

ABSENCES NOTES Students who are absent from school or any class must present a note signed from the parent or guardian within two days of the absence.

Failure to present a note within the required time will result in an unexcused absence. Students who are absent for more than three consecutive days must bring a medical note indicating that they saw a doctor or were under a doctor's care and it must be signed by the physician.

Students must pick up an admittance slip from the attendance office upon their return to the campus. Students who have not acquired an admittance slip should not be admitted to class.

**ATTENDANCE
CREDIT**

A student shall be given credit for a class only if the student has been in attendance for 90% of the days the class is offered, unless an attendance committee appointed by the Board gives the student credit because there were extenuating circumstances for the absences.

Campuses shall establish attendance committees to hear all cases where student's attendance fall below the 90% threshold and a petition by the students or his or her parent or legal guardian has been filed.

The committee shall meet a minimum of once a year in the elementary or middle school campuses, or once a semester at the high school level.

The attendance committee shall be comprised by a majority of teachers. The committee may give class credit to a student because of extenuating circumstances according to policies adopted by the Board that establishes ways for students to make up or regain credit lost because of absences. (See FEC Local)

**WARNING
LETTERS AND
COURT HEARINGS**

Students who have two unexcused absences shall be given a warning letter and be required to have a parent conference with the assistant principal.

A student and the parent or legal guardian will be summoned to appear before the Justice of the Peace if they accumulated absences according to FEA Legal.

The administration and the attendance officer must be present at the trial.

A legal complaint must have the following information

- A sworn affidavit of probable cause to be signed by the attendance officer filing the case
- A sworn affidavit verifying attendance record signed by the principal or assistant principal who is in charge of attendance
- Serve the summon to the student and have the student sign to verify receipt of the summon

At the trial the following documents must be presented to the court.

- Copy of the attendance record
- Copy of the student's grades
- Total number of unexcused absences noted at the bottom of the student grade record
- Campuses recommendation for remediation such as tutoring if the student is failing.
- Prepared recommendations for court for remediation

STUDENT NO
SHOWS

After the first day of instruction of the school year, the registrar will compile a list of students who have not reported to school.

At the end of the first week, the registrar will begin the process of locating or identifying the whereabouts of the "No-shows".

1. Check the log for request for records for these students.
2. Call the home and call the emergency number.
3. Call area districts to check for enrollment.

WITHDRAWALS

All student withdrawals, whether conducted in person or over the phone, must be documented. This form must be signed by an administrator and filed in the student's academic folder.

WITHDRAWAL
PROCEDURES

Students who withdraw during the school year:

Completion of an exit review with the student's parents/guardian, or the adult student conducted by an authorized staff member. During the interview all pertinent information

as it relates to any new educational setting and contact information should be obtained.

Completion of a withdrawal form recording the reason for the student's leaving and as much future contact information as possible. The withdrawal form must be signed by both parent/ guardian or adult student and school personnel designated as authorized to do so at the time of the withdrawal. Documentation on the withdrawal form must be complete, signed in ink and dated. The documentation standards in the PEIMS Data Standards are to be strictly adhered to.

1. Correct assignment of leaver codes is critical. Any ambiguity in coding questions should be referred to the Principal.

2. If the Principal is unable to resolve the coding issue the question will be referred to the Central Office for resolution. Designated personnel should begin written and oral inquiry to confirm a leaver's enrollment in another educational setting should acceptable documentation not be received within 10 days following departure of a student whose stated intent was to enroll in another district.

The Registrar shall be the designated staff member who will be responsible for tracking leavers and leaver documentation. In the event that the registrar is not available an alternate staff member will be designated. The designated staff members will act as the authorized representative of the superintendent for signing withdrawal forms and other leaver documentation.

Students who do not withdraw, but quit attending school:

May be withdrawn by the tenth day of their last day of enrollment if the student's whereabouts are unknown, and believed not to be residing in the district.

Complete a withdrawal form in the same manner as above.

A student is considered a dropout until acceptable documentation is on file for that student.

If the student's whereabouts cannot be verified by the school start window, this student will be recorded as a dropout.

All graduates including those who graduate early during the

school year and summer graduates:

These students graduation status must be documented on their AAR record. The cumulative record must have a graduation seal, the graduation type plan, TAKS results, and sufficient credits.

Designated Personnel must review the additional PEIMS fields for these leavers (special education indicator, economic disadvantaged, graduation date, and college entry.)

LEAVERS

Students who returned at the beginning of the next school year, but are NOT enrolled on the snapshot date:

These students will be reported as having been enrolled at some point during the current school year, but was not enrolled on the PEIMS fall as-of-date.

MONITORING
LEAVERS

Make every effort to determine the whereabouts of the student. The designated personnel should begin written and oral inquiry to confirm a leaver's enrollment in another educational setting.

A student is considered a dropout until acceptable documentation is on file for that student.

If the student's whereabouts cannot be ascertained, this student will be recorded as a dropout.

Each campus will, on a six weeks basis during the school year, print a withdrawn student's report and conduct an audit of leaver documentation. The administrator managing the leaver process will conduct regular internal audits of the documentation process. Monitoring a student leaver to the point of acceptable documentation should involve all personnel to include home visits by the district's attendance officers as needed.