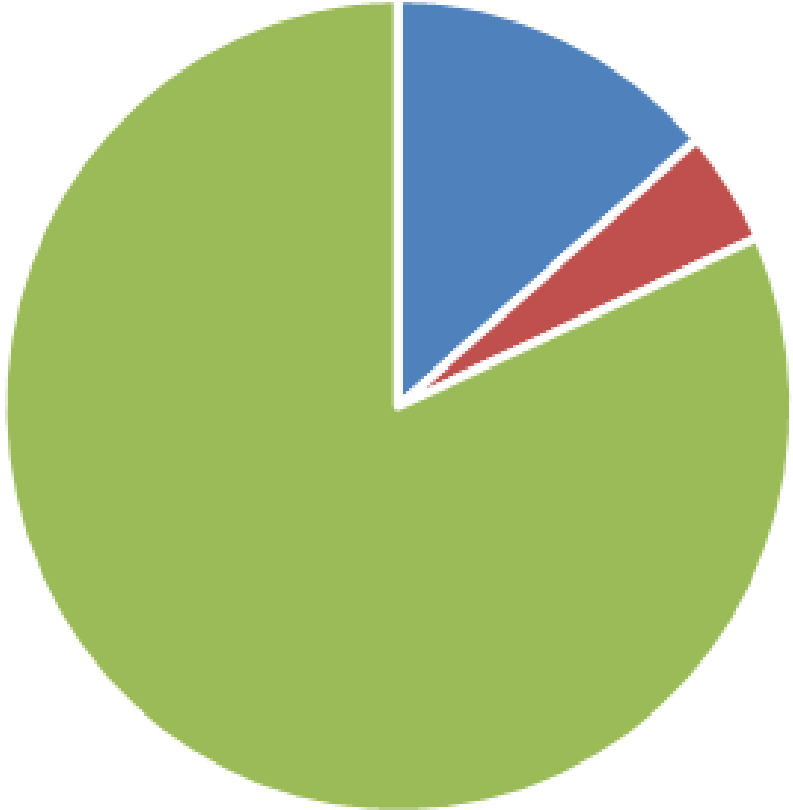


Truancy Prevention Measures Procedures TPMS

- Truancy is only a symptom of a child in need ... identify the cause...
 - Home
 - Lack of resources, parenting skills, domestic violence, homelessness etc...
 - School
 - Transportation needs, conflict, bullying, learning difficulties, lack of supplies etc...
 - Personal Life of Child
 - Medical, mental health, anxiety, death in family, abuse, no uniforms etc...



Change in ADA 2022-2023 vs 2021-2022-Count of Schools in Each Category



■ Decreased ■ Even ■ Improved

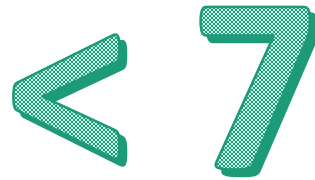
ADA - Calibration

- 90% A
- 80% B
- 70% C
- 60% D
- 50% F

ADA Recalibration

- 96-100% A
- 93-95% B
- 90-92% C
- <90% F

How Many Absences Are OK?



Chronic Absenteeism

*Missing 10% or more of the days offered through each grading period

Elementary Cycle	Elementary 10%
8/9/23 to 10/6/23	5 Days
10/10/23 to 12/19/23	9 Days
1/4/24 to 3/8/24	14 Days
3/18/24 to 5/23/24	19 Days

Middle School Cycle	Middle 10%
8/9/23 to 9/15/23	3 Days
9/18/23 to 10/27/23	6 Days
10/30/23 to 12/19/23	9 Days
1/4/24 to 2/16/24	12 Days
2/19/24 to 4/5/24	15 Days
4/8/2024 to 5/23/24	19 Days

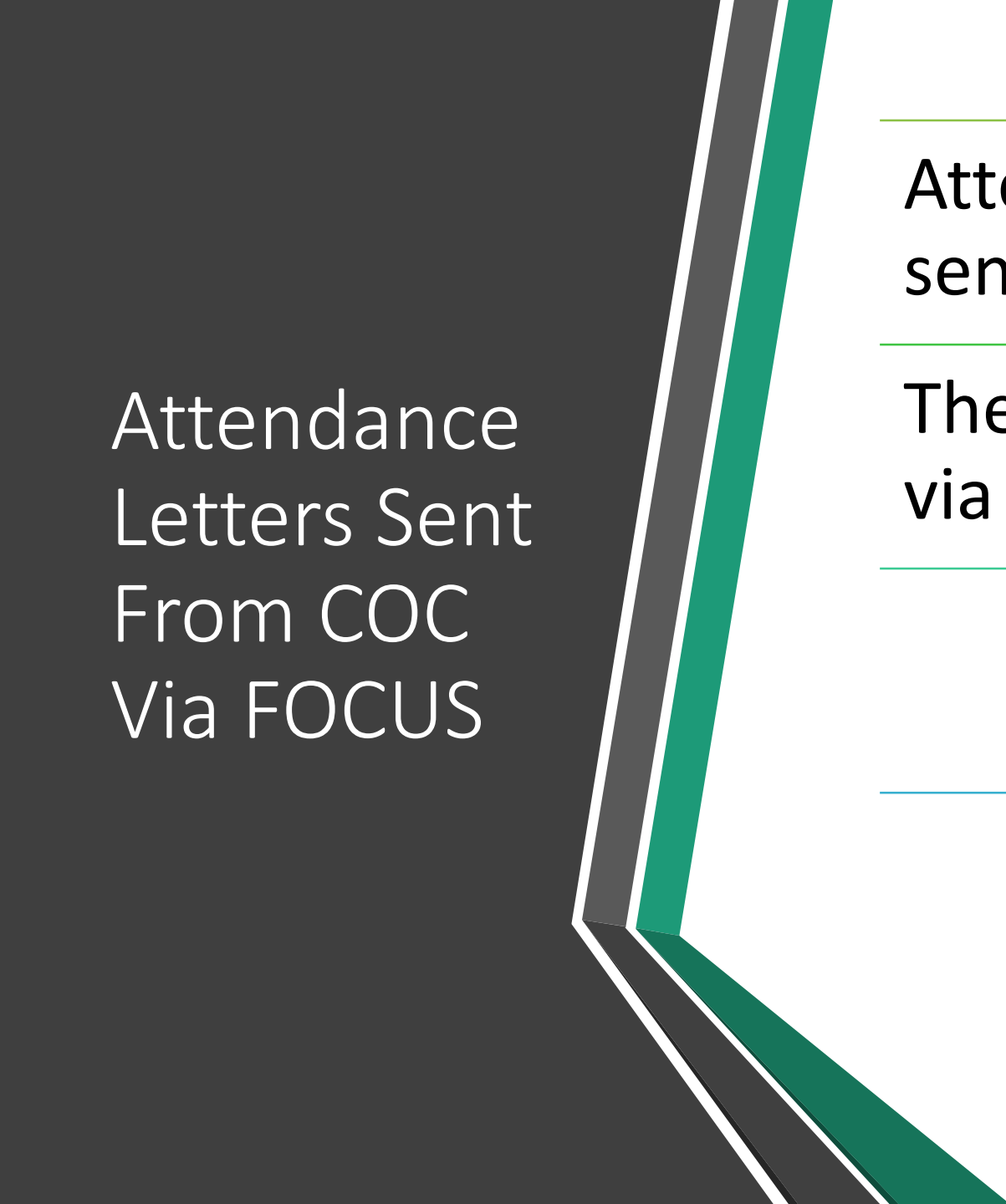
High School Cycle	High 10%
8/9/23 to 9/15/23	3 Days
9/18/23 to 10/27/23	6 Days
10/30/23 to 12/19/23	9 Days
1/4/24 to 2/16/24	3 Days
2/19/24 to 4/5/24	7 Days
4/8/2024 to 5/23/24	10 Days



Campuses Provide the Recommended Layers of Documented Interventions

- Attendance Clerk = 3 unexcused absences or excessive excused (Truancy Contact)
- Teacher = 5 unexcused absences or excessive excused (Truancy Contact)
- Counselor = 7 unexcused absences or excessive excused (Truancy Contact in Eduphoria)
- AP, Principal, Committee = 10 unexcused absences or excessive excused (Complete a Truancy Prevention Measures CONTRACT)

District audits implementation annually



Attendance
Letters Sent
From COC
Via FOCUS

Attendance warning letters are sent from FOCUS on set intervals.

The letters are sent automatically via email to parents.



Truancy Letters – sent on a 1 week delay and are sent on the day the threshold is met

- Initial Truancy Letter 3 U/X within a 4 week period (Elementary & Secondary)
- Final Warning Notice 7 U/X within a 6 month period (Elementary)
- Final Warning Notice 5 U/X within a 6 month period (Secondary)

Initial Attendance Warning Letters

Ector County
Independent School District



WARNING LETTER: ABSENCES FROM SCHOOL - YOUR HELP NEEDED

Date: 11/05/2021 2482004

Rosanna Towne
Mac Towne

Please watch a short video explaining attendance and the law:
<https://drive.google.com/file/d/1G7Ydz4q1LkIC2LbuxojKzu95-bQKrt/view>

We need your help. Mac's' absences from school are concerning, and your partnership is critical. Students who miss just one or two days of school each month can fall seriously behind.

Mac has missed school (or was more than 15 minutes late) without a valid excuse on:

Being absent can lead to doing poorly in school. Students who miss many days of school are more likely to:

- Fail their classes
- Drop out from high school
- Have poor relationships with parents and teachers

We are required by Texas law to send you this letter and to warn you of the consequences of additional unexcused absences (see sidebar below).

Please remember that every absence matters and just a couple days each month adds up. You are key to improving Mac's attendance.

Sincerely,

Texas law requires ECISD notify you of the information in this box.

