



Brownsville Independent School District
Department of Pupil Services
708 Palm Blvd., Brownsville, TX 78521
956-544-9366



Student Checklist of Truancy Documentation:

_____ Campus Information on Student Attendance:

1. _____ *Student Summary eSchool Information
2. _____ *Student eSchool Report Card
3. _____ *Student Attendance eSchool Report
4. _____ *Campus Monitoring Checklist Form
5. _____ *Truancy Submission Form (3 Pages from Court)
6. _____ *Attendance Notice Letter (3-Day)
7. _____ *Student Attendance Plan (Counseling 5-Day)
8. _____ *Court Warning Notice Letter (7-9)
9. _____ *Principals Plan
10. _____ *Checklist for Parent Contributing to Non-Attendance and/or
11. _____ *School Referral for Truant Conduct
12. _____ *Probable Cause Affidavit (5 pages from Court)

_____ Campus Truancy Prevention Measures for Student

- _____ *BISD Handbook Acknowledgement
- _____ **Parent Attendance Commitment Letter
- _____ **Campus Attendance Monitoring Telephone Log
- _____ School Messenger Student Contact History Report
- _____ Parent Conference Form(s)
- _____ Guidance and Counseling Sessions (referral/student sign-in log on Guidance website)
- _____ Behavior Improvement Plan I Student Attendance Contract
- _____ **BISD Home Visit Form
- _____ Student Conference Report
- _____ Truancy Outreach Call
- _____ **Attendance for Credit (No Credit forms)

_____ Judge Court Results Provided:

- _____ Court Case Decision Form
- _____ Community Service Commitment Letter

***Required Documentation are provided in this packet**

****On the Pupil Services Website under Attendance Forms**



Brownsville Independent School District

1900 E. Price Rd., Brownsville, TX 78520

Campus Attendance Monitoring Checklist

Student:	Grade:	Campus:
School ID # :	Age:	Parent/Guardian:
DOB:	Identified as IDEA -Yes / No 504 / ARD Date:	Address:
Phone:	Chronic Illness (on medication) - Yes / No	Attendance Liaison:

Complete the following Truancy Preventative Measures used and attach documentation:

- Home Visits Dates: _____
- Parent Conference Dates: _____
- Counseling Sessions Dates: _____
- Attendance Contract Dates: _____
- Parent Escort Dates: _____
- Tutoring Dates Attended: _____
- Other Prevention Measures: _____

Attach copies of the following Truancy Letters with parent signatures:

- Student has **3 unexcused absences** -“Attendance Notice Letter” issued on date _____
- Student has **5 unexcused absences** -“Student Attendance Plan” issued on date _____
- Student has **7 unexcused absences**-“Court Warning Notice Letter” issued on date _____
- Student has **9 unexcused absences**-“Principal Plan” issued on date- _____

As per T.E.C.§ 25.0951a, Complaint is to be filed within 10 school days of the student’s 10th absence

- Attach copy of “Sworn Complaint Affidavit” issued on date- _____
(Must be turned in to Pupil Services within 5 days after the **10th unexcused absence**)

As per FEC Local and FEC Legal, in order to receive credit or a final grade for a class, a student is required to attend class 90% of the day’s the class is offered regardless of whether the student’s absences are Excused or Unexcused. For more information, refer to the Attendance for Credit (No Credit Policy) section of the 2015-2016 BISD Student – Parent Handbook.

Administrator Signature / Date

Parent Signature / Date

_____ made Contact with the Parent by: 1) Phone Conference held on _____ (Name of Campus Liaison)	2) Parent conference held on _____
--	------------------------------------

Submit copy of this Checklist form with Court Letters and all documentation to Pupil Services Department.



CAMERON COUNTY DISTRICT ATTORNEY

Luis V. Saenz

District Attorney

TRUANCY SUBMISSION FORM/COVER SHEET

Student's Name: _____

Student's Age / DOB: _____

Student's School: _____

Last Known Absence: _____

Total Absences: _____

Student's Address: _____

Parent Name: _____

Parent's Address: _____

Phone Number: _____

ELIGIBILITY FOR TRUANCY REFERRAL¹

Missed school because of:	Yes	No
Pregnancy		
Homelessness		

¹ All of these must be NO to qualify for judicial intervention.

In State Foster Program		
Primary Income Owner for the Family		
Is the student eligible for, or receives, Special Education Services under subchapter A, Chapter 29 of the Education Code?		

TRUANCY PREVENTION MEASURES²

Please identify all T.P.M. used by the district.

