

ATTENDANCE:  
ATTENDANCE ACCOUNTING

FEC (REGULATION)  
(EXHIBIT)

See the following pages for the forms related to attendance for credit issues:

- Exhibit A: Student/Parent Notification of Excessive Absences and Possible Loss of Credit
- Exhibit B: Parent Notification of Excessive Absences and Possible Retention - Elementary
- Exhibit C: Attendance for Credit – Teacher Review
- Exhibit D: Administrative Representative’s Report/Attendance Review Committee Meeting Minutes
- Exhibit E: Alternative Learning Activities Plan
- Exhibit F: Student/Parent Notification of Attendance Decision
- Exhibit G: Parent Notification to Discontinue Remote Learning
- Exhibit H: Medical Certification for COVID-19 High Risk Exemption

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EXHIBIT A

## Student/Parent Notification of Excessive Absences and Possible Loss of Credit

Date of Notice
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Student's Name		Student ID Number	
Campus	Grade Level	School Year	

DEAR STUDENT AND PARENTS:

The above-named student is in danger of losing course credit or being denied promotion because of excessive absences as noted on the attached attendance record. State law requires a student to be in class 90 percent of the days a class is offered in order to gain credit or to be considered for promotion. The attendance for credit statute does not distinguish between excused and unexcused absences in fulfilling the 90 percent attendance requirement.

Course(s) Student has Fallen Below the 90 Percent Threshold	

A student whose attendance falls below the 90 percent threshold shall not be eligible for course credit or promotion unless requirements imposed by an attendance review committee are completed by the student.

The administrative representative (if the student's attendance is above 75% of the days the class (es) is offered) or attendance review committee (if the student's attendance is less than 75% of the days the class (es) is offered) may award credit or grant promotion if:

- The student's absences fall under one of the extenuating circumstances specified in Board Policy and the student completes all required make-up work; or
- The student successfully completes the alternative learning activities assigned and provides documentation of completion within the timeframe designated on the written plan. (Note: More stringent requirements will be assigned for unexcused absences.)

If the student fails to successfully complete the plan, or when the 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 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 any student whose attendance drops below 75 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 review committee.

Additionally, the student must have a passing semester or yearly average (70 or above), as appropriate, in order to receive course credit or be granted promotion. The academic grade earned in a course shall not be affected by the completion of alternative learning activities. The grade earned and recorded will be based upon work assigned by the teacher. Alternative learning activities will be graded on a pass/fail system which will not affect the student's numerical or course grade.

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A final determination regarding credit will not be made until the end of the semester or year when all absences have been considered and it is determined that the student has achieved a passing grade in the regular coursework assigned by the teacher. If the student accrues additional absences after the creation of an alternative learning activity plan, the administrative representative (above 75%) or the Attendance Review Committee (below 75%) will have to reconvene to address the additional absences.

If the campus-level attendance review committee denies course credit(s) or promotion to the next grade, the student or the student's parent/guardian may appeal the decision to a District-level attendance review committee. The District is not obligated to provide an appeal process to a student who is denied credit or promotion due to his/her failure to successfully complete the alternative learning activities within the designated timeframe.

A request to appeal the campus-level attendance review committee should be submitted in writing to the Executive Director of Elementary or Secondary Education seven (7) days of receipt of the committee's decision. A District-level attendance review committee will meet within fifteen (15) days from the date the appeal notification is received. The committee will have seven (7) days from the date of the meeting to issue a ruling on the appeal.

If the student is denied credit(s) or promotion to the next grade level by the District-level attendance review committee, the student or the student's parent/guardian may appeal the decision to the Board. [See FNG (LOCAL)] A request to appeal the District-level decision should be submitted in writing to the Special Assistant to the Superintendent.

If you have any questions, please call me at the number provided below.

Sincerely,

Administrator's Signature	Phone Number
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Copy to: Student; Campus Principal; Administrator Assigned

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EXHIBIT B

## Parent Notification of Excessive Absences and Possible Retention - Elementary

Date of Notice		
Student's Name		Student ID Number
Campus	Grade Level	School Year

DEAR PARENTS:

Your child is in danger of being retained due to excessive absences that have adversely affected your child's academic progress. Additionally, state law requires a student to be in class 90 percent of time to be considered for promotion to the next grade. It is important to understand, the state law does not distinguish between excused and unexcused absences in fulfilling the 90 percent attendance requirement.

If your child falls below the 90 percent threshold, you may schedule a conference with the Assistant Principal to discuss any extenuating circumstances, provide documentation, and create a plan for your student to complete all required make-up work, or, alternative learning assignments.

A final determination regarding promotion will not be made until the end of the year when all absences have been considered and it is determined that the student has achieved a passing grade in the regular coursework assigned by the teacher. If your child accrues additional absences after the creation of an alternative learning activity plan, the Assistant Principal (above 75%) or the Attendance Review Committee (below 75%) will have to reconvene to address the additional absences.

