

REQUIREMENTS
FOR EXCUSED
STUDENT
ABSENCES

1. School sponsored activities: Participation in academic/athletic competition
2. A note from a health care professional confirming medical appointment for student during regular school hours; if a student commences classes or returns to school on the same day of the appointment and student satisfactorily completes the missed school work, the day is counted as compulsory attendance
3. Parent note for student's illness causing his/her absence for up to three consecutive days, i.e. provided student is within 90% compulsory attendance for semester/year
4. School nurse sees student and documents student illness each day student is out of school
5. A healthcare professional's note is required: *
 - a) For student absence caused by illness more than three consecutive days
 - This requirement may be waived by a campus administrator due to extenuating circumstances
 - b) For one day if total student absences for semester/year do not meet the 90% compulsory attendance for semester/year

*Note: This includes health care professionals from Mexico for excused absences only, not for medication purposes.

6. Parent note verifying death of immediate family member
7. University visits for juniors/seniors unless student does not have 90% or better compulsory attendance for semester/year
8. Parent note verifying religious holiday
9. Prior written approval from a district or campus administrator for special circumstances/events (examples: participation in academic, athletic or fine arts competition/performance that is not school sponsored)

CLASS TARDIES

Schools will record tardies and may have a local campus regulation that defines a tardy and how the school will address tardies; however, tardies will not impact a student's grades.

CLASS
ABSENCES

If a student is late to class more than 50 percent of the class period, the student will be counted absent for that class period.

LATE ENTRIES	<p>Students who enroll in school late because of a transfer from another school district, or other reasons, may request an attendance appeal.</p> <p>Students already enrolled in a District school who are moved late into a particular class will have the absences accumulated in the class they transferred from carried forward into the class they enter.</p> <p>Students transferring out of the District who have exceeded the number of absences allowable for credit will not receive the credit. They may petition for credit by mail or in person with the same opportunities to present their case as all other students. Transcripts sent to other school districts will reflect the numerical grade value for the course. However, the credit field will be blank.</p>
MAKE-UP WORK	<p>It is the responsibility of a student or the student's parent to request the opportunity to make up class work missed. The request for make-up work should be directed to the teacher. The teacher will have guidelines for make-up work as a part of his or her grading procedures. This guideline will promote student responsibility without denying students reasonable opportunities to exhibit mastery of curriculum concepts and skills. Therefore, the teacher will determine the amount of time allowed for make-up work to be completed.</p> <p>The teacher will notify the school administration if the course grade for a grading period is passing and the conditions for make-up work have been met. The final authorization for course credit must be given by the Attendance Committee and/or the school administration.</p>
MAKE-UP TIME	<p>If the Attendance Committee and/or the school administration decides that the student must make up time as a condition for receipt of credit, then make-up time should be completed prior to the end of the current school year. Students must bring acceptable work to make-up sessions.</p>
HIGH SCHOOL STUDENTS	
MIDDLE SCHOOL STUDENTS	<p>The Attendance Committee and/or the school administration will determine the amount of time a student will be required to make up, if make-up time is imposed as a condition for absences as necessary to meet promotion requirements.</p>
NOTIFICATION PROCESS	<p>Campus staff will make a reasonable effort to contact a parent about student absences. Report cards will list the number of absences per course and/or loss of credit for excessive absences.</p>

A warning letter to parents regarding student attendance will state the 90 percent attendance requirements and emphasize the need for improved attendance prior to legal recourse for poor attendance.

APPEAL
PROCEDURES

Students who attend class 90 percent or more of the days that the class is offered are not required to make up time when they are absent. They should make up the work in order to pass the course.

A student in grades 6-11 who has not met the class attendance requirement due to extenuating circumstances, but who successfully meets the other course requirements (i.e., earns a passing grade), may appeal for credit no earlier than the last six weeks of each semester. However, the principal may grant an earlier appeal to any student due to special circumstances. Seniors may appeal for credit in a course at any time during a grading period.

The appeal process will include the following:

1. A student who wishes to appeal should obtain an attendance appeal form, complete it, and return it to the designated administrator.
2. Each campus will have an Attendance Committee as required by state law.
3. The local campus Attendance Committee will review the appeal request for extenuating circumstances and may impose conditions on the receipt of credit.
4. The local campus Attendance Committee will conduct a review of student attendance records and other appropriate documents. If it is necessary to determine the facts of a case, an oral presentation may be made to the committee by the student, parent, or an appropriate representative such as a caseworker or substance abuse counselor.
5. The discipline record of the student will not be considered in making the decision on eligibility for credit.
6. The Attendance Committee will determine whether the student had extenuating circumstances. If there were extenuating circumstances, credit will be reinstated. In the case of excessive personal illness, the local campus Attendance Committee may require a doctor's statement to support a finding of extenuating circumstances. If there

were no extenuating circumstances, then the student will be expected to fulfill requirements established by the Attendance Committee to regain credit.

7. If a student has an absence that the District recognizes as an extenuating circumstance and if the student satisfactorily makes up missed work, the student will be considered in attendance for purposes of computing compulsory attendance under Education Code 25.085 and for driver's license eligibility under Texas Revised Civil Statutes, Article 6687.b.
8. If the student does not meet the conditions imposed by the Attendance Committee, credit will be denied.
9. If a student is denied credit for a class by the Attendance Committee, the student or parent may submit his or her written appeal for review to the principal, the Superintendent, or designee, and subsequently to the Board.

For students in special education, the Attendance Committee will consider the student's handicapping condition in regards to extenuating circumstances and refer to the IEP to determine any modifications necessary regarding make-up work. An Appeal for these students may be held by the ARD Committee as appropriate.

All absences must be recorded in accordance with District and state attendance accounting procedures. In the event that a District student is not scheduled into a class during either the District's significant period for attendance accounting purposes, or the standard alternate period for attendance established by law, then the District will apply attendance from the period that is scheduled for that student's second hour of daily instruction for PEIMS attendance reporting and accounting purposes only.

APPEALS

If a student is denied credit/promotion by a Campus Attendance Committee, the student may appeal the decision to the District Attendance Committee, established by the Superintendent or designee. If the credit/promotion denied is upheld by the District Attendance Committee, then the student may appeal to the SISD Board of Trustees.

Socorro ISD
071909

ATTENDANCE:
ATTENDANCE FOR CREDIT

FEC
(REGULATION)

Approved:

Pat O'Neill, Interim Superintendent

7/17/2012