

**Sec. 1. ATTENDANCE OFFICER**

The Board has designated Campus Principals/Assistant Principals to serve as Texas Leadership Public Schools' Attendance Officer(s).

**Sec. 2. POWERS AND DUTIES**

The Attendance Officer(s) have the following powers and duties with respect to enforcement of compulsory school attendance requirements:

1. To investigate each case of a violation of the compulsory school attendance requirements referred to the Attendance Officer(s);
2. To enforce compulsory school attendance requirements by:
  - a. Applying truancy prevention measures adopted under Education Code 25.0915 to a student; and
  - b. If the truancy prevention measures fail to meaningfully address the student's conduct, **the student will be placed on Attendance Contract; and**
    - i. Referring a student to a truancy court if the student has unexcused absences for the amount of time specified under Family Code 65.003(a); and
    - ii. Filing a complaint in a county, justice, or municipal court against a parent who violates Education Code 25.093; or
    - iii. **Referring a student to Disciplinary Review Committee for the purposes of determining if the student will be discretionarily expelled in accordance with the Student Code of Conduct.**
3. To monitor school attendance compliance by each student investigated by the Attendance Officer(s);
4. To maintain an investigative record on each compulsory school attendance requirement violation and related court action and, at the request of a court, the Board, or the Commissioner of Education, to provide a record to the individual or entity requesting the record;
5. To make a home visit or otherwise contact the parent of a student who is in violation of compulsory school attendance requirements, except that the Attendance Officer(s) may not enter a residence without permission of the parent of the student or the owner or tenant of the residence; and
6. At the request of a parent, to escort a student from any location to a school campus to ensure the student's compliance with compulsory school attendance requirements.

*Education Code 25.091(a), (b-1).*