

ATTENDANCE:  
COMPULSORY ATTENDANCE

FEA (REGULATION)  
(EXHIBIT)

The following pages contain exhibits related to compulsory attendance:

- Exhibit A: Compulsory Attendance Notification Letter
- Exhibit B: Attendance Procedures
- Exhibit C: Attendance and Truancy Process
- Exhibit D: Student/Parent Warning Notification for Three or More Absences without Excuse in a Four-Week Period
- Exhibit E: Secondary Student Attendance Improvement Plan
- Exhibit F: Elementary Student Attendance Improvement Plan
- Exhibit G: Campus Attendance and Truancy Prevention Measures
- Exhibit H: Student/Parent Notification of Excessive Absences for Personal Illness
- Exhibit I: Warning Letter for Attendance Enforcement for Students Age 19 or Older
- Exhibit J: Letter of Assurance of Home Schooling
- Exhibit K: Student/Parent Attendance Warning Notification (7 Absences in 6 Months)
- Exhibit L: Student/Parent Truancy Referral Warning Notification (10 Absences in 6 Months)
- Exhibit M: Physician Certification of Serious or Life-Threatening Illness

ATTENDANCE:  
COMPULSORY ATTENDANCE

FEA (REGULATION)  
(EXHIBIT)

EXHIBIT A

## Compulsory Attendance Notification Letter (Sample)

(Insert Date)

Dear (Insert School Name) Parents/Guardians,

(Insert School Name) recognizes the value and importance of school attendance and looks forward to educating your child(ren) during the (Insert School Year) school year. Our campus and school district have been working to revise attendance procedures so that communication is increased and assistance is given to any family with chronic unexcused absences. As part of our ongoing communication, this letter provides legally-required annual notification of consequences for failure to attend school.

If a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year, the parent/guardian may be subject to criminal prosecution and the student may be referred to a truancy court for truant conduct.

Specifically, (Insert School Name) will enforce the Texas compulsory attendance laws as follows:

- Automated phone calls will be placed to parents or guardians notifying them when a student has been marked absent. It is the parent's or guardian's responsibility to ensure that he/she provides current and up to date contact information to the school.
- A student will be issued a warning notice when attendance records reflect that the student has absences without an excuse on three days or parts of days in a four-week period. Further, the parent/guardian will receive a request to attend a conference with the student for the purpose of addressing truancy prevention measures for students who exhibit attendance issues in order to improve the student's overall attendance. (*Texas Education Code 25.087 & 25.0915*)
- If a student fails to attend school without an excuse on 10 or more days or parts of days within a six-month period in the same school year and those absences have been verified by the campus as unexcused, students 12 and older may be referred to the prosecutor of the truancy court. At this point, the court could also file a criminal complaint against parents who contribute to the nonattendance of their child, regardless of their child's age. (*Texas Education Code 25.093*)

Please refer to the District's (Insert Year) Student Handbook and Code of Conduct (Insert link to the Student Handbook and Code of Conduct) for additional information. Should you or your student need special assistance, experience extenuating circumstances, or have questions beyond the campus level, you may contact the Executive Director of (Insert Elementary or Secondary) Education at (Insert phone #).

Your child's presence in school is a strong indicator of his/her future success. We encourage regular attendance and look forward to a successful school year with your child.

Sincerely,

(Insert signature)

(Type Name)  
Principal, (Insert School Name)

