

**Montwood Middle School  
Principal's Plan for Attendance Recovery  
2018-2019**

**Based on FEC Local, a student loses credit when attendance falls below 90% whether the absences are excused or unexcused.**

**When attendance falls below 90% but remains at least above 75%, Assistant Principal will meet with the student and make contact with parents.**

Students *not enrolled in high school credit course(s)* will be assigned one or more of the following assignments listed below for the absences that have resulted in the loss of classroom instruction:

- Afterschool tutorial
- Enrichment sessions
- Tutorial sessions
- Lunch and Learn
- Intersession
- Community Service
- Saturday School
- Other...as assigned

Student will be required to keep a log properly documenting the assigned number of hours completed to Ms. Pandy, Attendance Committee Chairperson, weekly or extra hours could be added to the total amount of hours needed to regain attendance recovery credit. Documentation will be recorded using Eduphoria.


Students *enrolled in a high school credit course(s)* must complete the proper number of hours determined by the "high school attendance equation" before the removal of the "Loss of Credit" status can be obtained no matter the reason for the excessive absences.

**Attendance Committee Members:**

Ruth Pandy – Assistant Principal  
Carmen Dobard – Scheduling Clerk  
Brenda Martinez – Counselor  
Amanda Oropeza – CIS  
Irene Apodaca – Teacher  
Danielle Courreges – Teacher  
Christina Tapia – SCEI Coach (Alt)  
Frank Mercado – Teacher

Priscilla Brito – Attendance Clerk  
Ruben Cadena – Counselor  
Patricia Krawcion - Teacher  
Yair Varela – Teacher  
Maria Ayub – Teacher  
Stephanie Lares – Teacher  
Arcelia Grissom - Teacher  
Carole Lindsey – Parent & Family  
Engagement Liaison

**Approved by Principal Sylvia Esparza**

  
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Date: 9-21-18