



KELLER ISD

Attendance 101

Compulsory Attendance

- Students enrolled in KISD in PK-12 must attend school and any related instructional activities
- Attendance exemptions for which Keller ISD still receives daily funding for the student include, but are not limited to:
 - Religious holy days
 - Required court appearances
 - Appointments to obtain U.S. Citizenship
 - Taking part in a U.S. naturalization oath ceremony
 - Serving as an election clerk
 - Health-care appointments (day of appointment only & student must be at school for some part of the school day)
 - Absences due to a life-threatening illness or related treatment - must have certification from Physician
 - Students in the custody of the state
 - Military-Up to 5 days for students spending time with a parent or guardian about to be deployed, on leave, or recently returned from certain deployments
 - Students 15 years and above may have 1 day to obtain a learner's permit and 1 day to obtain their driver's license
 - Students pursuing enlistment in a branch of the U.S. Armed Services or Texas National Guard - up to four days and must have verification
 - Career investigation - Students have 2 days during their junior year and 2 days during their senior year to explore a career at a professional work place, but acceptable verification must be provided to the district
 - Students in grades 6-12 sounding "Taps" at a military honor funeral
 - School sponsored activities
- Attendance exemptions for which Keller ISD does not receive daily funding for the student include, but are not limited to:
 - Parent notes
 - Doctor notes beyond the day of the original appointment
 - Funerals
 - Suspensions

90% Rule/Course Credit

In order to receive credit for courses, PK-12 students must:

- Be present during 90% of the days the class is offered or
- Complete a plan with approval from the principal which insures the student has been present at least 75% of the time and fulfills instructional requirements. Judges for students involved in criminal or juvenile court proceedings must also approve the plan.

If a student fails to do either of these, then the student will be referred to the attendance review committee. Possible decisions of the committee include:

- Acknowledgement of extenuating medical circumstances certified by a physician & an outline of steps to regain credit
- Final grade lost due to absences
- Referral to KISD Truancy Tribunal

Truancy

Students without any documentation accompanying tardies or absences or who exceed four (4) parent notes each semester are considered truant and will be referred to the KISD Truancy Tribunal which includes:

- Court dates
- Daily sign in sheet at campus front office and with each teacher
- Considerations by the Truancy Majesty

Final Exam Exemption Policy

Both Middle and High school students must:

- Have an 85 average in the course
- Have no ISS, OSS, DAEP, or JJAEP assigned days
- Be present during the exam class period—even if exempt—or they will receive a 0 for the exam
- Be present for the full day of school during exam week unless the absence is excused

Middle Schoolers must:

- Have no more than 3 unexcused absences per High School course

High Schoolers must:

- Have no more than 3 unexcused absences in 2nd-7th periods
- Have no more than 4 unexcused absences in 1st & 8th periods

KISD Unexcused absences include:

- ABS (absence)
- PRN (parent note)
- TRU (truant)