Your child has been absent from school, without excuse, under sec. 25.087 Texas Education Code, on three or more days or parts of days within a 4 week period. ECISD is required by law to notify you that: 1. It is the parent's DUTY to monitor the student's school attendance and require the student to attend school; 2. The parent is subject to prosecution for Parent Contributing to Non-Attendance Sec. 25.093 Texas Education Code; 3. The student is subject to referral to truancy court for truant conduct under Section 65.003(a), Family Code; 4. A person who voluntarily enrolls in school or voluntarily attends school after the person's 19th birthday shall attend school each school day for the entire period the program of instruction is offered; A school district may revoke for the remainder of the school year the enrollment of a person after their 19th birthday who has more than five absences in a semester that are not excused under Section 25.087; 5. A conference is hereby requested between school officials and the parent to discuss the absences; 6. Pursuant to the Family Educational Rights and Privacy Act, please be advised that if legal action is initiated against you or your child, ECISD will share the relevant educational records with the Court without the necessity of a court order or subpoena.

If you have concerns about your child's attendance or if you believe our records are inaccurate, contact the school at . If you need help getting your child to attend school please call the ECISD Community Outreach Center at 456-8569.

Ector County ISD does not discriminate on the basis of gender, age, race, nationality, religion, disability, socioeconomic standing or non-proficiency in English language skills in providing educational services for students' benefit.

802 N. SAM HOUSTON
ODESSA, TX 79761
ECTORCOUNTYISD.ORG

Ector County
Independent School District



ABSENCIAS DE LA ESCUELA: SE NECESITA SU AYUDA

Fecha: 11/05/2021 2482004

Rosanna Towne
Mac Towne

Por favor, mire un breve video sobre la asistencia y la ley:
<https://drive.google.com/file/d/1Zz5taZLrjHOUY3Koxw6kx7wdCLyRQG4NR/view>

Necesitamos su ayuda. Las ausencias de la escuela de Mac son preocupantes, y su cooperación es crítica. Los estudiantes que pierden solo uno o dos días de escuela cada mes pueden quedarse seriamente atrasados.

Mac faltó a la escuela (o fue más de 15 minutos tarde) sin una excusa válida las siguientes fechas:

Estar ausente puede causar que su hijo no sea exitoso en la escuela. Los estudiantes que se pierden muchos los días de escuela son más propensos a:

- Reprobar sus clases
- Abandonar la escuela secundaria
- Tener malas relaciones con los padres y maestros

Estamos obligados por la ley de Texas a enviarle esta carta y a advertirle de las consecuencias de ausencias injustificadas adicionales (vea la información debajo).

Recuerde que la asistencia es importante y solo un par de días perdidos cada mes suman. Usted es clave para mejorar la asistencia de Mac.

Sinceramente,

La ley de Texas requiere que ECISD le notifique la información en esta casilla.

Su hijo(a), ha faltado a la escuela sin justificación bajo el código educativo de Texas sección 25.087 tres o mas días o parte de días dentro de un periodo de 4 semanas. Al ECISD se le requiere por ley para notificarle a usted que: 1. Es la obligación de los padres de vigilar la asistencia a la escuela del estudiante y requerir al estudiante que asista a la escuela. 2. El padre es sujeto a prosecución bajo la ley de Código Educativo de Texas sección 25.093 por Padre Contribuyendo a Falta de Asistencia. 3. El estudiante es objeto de referencia al tribunal de ausentismo por conducta de ausentismo sin permiso bajo la sección 65.003 (a), del Código de la Familia. 4. Una persona que voluntariamente se matricula en la escuela o que asiste voluntariamente a la escuela después de que ha cumplido 19 años, deberá asistir a la escuela cada día durante el tiempo completo que dure el programa de instrucción que se ofrece. Un distrito escolar puede anular para el resto del curso escolar la matrícula de una persona que ha cumplido 19 años y tiene más de 5 faltas de asistencia sin justificar en un semestre bajo la Sección 25.087. 5. Se pide una conferencia con usted y el oficial de la escuela. 6. De acuerdo con Los Derechos Educativos Familiar y Ley De Privacidad, favor de ser aconsejado si acción legal es iniciada contra usted o su estudiante. ECISD va a compartir archivos educativos pertinente con la corte sin la necesidad de orden o citación.

Si tiene inquietudes sobre la asistencia de su hijo o si cree que nuestros registros son incorrectos, comuníquese con la escuela al . Si necesita ayuda para que su hijo asista a la escuela, llame al Community Outreach Center de ECISD al 456-8569.

El ISD del Condado de Ector no discrimina por motivos de género, edad, raza, nacionalidad, religión, discapacidad, posición socioeconómica o no competencia en habilidades del idioma inglés en la prestación de servicios educativos para el beneficio de los estudiantes.



802 N. SAM HOUSTON
ODESSA, TX 79761
ECTORCOUNTYISD.ORG

Final Warning Notices

Ector County
Independent School District



FINAL WARNING NOTICE

Date: 10/21/2021 202 3029329

Janessa Maggio
Jasiek Mela

Please scan the
QR code to
watch a short
video
explaining
attendance and
the law.



Your child Jasiek has excessive unexcused absences.

Please call the Community Outreach Center at (432) 456-8569 immediately. The purpose of this call is to work together to develop a plan to ensure that your child's attendance improves and hopefully avoid the need for truancy charges to be filed. We are here to help you.

Your child's absences are listed below:

Tuesday, 24 August of 2021
Wednesday, 25 August of 2021
Friday, 27 August of 2021
Monday, 30 August of 2021
Tuesday, 31 August of 2021

We are required by Texas law to send you this letter and to warn you of the consequences of additional unexcused absences (see sidebar below).

Sincerely,

Texas law requires ECISD notify you of the information in this box.

Your child has been absent from school, without excuse, under sec. 25.087 Texas Education Code, on three or more days or parts of days within a 4 week period. ECISD is required by law to notify you that: 1. it is the parent's DUTY to monitor the student's school attendance and require the student to attend school; 2. The parent is subject to prosecution for Parent Contributing to Non-Attendance Sec. 25.093 Texas Education Code. 3. The student is subject to referral to truancy court for truant conduct under Section 65.003(a), Family Code. 4. A person who voluntarily enrolls in school or voluntarily attends school after the person's 19th birthday shall attend school each school day for the entire period the program of instruction is offered. A school district may revoke for the remainder of the school year the enrollment of a person after their 19th birthday who has more than five absences in a semester that are not excused under Section 25.087. 5. A conference is hereby requested between school officials and the parent to discuss the absences. 6. Pursuant to the Family Educational Rights and Privacy Act, please be advised that if legal action is initiated against you or your child, ECISD will share the relevant educational records with the Court without the necessity of a court order or subpoena.

If you have concerns about your child's attendance or if you believe our records are inaccurate, contact the school at (443) 320-34-32. If you need help getting your child to attend school please call the ECISD Community Outreach Center at 456-8569.

Ector County ISD does not discriminate on the basis of gender, age, race, nationality, religion, disability, socioeconomic standing or non-proficiency in English language skills in providing educational services for students' benefit.



802 N. SAM HOUSTON
ODESSA, TX 79761
ECTORCOUNTYISD.ORG

Ector County
Independent School District



NOTA FINAL DE ADVERTENCIA

Fecha: 10/21/2021 202 3029329

Janessa Maggio
Jasiek Mela

Please scan the
QR code to
watch a short
video
explaining
attendance and
the law.



Su hijo/a Jasiek tiene faltas excesivas.

Por favor llame inmediatamente a la oficina de Community Outreach Center al numero (432) 456-8569. El proposito de esta llamada es para trabajar juntos y desarrollar un plan para asegurar que la asistencia escolar de su hijo/a se mejore y probablemente evitar la necesidad de que se le presenten cargos. Estamos aqui para ayudarle.

Las faltas de asistencia de su hijo durante este año:

martes, 24 de agosto del 2021
miércoles, 25 de agosto del 2021
viernes, 27 de agosto del 2021
lunes, 30 de agosto del 2021
martes, 31 de agosto del 2021

We are required by Texas law to send you this letter and to warn you of the consequences of additional unexcused absences (see sidebar below).

Sinceramente,

Texas law requires ECISD notify you of the information in this box.

Your child has been absent from school, without excuse, under sec. 25.087 Texas Education Code, on three or more days or parts of days within a 4 week period. ECISD is required by law to notify you that: 1. It is the parent's DUTY to monitor the student's school attendance and require the student to attend school; 2. The parent is subject to prosecution for Parent Contributing to Non-Attendance Sec. 25.093 Texas Education Code. 3. The student is subject to referral to truancy court for truant conduct under Section 65.003(a), Family Code. 4. A person who voluntarily enrolls in school or voluntarily attends school after the person's 19th birthday shall attend school each school day for the entire period the program of instruction is offered. A school district may revoke for the remainder of the school year the enrollment of a person after their 19th birthday who has more than five absences in a semester that are not excused under Section 25.087. 5. A conference is hereby requested between school officials and the parent to discuss the absences. 6. Pursuant to the Family Educational Rights and Privacy Act, please be advised that if legal action is initiated against you or your child, ECISD will share the relevant educational records with the Court without the necessity of a court order or subpoena.

Si tiene inquietudes sobre la asistencia de su hijo o si cree que nuestros registros son incorrectos, comuníquese con la escuela al (443) 320-34-32. Si necesita ayuda para que su hijo asista a la escuela, llame al Community Outreach Center de ECISD al 456-8569.

El ISD del Condado de Ector no discrimina por motivos de género, edad, raza, nacionalidad, religión, discapacidad, posición socioeconómica o no competencia en habilidades del idioma inglés en la prestación de servicios educativos para el beneficio de los estudiantes.