Cc: Campus Administrator

ATTENDANCE:  
COMPULSORY ATTENDANCE

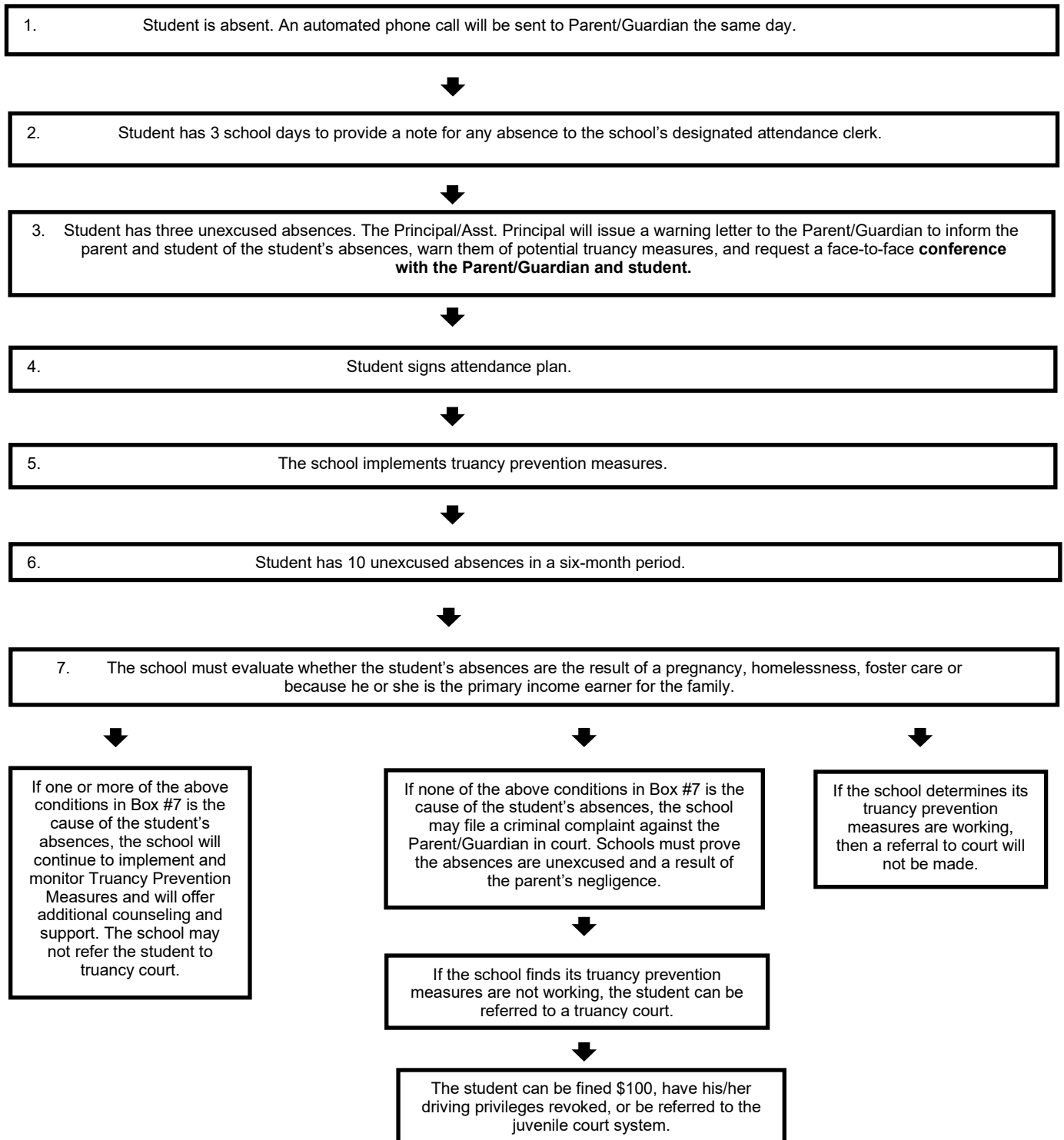
FEA (REGULATION)  
(EXHIBIT)

EXHIBIT B

## Attendance Procedures

1. Upon any student absence, an **automated phone call** will go to the parent/guardian the same day.
2. Upon the student's return, he or she will have **three school days to provide a note of excuse for any absence** to the school's attendance clerk. [See Board Policy FEA(LEGAL) for a list of approved absences.]
3. Upon the **third unexcused absence in a four-week period**, a **Truancy Warning and Request for Conference Letter** will be emailed to the parent at the email address on record with the school, and Truancy Prevention Measures will be implemented by the campus principal or assistant principal.
4. If a student accrues ten unexcused absences in a six-month period, and the school determines the truancy prevention measures are not working, a truancy referral will be sent to the appropriate authority, unless the student is eligible for one of the four exceptions under the law.

## Attendance and Truancy Process



ATTENDANCE:  
COMPULSORY ATTENDANCE

FEA (REGULATION)  
(EXHIBIT)

EXHIBIT D

## Student/Parent Warning Notification of Three or More Absences without Excuse in a Four-Week Period

Date of Notice			
Student's Name	Last	First	Middle
Grade Level	Campus		

TO THE PARENTS OF THE ABOVE-NAMED STUDENT:

The purpose of this warning notice is to inform you that your child's attendance records (see attached) indicate that he/she has been absent three (3) days or parts of days within a four-week period. According to Texas Education Code 25.095, the District is required to notify a student's parent if the student has been absent from school, without excuse, on three (3) days or parts of days within a four-week period, and that:

1. State law holds parents accountable for monitoring a student's school attendance and for requiring a student to attend school;
2. The student is subject to truancy prevention measures under TEC 25.0915; and
3. A parent is subject to prosecution and a fine under TEC 25.093 if a student fails to attend school without a legitimate excuse.

