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Exhibit A—Letter Regarding Possible Loss of Credit/Final Grade

Date: _____

Dear Parent:

This letter is to advise you that your child, _____, has _____ absences this semester. These absences were on the following dates:

In accordance with state law and local attendance policies, a student must be in class for at least 90 percent of the days a class is offered to receive credit or a final grade. This semester has _____ days, and if your child reaches a total of _____ absences without documented extenuating circumstances, then your child may be

[Choose one of the following or adjust to match the grade level/circumstances.]

denied credit.

denied a final grade.

If you believe that some or all of your child's absences should be classified as having been for extenuating circumstances, you may request that the attendance committee consider the matter by completing and returning the form at the bottom of this letter to the school office within five school days.

Additionally, if your child's absences are a result of a serious or life-threatening illness or related treatment, please provide certification from your child's Texas-licensed physician specifying the student's illness and the anticipated period of the student's absence relating to the illness or related treatment so that those absences will not be considered for the purposes of calculating required attendance for credit or a grade.

We consider regular attendance necessary to your child's academic success, and we encourage your cooperation by making sure your child is at school regularly.

Sincerely,

Principal

PLEASE INDICATE YOUR CHOICE:

Date: _____

- Please review the attached information that explains why my child's absences on the particular days mentioned in your letter should be considered as having been caused by extenuating circumstances. (Include such information as doctor's or clinic notes, parent's statement, or any other evidence or explanations of an extenuating circumstance.)
- Please review the attached certification from my child's licensed physician that explains his or her serious or life-threatening illness or related treatment and the anticipated period of my child's absence relating to the illness or related treatment.
- I wish to appear before the committee to discuss my child's absences and explain why they should be considered as having been caused by extenuating circumstances.
Please advise me of the time, date, and place to appear.

Student's name: _____

Parent's signature: _____

Parent's phone number: _____

Exhibit B—Letter Regarding Loss of Credit/Final Grade

Date: _____

Dear Parent:

This letter is to advise you that your child, _____, has ____ absences this semester for the following class: _____.

These absences were on the following dates: _____.

In accordance with state law and local attendance policies, an attendance committee may give class credit or a final grade to a student because of extenuating circumstances. This semester has _____ days; unless some of your child's absences can be classified as resulting from extenuating circumstances, your child will not

[Choose one of the following or adjust to match the grade level/circumstances.]

receive credit for the course.

receive a final grade.

If you wish to assist your child in receiving credit/a final grade for this class, you must petition the attendance committee. That committee will review information you provide and, if you desire, meet with you personally. After reviewing the information or meeting with you, the committee may reconsider your child's attendance record and provide a means by which your child may regain credit/receive a final grade.

Additionally, if your child's absences are a result of a serious or life-threatening illness or related treatment, please provide certification from your child's Texas-licensed physician specifying the student's illness and the anticipated period of the student's absence relating to the illness or related treatment so that those absences will not be considered for the purposes of calculating required attendance for credit or a grade.

We want all students to succeed and receive credit for their work, but state law and Board policy require satisfactory attendance. Please complete the form below and return it to the office within five school days so we can resolve this matter as soon as possible. Thank you for your cooperation.

Sincerely,

Principal

PLEASE INDICATE YOUR CHOICE:

Date: _____

- Please review the attached information that explains why my child's absences on the particular days mentioned in your letter should be considered as having been caused by extenuating circumstances. (Include such information as doctor's or clinic notes, parent's statement, or any other evidence or explanations of an extenuating circumstance.)
- Please review the attached certification from my child's licensed physician that explains the serious or life-threatening illness or related treatment and the anticipated period of my child's absence relating to the illness or related treatment.
- I wish to appear before the committee to discuss my child's absences and explain why they should be considered as having been caused by extenuating circumstances.
Please advise me of the time, date, and place to appear.

Student's name: _____

Parent's signature: _____

Parent's phone number: _____

Exhibit C—Principal’s Plan to Regain Credit/Final Grade Lost Due to Excessive Absences

Note: A principal’s plan is an individualized document meant to assist a student in meeting the instructional objectives of one or more specific courses or subjects. The plan should be tailored to the student’s specific needs.

According to state law, a student must be in attendance for 90 percent of the days a class is offered in order to receive credit or a final grade for the class. All absences, including excused absences, count when determining if a student has been in attendance for 90 percent of the days a class is offered.

A student who is in attendance for at least 75 percent of the days a class is offered but less than the required 90 percent may nonetheless earn credit or a final grade in the class by completing a principal’s plan designed to ensure the student meets the instructional objectives of the course.

Principal’s plan for: _____ (*student’s name*)

Student’s grade: _____

Courses, classes, or subjects in which the student is in danger of losing credit or not receiving a final grade:

Number of days missed: _____

Current grade(s): _____

Please note: The student must complete the following plan, maintain attendance at or above 75 percent of the days the class/course/subject is offered, and earn a passing grade. Under no circumstance will a student gain course credit or be awarded a final grade without a passing grade.

Academic criteria to regain credit or a final grade:

[List the specific academic criteria the student must meet and maintain. The following are examples.]

The student must maintain a grade of _____ in _____ course(s) and complete the following:

ATTENDANCE
ATTENDANCE FOR CREDIT

FEC
(EXHIBIT)

1. Attend tutorials with _____ (*teacher's name*) on the following dates/times: _____.
2. Complete the following instructional programs: _____
3. Complete an independent project to be assigned by and approved by _____ (*teacher's name*).

Attendance criteria to regain credit or a final grade:

1. Maintain perfect attendance for the remainder of the grading period. Only absences with a valid doctor's note or for a reason listed in FEA(LEGAL) will be excused for this purpose.

This plan, signed by all teachers listed in the plan, must be returned to the principal for final approval no later than _____ (*date*).

If the student fails to successfully complete the plan or if the student's attendance drops below 75 percent of the days a class is offered, this principal's plan will no longer be in effect and the student or parent will have to petition the attendance committee in accordance with policy FEC(LOCAL) in order to seek credit or a final grade.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Approvals:

Teacher's Name:	Subject:	Assignments complete? Circle one: Yes No
Final grade:	Signature:	

Teacher's Name:	Subject:	Assignments complete? Circle one: Yes No
Final grade:	Signature:	

Principal's signature: _____ Date: _____