Truancy Prevention Measure³	Yes	No
Behavior Improvement Plan		
Counseling		
Mediation		
Teen Court Program		
Community Based Services		
Other in-school services aimed at addressing the student's truancy (describe below)		
Out of school services aimed at addressing the student's truancy (describe below)		

² There must be at least one "yes".

³ A behavior improvement plan (1) must be signed by the student and by an employee of the school, or state that the school district has made a good faith effort to the plan signed by the student and student's partner or guardian, and that included a specific description of the behavior that is required or prohibited for the student; (2) must detail the period for which the plan will be effective, not to exceed 45 school days after the date the contrast becomes effective; and (3) must detail the penalties for additional absences, including additional disciplinary action or the referral of the student to a truancy court;

Description of other in-school or out of school services used:

REFERRAL PACKET⁴

Are the following attached?

Document:	Yes	No
Correspondence to Parent/Student about truant Conduct		
Most Recent Student Attendance Report		
Documents reflecting Truancy Prevention Measures		
Truancy Referral ⁵		

Name of Submitting Employee

Signature of Employee

Email for Submitting Employee

Date

⁴ Any referral for judicial intervention should include all the documents in the checklist.

⁵ A referral to the court for truant conduct must include:

1. A statement from the student's school has applied certain truancy prevention measures that addresses student conduct related to truancy in the school setting before the students engages in truant conduct, and minimize the need for referrals to truancy court for truant conduct; and
2. A statement regarding the student's eligibility to receive special education services under Education Code Ch. 29, Subchapter A



Brownsville Independent School District

1900 E. Price Rd., Brownsville, TX 78520

Attendance Notice Letter

Student:	Grade:	Campus:
School ID #:	Age:	Parent/Guardian Name:
DOB:	Identified as IDEA: Yes____ No____ 504/ ARD Date:	Address:
Phone:		Attendance Liaison:

Dear Parent or Guardian:

Student, _____ has been absent from **school for 3 days (cumulative) without proper excuse**. As the legal parent/guardian of this student, you are responsible for his/her attendance at the school in which he/she is enrolled.

As per Texas Compulsory Attendance Law (T.E.C. §25.093) and (T.F.C. §65.103) failure to comply will result in legal prosecution. The court ordered penalties and remedial orders for violating these laws are:

- Court Costs
- Parent Escorting Student to Classes
- Student Performing Community Service Hours
- Student Suspension of Driver's License
- Parent attending Counseling Classes &/or Parental Involvement Meetings
- Refer for Civil Action

State Law (HB §2398) further requires that you immediately schedule a parent conference with school officials to discuss attendance problems. We want to work together to ensure your child attends school to receive the education needed to succeed.

Administrator's Signature / Date

Parent's Signature / Date



Brownsville Independent School District
1900 E. Price Rd., Brownsville, TX 78520

Student Attendance Plan

Date Issued: _____

Student:	Grade: Age:	Campus:
School ID # :	DOB:	Phone:
Address:	Identified as IDEA: Identified as 504:	Counselor: Parent/Attendance Liaison:
Phone:	Parent/Guardian:	Email:

Compulsory Attendance Law

- Texas School Law requires that a student between the ages of 6-18 years old attend school (ED Code §25.085).
- Absences may be EXCUSED for reasons, such as health-care appointments, religious holy days, and court appearances (FEA Legal and FEB Legal).
- If a student without an Excuse is absent 10 or more days (cumulative) in a 6 month period, the parent and/or student may be subject to legal action, with possible fines up to \$500 per offense (HB 2398).
- Before a student fails to meet the state attendance requirements, a student with 5 unexcused absences will have a parent conference with the campus administrator or designee to develop a Student Attendance Plan specifying truancy prevention measures for the student (Ed Code §25.0915).

Student Attendance Plan

Tier I -District Wide Truancy Prevention Measures (TPM)

1. School Messenger, BISD's notification system, calls parents of absent students on a daily basis.
2. eSchoolPlus Attendance Trend daily report, are generated to identify students with high absenteeism
3. Letters, which may include one of the following; Attendance Notice Letter, Court Warning Notice, Student Attendance Plan, Principal's Plan and/or Court Referral documentation, will be mailed to the parent/legal guardian of students who have 3, 5, 7, 9, and 10 absences.

Tier II -Student -Specific Truancy Prevention Measures (TPM)

1. Home visits will be conducted with parents of students who were mailed one of the following; Attendance Notice Letter, Court Warning Notice, Student Attendance Plan, Principal's Plan, Court Referral documentation when students have 3, 5, 7, 9, and 10 absences.
2. Parent/Student/Counselor conference will be held after a student accumulates 5 absences to develop a student attendance plan, which includes, but not limited to, attendance contracts, tutorials, counseling sessions and/or parent escort to class.
3. Parent/Attendance Liaisons will monitor student attendance.