The statute further directs the school to request a conference between school officials and the parent to discuss the absences and truancy prevention measures. Please contact your child's assistant principal to schedule a conference.

When your student is absent, you need to contact the school each day by phone, emailing your campus attendance clerk, or submitting the digital form. The parent must provide written notification no later than 3 school days of returning to school. The note should include the student information (name, grade, school ID#), parent information (name and contact information), the date(s) of absence and reason for the absence. The Code of Conduct will be used to determine if the absence will be excused or unexcused.

**Please review the attached attendance record and notify me of any discrepancies within five (5) school days of the date of this letter.** Future absences will be monitored, and a referral to the court will be made if unexcused absences continue to occur. It is the school's hope that by making you aware of the laws regarding compulsory attendance, you will take the actions necessary to help your child avoid any unexcused absences in the future.

Sincerely,

<Assistant Principal Name>

<School Name>

<Main Campus Number

Cc: Campus Administrator

ATTENDANCE:  
COMPULSORY ATTENDANCE

FEA (REGULATION)  
(EXHIBIT)

EXHIBIT E

## Secondary Student Attendance Improvement Plan

*Student Information – PLEASE PRINT*

<b>First Name:</b> _____	<b>Last Name:</b> _____
<b>Birthdate:</b> _____	<b>Student ID:</b> _____
<b>School/Campus:</b> _____	

*At NISD, we are committed to ensuring that each student acquires the knowledge, skills and character necessary to become a productive adult. In order to achieve that goal, you must attend school regularly. Regular school attendance is essential for you to make the most of your education; therefore, you should make every effort to avoid unnecessary absences.*

**Please read and initial each statement below:**

- \_\_\_\_\_ I will arrive daily to school on time.
- \_\_\_\_\_ I will get to all class periods on time.
- \_\_\_\_\_ I will manage my passing time wisely.
- \_\_\_\_\_ I will maintain regular school attendance.
- \_\_\_\_\_ I will reduce the number of future unexcused absences.
- \_\_\_\_\_ I will submit all valid excuse notes to the Attendance Clerk at my school within 3 days of any absence.

**Further absences may result in one or more of the following actions:**

- \_\_\_\_\_ Referrals to Communities in Schools, and/or meeting with the Truancy Intervention Counselor.
- \_\_\_\_\_ Referrals to community services such as individual/family counseling and or parenting courses.
- \_\_\_\_\_ Referral to truancy court for 10 or more whole or part day unexcused absences in a six-month period.

_____	_____
Student Signature	Date
_____	_____
Parent Signature	Date
_____	_____
Student Attendance Specialist	Date
_____	
Date Plan Expires (not to exceed 45 days)	

Cc: Campus Administrator

ATTENDANCE:  
COMPULSORY ATTENDANCE

FEA (REGULATION)  
(EXHIBIT)

EXHIBIT F

## Elementary Student Attendance Improvement Plan

*Student Information – PLEASE PRINT*

<b>First Name:</b> _____	<b>Last Name:</b> _____
<b>Birthdate:</b> _____	<b>Student ID:</b> _____
<b>School/Campus:</b> _____	

*At NISD, we are committed to ensuring that each student acquires the knowledge, skills and character necessary to become a productive adult. In order to achieve that goal, you must attend school regularly. Regular school attendance is essential for a child to make the most of his or her education; therefore, you should make every effort to avoid unnecessary absences. Family vacations should be scheduled during calendar breaks, not during required school days.*

**Please read and initial each statement below:**

- \_\_\_\_\_ My child will maintain regular school attendance.
- \_\_\_\_\_ My child will reduce the number of future unexcused absences.
- \_\_\_\_\_ My child will submit all valid excuse notes to the Attendance Clerk at my school within 3 days of any absence.

**Further absences may result in one or more of the following actions:**

- \_\_\_\_\_ Referrals to in-school services such as life skills classes, Communities in Schools, on-line parenting education, and/or meeting with the Truancy Intervention Counselor.
- \_\_\_\_\_ Referrals to community services such as individual/family counseling and or parenting courses.
- \_\_\_\_\_ Referral to truancy court for 10 or more whole or part day unexcused absences in a six-month period.

