



STUDENT ATTENDANCE INFORMATION FOR PARENTS

Parents are required by Texas Compulsory Attendance Law to ensure their child(ren) are in school the full day of instruction every day of the school year.

When a child is absent or tardy from school, the parent or guardian should send a note to the school explaining the reason for the absence upon the child's return to school. All notes must include:

- The date of the note
- The name of the child
- The date of the absence or tardy
- The specific reason for the absence or tardy
- The parent's signature

Excused Absences are:

- Religious Holiday
- Death in Family
- Illness
- Visit to Health Care Provider (must provide documentation from provider)
- Court Appearance (must provide appropriate documentation)
- Completing Paperwork Regarding Citizenship
- Taking part in a Naturalization Oath Ceremony
- College Day (High School Only – Must complete form from Academic Dean)
- Playing TAPS at a Military Funeral (Grades 6-12 only)
- Serving as an Election Clerk (one day maximum per year with approved documentation)
- Autism Related Appointment (must provide documentation from provider)
- Military Related Absence

Vacations are not an acceptable cause for an excused absence from school.

Regardless of whether an absence is excused or unexcused, students must be in attendance 90% of the school days to be compliant with Texas Education Code Section 25.092. If a student is in violation of the 90% law, the parent must meet with the campus administrator to discuss a plan for credit recovery. A student may be retained or compelled to attend summer school if their attendance is below 90% at the end of the school year.

If an absence is unexcused, students are expected to complete assignments that were missed and may do so without penalty provided they meet the timelines for turning in missed work. Please refer to the campus and district guidelines found in the student handbook for more information.

Should you have any questions about the student attendance policy, please contact your campus assistant principal.