



THE DISTRICT

REINTEGRATION BLOCK LEAVE REQUEST PACKET

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. Acquire Reintegration Block Leave Request from your school.
3. Acquire an Attendance History Report for your child from the school.
4. Review Grades and Progress Reports for your student. If your student is failing or in danger of failing classes, extended absences are not recommended.
5. Acquire dates of Reintegration Block Leave and plan your request accordingly.
6. Submit Reintegration Block Leave Request to the school no later than seven (7) school days before the first day of requested leave to ensure timely processing.
7. Schedule a meeting with your school principal or designee to discuss the request, the potential impact upon your child, and to develop plans for class credit and make up work.

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 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 NOTE:

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 MUST BE SUBMITTED TO THE SCHOOL NO LATER THAN SEVEN SCHOOL DAYS BEFORE THE FIRST DAY OF REQUESTED LEAVE.



THE DISTRICT

REUNIFICATION DAY ABSENCE REQUEST

Many thanks to E.P.I.S.D. for the initial forms

School: _____

Student Name(s): _____

Reason for Absence: _____

Date of Absence: _____

Parent Signature: _____

PARENT PROCEDURES

1. If the date of return is known, please file this request with student within one school day of the absence.
2. If the date of return is not known, please file this request within one school day after the absence.
3. This request may be filed only by the parent/guardian/ official responsible person of the students listed.



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TEXAS EDUCATION CODE REQUIREMENTS

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.'

YSLETA INDEPENDENT SCHOOL DISTRICT ATTENDANCE REQUIREMENTS

Students in the Ysleta ISD who are at least six years old as of September 1 of the applicable school year through their eighteenth birthday are required to attend school. Students below the age for compulsory attendance during any period that the student is voluntarily enrolled in pre-kindergarten or kindergarten and a person who is 18 years or older and who voluntarily attends school are also required to attend school.

Attendance for Credit:

Students must attend 90% of the 180 days (periods) the class or grade they are attending is offered in order to receive academic credit. Excused and unexcused absences are combined in order to determine the percentage of days missed.

Procedure for absences:

Parents should notify the school as soon as the child is absent. All absences should be resolved within 72 hours (3 days) in order to prevent problems from occurring. A student absent without permission from school, from any class, or required tutorials will be considered truant and subject to disciplinary action. Failure to comply with compulsory attendance laws and Ysleta district policies can also result in revocation of a student's transfer, a judicial justice court referral and/or loss of academic credit.

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 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.

I have read and understand the contents of this document.

Parent Signature: _____ Date: _____



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REINTEGRATION BLOCK LEAVE REQUEST

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IMPORTANT NOTE: THIS FORM IS TO BE USED FOR OFFICIALLY DESIGNATED REINTEGRATION BLOCK LEAVE ONLY AND IS ONLY FOR STUDENTS WHO WILL TRAVEL OUTSIDE OF THE EL PASO/FORT BLISS AREA. THIS FORM MUST BE SUBMITTED TO THE SCHOOL NO LATER THAN SEVEN SCHOOL DAYS BEFORE THE FIRST DAY OF REQUESTED LEAVE.

SCHOOL: _____

STUDENT NAME: _____

YISD ID NUMBER: _____

REASON FOR REQUEST: _____

(PLEASE ATTACH A COPY OF BLOCK LEAVE ORDERS OR A LETTER FROM COMMANDING OFFICER SPECIFYING DATES OF BLOCK LEAVE)

NUMBER OF SCHOOL DAYS REQUESTED (FALL): _____

DATES REQUESTED (FALL): _____

NUMBER OF SCHOOL DAYS REQUESTED (SPRING): _____

DATES REQUESTED (SPRING): _____

Parent Signature: _____ Date: _____

DATE OF MEETING WITH PARENT: _

RECEIVED BY: _____ DATE: _____

APPROVED:

NOT APPROVED:

ADMINISTRATOR SIGNATURE:



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Student Attendance Worksheet (For School Use Only)

Instructions for School Staff:

1. Please use the information listed on Page 1 along with student's current Attendance Report to calculate the number of allowable days remaining for each semester in which leave is requested.
2. Please use Page 2 to determine the number of school days requested by the parent.

Part A

Use this part if absences are requested for Fall Semester

Total number of days absent (Fall) _____

Number of allowable days remaining (Fall) _____

Number of school days requested (Fall) _____

Plan Required (Fall) _____

Part B

Use this part if absences are requested for Spring Semester

Total number of days absent (Spring) _____

Number of allowable days remaining (Spring) _____

Number of school days requested (Spring) _____

Plan Required (Spring) _____

Authorized School Representative: _____ Date: _____