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Credit Warning Credit Lost Letters

- Letters are sent at the first of each month and do not duplicate
- Elementary and Middle Schools
 - Credit Warning – 9 to 17 absences for the year
 - Credit Loss – 19+ absences for the year
- High School
 - Credit Warning – 5-8 absences per class per semester
 - Credit Loss – 9+ absences per class per semester

Attendance Credit Warning Credit Loss Letters (90% attendance law)

**Ector County
Independent School District**



**ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT
DISTRITO ESCOLAR INDEPENDENTE DEL CONDADO DE ECTOR
HIGH SCHOOL 4 – 8 ABSENCES FOR SEMESTER**

RE: EXCESSIVE ABSENCES – CREDIT WARNING LETTER

DEAR PARENT:

OUR ATTENDANCE RECORDS SHOW THAT YOUR CHILD HAS ONE OR MORE CLASSES IN WHICH THEY HAVE 4 OR MORE ABSENCES THIS SEMESTER. STATE LAW PROHIBITS GRANTING CREDIT TO A STUDENT WHO IS NOT IN ATTENDANCE AT LEAST 90% OF THE DAYS IN THE SEMESTER UNLESS A CAMPUS LEVEL ATTENDANCE COMMITTEE DETERMINES THAT EXTENUATING CIRCUMSTANCES DID OCCUR AND THAT CREDIT SHOULD BE GRANTED. WE REQUEST THAT YOU MONITOR THE ATTENDANCE OF YOUR CHILD SO THAT ADDITIONAL CLASSES ARE NOT MISSED. IF YOUR CHILD MUST BE ABSENT FOR ANY REASON, IT IS YOUR RESPONSIBILITY TO NOTIFY THE SCHOOL.

THERE IS A DIRECT RELATIONSHIP BETWEEN ATTENDANCE AT SCHOOL AND SUCCESS IN SCHOOL WORK. IT IS ALMOST IMPOSSIBLE FOR A STUDENT WHO MISSES SCHOOL FREQUENTLY TO KEEP UP WITH THEIR DAILY WORK AND TO DO WORK OF A QUALITY WHICH WARRANTS CREDIT IN THEIR COURSES.

SINCERELY YOURS,
PRINCIPAL

RE: AUSENCIAS EXCESIVAS
ESTIMADO PADRE O GUARDIÁN – CARTA DE ADVERTENCIA DE CREDITO


NUESTROS REGISTROS INDICAN QUE SU HIJO/A TIENE UNO O MAS CLASES CON 4 O MAS AUSENCIAS DESDE ESTE SEMESTRE. LA LEY ESTATAL PROHIBE QUE SE OBTENGA CREDITO A UN ESTUDIANTE QUE NO ASISTE POR LO MENOS 90 POR CIENTO DE LOS DÍAS DURANTE UN SEMESTER, AL MENOS QUE UN COMITÉ AL NIVEL ESCOLAR DECIDE SI EXISTIERON CIRCUNSTANCIAS RAZONABLES PARA RECIBIR CRÉDITO. LE PEDIMOS QUE MONITOREE A LA ASISTENCIA ESCOLAR DE SU HIJO/A PARA PREVENIR QUE FALTE EN MÁS CLASES. SI ES QUE SU HIJO/A ESTÉ AUSENTE POR CUALQUIER RAZÓN, ES SU RESPONSABILIDAD DE LLAMAR A LA ESCUELA.

EXISTE UNA RELACIÓN DIRECTA ENTRE LA ASISTENCIA ESCOLAR Y EL ÉXITO EN LAS TAREAS ACADÉMICAS. ES CASI IMPOSIBLE QUE UN ESTUDIANTE QUE FRECUENTEMENTE ESTÁ AUSENTE SE MANTENGA AL TANTO DE SUS TAREAS ESCOLARES Y CUMPLA CON TAL CALIDAD DE TRABAJO QUE JUSTIFIQUE RECIBIR CRÉDITO EN SUS CLASES.

SINCERAMENTE,
DIRECTOR

802 N. SAM HOUSTON
ODESSA, TX 79761
ECTORCOUNTYISD.ORG

**Ector County
Independent School District**



**ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT
DISTRITO ESCOLAR INDEPENDENTE DEL CONDADO DE ECTOR
HIGH SCHOOL - 9 OR MORE ABSENCES FOR THE SEMESTER**

RE: Excessive Absences – Credit LOST Letter – APPEAL PROCESS MANDATORY – Please call the school

Dear Parent:

Our attendance records show that your child has one or more classes in which they have 9 or more absences this semester. State law prohibits granting credit to a student who is not in attendance at least 90% of the days in the semester unless a campus level attendance committee determines that extenuating circumstances did occur and that credit should be granted. We request that you monitor the attendance of your child so that additional classes are not missed. If your child must be absent for any reason, it is your responsibility to notify the school.

There is a direct relationship between attendance at school and success in school work. It is almost impossible for a student who misses school frequently to keep up with their daily work and to do work of a quality which warrants credit in their courses.

Sincerely yours,
Principal

RE: Ausencias Excesivas
Estimado Padre o Guardián – CARTA DE PERDIO CREDITO – ES MANDATORIO EL PROCESO APELA - FAVOR DE LLAMAR A LA ESCUELA

Nuestros registros indican que su hijo/a tiene uno o mas clases con 9 o mas ausencias desde este semestre. La ley estatal prohíbe que se obtenga crédito a un estudiante que no asiste por lo menos 90 por ciento de los días durante un semestre, al menos que un comité al nivel escolar decide si existieron circunstancias razonables para recibir crédito. Le pedimos que monitoree a la asistencia escolar de su hijo/a para prevenir que falte en más clases. Si es que su hijo/a esté ausente por cualquier razón, es su responsabilidad de llamar a la escuela.

Existe una relación directa entre la asistencia escolar y el éxito en las tareas académicas. Es casi imposible que un estudiante que frecuentemente está ausente se mantenga al tanto de sus tareas escolares y cumpla con tal calidad de trabajo que justifique recibir crédito en sus clases.

Sinceramente,
Director

802 N. SAM HOUSTON
ODESSA, TX 79761
ECTORCOUNTYISD.ORG

Campus Based Truancy Prevention Measures (TPMS) are Mandated by the Texas Education Code

Sec. 25.0915. TRUANCY PREVENTION MEASURES. (a) A school district shall adopt truancy prevention measures designed to: (1) address student conduct related to truancy in the school setting before the student engages in conduct described by Section [65.003](#)(a), Family Code; and(2) minimize the need for referrals to truancy court for conduct described by Section [65.003](#)(a), Family Code.(a-1) As a truancy prevention measure under Subsection (a), a school district shall take one or more of the following actions:(1) impose: (A) a behavior improvement plan on the student that must be signed by an employee of the school, that the school district has made a good faith effort to have signed by the student and the student's parent or guardian, and that includes:(i) a specific description of the behavior that is required or prohibited for the student;(ii) the period for which the plan will be effective, not to exceed 45 school days after the date the contract becomes effective; or (iii) the penalties for additional absences, including additional disciplinary action or the referral of the student to a truancy court; or(B) school-based community service; or (2) 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 student's truancy.(a-2) A referral made under Subsection (a-1)(2) may include participation by the child's parent or guardian if necessary.(a-3) A school district shall offer additional counseling to a student and may not refer the student to truancy court under this section, Section [25.0951](#), or any other provision if the school determines that the student's truancy is the result of:

(1) pregnancy;(2) being in the state foster program;(3) homelessness;(4) severe or life-threatening illness or related treatment; or(5) being the principal income earner for the student's family. (a-4) If a student fails to attend school without excuse on three or more days or parts of days within a four-week period but does not fail to attend school for the time described by Section [25.0951](#)(a), the school district shall initiate truancy prevention measures under this section on the student(b) Each referral to truancy court for conduct described by Section [65.003](#)(a), Family Code, must:

(1) be accompanied by a statement from the student's school certifying that:

(A) the school applied the truancy prevention measures adopted under Subsection (a) or (a-4) to the student; and
(B) the truancy prevention measures failed to meaningfully address the student's school attendance; and

(2) specify whether the student is eligible for or receives special education services under Subchapter [A](#), Chapter [29](#).

Document Intervention in Eduphoria

Truancy Contact Report - short form to be used for simple phone, SchoolStatus text message conversations or other interventions.

Truancy Prevention Measures CONTRACT – a lengthier form that should be completed when a counselor, principal, assistant principal or committee meets with the family. This is required by law. *The sooner this is completed the better.*

Document your intervention

- Step 1: Log into Eduphoria
- Step 2: Select “Aware”
- Step 3: Select the “Students” tab on the left
- Step 4: In the “Search Students” box on the upper left, type in the student’s id # or last name, first name (**if the student is not enrolled type in “INCLUDE UNENROLLED” then type in the name or id#**)
- Step 5: Select “Search” or press “enter” on your keyboard
- Step 6: Select the student when their name populates below
- Step 7: When the student name populates to right go to “Forms”
- Step 8: Select “Add Form”
- Step 9: Select “Truancy” and then select either the **Truancy Contact Report** which is the simple form used for staff who are doing a short contact or the **Truancy Prevention Measures CONTRACT** form which is the more lengthy form that should be used when a committee or a principal meets with the parent. After you have selected the form you will use select “Add”.
- Step 10: The new blank form will populate at the bottom of the student’s forms. Click on “View” for the one you just selected. Complete the form by providing as much info as possible. Make sure to **SAVE** after completing.

