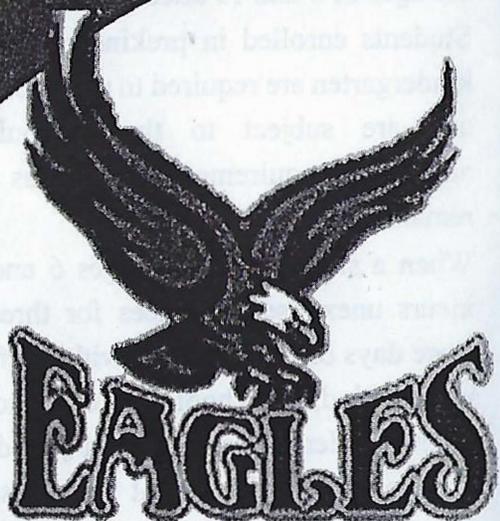


WILLIE BROWN

## Attendance Policy Guidance



## TEXAS STATE LAW AND ATTENDANCE

State law requires that a student between the ages of 6 and 19 attend school.

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

- When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school.
- To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered.

## WHY SHOULD WE FOCUS ON ATTENDANCE?

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials.

## WHAT PARENTS CAN DO

- ✓ Help your child get into the habit of attending school and learn the value of a regular routine.
- ✓ Teach your child that attending school is non-negotiable unless they are truly sick.
- ✓ Plan family vacations when school is in recess.
- ✓ Make sure your child has plenty of time to get ready for school to avoid being tardy.
- ✓ Schedule medical appointments before or after school.
- ✓ Send a written excuse to school on the same day that your child returns to school after being absent. Note: Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.
- ✓ Provide a doctor's statement when your child is absent 5 or more consecutive days within 3 days of returning to school.

## FREQUENTLY ASKED QUESTIONS

### What absences are excused and which are unexcused?

“EXCUSED” (EA) absences include, but are not limited to personal illness, family funerals, medical appointments, court appearances, and family emergencies. Students must provide proper documentation to have an absence changed to excused.

“UNEXCUSED” (UA) absences include, but are not limited to car trouble, oversleeping, missing the bus/ride, caring for a family member, and traffic.

### What is a medical absence (M)?

A medical absence is when a student misses part of a day due to a medical visit and the student brings in a doctor's note. If a student is gone **all day** for a medical appointment, he/she will receive an excused absence (EA), **NOT** a medical (M) excuse. However, the student must still provide medical documentation to the attendance clerk.

### Willie Brown's Truancy Prevention Measures

When a student incurs 4 unexcused absences or tardies or early releases, within a month's time, the parent will be required to attend an attendance conference with the assistant principal.

### What if a student becomes ill at school?

When a student becomes ill at school, s/he needs to report to the Nurse. The Nurse (not the classroom teacher) will determine if he or she should be sent home. If the student is sent home **after 10:00 a.m.** by the school nurse, this is considered an excused absence which is coded as an **8**, not an EA. If the student is sent home by the school nurse **before 10:00 a.m.**, the absence will be coded as an excused absence. Should the nurse decide **NOT** to send a student home and the parent chooses to sign out his or her student anyway, this will be coded as an unexcused absence (UE).

### When is a tardy or early release excused?

**Tardies and early releases are never excused. Only a student who leaves early for a medical appointment and submits a doctor's note will be coded as a medical (M). All other early releases are coded as unexcused.**

## CONTACTS

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