



HUTTO ISD

Attendance & Truancy Information

Inspiring Excellence in Academics, Character and Community

Attendance Policies

- Attendance is taken daily for Elementary students (10:00 a.m.) and every period for Middle School through High School students
- Students that arrive before attendance is taken, but after the bell rings will be counted tardy. Tardies will not be calculated towards truancy, but excessive tardies could be subject to disciplinary action.
- If your student is absent for ANY part of the day, you must submit a note to the Attendance Clerk for the absence to be considered excused.
- You will receive an absence notification email and update in Skyward Family Access when your student has been marked absent. This is a friendly reminder to submit a note to your Attendance Clerk.

Please see the [Student Handbook](#) for further information.

Campus	Contact Information
Hutto High School	hhs.attendance@huttoisd.net
Hutto Ninth Grade Center	ngc.attendance@huttoisd.net
River Horse Academy	rha.attendance@huttoisd.net
Hutto Virtual Academy	hva.attendance@huttoisd.net
Farley Middle School	fms.attendance@huttoisd.net
Gus Almquist Middle School	gams.attendance@huttoisd.net
Hutto Middle School	hms.attendance@huttoisd.net
Cottonwood Creek Elementary	cces.attendance@huttoisd.net
Hutto Elementary	hes.attendance@huttoisd.net
Howard Norman Elementary School	hnes.attendance@huttoisd.net
Benjamin Doc Kerley Elementary	kes.attendance@huttoisd.net
Nadine Johnson Elementary	njes.attendance@huttoisd.net
Ray Elementary	res.attendance@huttoisd.net
Veterans' Hill Elementary	vhes.attendance@huttoisd.net

Hutto ISD Attendance Clerks

Your campus
Attendance Clerks
are here to help!



How do I turn in notes if my child is absent?

48 Hours

Notes should be **emailed or brought in-person** to your campus Attendance Clerk within 48 hours upon your student's return to their campus.

Note Details

For an absence to be considered excused, please provide the following details:

- FIRST and LAST name
- Grade & Student ID number (if known)
- Date of Absence
- Reason for Absence
- Parent's Name & Contact Information

3 Business Days

Please allow a minimum of 3 business days for your campus Attendance Clerk to update your child's record.

Excused vs. Unexcused Absences

Is my student's absence excused?		
<u>Reason</u>	<u>Excused</u>	<u>Unexcused</u>
Student Illness	X	
Student Doctor Appointment	X	
Family Vacation		X
Wedding		X
Funeral	X	
Student Therapy Appointment	X	
Missed the Bus		X
Religious Holy Day	X	
Overslept / Traffic		X
Non Hutto ISD extracurricular activity		X
Official college or career visit	X	

Please note that ALL absences will be considered unexcused if a note is not provided to the campus Attendance Clerk.

To earn credit for a course or grade level, students must attend 90% of the days of instruction. Excused absences can still count towards the 90% rule. Missing greater than 10% of instructional days may result in loss of credit.

Please see the [Student Handbook](#) for further information.



HUTTO ISD

What is Truancy and the 90% Rule?

What is truancy in Texas?

- A child engages in truant conduct if they fail to attend school on 10 or more days or part days within a six-month period in the same school year [TEC §25.085].
- A school district is required to adopt truancy prevention measures under TEC §25.0915.
 - Hutto ISD truancy prevention begins when a student has three or more unexcused absences for three or more days, or parts of days, within a four-week period.
- Hutto ISD is required to:
 - Monitor students' attendance.
 - Notify students and parents of attendance concerns.
 - Educate students and parents about Hutto ISD attendance policies.
 - Inform students and parents of Texas laws regarding attendance.

Please see the Texas Education Agency [2023-24 Student Attendance Accounting Handbook](#) for more information.

What happens if unexcused absences continue for my child?

Truancy Commitment

After 8 unexcused absences you will be asked to meet with your student's campus Administrator to discuss their attendance and sign a [Student-Family Partnership Agreement](#) or attendance contract.

Referrals to Truancy Court:

- Students under 12 - A Parent Contributing complaint may be filed which can result in a Class C Misdemeanor that carries a fine.
- Students over 12 - A Student and Parent Contributing complaint may be filed depending on the circumstances for the absences.

Possible Truancy Court Actions:

- Court Order to attend school, classes, programs, and/or workshops
- Court Ordered GED
- Court Assigned Monitor
- Mandatory Community Service
- Potential Fines for Parents and Students
- Suspension of Student's Driver's License

What is the 90% Rule?

- The Texas attendance rules say that **a student has to be in a class at least 90% of the time if they want to be sure to get credit for that class**. This rule applies even if your child has an Individualized Education Program (IEP) or Section 504 plan.
 - The 90% rule includes **both excused and unexcused absences** combined.
 - Students who miss more than 10% of the school year may be at risk for:
 - Loss of credit at secondary school levels.
 - Not being promoted to the next grade level.
 - Making up hours and working with Assistant Principals to regain credit(s).
 - Hutto ISD will:
 - Evaluate all unexcused absences.
 - Provide interventions for students with attendance concerns.
 - Work to remove barriers for students and families with the ultimate goal for all students to graduate on time.
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INNOVATING TODAY
SHAPING TOMORROW

Together, we can ensure your student's success!



HUTTO ISD