If your child does not successfully complete the plan, or if your child's attendance drops below 75 percent of school days, the student, parent, or representative may request promotion by submitting a written petition to the attendance committee. Instructions for submitting a petition may be found in the Student Handbook and Code of Conduct. If the District-level attendance review committee denies your child promotion to the next grade level, the student or the student's parent/guardian may appeal the decision to the Board. [See FNG (LOCAL)] A request to appeal the District-level decision should be submitted in writing to the Special Assistant to the Superintendent.

Please contact me to schedule a meeting.

Sincerely,

Administrator's Signature	Phone Number
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Copy to: Student; Campus Principal; Administrator Assigned

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EXHIBIT C

## Attendance for Credit – Teacher Review

Student's Name		Student ID Number	
Campus	Grade Level	School Year	

The administrative representative or the attendance review committee will determine whether or not he/she may complete alternative learning activities to regain credit or be considered for promotion. The administrative representative or the Attendance Review Committee needs the following information.

Course/Subject	Current Grade(s)				Term of Course	Number of Absences (to date) per Term of Course		Total Days Enrolled Per Term of Course
	1	2	3	S		Excused	Unexcused	
Teacher					<input type="checkbox"/> 1 <sup>st</sup> Sem. <input type="checkbox"/> 2 <sup>nd</sup> Sem. <input type="checkbox"/> Full Year (Pre-K through Gr. 8 only)			
Has student completed all make-up work for days absent? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what make-up work is outstanding?								
Has the student met the essential knowledge and skills required up to this point in the course? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:								
What additional course requirements are necessary in order for the student to regain credit or be considered for promotion?								
Teacher's Signature						Date		

Additional information is attached that may be beneficial to the committee in assigning alternative learning activities for this student.

Please return this completed worksheet to the person designated below by the date indicated.

Administrator Assigned	Date Due
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Copy to:    Teacher  
              Campus Principal  
              Administrator Assigned

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EXHIBIT D

## Administrative Representative's Report/ Attendance Review Committee Meeting Minutes

Student's Name	Grade Level	Date of Meeting
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The administrative representative or the Attendance Review Committee will consider assigning alternative learning activities in order to regain credit in the course(s) listed and/or to be considered for promotion.

Course(s)*	Current Grade(s)				Term of Course	Number of Absences per Term of Course		Total Days Enrolled in Course	Make-Up Work Completed	TEKS Mastery
	1	2	3	S		Excused	Unexcused			
1.					<input type="checkbox"/> 1 <sup>st</sup> Sem. <input type="checkbox"/> 2 <sup>nd</sup> Sem. <input type="checkbox"/> Full Year (Gr.PreK-8 only)				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.					<input type="checkbox"/> 1 <sup>st</sup> Sem. <input type="checkbox"/> 2 <sup>nd</sup> Sem. <input type="checkbox"/> Full Year (Gr.PreK-8 only)				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.					<input type="checkbox"/> 1 <sup>st</sup> Sem. <input type="checkbox"/> 2 <sup>nd</sup> Sem. <input type="checkbox"/> Full Year (Gr.PreK-8 only)				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.					<input type="checkbox"/> 1 <sup>st</sup> Sem. <input type="checkbox"/> 2 <sup>nd</sup> Sem. <input type="checkbox"/> Full Year (Gr.PreK-8 only)				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.					<input type="checkbox"/> 1 <sup>st</sup> Sem. <input type="checkbox"/> 2 <sup>nd</sup> Sem. <input type="checkbox"/> Full Year (Gr.PreK-8 only)				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.					<input type="checkbox"/> 1 <sup>st</sup> Sem. <input type="checkbox"/> 2 <sup>nd</sup> Sem. <input type="checkbox"/> Full Year (Gr.PreK-8 only)				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.					<input type="checkbox"/> 1 <sup>st</sup> Sem. <input type="checkbox"/> 2 <sup>nd</sup> Sem. <input type="checkbox"/> Full Year (Gr.PreK-8 only)				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.					<input type="checkbox"/> 1 <sup>st</sup> Sem. <input type="checkbox"/> 2 <sup>nd</sup> Sem. <input type="checkbox"/> Full Year (Gr.PreK-8 only)				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

\* Use the same item number for each course on any subsequent documents to ensure continuity. Course(s) can be referred to as Course #1, # 2, etc.

The administrative representative/Attendance Review Committee concerns and comments should be written below. This information will then be used to develop the student "Alternative Learning Activity Plan."

