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Exhibit A — Warning Letter for Attendance Enforcement for Students Age 19 or Older

Note to student: 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.

(date
)

Dear _____ (student's name):

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 from _____ (starting date) to _____ (ending date) were _____, _____, and _____ (dates).

Regular school attendance is vital to your educational success. State law allows for the school to revoke your enrollment 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 work together on prevention measures. I want you to be successful, and your attendance is critical for you to graduate.

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

Sincerely,

_____, (Principal or designee)

Exhibit B — Verification of Higher Education Visit

Note: In accordance with law, the District may excuse the absence of a student who is a junior or senior for up to two days per year for the purpose of visiting an accredited institution of higher education if the student complies with the District's procedures to verify the student's visit. [See FEA(LOCAL)]

If the institution of higher learning does not provide a letter on a letterhead during the campus visit, students may use this form. Please have this form completed and signed by an authorized representative at the institution the student is visiting.

This form must be submitted to the principal or designee within 3 days of returning to school after the visit.

Student's name
(*print*): _____

Date: _____

Name of College / University	Date Visited	Name of Authorized Individual	Signature of Authorized Individual	Title of Authorized Individual

For District's Internal Use Only

Signature of principal or designee: _____

Date: _____

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(EXHIBIT)

Exhibit C — Verification of a Career Investigation Visit

Note: In accordance with law, the District may excuse the absence of a student who is a junior or senior for up to two days per year for the purpose of career investigation if the student complies with the District's procedures to verify the student's visit. [See FEA(LOCAL)]

If the workplace does not provide a letter on a letterhead during the visit, students may use this form. Please have this form completed and signed by an authorized representative at the professional workplace the student is visiting.

This form must be submitted to the principal or designee within _____ (*number of*) days of returning to school after the visit.

Student's name
(*print*): _____

Date
: _____

Name of Professional Workplace	Date Visited	Name of Authorized Individual	Signature of Authorized Individual	Title of Authorized Individual

For District's Internal Use Only

Signature of principal or designee: _____

Date: _____

Exhibit D — Verification of Service as an Election Clerk or Early Voting Clerk

Note: For information about service as an election clerk, including requirements and an application, visit the [student election clerk FAQ](#)¹ hosted by the Texas Secretary of State.

The District may excuse up to two days per school year for student participation as an election clerk or early voting clerk.

Additionally, for service as an election clerk (not for service as an early voting clerk), the District will excuse one day for travel to the voting site and one day for travel from the voting site, if necessary, to fulfill the service.

Please fill out this form and submit it to the attendance clerk at your campus upon return to school.

I, _____ (*student's name*), served as:

(*Check only one*)

Election clerk

Early voting clerk

Dates of
travel: _____

Date(s) of
service: _____

Hours
worked: _____

Name and address of polling site
location: _____

Student's
signature: _____

Name of head election
clerk: _____

Head election clerk's
signature: _____

Exhibit E — Notice to District of Withdrawal to Home School and Letters of Assurance

Note to administrator: Only use this notice if a parent has not already provided to the District either a signed and dated statement of withdrawal in accordance with FD(LOCAL) indicating the date homeschooling began or a signed and dated letter indicating that the parent's child is being homeschooled and the date the homeschooling began.

Effective the date of this letter, I am withdrawing my child from enrollment in the District to instruct them at home. The date my child will begin homeschooling is: _____
(insert date you will begin home instruction).

I understand that, as authorized by law, the District may further request from me a letter of assurance that my child is being educated using a homeschool curriculum that is designed to meet basic education goals including reading, spelling, grammar, mathematics, and a study of good citizenship.

I further understand that the District, in accordance with law, may investigate further and, if warranted, will pursue legal action to enforce the compulsory attendance law, if:

- I refuse to submit a signed and dated statement of withdrawal in accordance with FD(LOCAL) indicating the date homeschooling began;
- I refuse to submit a signed and dated letter indicating that my child is being homeschooled and the date the homeschooling began;
- I refuse to notify the District of the information required by law; or
- The District has evidence that my school-aged child is not being homeschooled within legal requirements.

Parent's name
(print): _____

Parent's
address: _____

Parent's phone
number: _____

Student's name
(print): _____

Student's
grade: _____

Parent's
signature: _____

Dat _____

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(EXHIBIT)

e: _____

Exhibit F — Verification of U.S. Armed Services or Texas National Guard Enlistment Activities

Note: In accordance with law, the District shall excuse up to four absences for a student enrolled in high school to pursue enlistment in a branch of the U.S. armed forces or uniformed services or the Texas National Guard if this form is completed and signed by an authorized representative.

Please have this form completed and signed by an armed services or Texas National Guard official at the enlistment center the student is visiting. Appropriate officials include: armed services/military or Texas National Guard recruiter.

This form must be submitted to the principal or designee no later than 3 days after the first day the student returns to school.

Student's name
(print): _____

Date: _____

Name of Armed Services Branch	Date Visited	Signature of Armed Services Official	Title of Authorized Individual
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Dates of travel: _____ t
o _____

For District's Internal Use Only

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(EXHIBIT)

Principal or designee's
signature:

Date:

e: _____

Exhibit G — Verification of Absence to Obtain a Learner License or Driver's License

Note: In accordance with law, if a student is at least 15 years old, the District may excuse the student's absence during high school for one day to obtain a learner license and one day to obtain a driver's license. [See FEA(LOCAL)] If the District permits such absences to be excused, the student must comply with the District's procedures to verify the visit to the driver's license office, such as the use of a form.

This form must be submitted to the principal or designee no later than 3 days after the student returns to school.

Please attach a copy of the student's learner license or driver's license obtained during the absence.

Student's name
(print): _____

Student's age (must be
at least 15 years of
age): _____

Date: _____

Student obtained:

Texas learner license

Texas driver's license

Date: _____

For District's Internal Use Only

Signature of principal or
designee: _____

Date: _____

Verification provided: (attach)

Copy of Texas learner license

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Copy of Texas driver's license

Other: _____

¹ Student Election Clerk FAQ: <http://www.votetexas.gov/faq/student-election-clerks.html>