

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(LOCAL)

COMPULSORY
REFERRAL TO COURT

A student who has violated the compulsory attendance law by failing to attend school without excuse on ten or more days or parts of days within a six-month period in the same school year shall be reported to the principal or designee, who shall institute court action within ten school days of the student's last absence, as provided by law.

DISCRETIONARY
REFERRAL TO COURT

A student who has failed to attend school without excuse on three or more days or parts of days within a four-week period, but who has not yet been absent from school without excuse for ten or more days or parts of days within a six-month period in the same school year shall be reported to the principal or designee, who may institute court action as required by law.

[See FEA(LEGAL)]

WITHDRAWAL FOR
NONATTENDANCE

The District may initiate withdrawal of a student under the age of 18 for nonattendance if:

1. The student has been absent for at least ten consecutive school days; and
2. The campus staff has completed and documented all actions required by law or administrative regulation. [See FEA (REGULATION)]

For withdrawal of students 18 or older, see FEA(LEGAL).

STUDENTS IN
HOMESCHOOLS

When the District becomes aware that a student is being or will be homeschooled, the Superintendent or designee shall request in writing a letter of notification from the parents of their intention to homeschool using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

If the parents refuse to submit a letter of notification or if the District has evidence that the school-age child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

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ATTENDANCE
COMMITTEES

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent or designee shall make the specific appointments in accordance with legal requirements.

PARENTAL NOTICE
OF EXCESSIVE
ABSENCES

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

METHODS FOR
REGAINING CREDIT

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit by submitting a written petition to the appropriate attendance committee.

Petitions for credit may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit. The committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

Students who have lost credit because of excessive absences may regain credit by fulfilling the requirements established by the attendance committee.

PERSONAL ILLNESS

If the student has established a questionable pattern of absences, the attendance committee may require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

GUIDELINES ON
EXTENUATING
CIRCUMSTANCES

The attendance committee shall adhere to the following guidelines to determine attendance for credit:

DAYS OF
ATTENDANCE

1. All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days,

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required court appearances, and health-care appointments shall be considered days of attendance for this purpose. [See FEB]

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| TRANSFERS /
MIGRANT
STUDENTS | 2. | A transfer or migrant student incurs absences only after his or her enrollment in the District. |
| BEST INTEREST
STANDARD | 3. | In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. |
| | 4. | The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision. |
| DOCUMENTATION | 5. | The committee shall consider the acceptability and authenticity of documented reasons for the student's absences. |
| CONSIDERATION
OF CONTROL | 6. | The committee shall consider whether the absences were for reasons out of the student's or parent's control. |
| STUDENT'S
ACADEMIC RECORD | 7. | The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject. |
| INFORMATION
FROM STUDENT OR
PARENT | 8. | The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit. |
| IMPOSING
CONDITIONS FOR
AWARDING CREDIT | | The committee may impose any of the following conditions for receiving credit lost because of excessive absences: <ol style="list-style-type: none">1. Completing additional assignments, as specified by the committee or teacher.2. Satisfying time-on-task requirements before and/or after school.3. Attending tutorial sessions as scheduled.4. Attending Saturday classes.5. Maintaining the attendance standards for the rest of the semester.6. Taking an examination to earn credit.7. Performing service projects in the community. |

In all cases, the student must also earn a passing grade in order to receive credit.

Austin ISD
227901

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APPEAL PROCESS

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL) beginning at Level Three.