



Kickapoo Traditional Tribe of Texas Tribal Education Administration

Education Will Empower Our Tribe and Build a Strong Nation

STUDENT TRIBAL LEAVE REQUEST FORM

Student Name: _____ School: _____ Grade: _____

Guardian/Parent Name: _____ Phone #: _____

Date: _____ Time of Communication: _____ TSS staff taking request: _____

Method of Communication:

Email Text Phone Call Social Media In Person

Parent request approval for Tribal Leave Form (Excuse) for child for the following dates:

Leave Date: _____ Return Date: _____ Back to School Date: _____

It is the responsibility of parent/guardian to inform the Tribal Member Leave Representative, Attendance Clerk, and/ or Attendance Truancy staff of any changes in dates. Attendance Clerk will provide schools with final Student Tribal Leave Excuse Form within 24 hours of return date (reported by parent/guardian) to avoid any attendance reporting concerns.

Please check the appropriate Tribal leave request below:

- | | |
|--|---|
| <input type="checkbox"/> Processing Cattails | <input type="checkbox"/> Hunting (up to 40 hrs.) |
| <input type="checkbox"/> Summer Home | <input type="checkbox"/> New Year's Ceremony (up to 80 hrs.) |
| <input type="checkbox"/> Re-Build (up to 80 hrs.) | <input type="checkbox"/> Ceremony for the deceased (hours vary) |
| <input type="checkbox"/> Roof Only (up to 40 hrs.) | <input type="checkbox"/> Feast for Deceased (up to 16 hrs.) |
| <input type="checkbox"/> Winter Home | <input type="checkbox"/> Women's Leave (10 Days) |
| <input type="checkbox"/> Re-Build (up to 80 hrs.) | <input type="checkbox"/> Funeral Leave (up to 48 hrs.) |
| <input type="checkbox"/> Roof Only (up to 40 hrs.) | <input type="checkbox"/> Non-Disclosed/Confidential |

Other: List Below and (please include Assistant Tribal Administrator signature for verification)

Guardian/Parent Signature: _____ **Date:** _____

Internal Office Use Only (staff must initial)

Date Received: _____

Date Entered Into Log: _____

Date Sent to School: _____

Back Up Fax or Email Included: Y N

Staff initials School Notification: _____

Staff Initials Log Entry: _____