Discussion:

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<b>Additional Comments:</b>
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Corresponding Course Number from page 1								<b>Initial Recommendation of the Administrative Representative or the Attendance Review Committee</b>	
1	2	3	4	5	6	7	8		
								Credit Regained Without Alternative Learning Activities Assigned. Absences were due to extenuating circumstances and required make up work was completed.	
								Credit May Be Regained. Student must complete the assigned alternative learning activities within the timeframe designated on the student's plan.	
								Credit is Denied.	

Date of Initial Alternative Learning Activity Plan	Administrative Representative Verifying Completion of Activities Assigned
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Administrative Representative's Signature	Date
Committee Member's Signature (required for Attendance Review Committee meeting only)	Date
Committee Member's Signature (required for Attendance Review Committee meeting only)	Date

If the student accrues additional absences, the committee will reconvene to determine if additional activities must be assigned. Indicate the date of any additional plans that are developed to ensure that all plans are considered before the final recommendation of the administrative representative/Attendance Review Committee is made.

Date of Additional Alternative Learning Activity Plan	Date of Additional Alternative Learning Activity Plan
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**FINAL REVIEW AND DECISION**

Attach each Alternative Learning Activity Plan assigned to the student and any documentation provided.

<b>Comments:</b>
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Note: The student must receive a passing grade in a course in order for credit to be considered. Alternative learning activities are graded on a pass/fail basis.

Corresponding Course Number from page 1								<b>Final Recommendation of the Administrative Representative or the Attendance Review Committee</b>	
1	2	3	4	5	6	7	8		
								Credit Earned.	Promotion to the next grade level is:
								Credit Denied.	<input type="checkbox"/> N/A <input type="checkbox"/> Approved <input type="checkbox"/> Denied

Administrative Representative's Signature	Date
Committee Member's Signature (required for Attendance Review Committee meeting only)	Date
Committee Member's Signature (required for the Attendance Review Committee meeting only)	Date

The administrative representative shall notify the personnel impacted to ensure appropriate records are updated to reflect the above decision(s). The administrative representative shall also notify the student and the parent/guardian of the decision by completing the Student/Parent Notification of Attendance Decision form.

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EXHIBIT E

## Alternative Learning Activity Plan

Student's Name	Grade Level	Date of Plan
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The administrative representative or the Attendance Review Committee has reviewed the above-named student's records and has developed the following alternative learning activities to determine whether he/she may regain credit and/or be granted promotion. The alternative learning activities will be graded on a pass/fail basis. **Regardless of the alternative learning activities assigned, the student must maintain an overall passing grade in the regular coursework assigned by the teacher for the semester or yearly average, as appropriate, in order to receive credit or be granted promotion.**

The following alternative learning activities may be assigned to each course in which the student needs to regain credit:

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Complete additional assignments, as specified by the committee or teacher.</li> <li>2. Satisfy time-on-task requirements before and/or after school.</li> <li>3. Attend tutorial sessions as scheduled.</li> <li>4. Attend Saturday classes.</li> <li>5. Attend summer school.</li> </ol> | <ol style="list-style-type: none"> <li>6. Attend before and after school classes.</li> <li>7. Complete individual student contracts.</li> <li>8. Maintain the attendance standards for the rest of the semester.</li> <li>9. Take an examination to earn credit.</li> <li>10. Other options deemed appropriate by the principal or committee. (Specify in comment section.)</li> </ol> |
|---|--|

Course(s) Approved for Alternative Learning Activities	Alternative Learning Activity Assigned (indicated by number of item listed above)	Date Required for Completion
1.		
2.		
3.		
4.		
1.		
2.		
3.		
4.		
<b>Comments:</b>		

NOTE: A student who does not take advantage of the alternative learning activities offered or fails to provide documentation to the administrative representative within the designated timeframe will receive no course credit and/or will not be promoted. If additional absences are accrued, the administrative representative (if attendance is 75% or higher) will need to review or the Attendance Review Committee (if attendance is less than 75%) will need to reconvene to address the additional absences.

Administrative Representative Assigned to Verify Completion of Activities Assigned	<b>Student's Signature Upon Receipt</b>	Date
<b>VERIFICATION OF COMPLETION – FOR ADMINISTRATIVE USE ONLY</b>		
Administrator's Signature	Documentation of completion was provided within timeframe designated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date

Copy to:    Student/Parent    Administrative Representative    Campus personnel, as appropriate



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EXHIBIT F

## Student/ Parent Notification of Attendance Decision

			Date of Notice
Student's Name		Student ID Number	
Campus	Grade Level	School Year	

DEAR STUDENT AND PARENTS:

The above-named student or parent of the student submitted a written appeal for an attendance review committee to review his/her excessive absences and determine whether or not credit could be regained or promotion could be granted. The administrative representative/Attendance Review Committee has met and made the following decision regarding credit/promotion:

Course/Subject	Credit Regained	Course/Subject	Credit Regained
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	5.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	6.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No	7.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No	8.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Promotion to the next grade level is: <input type="checkbox"/> Not Applicable <input type="checkbox"/> Approved <input type="checkbox"/> Denied			
Comments:			

The student's records will be updated to reflect the decisions of the administrative representative/Attendance Review Committee as stated above.