Frequently Asked Truancy Prevention Measures CONTRACT Questions

- Who can complete a Truancy Prevention Measures CONTRACT?
 - A Principal, Assistant Principal, or a committee made up of two or more staff.
- Does the parent and student have to be present?
 - The campus should make several documented attempts to have both the parent and student present. If you cannot get the parent present you may hold the conference via phone with the parent and student. You must indicate on the CONTRACT that the conference was held via phone. You must also let the parent know that you are filling out the CONTRACT and will send them a copy.
- How long is the CONTRACT period for?
 - 45 school days.
- What is the purpose of the CONTRACT?
 - To discover the reasons for the absences and to provide referrals to services to help improve the student's attendance.
- What are some common reasons for attendance problems and what referrals we should we make in the CONTRACT?
 - Lack of parenting skills – Free Parenting Wisely class at COC. Ask parent to call 456-8569 to schedule class
 - Transportation Problems – Transportation Department 456-9869
 - No clothing, uniforms or supplies – COC social services 456-8569
 - Runaway behaviors – Stay Together Program 1-800-922-STAY
 - Substance abuse issues – SAS Counselor on campus or Counseling Department at 456-8559
 - Child walking off campus – Ask parent to shadow student for 2 days
 - Questionable excuses from parent – require doctors notes for future absences
 - Grief or loss issues – campus counselor and/or Rays of Hope 684-KIDS
 - No parent involvement – Ask parent to attend the next school based parent involvement activity
 - Family appears to be homeless – Contact the COC at 456-8569
 - COVID-19 related fears – contact the school nurse or school counselor to discuss fears
- What do we do if we cannot get a parent's participation for the CONTRACT?
 - If you have made several bonafide attempts to contact the parent and they refuse or you cannot get ahold of the parent, then document your efforts on the Truancy Prevention Measures CONTRACT in the narrative part. The efforts must be more than clerical staff making two calls. It is important to document if the parent refuses. If the parent says "I'm not agreeing to anything" then document this in the narrative. If the parent hangs up on you, document that in the narrative. The court needs to know the parent is refusing to respond.
- If the contract expires and the student starts missing again must we do another CONTRACT?
 - Yes

Student ID: 123456

Student Name: JOHN DOE School: 001 Grade: 9 Date: 1/23/2023

Parent/Guardian: SUSAN DOE Address & Phone Number: 101 E 1st (432) 555-5555

IF RECEIVING SPED OR 504 SERVICES CAMPUS MUST NOTIFY THE ARD OR 504 COMMITTEE OF THE ATTENDANCE ISSUES

We are meeting today to review your child's attendance. Your child has missed 10 days of the school year/semester so far. We are here to develop a plan today which should help improve your child's attendance. Our goal is to remove any barriers to regular school attendance that your child may be facing and improve your child's attendance immediately.

Please explain why your child has missed school this year (check all that apply and explain below):

- Medical
- Transportation Problems
- Problems at Home
- Problems at School
- Problem with Friends
- Death
- Domestic Violence in Home
- Substance Abuse Issues
- Moving from Place to Place
- Child is afraid to go to school
- Child doesn't like school
- Homelessness
- Pregnancy
- Primary Income Earner
- Foster Care
- Other:

TODAY WE MET TO DEVELOP A CONTRACT TO IMPROVE ATTENDANCE. MOM REPORT JOHN WAS SICK WITH COVID. FORGOT TO CALL IN.

At this time, we would like to enter a contract with you to assist you and the school in following guidelines, which are set forth by our district's attendance policy and the Texas Education Code compulsory attendance laws.

THE STUDENT SHALL:

- 1. Attend school and all assigned class periods every day.
- 2. Participate in the following counseling and educational programs: _____
- 3. Perform school-based community service: _____

THE PARENT/GUARDIAN SHALL:

- 1. Ensure child(ren) arrive at school every day on time.
- 2. Escort and check child into school daily at _____
- 3. For all absences: Contact school attendance clerk @ 333-3333 before 9:00 am to explain absences.
- 4. For all illness absences comply with one of the following three choices:
 - (A) Provide school with written verification by doctor/medical advisor; or
 - (B) Bring child to school to be checked/released if ill. Provide nurse with reliable, current contact information if the child needs to go home; or
 - (C) Other: _____
- 5. Participate in the Parenting Wisely Program at the ECISD Community Outreach Center. (456-8569)
- 6. Contact the Community Outreach Center at 456-8569 for social services referrals.
- 7. Ensure child attends tutoring and/or credit recovery. Child will attend tutoring on _____ after school.
- 8. Contact the Stay Together Program. (Phone: 800-922-7829)
- 9. Will attend school with child for _____ days.
- 10. Sign up for Parent Portal (Go to school office and give correct phone numbers).
- 11. Parent will attend at least one school-based parent involvement activity during the next 30 days.

THE SCHOOL SHALL:

- 1. Ensure written documentation submitted by the parent is accurately reflected on the student's attendance record.
- 2. Keep all contact information updated in Ascender.
- 3. Contact _____ regarding _____
- 4. Other _____

This contract expires in 45 school days.

The school district has made a good faith effort to include the parent in this behavior intervention contract. The efforts are documented on the Truancy Contact forms.

I understand that violations of this agreement shall result in unexcused absences for the student and possible referral to Truancy Court for Truancy and charges through the Truancy Court for the parent for Parent Contribution to Non-Attendance.

Attendee:	Signatures	Attendee:	Signatures
Parent/Guardian	<u>Susan Doe</u>	<u>Scott B...</u>	<u>[Signature]</u>
<u>John Doe</u>	<u>John Doe</u>		

Truancy Prevention Measures Contract



Student ID: 123456

Student Name: JOHN DOE School: DOE Grade: 9 Date: _____

Parent/Guardian: PARENT Address & Phone Number: 101 E 1st, (432) 555-5555

IF RECEIVING SPED OR 504 SERVICES CAMPUS MUST NOTIFY THE ARD OR 504 COMMITTEE OF THE ATTENDANCE ISSUES

We are meeting today to review your child's attendance. Your child has missed _____ days of the school year/semester so far. We are here to develop a plan today which should help improve your child's attendance. Our goal is to remove any barriers to regular school attendance that your child may be facing and improve your child's attendance immediately.

Please explain why your child has missed school this year (check all that apply and explain below):

- Medical
- Transportation Problems
- Problems at Home
- Problems at School
- Problem with Friends
- Death
- Domestic Violence in Home
- Substance Abuse Issues
- Moving from Place to Place
- Child is afraid to go to school
- Child doesn't like school
- Homelessness
- Pregnancy
- Primary Income Earner
- Foster Care
- Other:

JOHN HAS EXCESSIVE ABSENCES AND MUST MAKE UP HOURS

At this time, we would like to enter a contract with you to assist you and the school in following guidelines, which are set forth by our district's attendance policy and the Texas Education Code compulsory attendance laws.

THE STUDENT SHALL:

- 1. Attend school and all assigned class periods every day.
- 2. Participate in the following counseling and educational programs: _____
- 3. Perform school-based community service: _____

THE PARENT/GUARDIAN SHALL:

- 1. Ensure child(ren) arrive at school every day on time.
- 2. Escort and check child into school daily at _____
- 3. For all absences: Contact school attendance clerk @ _____ before 9:00 am to explain absences.
- 4. For all illness absences comply with one of the following three choices:
 - (A) Provide school with written verification by doctor/medical advisor; or
 - (B) Bring child to school to be checked/released if ill. Provide nurse with reliable, current contact information if the child needs to go home; or
 - (C) Other: _____
- 5. Participate in the Parenting Wisely Program at the ECISD Community Outreach Center. (456-8569)
- 6. Contact the Community Outreach Center at 456-8569 for social services referrals.
- 7. Ensure child attends tutoring and/or credit recovery. Child will attend tutoring on _____ after school.
- 8. Contact the Stay Together Program. (Phone: 800-922-7829)
- 9. Will attend school with child for _____ days.
- 10. Sign up for Parent Portal (Go to school office and give correct phone numbers).
- 11. Parent will attend at least one school-based parent involvement activity during the next 30 days.

THE SCHOOL SHALL:

- 1. Ensure written documentation submitted by the parent is accurately reflected on the student's attendance record.
- 2. Keep all contact information updated in Ascender.
- 3. Contact _____ regarding _____
- 4. Other _____

This contract expires in 45 school days.

The school district has made a good faith effort to include the parent in this behavior intervention contract. The efforts are documented on the Truancy Contact forms.

I understand that violations of this agreement shall result in unexcused absences for the student and possible referral to Truancy Court for Truancy and charges through the Truancy Court for the parent for Parent Contribution to Non-Attendance.

Attendee:	Signatures	Attendee:	Signatures
Parent/Guardian			

Truancy Prevention Measures Contract



Student ID: 123456

Student Name: JOHN DOE School: 001 Grade: 4 Date: 1-10-23

Parent/Guardian: SUSAN DOE Address & Phone Number: 101 E. 1st, (432) 555-5355

IF RECEIVING SPED OR 504 SERVICES CAMPUS MUST NOTIFY THE ARD OR 504 COMMITTEE OF THE ATTENDANCE ISSUES

We are meeting today to review your child's attendance. Your child has missed _____ days of the school year/semester so far. We are here to develop a plan today which should help improve your child's attendance. Our goal is to remove any barriers to regular school attendance that your child may be facing and improve your child's attendance immediately.

Please explain why your child has missed school this year (check all that apply and explain below):

- Medical
 Transportation Problems
 Problems at Home
 Problems at School
 Problem with Friends
 Death
 Domestic Violence in Home
 Substance Abuse Issues
 Moving from Place to Place
 Child is afraid to go to school
 Child doesn't like school
 Homelessness
 Pregnancy
 Primary Income Earner
 Foster Care
 Other:

I HAVE MADE MULTIPLE ATTEMPTS TO REACH PARENT. I HAVE LEFT 3 MESSAGES, I HAVE SENT E-MAILS AND TEXT MESSAGES AND CALLED PARENT WITH STUOANT IN MY OFFICE.

At this time, we would like to enter a contract with you to assist you and the school in following guidelines, which are set forth by our district's attendance policy and the Texas Education Code compulsory attendance laws.

THE STUDENT SHALL:

- 1. Attend school and all assigned class periods every day.
- 2. Participate in the following counseling and educational programs: _____
- 3. Perform school-based community service: _____

THE PARENT/GUARDIAN SHALL:

- 1. Ensure child(ren) arrive at school every day on time.
- 2. Escort and check child into school daily at _____
- 3. For all absences: Contact school attendance clerk @ _____ before 9:00 am to explain absences.
- 4. For all illness absences comply with one of the following three choices:
 - (A) Provide school with written verification by doctor/medical advisor; or
 - (B) Bring child to school to be checked/released if ill. Provide nurse with reliable, current contact information if the child needs to go home; or
 - (C) Other: _____
- 5. Participate in the Parenting Wisely Program at the ECISD Community Outreach Center. (456-8569)
- 6. Contact the Community Outreach Center at 456-8569 for social services referrals.
- 7. Ensure child attends tutoring and/or credit recovery. Child will attend tutoring on _____ after school.
- 8. Contact the Stay Together Program. (Phone: 800-922-7829)
- 9. Will attend school with child for _____ days.
- 10. Sign up for Parent Portal (Go to school office and give correct phone numbers).
- 11. Parent will attend at least one school-based parent involvement activity during the next 30 days.