**Initial at least three possible strategies to reach my child's attendance goals:**

- \_\_\_\_\_ I will talk to my child about how going to school every day will help them do well in school and achieve his/her hopes and dreams.
- \_\_\_\_\_ I will keep an attendance chart at home. At the end of the week, I will recognize my child for attending school every day with \_\_\_\_\_ (i.e. a visit to the park, a new book, a break from doing chores, a special treat).
- \_\_\_\_\_ I will make sure my child is in bed by \_\_\_\_\_ p.m.
- \_\_\_\_\_ If my child complains of a stomach ache or headache, and medical concerns have been ruled out, I will send him/her to school and call \_\_\_\_\_ (nurse/teacher) so that he/she can check in with my child during the day.
- \_\_\_\_\_ If my child has a cold but no fever (less than 100 degrees), I will send him/her to school.
- \_\_\_\_\_ If I don't have a thermometer, I will purchase or borrow one.
- \_\_\_\_\_ I will find a relative, friend, or neighbor who can take my child to school if I can't make it.
- \_\_\_\_\_ If my child is absent, I will contact his/her teacher to find out what he/she missed.
- \_\_\_\_\_ I will set up medical and dental appointments for weekdays after school when possible.

**Additional strategies:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Current Attendance Information:**

- My child has been absent \_\_\_\_\_ days this school year

In order to be granted credit or a final grade for a course or be promoted to next grade level, a student in any grade

ATTENDANCE:  
COMPULSORY ATTENDANCE

FEA (REGULATION)  
(EXHIBIT)

level from kindergarten through grade 12 must attend at least 90% of the days the class is offered.

If a student is in attendance for a course at least 75% but less than 90% of the days a class is offered, the student may be given an opportunity to regain credit by completing a plan approved by the principal that provides for the student to meet the instructional requirements of the class.

_____	_____
Student Signature	Date
_____	_____
Parent Signature	Date

Cc: Campus Administrator



ATTENDANCE:  
COMPULSORY ATTENDANCE

FEA (REGULATION)  
(EXHIBIT)

EXHIBIT G

## Campus Attendance and Truancy Prevention Measures

CAMPUS/STUDENT INFORMATION

CAMPUS: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_

**Truancy Prevention Measures (check all that apply)**

- Automated call out to parent/guardian Date: \_\_\_\_\_
- Warning Letter sent, along with a request for a conference Date: \_\_\_\_\_
- Administrator conference with parent; and, Date: \_\_\_\_\_
- With student: Date: \_\_\_\_\_
  - State Laws, policies, and procedures reviewed
  - Student/Parent Handbook reviewed
  - Barriers and remedies reviewed
  - Family Access reviewed
  - Student Attendance Improvement Plan presented for signature
- Group counseling: if referred for one of four factors: Pregnancy, foster care, homeless, or income earner Date: \_\_\_\_\_
- Initiated Truancy Prevention Measures
  - Initiated Behavior Improvement Plan Date: \_\_\_\_\_
  - Initiated school-based community service Date: \_\_\_\_\_
  - Referral to campus support/resources (Truancy Counselor, Social Worker, Drop-out Preventionists, etc.) Date: \_\_\_\_\_
  - Saturday Detention Date: \_\_\_\_\_
- Parent Education Date: \_\_\_\_\_
- Referral to outside agencies Date: \_\_\_\_\_
- Home visit Date: \_\_\_\_\_
- \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_\_\_ Date: \_\_\_\_\_

**Mandatory for cases referred to court (TEC §25.0915)**

This statement certifies that the school applied the truancy prevention measures listed above to the student; and the truancy prevention measures failed to meaningfully address the student's school attendance.

The student receives Special Education services  Yes  No

\_\_\_\_\_  
Campus Administrator (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Cc: Campus Administrator

ATTENDANCE:  
COMPULSORY ATTENDANCE

FEA (REGULATION)  
(EXHIBIT)

EXHIBIT H

## Student/Parent Notification of Excessive Absences For Personal Illness

Date of Notice					
Student's Name	Last	First	Middle	Grade Level	Campus

TO THE PARENTS OF THE ABOVE-NAMED STUDENT:

The purpose of this notification is to advise you that your child has an excessive number of absences for personal illness, as defined in Board policy FEC (LOCAL), in one or more of his/her classes as noted on the attached attendance record.