If the campus attendance review committee denies course credit(s) or promotion to the next grade, the student or the student's parent/guardian may appeal the decision to a District attendance committee. However, if the denial of credit or promotion was due to the student's failure to complete the alternative learning activities within the designated timeframe; the student is not entitled to an appeal. A request for an appeal must be submitted in writing to the Executive Director of Elementary or Secondary Education within seven (7) days from receipt of this notification. The appeal should be delivered to the following address:

Executive Director of Elementary/Secondary Education  
Northwest Independent School District  
PO Box 77070  
Forth Worth, Texas 76177

If you have any questions, please do not hesitate to contact me.

Sincerely,

Administrator's Signature	Phone Number
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Copy to: Administrative Representative  
Campus Personnel, as appropriate

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EXHIBIT G

## Parent Notification to Discontinue Remote Learning

**[Insert date]**

Dear Parents of **[Insert name]**:

Based on your child's attendance and/or academic performance in remote learning, the Northwest Independent School District is recommending to discontinue remote learning for your child.

As part of our goal to ensure an effective learning environment for your child, we have evaluated attendance and/or grade level results of your child's performance in remote learning, based on the following criteria:

- Student has a class average of 70 or below in **[insert course name]**; or
- Student has three or more unexcused absences in a grading period

Beginning on **[Insert date 2 weeks or more from date of this letter]** your child will be required to return to in-person learning. If you have questions or concerns regarding this placement, please contact your child's campus at your earliest convenience at **[insert phone number]**.

If you disagree with the decision to discontinue remote learning, you may appeal this decision, within five business days from the date of this letter, in one of two ways:

1. **Submit a medical exemption**, which you can find attached to this communication, or you can download it here ([LINK](#)). This exemption requires health care provider certification that your child or an individual in his/her household has a high-risk medical condition as defined by the Centers for Disease Control. You can submit this appeal via email to **[insert email]**.
2. **Request a transition meeting**. If you request a transition meeting (which can be held virtually), **[insert administrator name]** will contact you to schedule a transition meeting, including your student's teacher in **[insert course above]**. The transition meeting will occur no sooner than three days after you request it.

If you have questions about this notice, please contact **[insert email]**.

Sincerely,

**[Insert name of campus principal]**  
**[Insert name of campus]**

## Medical Certification for COVID-19 High Risk Exemption

<b>Student Name:</b>	<b>Campus:</b>
<p><b>Return to in-person learning medical certification exemption.</b> The Northwest Independent School District may discontinue remote learning for a student and require the student to attend in-person learning if the student's attendance and/or academic performance in one or more classes puts the student at significant risk of learning loss. Remote learning may be discontinued for a students who has:</p> <ul style="list-style-type: none"> <li>• A class average of 70 or below (or the equivalent) in one or more courses; or</li> <li>• Three or more unexcused absences in a grading period.</li> </ul> <p>If a student meets the criteria to discontinue remote learning, but the student or an individual in his/her household has a high-risk medical condition as defined by the Centers for Disease Control, this medical certification form will need to be completed. This form will need to be presented at the appeal meeting or emailed to the campus administration to claim the high-risk exemption for COVID-19.</p>	
<p><b>Individual at Higher Risk.</b> Individuals at higher risk for severe illness from COVID-19 are those individuals with certain underlying health conditions as designated by the CDC, including:  asthma, chronic lung disease, compromised immune systems (including from smoking, cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or use of corticosteroids or other immune weakening medications), diabetes, serious heart disease (including heart failure, coronary artery disease, congenital heart disease, cardiomyopathies, and hypertension), chronic kidney disease undergoing dialysis, liver disease, or severe obesity.</p>	
<p><b>To be completed by Health Care Provider:</b></p> <p>Health Care Provider's Name: _____</p> <p>Health Care Provider's Address: _____</p> <p>Type of practice / medical specialty: _____</p> <p>Telephone: _____ Fax: _____</p> <p>1. Does the student have an underlying medical condition deemed to be high risk for severe illness from COVID-19, as determined by the CDC and listed above? ___ Yes ___ No</p> <p>2. If yes to #1, please provide the medical diagnosis of the underlying condition for this student.  _____  _____  _____</p> <p>3. Does an individual in the student's household have an underlying medical condition deemed to be high risk for severe illness from COVID-19, as determined by the CDC and listed above?  ___ Yes ___ No</p>	
<p>_____  <b>Signature of Health Care Provider</b></p>	<p>_____  <b>Date</b></p>