

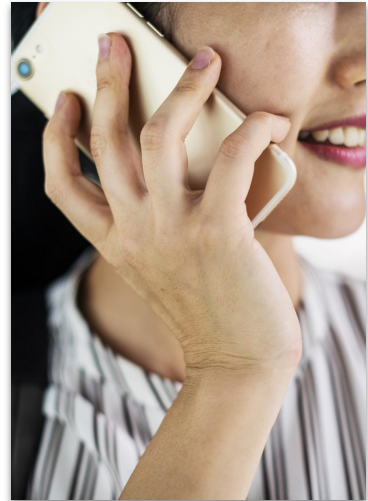


# **KISD Student Attendance and Truancy Information**

# When Your Child is Absent

#1

You will receive a phone call from the Automated Messaging System if your child is absent.

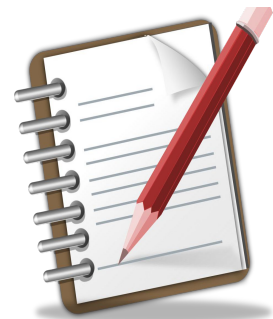


# When Your Child is Absent

#2

Parent or doctor's notes should be turned into the attendance office within **2** days of the child's return to school. A written parent note\* should state the student's name, grade, reason and date of the absence, and the parent's signature.

*\*The district will accept up to 5 parent notes.*



# When Your Child is Absent

Parent or doctor's notes can be hand delivered or electronically delivered to the following campus email address:

Kilgore Primary School [kpsattendance@kisd.org](mailto:kpsattendance@kisd.org)

Chandler Elementary [cesattendance@kisd.org](mailto:cesattendance@kisd.org)

Kilgore Intermediate [kisattendance@kisd.org](mailto:kisattendance@kisd.org)

Kilgore Middle School [kmsattendance@kisd.org](mailto:kmsattendance@kisd.org)

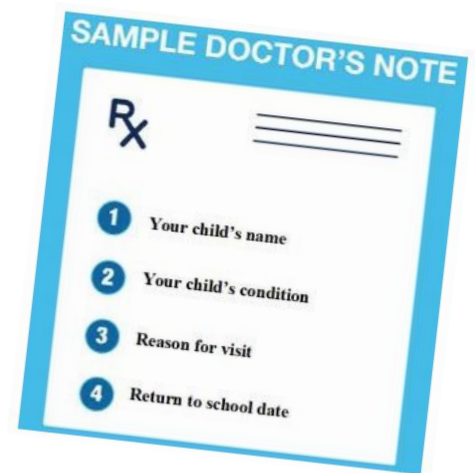
Kilgore High School [khsattendance@kisd.org](mailto:khsattendance@kisd.org)



# When Your Child is Absent

#3

A student who is absent for **5 or more** consecutive days will need a note from his or her physician.



A sample doctor's note form with a blue border. The title "SAMPLE DOCTOR'S NOTE" is at the top. Below it is a large "Rx" symbol and three horizontal lines for a signature. A numbered list of four items follows: 1. Your child's name, 2. Your child's condition, 3. Reason for visit, and 4. Return to school date.

**SAMPLE DOCTOR'S NOTE**

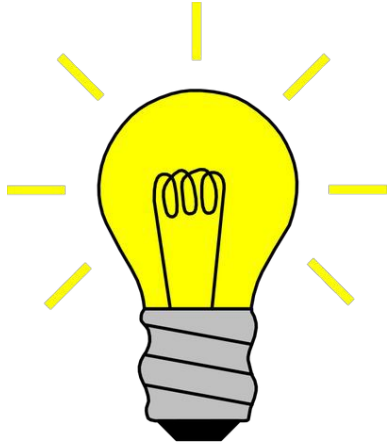
**Rx** \_\_\_\_\_

**1** Your child's name

**2** Your child's condition

**3** Reason for visit

**4** Return to school date



Regular school attendance  
isn't just a good idea.....

***It is the LAW!***



# Texas Compulsory Attendance Law

Under the [Texas Education Code 25.085](#), the state requires children to attend school each day that instruction is provided.