When a student's absence for personal illness exceeds five (5) consecutive days, or a total of six (6) absences, whole or part day in a school year, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's absence from school. Campus attendance records indicate that your son/daughter has excessive absences for personal illness without documentation from a physician or health clinic. For the remainder of this school year, future absences or late arrivals by your child must be accompanied by a statement from a physician or health clinic verifying the child was seen or the school health coordinator can be contacted to determine whether the nature of the illness will be considered excused. Failure to do so will result in the student receiving an unexcused absence. In order to receive an excused absence for any unusual circumstances, you must request and receive prior approval from the campus principal.

Texas State law requires students to attend school for the entire day on each day that instruction is provided (compulsory attendance). If a student fails to attend school without an excuse on 10 or more days or parts of days within a six-month period in the same school year and those absences have been verified by the campus as unexcused, students 12 and older may be referred to the prosecutor of the truancy court. At that point, the court could also file a criminal complaint against parents who contribute to the nonattendance of their child, regardless of their child's age. (*Texas Education Code 25.093*)

**Please review the attached attendance record and notify me of any discrepancies within five (5) school days of the date of this letter.** It is the school's hope that by making you aware of the laws regarding compulsory attendance, you will take the actions necessary to help your child avoid any unexcused absences in the future.

Sincerely,

Administrator's Signature	Phone Number
---------------------------	--------------

Cc: Campus Administrator

ATTENDANCE:  
COMPULSORY ATTENDANCE

FEA (REGULATION)  
(EXHIBIT)

EXHIBIT I

## Warning Letter for Attendance Enforcement for Students Age 19 or Older

Date of Notice					
Student's Name	Last	First	Middle	Grade Level	Campus

***If a student who is voluntarily attending school after age 19 has failed to attend school without excuse for three or more days or parts of days within a four-week period, the District must send a warning letter stating that the student's enrollment may be revoked if the student has more than five unexcused absences in one semester. The District cannot revoke the enrollment of a student age 19 or older on a day that the student is physically present in school. As an alternative to revocation, the District may impose a behavior improvement plan.***

As required by law, this letter is to notify you of the consequences of failing to attend school. You have been absent from school without an acceptable excuse on three days or parts of days within a four-week period. The dates of these absences during the period \_\_\_\_\_ (starting date) to \_\_\_\_\_ (ending date) were \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ (dates).

Regular school attendance is vital to your educational success. Your enrollment may be revoked for the remainder of the school year if you have more than five unexcused absences in a semester.

I would like to schedule a conference with you as soon as possible to discuss your absences and prevention measures.

At your earliest convenience, please call my office at \_\_\_\_\_ (telephone number) so that we can arrange a meeting.

Sincerely,

Administrator's Signature	Phone Number
---------------------------	--------------

Cc: Campus Administrator

ATTENDANCE:  
COMPULSORY ATTENDANCE

FEA (REGULATION)  
(EXHIBIT)

EXHIBIT J

### Letter of Assurance of Home Schooling

I have received the Home School Information Letter prepared by the Texas Education Agency (TEA). I understand that, even though TEA does not prohibit home schooling, students that are home schooled will not be awarded a diploma by the State of Texas. I also understand that, if a home school student seeks admission to a public school, grade placement and/or award of credit will be based on policies and procedures dictated by the individual school district.

My child/children listed below will not be attending school at \_\_\_\_\_,  
*(Name of school campus)*  
as I will provide home school instruction that meets the requirements of the basic education goals of reading, spelling, grammar, mathematics, and student of good citizenship, as outlined in the decision of *TEA v. Leeper*, 893 S.W.2d 432 (Tex. 1994).

*Name of Home School Curriculum used:*

\*Please list each student's name:


<i>Date Instruction Began:</i>	
<i>Print Parent's Name:</i>	<i>Parent's Signature:</i>
<i>Home Address:</i>	<i>City:</i> <i>Zip:</i>
<i>Telephone:</i>	<i>Date:</i>

Cc: Campus Administrator

ATTENDANCE:  
COMPULSORY ATTENDANCE

FEA (REGULATION)  
(EXHIBIT)

EXHIBIT K

## Student/Parent Attendance Warning Notification

Dear Parent or Guardian of (*Student Name*)

Student ID# (*Student ID*)

Attendance is an essential part of your student's academic success. This letter is to inform you that (*Student Name*) has seven or more unexcused absences in a six-month period. At 10 or more absences, cases will be referred to Truancy Court.