Student/ Parent Truancy Prevention Measures Plan (TPMP)

Please schedule a conference within the next two school days with school officials to develop the following plan for your child. Thank you in advance for your cooperation.

Student: _____ School ID #: _____ DOB: _____ Grade _____ Counselor: _____

_____ 1) Provide Medical or written notes for all further absences
_____ 2) Parent Escort will be assigned for dates from _____ to _____
_____ 3) Attendance Contracts will be signed by teachers and parents for dates from _____ to _____
_____ 4) At-Risk/Drop Out Counseling sessions held _____
_____ 5) Attends OFSDP/OFSYP tutorial from _____ to _____
_____ 6) Other: _____

Principal/Designee Signature / Date _____ Counselor Signature / Date _____ Student Signature / Date _____ Parent's Signature / Date _____

BISD does not discriminate based on race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities. BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provision de servicios, programas o actividades.



Brownsville Independent School District
1900 E. Price Rd., Brownsville, Tx 78520

Court Warning Notice

Student:	Grade: Age:	Campus/phone:
School ID # :	DOB:	Parent/Guardian:
Address:	Identified as IDEA: Identified as 504:	Counselor: Parent/Attendance Liaison:
Phone:		Email:

Dear,

This is to notify you that your child has **7-9 (Seven-Nine) unexcused absences from school**. As the legal parent/guardian of this student, you are responsible for his/her attendance at the school in which he/she is enrolled under the full Compulsory Attendance Term (T.E.C § 25.085). A child required to attend school may be excused for temporary absences resulting from any cause acceptable by attendance policy (T.E.C. §25.094).

After the 10th unexcused absence, your child will be sent to Municipal Court for civil action. As per Texas Compulsory Attendance Law (T.E.C. §25.093) and (T.F.C. §65.103) failure to comply will result in civil action. If adjudicated, the court remedial order for violating these laws are:

- Court Costs
- Parent Escorting Student to Classes
- Student Performing Community Service Hours
- Student Suspension of Driver's License
- Parent attending Counseling Classes &/or Parental Involvement Meetings
- Refer for Civil Action

If the court probates the adjudication, the court may require the respondent to render personal services to a charitable or educational institution as a condition of probation (T.E.C. § 25.093). State Law (HB §2398) further requires that you immediately schedule a parent conference with school officials to discuss attendance problems. We want to work together to insure this student attends school to receive the education needed to succeed.

Principal/Designee Date

Parent's Signature / Date

BISD does not discriminate based on race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.

BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provision de servicios, programas o actividades.

SCHOOL REFERRAL FOR TRUANT CONDUCT

School
Phone:

Principal/Designee:

Campus Phone:

Student's Name:

Parent/Guardian Name:

Address:

Parent/Guardian Address:

DOB:

Phone:

Social Security # (Last 4 digits):

Student DL #:

Student ID #

- The student was at least 12 years and under 19 years of age when all truant conduct occurred.
- Student's Parent/Guardian was notified student has been absent from school without excuse on three or more days or parts of days within a four-week period. *(Please attach copy of written notice)*
- Student missed 10 or more days or parts of days within a six-month period in the same school year. *(Please attach attendance record)*
- The truancy is not related to pregnancy, being in a state foster program, being homeless, or being the principal income earner for student's family.

The school has initiated truancy prevention measures and has taken all of the following actions:

1. A Principal's plan signed by an employee of the school that the school has made a good faith effort to have signed by the student and the student's parent/guardian and must include: *(Please attach Principal's Plan)*

- A specific description of the behavior that is required or prohibited for the student
- The period for which the plan will be effective, not to exceed 45 school days after the effective date
- The penalties for additional absences, including disciplinary action or referral to truancy court

2. School-based community service *(Please attach documentation)*

3. Refer the student to counseling, mediation, mentoring, a teen court program, community-based services, or other in-school or out-of-school services aimed at addressing the truancy *(Please attach documentation)*

The student eligible for or receives Special Education Services under *Subchapter A, Chapter 29*. The Truancy Prevention measures failed to meaningfully address the student's school attendance.

Principal/Designee Signature

Date

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.

BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provision de servicios, programas o actividades.

