



# Fact Sheet for Attendance for Credit

According to Texas state law, each student in kindergarten to grade 12 must be in attendance 90% of the days the class is offered. The implementation of the Attendance for Credit Program is to ensure that all students are in attendance 90 percent of the time a class is offered to certify successful accrual of credit or final grade.

Students with excessive absences may have the opportunity to regain credit or final grade for their classes by completing a principal's plan.

## ELIGIBILITY

Students in attendance at least 75% but less than 90% of the days a class is offered. Earn a passing grade in the class having excessive absences.

## PRINCIPAL'S PLAN

A student who is in attendance for at least 75% but less than 90% of the days a class is offered may be given credit or a final grade if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. However, a student under the jurisdiction of a court in a criminal or juvenile justice proceeding may not receive credit or a final grade without the consent of the judge presiding over the student's case.

### Plan requirements include:

- A written plan that is course specific.
- Academic seat time (determined by each campus).
- Students are not required to spend a certain amount of time equal to time missed during regular school hours.
- Failure to participate in the principal's plan results in denial of grade (retention) for elementary/middle school students and denial of credit for high school students.

## LETTER DISTRIBUTION

**Warning Letters:** When the student reaches 5% of the days any class is offered, notification will be sent to the parent or guardian.

**Violation Letters:** When the student reaches 10% percent of the days any class is offered, notification will be sent to the parent or guardian that their child may lose credit or grade for the course due to low attendance. However, the student may be eligible to participate in the principal's plan.

**Reminder Letters (elementary and middle):** Distributed at the 27th absence.

## RESTORATION OF CREDIT OR FINAL GRADE

The Attendance Review Committee will review all documents for approval. Students will need 90% attendance rate, course-specific work for academic seat time, and a passing grade of 70% or above in each class. An administrator's signature is required for final approval for student participation in the principal's plan. The building principal's signature is required for final restoration of credit or final grade.

## **ATTENDANCE FOR CREDIT ELEMENTS**

### **Attendance Committee**

- Majority of members are teachers.
- Meets three times per semester.
- Documents all meetings.
- Ensures that all eligible students are monitored.

### **Principal's Plan**

- Opportunities to restore credit or final grade outside of normal school hours.
- Students do not serve “time for time.”

### **Petitions**

- Student eligibility determined with extenuating circumstances, absences resulting in less than 75% attendance, or request for additional time to complete principal's plan academic seat-time.
- Petitions due 30 days after the last day of school (elementary/middle school) and after last day of each semester (high school).

### **Denial/Restoration**

- Students who fail to make up academic seat time are denied credit or final grade.
- Students are not eligible for summer school, Evening Academy or Reconnection in the same school year.
- Restoration of credit or final grade requires the final approval of the campus principal.

### **Documentation and Storage**

- Documentation is to be maintained for all eligible students.
- Documents are to be securely maintained and made available for checks and reviews by central or state compliance staff.

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