# What Is Truant Conduct?

## Family Code Section 65.003

A child engages in truant conduct if the child is required to attend school under TEC 25.085 and fails to attend on *10 or more days or parts of days within a 6-month period in the same school year.*



# What Does Texas State Law Say About

## Texas Education Code 25.095

If a student has unexcused absences on three days or parts of days within a four-week period, the district must send a warning notice to inform the parent that the student is subject to truancy measures (TPMs). prevention

It is the parent's responsibility to monitor his or her child's attendance and to require the student to attend school.

# What is considered a part of a day?

**In general, the following is considered to be a PART OF A DAY:**

- **Late Arrival (a student that rides district transportation and is late to school is not counted tardy)**
- **Early Pick Up**

# UNEXCUSED Absences

In general, the following absences are examples of UNEXCUSED absences:

- *Oversleeping*
- *Missed the bus*
- *Vacation*
- *Car trouble*
- *Personal or family business*
- *5 or more consecutive absences without a doctor's note*
- *Skipping*
- *Doctor or parent note turned in after 2 school days after the student returns to school.*

# Excused Absences

In general, the following absences are examples of EXCUSED absences with documentation within 2 days of the student's return to school:

- *Personal Illness*
- *Death in the immediate family*
- *Doctor/Dentist Appointments*
- *Required Court Appearance*

# **KISD Truancy Prevention Measures**





**3**

# **DAYS UNEXCUSED**

## **(within 28-days)**

- 3-Day Truancy Letter Mailed



# **DAYS UNEXCUSED**

**(within a 6-month period)**

- 5-Day Truancy Letter Mailed
- Phone Conference with Parents at the Elementary Campuses



8

# DAYS UNEXCUSED

## (within a 6-month period)

- Attendance Improvement Plan Meeting with parent and campus administrator. Students at KHS are invited to attend.  
*\*Attendance contract and plan implemented*
- Truancy Prevention Measures Assigned:  
*\*Saturday School at Secondary Campuses*





# 10

## **DAYS UNEXCUSED** **(within a 6-month period)**

A referral to truancy court for 10 unexcused absences over a 6-month period can happen. Attendance is reviewed and further consequences can be issued.

**1** *last thing...*...

**90% Rule**

# Attendance for Credit

THE  
90%  
RULE

Students must be in class 90% of the time a class is offered to receive credit for the class. *The 90% rule applies to ALL absences (excused/unexcused).*

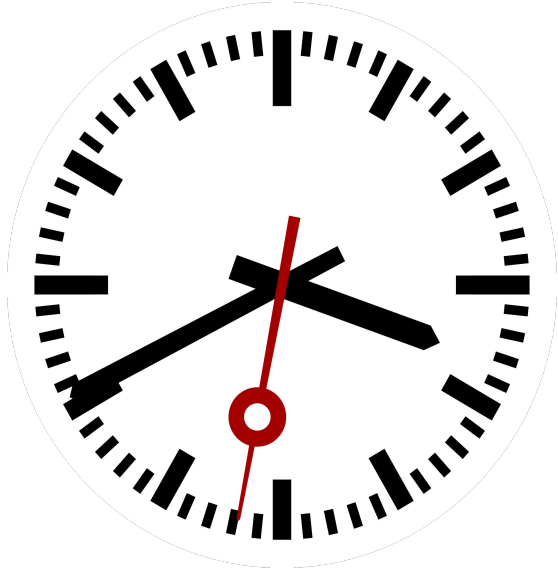
For more information, please see [Texas Education Code 25.092](#) and [Board Policy FEC Local](#)

# Attendance for Credit

If a student has not attended at least 90 percent of the days the class is offered, an attendance review committee will meet to review the following and can develop a plan for how to regain credit:

- All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above in Exemptions to Compulsory Attendance (Excused Absences) will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

# Official Attendance-Taking Time



The district must submit attendance of its students to TEA reflecting attendance for a specific time each day. Official attendance is taken every day during the following times:

KPS - 9:30 a.m.

CES - 9:30 a.m.

KIS - 9:30 a.m.

KMS - 9:10 a.m.

KHS - 9:00 a.m.

*\*\*Please note that attendance is taken at the secondary levels for each instructional period.*



If you have questions, please contact the campus administrator.