THE SCHOOL SHALL:

- 1. Ensure written documentation submitted by the parent is accurately reflected on the student's attendance record.
- 2. Keep all contact information updated in Ascender.
- 3. Contact _____ regarding _____
- 4. Other _____

This contract expires in 45 school days.

The school district has made a good faith effort to include the parent in this behavior intervention contract. The efforts are documented on the Truancy Contact forms.

I understand that violations of this agreement shall result in unexcused absences for the student and possible referral to Truancy Court for Truancy and charges through the Truancy Court for the parent for Parent Contribution to Non-Attendance.

Attendee:	Signatures	Attendee:	Signatures
Parent/Guardian		<u>Susan Doe</u>	<u>[Signature]</u>

Truancy Prevention Measures Contract



Student ID: 123456

Student Name: JOHN DOE School: 001 Grade: 9 Date: _____

Parent/Guardian: PARENT Address & Phone Number: _____

IF RECEIVING SPED OR 504 SERVICES CAMPUS MUST NOTIFY THE ARD OR 504 COMMITTEE OF THE ATTENDANCE ISSUES

We are meeting today to review your child's attendance. Your child has missed _____ days of the school year/semester so far. We are here to develop a plan today which should help improve your child's attendance. Our goal is to remove any barriers to regular school attendance that your child may be facing and improve your child's attendance immediately.

Please explain why your child has missed school this year (check all that apply and explain below):

- Medical
 Transportation Problems
 Problems at Home
 Problems at School
 Problem with Friends
 Death
 Domestic Violence in Home
 Substance Abuse Issues
 Moving from Place to Place
 Child is afraid to go to school
 Child doesn't like school
 Homelessness
 Pregnancy
 Primary Income Earner
 Foster Care
 Other:

NO SHOW

At this time, we would like to enter a contract with you to assist you and the school in following guidelines, which are set forth by our district's attendance policy and the Texas Education Code compulsory attendance laws.

THE STUDENT SHALL:

- 1. Attend school and all assigned class periods every day.
- 2. Participate in the following counseling and educational programs: _____
- 3. Perform school-based community service: _____

THE PARENT/GUARDIAN SHALL:

- 1. Ensure child(ren) arrive at school every day on time.
- 2. Escort and check child into school daily at _____
- 3. For all absences: Contact school attendance clerk @ _____ before 9:00 am to explain absences.
- 4. For all illness absences comply with one of the following three choices:
 - (A) Provide school with written verification by doctor/medical advisor; or
 - (B) Bring child to school to be checked/released if ill. Provide nurse with reliable, current contact information if the child needs to go home; or
 - (C) Other: _____
- 5. Participate in the Parenting Wisely Program at the ECISD Community Outreach Center. (456-8569)
- 6. Contact the Community Outreach Center at 456-8569 for social services referrals.
- 7. Ensure child attends tutoring and/or credit recovery. Child will attend tutoring on _____ after school.
- 8. Contact the Stay Together Program. (Phone: 800-922-7829)
- 9. Will attend school with child for _____ days.
- 10. Sign up for Parent Portal (Go to school office and give correct phone numbers).
- 11. Parent will attend at least one school-based parent involvement activity during the next 30 days.

THE SCHOOL SHALL:

- 1. Ensure written documentation submitted by the parent is accurately reflected on the student's attendance record.
- 2. Keep all contact information updated in Ascender.
- 3. Contact _____ regarding _____
- 4. Other _____

This contract expires in 45 school days.

The school district has made a good faith effort to include the parent in this behavior intervention contract. The efforts are documented on the Truancy Contact forms.

I understand that violations of this agreement shall result in unexcused absences for the student and possible referral to Truancy Court for Truancy and charges through the Truancy Court for the parent for Parent Contribution to Non-Attendance.

Attendee:	Signatures	Attendee:	Signatures
Parent/Guardian			

Legal Consequences FAQ

- When are truancy charges filed?
 - 10 U/X within a 6 month period as long as there is a current Truancy Prevention Measures CONTRACT in Eduphoria.
- Who are the charges filed against?
 - Parent 1 in FOCUS.
- What are the charges called?
 - Parent Contributing to Non Attendance is a Class C Misdemeanor and can result in fines and other consequences including orders to attend parenting and other specialized services designed to help the family.
- How long does it take to get to court?
 - Typically 2 weeks after the students 10th U/X.
- Do parents or students go to jail?
 - Parents can be incarcerated for violating court orders. Students cannot be incarcerated.
- Can I find out where a student stands in the truancy process and what happened in court?
 - Yes, call the COC at 456-8569.

- **What Works?**

- Parents say they trust teachers the most to talk to them about their child's attendance.
- Parents underestimate and do not track the number of times their child misses school. Help them track their child's absences.
- Early attendance equals later success. Fact that education was **sequential** was new information to parents. Talk to parents about specific instruction the student is missing out on.
- Absences Add Up – 2 absences per month = chronic absences. Parents do not realize this.

- **What Doesn't Work?**

- The Bad Habits Argument - Early absences equals later ditching. Parents think this message is too negative and say this does not apply to them and so they dismiss the message.
- The All Absences Are Equal Argument – Parents think this message is unbelievable. They feel some absences are ok.



ECISD Attendance Calendar 2023-2024

Every Day Counts! The fewer days they miss, the more they will learn!
When do absences become a problem? **7 or more** for the school year.

August 2023							September 2023							October 2023													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	31	1	2	3	4	5						1	2														
6	7	8	9 1st day PK-6 & 9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7							
13	14 1st day 7-8 & 10-12	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14							
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21							
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28							
														29	30	31											
November 2023							December 2023							January 2024													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
			1	2	3	4						1	2	31	1	2	3	4	5	6							
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13							
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20							
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27							
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31										
February 2024							March 2024							April 2024													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
				1	2	3						1	2	31	1 Bad Weather Day	2	3	4	5	6							
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13							
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20							
18	19 Bad Weather Day	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27							
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30											
May 2024																											
S	M	T	W	T	F	S																					
			1	2	3	4																					
5	6	7	8	9	10	11																					
12	13	14	15	16	17	18																					
19	20	21	22	23	24																						

Track your child's attendance. Put an "A" on any day your child is absent. No school on green days.

Telephone the Attendance Clerk each day your child is out. It's never too late to improve your child's attendance. **Start today!**

Need help with: *transportation, medical, clothing, school supplies, child not wanting to go to school, other needs?* Call your child's school or the ECISD Community Outreach Center at (432) 456-8569.

Promoting Attendance Through One-on-One Communications

Regardless of whether you are conducting a parent teacher conference, paying a home visit or placing a phone call home, you can find ways to use this interaction to help parents understand the importance of attendance and what it means for how they support the school success of their child. Below are some suggestions. Review this list. Use your creativity to come up with other ideas.

1. Prior to meeting with or talking to the parent, take a look at this student's attendance record. Calculate the percent of days missed in school through the grading period. Note whether the student has
 - Satisfactory attendance (misses 5% or less of class)
 - Chronic absence (misses 10% or more of class)
 - Severe chronic absence (missing 20% or more of class)
2. Offer positive reinforcement to those students and families with satisfactory or better attendance.
3. For those who are chronically absent, plan to discuss the importance of attendance and find out parents' perspectives what is contributing to the excessive absences. Ask parents both about what makes it difficult to get to school. Find out if they can think of any positive examples of activities or supports that made it easier to get their child to school (whether that is, for example, an engaging classroom activity or when family members or friends are available to help drive or walk their child to school.) Discuss what would help to reduce the level of absences. Help them understand absences – even if excused – can harm their child's ability to learn and succeed in school.
4. If appropriate, consider referring the family to 2-1-1 to help the family obtain extra social and economic supports. 2-1-1 is an information and referral line supported by local United Ways in many communities across the United States.

If you are on the phone, consider scheduling an in-person meeting or home visit during which you could have this discussion.

5. Share handout offering research on the importance of attendance and tips for how parents can ensure students attend school every day. If this is a phone call, consider mailing the handout to the parent as part of a follow-up communications.

WHAT TO SAY TO PARENTS OF YOUNGER CHILDREN (ELEMENTARY SCHOOL)

- Families can make a difference. From a child's first day of formal schooling, the family can set the expectation that school attendance matters to you and that you won't allow an absence unless someone is truly sick.
- We understand that children will get sick and need to stay home occasionally. The important thing is to get your children to school as much as possible.
- People tend to grow concerned only about students who miss consecutive days of school, but occasional absences can be just as disruptive as they can add up before you know it – just two to three days a month can add up to nearly 10 percent of the school year.
- Attendance matters as early as kindergarten. Studies show many children who miss too many days in kindergarten and first grade can struggle academically in later years. They often have trouble mastering reading by the end of third grade.
- Preschool is a great time to start building a habit of good attendance. Studies show that poor attendance in preschool can predict absenteeism in later grades.
- For younger children, parents can set a regular bed time and morning routine. Make sure they get 9 to 11 hours of sleep. You can lay out clothes and pack backpacks the night before.
- Get to know your children's teachers and administrators. With younger children, make sure you introduce your child to teachers before school starts and keep in touch with the teachers.
- Remember you can turn to the school for help. Many schools offer services for the whole family to help, for example, with issues concerning access to health care and reliable transportation.