### TRUANCY CASES FILED AGAINST PARENTS AND STUDENTS

In 2015, the 84<sup>th</sup> Texas Legislature changed Truancy from a **CRIMINAL** offense to a **CIVIL** offense for **students only**. Parents may be prosecuted under criminal law in connection with a student's failure to attend school. However, students will still receive consequences that include court costs, community service, attending campus tutorials, loss of driving privileges, mandatory counseling, and participation in certain family activities. A student is considered truant when 10 or more **UNEXCUSED** days or parts of days have occurred in a 6-month period of time.

A campus only has to make a "good faith effort" to contact parents. A case is not dismissed because a parent neglected to provide the school correct/updated information or refused to cooperate in the intervention process.

### BOTH WHOLE AND PARTS OF A DAY ARE COUNTED.

Whether students have unexcused absences for **part** of the day **or** the **whole day**, 10 unexcused absences may lead to a court case. Being late to school (10 minutes or more) or class **may** lead to a partial day absence.

### REQUIRED ATTENDANCE

Students who have not graduated are **required** by law (Education Code 25.085) to **attend school until the age of 19**.

Remember that a **phone call is not enough** to excuse an absence.

When your student is absent, you need to contact the school each day by phone, emailing your campus attendance clerk, or submitting the digital form. The parent must provide written notification no later than 3 school days of returning to school. The note should include the student information (name, grade, and school ID #), parent information (name and contact information), the date(s) of absence and reason for the absence. The Code of Conduct will be used to determine if the absence will be excused or unexcused.

Sincerely,

(Insert signature)

(Type Name)

Principal, (Insert School Name)

ATTENDANCE:  
COMPULSORY ATTENDANCE

FEA (REGULATION)  
(EXHIBIT)

EXHIBIT L

## Student/Parent Truancy Referral Warning Notification

Dear Parent or Guardian of *(Student Name)*

Student ID# *(Student ID)*

Attendance is an essential part of your student's academic success. This letter is to inform you that *(Student Name)* has been absent on 10 or more days or parts of days in a six-month period. These absences are a violation of the Texas State Compulsory Attendance Law, Texas Education Code § 25.085.

As a result of your child's violation of the attendance law, a referral for court proceedings against the parent/guardian has been filed. A hearing date will be set by the court, and official documentation concerning the hearing date and time will be mailed.

Your child's attendance in school is immediately required.

If you have any questions about specific absences, please call your school attendance office *(insert school number)*. For questions about truancy and the filing process, contact your child's Assistant Principal.

Please see below on ways your case may be dismissed and contact the District Truancy Counselor to make arrangements at [817-698-1322](tel:817-698-1322).

- Complete on-line parent education course provided by the district.
- Complete parenting classes in the community.
- Participate in counseling (individual or family) of your choosing. Free and low cost referrals available upon request.

Sincerely,

(Insert signature)


(Type Name)  
Principal, (Insert School Name)

ATTENDANCE:  
COMPULSORY ATTENDANCE

FEA (REGULATION)  
(EXHIBIT)

EXHIBIT M

### Physician Certification of Serious or Life-Threatening Illness

		Northwest Independent School District <b>Physician Certification of Serious or Life-Threatening Illness</b>	
Texas Education Code 25.087 (b) A school district shall excuse a student from attending school for: 3. an absence resulting from a serious or life-threatening illness or related treatment that makes the student's attendance infeasible if the student or the student's parent or guardian provides a certification from a physician licensed to practice medicine in this state specifying the student's illness and the anticipated period of the student's absence relating to the illness or related treatment.			
Student Name:			
Student Date of Birth:		Grade:	
Campus:			
Parent/Guardian Name:			
Parent/Guardian Contact Phone:			
Student's Illness:			
Dates below are the period of anticipated infeasibility of school attendance. Student is unable to attend school for any part of the day during this period:			
When student first became unable to attend school:		When student is anticipated to be able to return to school:	
(date)		(date)	
By signing below, I certify that the named student is experiencing a serious or life-threatening illness as specified or related treatment to that specified illness that makes attendance at school for any part of the day infeasible for the anticipated period specified. I further certify that I am licensed to practice medicine as a physician in the State of Texas.			
Physician Printed Name:		Texas Medical Board Issued License:	
Physician Signature:		Date Signed:	
Physician Office Phone Number:			