Sent to parent when student is absent 3 or more days within a four-week period.

STUDENT ABSENCES – STATE REQUIRED NOTIFICATION LETTER

Date:

To the Parents of: ________________________________:

School attendance has a direct impact on academic achievement. In order to make the most of educational opportunities, students must have consistent, punctual daily attendance. Section 25.087 of the Texas Education Code requires us to notify the parent or guardian if a student has been absent from school for three or more days within a four-week period. Our records indicate that your child has the following absences without excuse:

[List Absence Dates]

Students must be in the classroom when roll is taken to be counted present. If you believe your child was present at school, please call the school office.

To provide a reason for your child’s absences, please write a note with an explanation for each day of absence and send it to the school office.

Parents, guardians, and school officials share a responsibility to make earnest and persistent efforts to resolve attendance problems. Parents or guardians are always welcome and are encouraged to call or visit the school for current attendance information concerning their students.

Thank you for your attention to this matter.

Sincerely,

[Principal or Assistant Principal]
[Campus Name]
STUDENT ABSENCES-CAUPTION LETTER

Date:

To the Parents of ____________________________:

One of the administrative functions of a school is to monitor student attendance. State law and district policy require a review of individual student attendance records when certain numbers of absences from school are recorded for those individual students. The point of that review is to determine whether the absences are due to reasons that are allowed in law and policy, or whether they do not fall into these categories. Absences for part of a day (tardy, early departure, or leave and return during the day) are considered when cumulative absences are reviewed. There are various legitimate reasons for missing all or part of a school day, including illness and doctor/dentist appointments. It is helpful to our record keeping when parents provide us with notes from the health care professional confirming appointments and diagnosed illnesses. Documentation of allowable absences is very important to attendance reviews.

Our records indicate that your child, ______________________________________, in _______ grade at __________________________ has been absent a minimum of 5 days or parts of days during this school year.

If this information is consistent with your records, and you have already provided appropriate documentation for the time at school missed, then you do not need to do anything further at this time. We appreciate your help in staying current with your documentation.

If you feel that this information is correct, but you haven’t provided documentation, please do so at your earliest convenience.

If you feel that the information is incorrect, please contact your school to confirm the correct information.

The state laws and district policies that deal with attendance are cited on the reverse side of this letter.

We appreciate the opportunity to work with you and your child.

Sincerely,

[Campus Administrator Signature]
[Campus Name]
Sent to parent of student with 8 absences.

STUDENT ABSENCES – WARNING LETTER

Date:

To the Parents of ______________________________:

As part of the continuing process of review of attendance for students throughout the year, [CAMPUS NAME] has established an Attendance Committee to review cases involving absences that exceed 10% of the time enrolled in a course of study. The Committee’s job is to determine whether credit should be given for a course based on the circumstances involved in the absences.

Our records indicate that your child, _____________________, in _____ grade at ___________________ has been absent a minimum of 8 days/parts of days during this school year. If the number of absences reaches more than 10% of the days enrolled, then your child’s case will be referred to the attendance committee. If that occurs, you will have the opportunity to submit a written explanation for the absences, which the Committee will use to determine how to proceed. The Attendance Committee has the following options to recommend after reviewing the case:

1. Grant credit for the course and/or promote to the next grade level (absences excused due to acceptable extenuating circumstances)
2. Grant credit with stipulations(concerning future absences)
3. Deny credit for course(unless Attendance Committee stipulations are met)

If the absence information shown above is consistent with your records, and you have already provided appropriate documentation for the parts of days missed, then you do not need to do anything further at this time. We appreciate your help in staying current with your documentation.

If you feel that this information is correct, but you have not provided documentation, please do so at your earliest convenience.

If you feel that the information is incorrect, please contact your building administration to confirm the correct information.

The state laws and district policies that deal with attendance are cited on the reverse side of this letter.

We appreciate the opportunity to work with you and your child.

Sincerely,

[Campus Administrator Signature]
[Campus Name]
Sent to parent of student only after the attendance committee recommends action.

Date:

Re: Notice of Intent to Initiate Court Proceedings

Dear ______________

The Midway ISD Attendance Committee has reviewed the attendance records for your student, ________________.

Current records indicate that he/she has been enrolled in Midway for ______ days and has been absent for ______ days or parts of days during that same time period. Under the laws of the state of Texas with regard to public school attendance these absences are a violation of one or more sections contained in those laws.

In addition, we have sent two previous notices to you concerning these absences. As of this date we have not received any documentation from you that would cause us to consider these absences as anything other than voluntary unexcused absences.

With these facts in mind, this letter will serve to inform you that if ________________ is absent one(1) time following the date of this letter without proper documentation under the law as referenced above, it is our notice of intent to initiate court proceedings under the law and ask that a judge require you to appear in court to account for the unexcused absences listed in this letter.

If you feel that our records are in error or you have questions with regard to your student’s attendance, please contact us immediately.

Sincerely,

Midway Attendance Committee
Dr. Jeanie Johnson, Executive Director of Administrative Services
Attendance laws sent with each letter.

State Statute, Texas Education Code 25.092 Absences, states: “(a) Except as provided by this section, a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered.”

State Statute, Texas Education Code 25.095 (b) A school district shall notify a student’s parent if the student has been absent from school, without excuse under Section 25.087, on three days or parts of days within a four-week period.

   (A) It is the parent’s duty to monitor the student’s school attendance and require the student to attend school; and
   (B) The parent is subject to prosecution under Section 25.093

The Attendance Committee will consider for the purpose of reviewing student absences, extenuating circumstances which include, but are not limited to, the following:

1. Excused absence, Texas Education Code 25.087 (a): “A person required to attend school may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the child is enrolled.” Temporary absences may be caused by personal illness, death to immediate family member, or family emergency.

2. Days of suspension: If a student is suspended, the absences shall be considered as excused absences if the student satisfactorily completes the assignments for the period of suspension within a reasonable time as determined by the district.

The attendance committee shall adhere to the following guidelines to determine attendance for credit:

   All absences shall be considered in determining whether a student has attended the required percentage of days. If makeup work is completed satisfactorily, absences for the following reasons shall be considered days of attendance for this purpose.

   a. Religious holy days;
   b. Required court appearances;
   c. Activities related to obtaining U.S. citizenship;
   d. Serving as an election clerk;
   e. Visiting an institution of higher education; and
   f. Health-care appointments

The Attendance policy requires that parents adhere to the following procedures:

1. Parents must notify the school by phone with a reason for the absence on the day of the child’s absence.
2. Written documentation will be requested if a phone call has not been made.
3. If a doctor’s office visit is required, parents should provide the school with a copy of this documentation.
4. According to Texas Education Code 25.082, a school day shall be at least seven hours long; therefore, repeated unexcused tardies or consistently missing parts of the school day will be considered as absences. Parents must sign in children who report to school tardy or sign out students who leave early.