WHAT TO SAY TO STUDENTS (Secondary)

- School is your first and most important job. You're learning about more than math and reading. You're learning how show up for school on time every day, so that when you graduate and get a job, you'll know how to show up for work on time every day.
- When you're not here, we notice because we care and we want you to be successful. Students who attend school regularly are more likely to graduate and find good jobs. In fact, a high school graduate makes, on average, \$1 million more than a dropout over a lifetime.
- A student who misses 10 days or more during a school year is 20 percent less likely to graduate from high school and 25 percent less likely to ever enroll in college.
- If you think missing a day here or there won't matter, think again. By missing just one day every two weeks, you would be on track to miss 10 percent of the school year – and that can happen before you know it.
- School only gets harder when you stay home too much. Sometimes it's tempting to stay home because you've got too much work or you don't understand what's going on in class. But missing a day only makes that worse.
- We understand that you will get sick sometimes and need to stay home. The important thing is to get to school as often as possible to help stay on track with assignments.
- Chronic absence can affect your ability to earn a living. Dropouts are less likely to succeed in a career. And even those who do graduate won't do well at work without good attendance habits. Nearly 80 percent of people in prison lack a high school diploma.
- Skipping school may sound fun, but it can have serious consequences, including jail time, fines, or even the loss of your driver's license.
- If you're having trouble getting to school – issues with transportation, bullies, etc. – tell someone, such as a guidance counselor or your parents. Many schools offer services for the whole family to help, for example, with issues concerning access to health care and reliable transportation.

COC Weekly Documented Intervention Schedule by Staff
2023-2024

1. COC based Social Workers and Social Service Specialists: 10 U/X on AL and those on the drop out list for assigned campuses excluding MV students (Gracie Quintela, Katarina Garcia, Xenia Chambers, Jalisia Coney, Wendy Duran, Cristina Dominguez, Travis Cress) Follow SAMS Meeting Protocol
2. Campus Based Social Workers: 10 U/X on AL for assigned campuses for MV student section of Alpha differentiated from campus MVG Grant Homeless Specialist, All Social Work, OSP case management for Corrals 1-4 (Elizabeth) M2& G Den excluding MV EB (Shawana) (Elizabeth Aranda & Shawana Glenn)
3. Drop Out Specialists: 10 U/X on AL and those on the drop out list for assigned campuses excluding LEP-1, ESL-3, MV, Military, Foster Care and SPED. Exclude students at COC Grad Labs. 8 completed contracts per week. (Crystal Rayos & Niki Prann)
4. COC based Homeless Specialist: 10 U/X on AL and those on the drop out list for MV for all campuses including COC Grad Labs, excluding OHS, PHS and middle schools. (Gary Fierro)
5. BE/ESL Specialist: 10 U/X on AL and those on the drop out list for secondary LEP-1, ESL-3 including COC Grad Lab EB. (Edward Gallegos)
6. COC Grad Lab Teacher: 10U/X on AL and those on the drop out list for all Military, Foster Care & Sped and COC Grad Lab AR drop outs excluding MV and EB. (Amy Herndon)
7. MVG Grant MS staff: 5 UX on the AL and those on the drop out list for MS MV students (Stacy Roman, Jeremiah Gonzalez, Rachel Flores & Deborah Tavarez)
8. MVG Grant HS staff: 10 UX on the AL and those MV on the drop out list for students from assigned dens/corrals. OSP Case management for assigned corrals and dens. All MV intakes and all MV on drop out list. (Audrey Garcia - Corrals 5-8 & Yesenia Villanueva - Panther Den and M1 and all MV EB)

ON THE ABOVE ON THE AL, EXCLUDE those with: 1. Comments 2. Non-Drop Out Leaver Code 3. Date in the COC Int Column,

COC staff need to make at least 4 documented interventions for their threshold. These attempts must be documented in Eduphoria on the Truancy Contact Form (and on the Google Sheet for MVG Grant staff), or on the COCAT if it is only an attempt.

The 4 documented attempts need to include in this order:

1. Schoolstatus message to all parents for your campuses that have ___ absences:

“Hello my name is _____ with ECISD and I am worried that <child’s name> is missing too much school. Please call me or reply to this text so we can talk about <child’s name>’s attendance. I am here to help.”

2. Telephone attempts to phone number and emergency contacts if no response from Schoolstatus text within 24 hours.

3. School Attendance Meeting (SAMS) meeting intervention (for COC based Social Workers and Social Service specialists)

4. Home Visit.



OPERATION WELCOME BACK



#FindingOurFuture #EverydayCounts

ECISD Dropout Prevention and Intervention Guide

Documents and Guidance for Campus and District Success

Prepared by Guidance and Counseling and the Community Outreach Center (COC)

Action Items for Drop Out Recovery Window (start of year)

1. Campus principal establishes a Drop Out Recovery Team by 8/11/2023. Members of the team should include registrars, assistant principals, drop out specialists and other staff recommended by the principals. Campus principal emails Scott Randolph their drop out recovery team members so the district team can be established.
2. Drop Out Recovery Process Trainings starting the week of 8/14/23 Microsoft TEAMS. Campus team should attend. Trainings are listed in Eduphoria and there are 7 different dates and times one can attend.
3. Special population area directors will set up a drop out recovery team on the district level by 8/14/23 to monitor and recover students in their special populations. Special populations directors will email Scott Randolph their assignments. The special populations are:
Special Education, Bilingual ESL, Highly Mobile Students (Foster Care, McKinney Vento and Military Connected), Teen Parent Related Services (TPRS),
AVID, CTE, Communities in Schools (CIS), Other: _____
4. Campus drop out recovery teams will review student enrollment and ensure students who were activated in FOCUS but did not attend, have been moved back to leaver status by the date set forth by Information Systems.
5. Campus registrars will update student leaver codes by uploading documentation to the Sharepoint Site shared by Information Systems. Information Systems will update leaver codes in FOCUS to remove students from the drop out list based on the information uploaded by the campuses.
6. 8/18/2023 Scott Randolph emails current list of drop outs to campus principals, assistant principals and recovery teams. The drop out list will be separated by special populations by campus. Special population staff should begin recovery efforts by contacting students and encouraging re-enrollment and or other options.
7. Drop Out Recovery information should be documented in Eduphoria under the Truancy Contact form. Drop out recovery teams should forward all documentation to the campus registrar or to a central campus contact point determined by the campus principal.

Important Drop Out Recovery Dates:

- 8/11/23 Campus principal establishes recovery team and emails names to Scott Randolph
- 8/14/23 Drop Out Recovery Process meeting for Campus Teams Via Microsoft Teams – Trainings in Eduphoria
- 8/18/23 First list for campus review prior to warning letters being mailed from COC for dropouts
- 8/19/23 Drop Out recovery event at Al's Lowriders Against Bulling Downtown Car Show
- 8/21/23 Drop Out letters mailed from COC to parents of students 18 and younger
- 9/7/23 Welcome Walk Thursday Evening Event 3-7pm Music City Mall – Campus teams and volunteers make home visits. COC staff and other agencies will be at MCM to meet with and help with enrollment for students not enrolled
- 9/9/23 Welcome Walk Drop Out Recovery City Wide Neighborhood Walk - Campuses should seek volunteers to make home visits to recover students. The event will start at 8:00am at 301 E. Clements and run till noon.
- 9/14/23 Welcome Walk Thursday Evening Event 3-7pm Odessa College
- 9/29/23 School Start Window Closes (Last day to recover dropouts for accountability purposes)

All year Campus registrar enrolls students and completes TRES requests. Registrar updates leaver codes through Information systems process.

Finding students at the start of the year

Registrars Research

Check for any current information about enrollment in another Texas Public School using the TSDS PEIMS Database.

- **State Data Base Search-** Search for students that may have enrolled in another Texas Public School. If the student has enrolled elsewhere in the state of Texas, print the Enrollment History page that includes their enrollment date for verification.
 - Clerks will adjust the previous year school record to reflect the appropriate withdrawal code and upload any documentation into FOCUS. Registrars must follow procedures set out by Information Systems to upload proper documentation to remove the student from drop out status.

Communicate

For students that are not found after initial steps, more research is required. Recovery teams should contact parents and students to find out information. Assign lists to campus personnel and establish roles and responsibilities for finding student information. Refer to your protocols and scripts.

Communication to Parents and Students

1. **Individual Phone Calls-** Find out where students may be attending school. Use the last contact information available in FOCUS to call parents, guardians, and emergency contacts to confirm information about the student's current education status. Ask parents to provide school name, city and state. If students or parents say that the student has dropped out, please ask them to complete the [Welcome Back Questionnaire](#) with you.
2. **Home Visit-** Follow [Operation Welcome Back Home Visit Safety Protocol](#). Work in groups to visit the last known address of the student to confirm information about the student's education status. Use the [Operation Welcome Back Team Home Visit Form](#) to write down any information about a new education setting. If students or parents say that the student has dropped out, please ask them to complete the [Welcome Back Questionnaire](#) with you.
3. **Social Media-** [Operation Welcome Back Social Media Campaign](#)

Communication on the Campus

Have a campus plan for how information about students is shared. Every educator is a potential resource for reaching students.

- Have departments review student names and provide any updated information that they may have.
- Share information updates through your shared drive.

Document, Document, Document

Document interventions in the [Eduphoria Truancy Contact](#) form. This will allow for the centralization of documented interventions and help decrease duplicated recovery efforts. To document in Eduphoria for students who are not enrolled simply type in “include unenrolled” after the student’s name or id and the student will populate below.

[Oral Statement Verification Form](#) Once enrollment in a different education setting has been confirmed and verified in writing (printout, email or fax are suitable), clerks must adjust the previous school year withdrawal record to reflect the new student status.

- **Home School-** If students are homeschooled, have parents complete the [Homeschool Letter of Assurance Form](#) or write a letter and sign it stating they are home schooling their child. The letter of assurance or the handwritten letter must be signed, and the parent must state the date the student began home schooling.
 - Registrars will adjust the leaver record and file all pieces of documentation.
- **New School-** If students are attending school in another setting (private school, charter school, new city, and new state), get information about the school's name and location for verification.
 - Provide information about new education settings to registrar.
 - Registrar will use the **Enrollment Verification Form** to confirm the student’s start date at their new location.
 - Registrar will adjust the leaver record and file all pieces of documentation.
- **Return to Home Country-** If students have returned to their home country, staff will complete the **Oral Statement** and upload to Information Systems SharePoint Campus Sites.
- Truancy Contact Form – document interventions in the Eduphoria Truancy Contact form so other staff will be able to see the status of recovery efforts for specific students.

