



*Official Attendance Notice*

*Name of Student:* \_\_\_\_\_ *Grade:* \_\_\_\_\_

**Texas Education Code Sec. 25.093: Parent Contributing to Non-Attendance** states that if a parent with criminal negligence fails to require the child to attend school as required by law, and the child is absent from school on ten or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period, the parent commits an offense.

**Texas Education Code Sec. 25.094: Failure to Attend School** states that if a student fails to attend school without an excuse on ten or more days or parts of days within a six-month period in the same school year or on three or more days within a four-week period, the school district shall file a complaint against student in a justice or municipal court.

Failure to comply with the attendance requirement under the Texas Education Code could result in prosecution. This offense is considered a Class C Misdemeanor and subject to a fine not to exceed \$500.00. Each day your child remains out of school may constitute a separate offense.

Also, the **“90 percent rule”** of attendance states that in order for a student to earn credit for a class, the student must attend the class at least 90 percent of the days the class is offered. An attendance committee may grant credit due to extenuating circumstances.

When a student returns to school after an absence, he/she has the responsibility to turn in a note to the office, signed and dated by the parent that describes the reason for the absence. The attendance note is required in order to be able to appeal for reclassification of the absence(s) from **“U”** (unexcused) to **“A”** (excused). If a note is not turned within **5 days** upon their return, the absence(s) will remain “unexcused”. Even when a student **leaves early** from school, with parental permission and/or when the parent signs him/her out, **a note is still required** from the parent for the absence to be classified as excused. A doctor’s excuse is acceptable.

Parent Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Respectfully,

Cynthia H Ponce, LMSW-IPR