other schools \_\_\_\_\_

List other student(s) \_\_\_\_\_

If multiple students, complete a packet for each student.

School \_\_\_\_\_

Student Name \_\_\_\_\_ EPISD ID \_\_\_\_\_

Reason for Request \_\_\_\_\_

Number of School Days Requested (FALL): \_\_\_\_\_

Dates Requested (FALL): \_\_\_\_\_

Number of School Days Requested (SPRING): \_\_\_\_\_

Dates Requested (SPRING): \_\_\_\_\_

Print Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR SCHOOL USE**

Packet Received by Parent or Guardian Name/Title \_\_\_\_\_

Date \_\_\_\_\_

Date of Parent and Campus Administrator Meeting \_\_\_\_\_

Administrator Name/Title for Meeting \_\_\_\_\_

Additional notes as needed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MILITARY BLOCK LEAVE REQUEST**  
**Student Attendance Worksheet (For School Use Only)**

1. When parents request the Military Block Leave Request packet, provide current attendance, grades/progress reports, state assessment scores or benchmarks, etc.
2. The standard number of days for leave is five (5). Explain special circumstances if more than 5 days are approved.
3. Set an appointment with the parent and school administrator.
4. Use the attendance information to complete this form.
5. Ensure parent(s) receive a copy of the completed packet.
6. Ensure parent(s) has signed acknowledging their understanding of rules (pg 2).
7. File the completed packet and attached attendance and grade reports.

**PART A: ABSENCES REQUESTED FOR FALL SEMESTER - Days in Semester \_\_\_\_\_**

Total number of days already absent (FALL) \_\_\_\_\_  
Number of allowable days remaining (FALL) based on 90% Rule \_\_\_\_\_  
Number of school days requested (FALL) \_\_\_\_\_  
Plan Required (FALL)? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Plan Attached (FALL)? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ NA

**PART B: ABSENCES REQUESTED FOR SPRING SEMESTER - Days in Semester \_\_\_\_\_**

Total number of days already absent (SPRING) \_\_\_\_\_  
Number of allowable days remaining (SPRING) based on 90% Rule \_\_\_\_\_  
Number of school days requested (SPRING) \_\_\_\_\_  
Plan Required (SPRING)? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Plan Attached (SPRING)? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ NA

List dates approved _____
Reason for approval _____ _____
List dates denied _____
Reason for denial _____ _____
Special Circumstances _____ _____
Print Name/Title Administrator _____
Administrator Signature _____ Date _____

