

ATTENDANCE:
ATTENDANCE FOR CREDIT

FEC
(REGULATION)

REQUIREMENTS
FOR EXCUSED
STUDENT
ABSENCES

1. Notes to justify absences (parent, doctor, etc.) should be entered into the Student Information System (SIS) by PEIMS/ Attendance Specialists within 48 hours of receiving the note.

2. A note from a health care professional confirming medical appointment for student during regular school hours.

*Note: If a student commences classes or returns to school on the same day of the appointment, the day is equivalent to a present attendance code.

3. Parent note:

- a. Verifying religious holiday
- b. Verifying death of immediate family member
- c. Verifying student's illness causing his/her absence for up to three consecutive days. A note from a health care professional is required for student absence caused by illness more than three consecutive days. This requirement may be waived by a campus administrator due to extenuating circumstances.

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

4. Nurse documentation verifying student illness.

5. Prior written approval from a district or campus administrator for special circumstances/ non-school related events.

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 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 should be directed to the teacher. The teacher will have guidelines for make-up work and determine the amount of time allowed for the work to be completed. This guideline will promote student responsibility without denying students reasonable opportunities to exhibit mastery of curriculum concepts and skills.</p>
REINSTATING CREDIT/ AWARDING A FINAL GRADE	<p>When a student satisfactorily completes LOC requirements for a course, the campus in which the student is currently at will collect all documentation and reinstate the credit.</p>
ELEMENTARY STUDENTS	<p>Students in elementary will be awarded a final grade if the student demonstrates mastery of the core content areas. The campus Principal or Attendance Committee will impose conditions for awarding a final grade if the student does not master core content areas.</p>
SECONDARY STUDENTS	<p>Students in grades 6-12 will make-up hours for unexcused absences unless the Attendance Committee imposes other conditions to reinstate credit or award a final grade. Starting in the 2020-2021 school year, students will have one calendar year from the day the notice is provided to make-up hours. An extension, approved by Principal or Attendance Committee, of one semester will be provided on a case-by-case basis.</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

A student in grades 6-11 who has not met the class attendance requirement due to extenuating circumstances, 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 should obtain an attendance appeal form, complete it, and return it to the designated administrator.
2. The local campus Attendance Committee will conduct a review of student attendance records and other appropriate documents. The Attendance Committee may request an oral presentation by the student, parent, or an appropriate representative such as a caseworker or substance abuse counselor.
3. The discipline record of the student will not be considered in making the decision on eligibility for credit.
4. The Attendance Committee will determine whether the student had extenuating circumstances. If there were extenuating circumstances, credit will be reinstated. If there were no extenuating circumstances, the Attendance Committee will impose conditions to reinstate credit or award a final grade
5. 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.

*Note: If a student acquires LOC at one SISD campus then wishes to appeal for course credit when he/she is at another SISD campus, the appeal needs to take place at the campus where the LOC occurred.

For students receiving Special Education services, the Attendance Committee will consider the student's condition in regard 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

ATTENDANCE:
ATTENDANCE FOR CREDIT

FEC
(REGULATION)

appropriate.

For students in Section 504, the Attendance Committee will consider the student's condition in regard to extenuating circumstances and refer to the 504 Plan to determine any modifications necessary regarding make-up work. An Appeal for these students may be held by the 504 Committee as appropriate.

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.

Approved:

Nate Carman, Ed. D., Superintendent
December 14, 2022

Board Committee Review:
January 9, 2023