Checklist for Parent Contributing to Non-Attendance Ed. 25.093

School: _____ Contact: _____

Phone: _____

Parent/Guardian Name:	Child's Initials						
Address:	Address (if different):						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">City</td> <td style="width: 33%; border: none;">State</td> <td style="width: 33%; border: none;">Zip</td> </tr> </table>	City	State	Zip	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">City</td> <td style="width: 33%; border: none;">State</td> <td style="width: 33%; border: none;">Zip</td> </tr> </table>	City	State	Zip
City	State	Zip					
City	State	Zip					
DOB:	Student's DOB:						
Phone: ()							
	Student ID # (if known):						

- The parent's child was at least 6 years and under 19 years of age when all truant conduct occurred or on enrollment of child in prekindergarten or kindergarten
- Student's Parent/Guardian was notified student has been absent from school without excuse on three or more days or parts of days within a four-week period. *(Please attach copy of written notice)*
- Student missed 10 or more days or parts of days within a six-month period in the same school year. *(Please attach attendance record)*
- The parent's child engages in truant conduct not related to pregnancy, being in a state foster program, being homeless, or being the principal income earner for student's family.

The school has initiated truancy prevention measures and has taken all of the following actions:

- (A) A behavior improvement plan signed by an employee of the school that the school has made a good faith effort to have signed by the student and the student's parent/guardian and must include: *(Please attach behavior improvement plan)*
 - A specific description of the behavior that is required or prohibited for the student
 - The period for which the plan will be effective, not to exceed 45 school days after the effective date
 - The penalties for additional absences, including disciplinary action or referral to truancy court
- (B) School-based community service with child and parent *(Please attach documentation)*
- 2. Refer the student and parent to counseling, mediation, mentoring, community-based services, or other in-school or out-of-school services aimed at addressing the truancy *(Please attach documentation)*

The student **is/is not** (circle one) eligible for or receives Special Education Services under *Subchapter A, Chapter 29*. The Truancy Prevention measures failed to meaningfully address the student's school attendance.

Signature

Date

CAUSE NO. _____

THE STATE OF TEXAS	§	
	§	IN THE JUSTICE /
	§	MUNICIPAL COURT
V.	§	
	§	OF / PCT. _____ PL. _____
_____	§	
DEFENDANT	§	_____, TEXAS
(PARENT/GUARDIAN)	§	

PROBABLE CAUSE AFFADAVIT

“I, the undersigned, _____ (AFFIANT), being duly sworn upon oath state that i have good reason to believe and do believe before the making of this statement that I am employed by the _____ (DISTRICT NAME) school district and in such employment I am a truancy prevention facilitator; truancy officer, juvenile case manager, or other designed employee of the district. In said role I have investigated and or worked with the following:

Parent Name:	Student/Child’s Initials:
Street Address:	
CSZ:	Student/Child’s Birthdate:
Telephone Number: ()	

DL #:	DOB:	
-------	------	--

As of the ____ day of _____, 20____ the child/student ____ has failed to attend school on 10 or more days or parts of days within a six-month period in the same school year. ____ (INITIALS) is not lawfully exempt and not properly excused from school attendance and is required to attend school under Education Code §25.085. On the _____ day of _____, 20____ the parent was duly warned in writing of the need for ____ to attend school. Therefore, I do believe that then and there the parent has violated Education Code §25.093 with criminal negligence has failed to send ____ (INITIALS) to attend school as required by law, to writ by:

I base this belief on my personal knowledge and investigation which included review of the child's school attendance record.

AFFIANT

Sworn to & Subscribed before me on this _____ day of _____.
20____.

**NOTARY PUBLIC,
STATE OF TEXAS**

COMPLAINT

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS:

Before me, the undersigned authority, on this day personally appeared the undersigned Affiant who being duly sworn, says upon his/her oath that he/she has good reason to believe and does believe based on his/her personal observation or investigation of this offense, which I have attempted contact with:

Parent Name:	Student/Child's Initials:
Street Address:	
CSZ:	Student/Child's Birthdate:
Telephone Number: ()	
DL #: DOB:	

And beginning on or about, ____ day of _____, 20____ and before the making and filing of this complaint, in the Justice of the Peace, Precinct ____, Place _____, County of Cameron and the State of Texas, said parent, _____ did then and there, with criminal negligence to wit:

Failed to require said child to attend school as required by law, after being duly warned in writing of this requirement, on ten or more days or parts of days within a six-month period, within the same school year, with the date of the last unexcused absence being on the _____, day of _____, 20_____.

It is also affiant's belief that said parent has previously had 1 / 2 / 3 / 4 / 5 or more (CIRCLE ONE IF APPLICABLE) conviction(s) for Parent contributing to Nonattendance.

AGAINST THE PEACE AND DIGNITY OF THE STATE.

Affiant

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20_____.

NOTARY PUBLIC / CLERK OF THE COURT
CAMERON COUNTY, TEXAS

Name of School:	Name of Affiant
Street Address:	Email of Affiant:
CSZ:	
Telephone Number:	Fax Number: