



**Wichita Falls  
Independent  
School District**

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*Attendance Office*

To All Wichita Falls Independent School District Students

Dear Parent/Guardian and Students:

This letter is to advise you that revised Texas State Compulsory Education Law requires that children between the age of six (6) and nineteen (19), if they have not yet graduated, shall attend school for the complete academic year. Section 25.085(c) also states that compulsory attendance applies to students below the age of six (6) for compulsory attendance during any period the student is voluntarily enrolled in prekindergarten or kindergarten.

State Law requires that a child's parent shall be notified if the child is absent three (3) days or parts of days within a four (4) week period. Attendance for junior high (6<sup>th</sup> – 8<sup>th</sup>) and high school (9<sup>th</sup> – 12<sup>th</sup>) is taken period by period (Zero hour thru 8<sup>th</sup> period), so every class period can be considered an absence. In elementary, students who are brought in late or picked up early can accumulate absences through minutes missed. Junior High begins at 7:45 a.m. and High School begin at 7:30 a.m. and elementary school begins at 8:20.

**This is further notification that:**

- a. It is the parent's duty to monitor the student's school attendance and require the student to attend school;
- b. The parent is subject to prosecution under State Law; and
- c. A conference is requested between a school administrator and parent to discuss any unexcused absences when they occur.
- d. All absences must be documented with a note (i.e. parent/doctor) within 72 hours of the absence. Notes for the 2024-2025 school year can be emailed to the campus attendance clerk or scanned through a smart phone to the campus.
- e. At minimum of three (3) unexcused absences, Truancy Prevention Measures will be implemented. These measures apply to all students attending public school who have three (3) or more unexcused absences according to Education code 25.0915.
- f. At 10 unexcused absences or 4,310 minutes of missed instructional time a referral to Truancy Court will be prepared and submitted to the District Attendance Office.
- g. If a student has a current chronic illness form parents must still call the school and notify them of the student's absence and send written documentation to excuse the absence.

The Texas Compulsory Attendance Law states: If a student fails to attend school without an excuse on 10 or more days or parts of days (this includes minutes from late arrivals or early releases) within a six-month period in the same school year the parent may be subject to fines and prosecution under Education Code 25.093.

Please be aware that "parent" includes a person standing in parental relation. Continued absenteeism without excuse may result in a summons to appear in court.

A person who voluntarily enrolls in school or voluntarily attends school after the person's 19<sup>th</sup> birthday shall attend school each school day for the entire period the program of instruction is offered. If a student who is 19 misses 5 consecutive days they can be withdrawn due to non-attendance.