Registrars Evaluate

- Use your provided list in the shared drive to record the changes that have been made to student withdrawal records in FOCUS.

Teamwork

Some students that you find may require some extra support in order to return to school. Use campus, district, and community resources to recover students. Create options for student success through collaboration.

- **Social Needs-**
 - Counselor
 - Community Outreach Center (COC) Social Workers, Dropout Specialists and Grad Labs
 - Communities In Schools (CIS)
- **Other Academic Options-**
 - Enroll for testing for those that lack EOC’s only to graduate.
 - Limited Eligibility enrollment to finish graduation requirements.

Enrollment Recovery Team

The purpose of the enrollment recovery team is:

1. to identify students who are at-risk of not returning to school.
2. to identify any barriers preventing student enrollment on the campus
3. to create a community of problem-solving thinkers that develop supports and refer to resources to sustain student attendance.

Who should be on your team? An administrator, counselor, and a data person must be included. Make sure to include other dedicated educators as well.

Consider:

1. *Who will re-enroll students?*
2. *Who will schedule students?*
3. *Who will support students with special situations?*
4. *How will you monitor and support students with special circumstances?*

Speaking with Parents/Guardians

Strategize Call Times

Although school hours are the best time for staff to reach out to parents, this is often not an ideal time for parents to receive or answer calls. Consider making phone calls after normal business hours.

Pleasant Tones - Remember that the person you are contacting does not see you and will make decisions about how much information they will provide based only on your voice.

Stay pleasant. Speak clearly. Be direct.

Listen to Concerns and Stay Positive - The family or student may have had a bad experience with ECISD. If they have concerns, listen and then restate the goal of the call. If they have further concerns offer the family an opportunity to meet with a counselor, administrator, or provide the number to the Community Outreach Center (COC) 456-8569.

Goal Oriented - Remind the person you are contacting that our goal is student success. Ensure them that we want success for their student, and graduation is a beginning step to that success.

Offer Help - The student and/or family may not be in the best position to attend school. Offer the opportunity to schedule a meeting with the best campus resource (counselor or administrator), or give the number to the COC 456-8569 for other social supports.

General Overview of the Welcome Walk Events

- The purpose of the Welcome Walk events is to reach out to students who are identified with a drop out code and help them come back to school and graduate.

Events

- Each event will have a central location (listed in previous slide). The agencies listed below will be at the central locations help students learn of the exciting opportunities they may have to reenroll:
 - ECISD
 - Ector Acceleration Academies
 - Odessa College GED program
 - Richard Milburn Academies
 - Catholic Charities Cory Learning Center GED Program
 - Others

Volunteer Role

- Volunteers will be utilized to make home visits in ECISD suburbans.
- The purpose of the home visit is to meet students and their families and encourage them to return to school.
- Volunteers are encouraged to ask the family to go the central location on that date to speak with the different agencies to help facilitate reenrollment.
- Volunteers will be given packets of information about the individual students they are visiting. The packets will have the student demographics.
- Volunteers can make as many home visits as they would like and volunteer for any amount of time they are available.

Student Enrollment Recovery: Script for Speaking with Parents/Emergency Contacts

Speaking with Parents

Hello, I am calling from ECISD, may I please speak with (name of the person on the list)? My name is (name of volunteer), and I'm calling on behalf of (school name).

We are concerned that your (daughter / son) did not show up for school this year. Has (name of student) enrolled in school somewhere else?

Yes: Where is the student attending? Get as much information as possible- Name of School, City, and State **No:** Is there any way we can support you so that (name of student) can return to school at ECISD. Can we

schedule a time for someone to talk to you about you about re-enrolling?

Home School or Online: Have parents fill out the Home School Letter of Assurance Form (include the date that they began classes)

Thank you very much for your time, have a good day!

Speaking with Emergency Contacts

Hello, I am calling from ECISD, may I please speak with (name of the person on the list)? My name is _____, and I'm calling on behalf of (school name).

We are locating students that have not returned to school, will you help me? Are you familiar with (name of student and/ or parent) we have you listed as a contact on their record?

Yes: I would like to contact them about where they are enrolled in school, what is the best way to reach them? Will provide information:

(Collect any information that the contact is willing to provide. Make sure to get any phone numbers, emails, or addresses they may know)

Will not provide information:

Please have them contact (name of campus representative) about enrolled status. (Provide name and number). We want the student to succeed.

No: End Call

Thank you very much for your time, have a good day!

Student Enrollment Recovery: Script for Speaking with Parents/Emergency Contacts (Spanish)

Hablando con los Padres O Tutor del Alumno

Hola, muy buenas (tardes, días), le estoy llamando de ECISD. ¿Puedo hablar con (nombre de persona en la lista)? Mi nombre es (nombre del voluntario), y le estoy llamando por parte de la escuela (nombre de la escuela).

Estamos preocupados que su (hijo / hija) no regresó a la escuela para el año. ¿(Nombre del alumno) está matriculado en otra escuela?

Sí: ¿A qué escuela está asistiendo? Tome la mayor cantidad de información posible, como ser: nombre de la escuela, ciudad, estado.

No: ¿Hay alguna manera en la que podamos apoyarle para que (nombre del alumno) vuelva a la escuela en ECISD? ¿Podemos hacer una cita para que alguien pueda hablar con usted para reinscribirlo(a)?

Escuela en casa o escuela en línea: Pida a los padres que llenen la forma de Garantía de Educar en Casa (incluya la fecha en que comenzaron clases).

Muchas gracias por su tiempo, que tenga un buen día.

Hablando con Contactos de Emergencia

Hola, muy buenas (tardes, días), le estoy llamando de ECISD. ¿Puedo hablar con (nombre de persona en la lista)? Mi nombre es (nombre del voluntario), y le estoy llamando por parte de la escuela (nombre de la escuela).

Estamos trabajando para ubicar los alumnos que no han regresado a la escuela. ¿Puede ayudarme? Solo serán pocas preguntas.

¿Conoce usted a (nombre del alumno o del padre)? En nuestros registros, usted aparece como contacto de emergencia para (nombre del alumno).

Si: Nos gustaría poder hablar con los padres de (nombre del alumno) para saber en qué escuela se encuentra matriculado. ¿Cuál es la mejor manera de contactar a sus padres?

Persona provee información:

Tome toda la información que el contacto quiera proveerle. Asegúrese que le provean números de teléfono, correo electrónico, o domicilios que la persona conozca.

Persona no provee información:

Por favor indíqueme a la persona que es importante que los padres del alumno se comuniquen con la escuela para hablar sobre el alumno. Proveer números de contacto. Queremos que (nombre del alumno) tenga éxito.

No: Finalice la llamada.

¡Muchas gracias por su tiempo! ¡Que tenga un lindo día

Visiting Families at their Homes

Safety Protocols

Review safety protocols: [Operation Welcome Back Safety Protocols](#)

Strategize Locations - Use [Google Maps](#) or another map program to map out addresses, and group students based on housing locations. This is very important, because students in Ector County ISD may not live close to their neighborhood school.

Strategize Groups - Work in groups of two or more, and create groups based on your population. If possible, travel with at least one Spanish bilingual person in each group or call the COC (432) 456-8569 for a Spanish bilingual translator.

Identify Yourself - Make sure to show your badge. Follow [Operation Welcome Back Home Visit Safety Protocol](#). Work in groups to visit the last known address of the student to confirm information about the student's education status. Use the [Operation Welcome Back Team Home Visit Form](#) to write down any information about a new education setting.

Use Open Body Language - Remember that our goal is to invite students back, let us invite them with a smile. Limit arm crossing or standing directly in front of or over someone.

Stay pleasant. Speak clearly. Be direct.

Listen to Concerns and Stay Positive - The family or student may have had a bad experience with ECISD. If they have concerns, listen and then restate the goal of the visit. If they have further concerns offer the family an opportunity to meet with a counselor, administrator, or provide the number to COC 456-8569.

Offer Help - The student and or family may not be in the best position to attend school. Offer the opportunity to schedule a meeting with the best campus resource (counselor or administrator), or the number to another resource for other supports. Share [Operation Welcome Back Resource Contacts](#) **update this link** when appropriate.

Home Visit Safety Protocol

1. ALL home visits will be made using the ECISD Suburban. Exceptions must be approved by supervisor.
2. The COC police radio must be taken on each home visit. Upon arrival to the address the COC staff must radio dispatch and give their location/address. During home visit staff must listen for radio correspondence. Upon leaving the address COC must radio dispatch and let them know they are "10-8" or back in service. Exceptions must be approved by supervisor.
3. Staff making the home visit will park so the ECISD writing on the Suburban is clearly visible to the house being visited. Staff must not park in a client's driveway or in a secluded area. Staff should park on streets where the Suburban is visible to others.
4. Staff should make home visits in pairs when possible.
5. Upon exiting the vehicle staff should be paying close attention to any safety hazards including animals.
6. Staff should walk confidently and be vigilant of surroundings for evidence of danger.
7. Staff should be listening for any audible signs of danger including yelling, domestic violence or other sounds.
8. Staff should not stop at the home if there are any signs of danger or if the staff do not feel safe. Staff should listen to their gut instincts when they are fearful.
9. Staff should not stop at the home if there are multiple people gathered at the address.
10. Staff should conduct the home visit on the front porch or in the front yard.
11. Staff should never go to a secluded area to access a house.
12. Staff should not enter a gated house unless the resident directs them to come in the gate. Staff should never enter if there are no trespassing signs or danger signs.
13. Staff should not accept drinks or food during home visits.
14. Staff should keep the police radio close at hand and should call immediately if they are in danger.
15. Staff should leave if the client displays anger or if the situation becomes dangerous.
16. Staff should stay several arms lengths away from client at all times.
17. Staff should always have a clear exit path behind them.
18. Staff should be constantly aware of their surroundings especially if they change.
19. Staff should keep the car keys readily accessible at all times.
20. Staff should refrain from wearing high heels or other shoes that prevent them from running.
21. Staff should not wear jewelry that can be grabbed.
22. Staff should use their metal clip board in emergencies.
23. Staff should not make home visits if there are confederate or Texas flags or other signage that might indicate extreme views.

Enrollment Process

Data Clerks/Registrars

Inform the appropriate assistant principal when students with special circumstances enroll.

Administrators

Interview the family and/or student to determine specific needs and restrictions. This may include discussion of attendance contracts to gain credit for courses.

Drop Out Intervention Prevention Specialists (DOIP)(OHS & PHS)

Take student to meet the Drop Out Intervention Prevention Specialist (DOIP) who can provide assistance throughout the year when difficulties arise for the student. The DOIP will be a caring contact point for the student.

Counselors

Review the student's records and/or transcript to determine remaining graduation requirements. Review for any barriers and provide mental health concerns.

ALTERNATIVE EDUCATION PROGRAMS within ECISD

Ector Acceleration Academies (EAA) Flexible program for students who need to go at different hours. **(432) 286-7751**

ECISD Community Outreach Center Grad Labs Flexible program for students who are juniors or seniors who have passed 3 or more EOC's and who are identified as McKinney Vento homeless or current or former English Learners. Students must be referred to and approved by campus principals. Students attend in person. 456-8569

GED PROGRAMS

Cory Learning Center

GED and pre-GED programs for clients age 17 and up Catholic Charities Community Services Odessa, Inc. 2500 Andrews Hwy 432-332-1387

Odessa College

OC's Adult Basic Education program offers preparation classes for GED at no charge. 201 W. University Ave, Deadrick Hall Room 106, (432) 335-6380

GED Practice Test: <https://www.testpreptoolkit.com/free-ged-practice-tests/>

Job Corp

Job Corp is a free education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep a good job. For eligible young people at least 16-24 years of age that qualify as low income.

1-800-733-5627

Texas Challenge Academy

The Texas Challenge Academy (TCA) is a volunteer program for 16 to 18 year-old teens. TCA is an accredited high school through a partnership with the Rice Consolidated Independent School District in Eagle Lake, Texas. Cadets will work towards high school credit recovery, obtaining their G.E.D., and in some cases, Cadets may qualify to earn a high school diploma. 1-877-822-0050

ONLINE HIGH SCHOOLS

K-12

Free online school for grades K-12. Students can communicate with their teacher via online classroom, email, and phone 866-968-7512

Orion High School

Accredited private digital learning school for grades K-12 and adults. Offers full time continuous enrollment for teens, adults, credit-transfer and credit-recovery programs. 432-219-6166 OR 1-877-647-1337

Penn Foster High School

Tuition with payment plans 1-888-427-6200

Texas Connections Academy

Free online virtual school - 3-12th grade. 1-800-382-6010

OTHER SCHOOL OPTIONS:

Premier High School

Individual education approach that is not offered by traditional schools
1801 N. Lee Ave., Odessa 432-305-0095

Compass Academy Charter School

K-11th grade - 5530 Billy Hext Rd., Odessa 432-272-1836

Harmony Science

K-8th grade 2755 N. Grandview Ave 432-363-6000

Richard Milburn Academy

Free public school designed for students who have had trouble in a traditional school setting. 2419 N. County Rd. W. #100, Odessa 432-614-1859

For help call:

ECISD COMMUNITY OUTREACH CENTER (COC)

301 E. Clements 456-8569

Or

OHS - Crystal Rayos 456-8562

PHS - Niki Prann 456-8723

LEAVER CODES**ACCEPTABLE**

01 Graduate	Transcript with seal or GED Certificate
85 Grad outside TX, Returned, Left	
86 Completed GED outside TX	
90 Graduated under Interstate Compact for Military Children	
24 Enroll in College, pursue degree (associate or bachelors)	enrollment document showing full-time enrollment (transcript request, verification from college, verification letter from parent/student)
60 Home school	Signed verification from the parent guardian (ex: Home School Letter of Assurance)
66 Removed by CPS	Due process documentation signed by CPS officer
81 Private School	Record request or verification of enrollment
82 Public School outside Texas	
87 TT or UT University HS	Record or transcript request or verification of enrollment
78 Expelled, cannot return – due process supporting documentation	Documentation of due process of expulsion (ex: Expulsion letter, email regarding expulsion)
83 Administrative Withdrawal	Due process supporting WD – RARELY USED
Not a Resident, Falsify enrollment	

84 ACADEMIC PERFORMANCE

USED WHEN WITHDRAWING STUDENTS DUE TO EXCESSIVE ABSENCES. 10 OR MORE CONSECUTIVE DAYS

03 Died

Obituary, funeral program, written or oral statement from parent/guardian

16 Home country

Written or oral statement of intent from parent/guardian, oral statement from adult with knowledge of whereabouts (i.e., neighbor, relative)

88 Court Ordered GED

Copy of court order stating student has been ordered to enter GED program

89 Incarcerated in state jail or federal penitentiary

Oral or written notification from law enforcement agency

98 Other (Reasons Unknown)

Any documentation or communication regarding efforts to locate the student

***ALL ECSD withdrawal codes will be a 98 leaver code**

MOVER CODES

ACCEPTABLE

21 Official Transfer other TX District

Record request or verification of enrollment, TREX

30 Enter Health Care Facility

80 Enroll in another TX school

***21 is only for transfers outside district of residence.**

31 GED

GED certificate or GED website

ON GOING DROP OUT RECOVERY - CURRENT YEAR'S DROPOUTS NEXT YEAR'S PEIMS

The campus drop out list is included in the Weekly Attendance and Drop Out Report. Campus principals should review the list weekly and ensure campus recovery efforts are systematically being applied weekly.

Registrar – enter leaver codes in FOCUS. Do not use code 83. Follow Information Systems process for leaver coding. Monitor non dropout leavers to ensure a records request is received within 2 weeks. If no records request is received, change the leaver code to 84 so the student will go onto the drop out list.

Counselors and Assistant Principals – identify students who are at risk of dropping out. Provide counseling and guidance to prevent dropout. Monitor credit accrual and graduation plans. For students who are about to drop out consider lowering the graduation plan. Utilize Optional Flexible School Day program if available at the campus. Contact Ector Acceleration Academies @ 286-7751. Contact Edward Gallegos or Scott Randolph if the student is a candidate for the COC Grad Lab program. The ideal student for the COC is a student who is a junior or senior with 3 or more EOC's passed. The students should be identified as McKinney Vento Homeless, or a current or former Emergent Bilingual. Students must be approved by the campus principal.

Principal – monitor your drop out list on a weekly basis. Ensure your staff are talking with dropouts and are documenting their interventions in the Eduphoria Truancy Contact form. Ensure your campus is systematically providing Truancy Prevention Measures Contracts for all students.

Special Population Directors – Monitor the drop out list on a weekly basis for your special population. Have your staff contact those students on the drop out list and try to remove barriers to enrollment.

COC Weekly Documented Intervention Schedule by Staff
2023-2024

1. COC based Social Workers and Social Service Specialists: 10 U/X on AL and those on the drop out list for assigned campuses excluding MV students (Gracie Quintela, Katarina Garcia, Xenia Chambers, Jalisia Coney, Wendy Duran, Cristina Dominguez, Travis Cress) Follow SAMS Meeting Protocol
2. Campus Based Social Workers: 10 U/X on AL for assigned campuses for MV student section of Alpha differentiated from campus MVG Grant Homeless Specialist, All Social Work, OSP case management for Corrals 1-4 (Elizabeth) M2& G Den excluding MV EB (Shawana) (Elizabeth Aranda & Shawana Glenn)
3. Drop Out Specialists: 10 U/X on AL and those on the drop out list for assigned campuses excluding LEP-1, ESL-3, MV, Military, Foster Care and SPED. Exclude students at COC Grad Labs. 8 completed contracts per week. (Crystal Rayos & Niki Prann)
4. COC based Homeless Specialist: 10 U/X on AL and those on the drop out list for MV for all campuses including COC Grad Labs, excluding OHS, PHS and middle schools. (Gary Fierro)
5. BE/ESL Specialist: 10 U/X on AL and those on the drop out list for secondary LEP-1, ESL-3 including COC Grad Lab EB. (Edward Gallegos)
6. COC Grad Lab Teacher: 10U/X on AL and those on the drop out list for all Military, Foster Care & Sped and COC Grad Lab AR drop outs excluding MV and EB. (Amy Herndon)
7. MVG Grant MS staff: 5 UX on the AL and those on the drop out list for MS MV students (Stacy Roman, Jeremiah Gonzalez, Rachel Flores & Deborah Tavarez)
8. MVG Grant HS staff: 10 UX on the AL and those MV on the drop out list for students from assigned dens/corrals. OSP Case management for assigned corrals and dens. All MV intakes and all MV on drop out list. (Audrey Garcia - Corrals 5-8 & Yesenia Villanueva - Panther Den and M1 and all MV EB)

ON THE ABOVE ON THE AL, EXCLUDE those with: 1. Comments 2. Non-Drop Out Leaver Code 3. Date in the COC Int Column,

COC staff need to make at least 4 documented interventions for their threshold. These attempts must be documented in Eduphoria on the Truancy Contact Form (and on the Google Sheet for MVG Grant staff), or on the COCAT if it is only an attempt.

The 4 documented attempts need to include in this order:

1. Schoolstatus message to all parents for your campuses that have ___ absences:

"Hello my name is _____ with ECISD and I am worried that <child's name> is missing too much school. Please call me or reply to this text so we can talk about <child's name>'s attendance. I am here to help."

2. Telephone attempts to phone number and emergency contacts if no response from Schoolstatus text within 24 hours.

3. School Attendance Meeting (SAMS) meeting intervention (for COC based Social Workers and Social Service specialists)

4. Home Visit.



456-8569