



RUSK ISD ATTENDANCE PROCEDURES

203 East 7th Street

Rusk, TX 75785

www.ruskisd.net

Rusk ISD Attendance Procedures		
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Para asistencia con Traducción en Español contacte a Yesenia Badillo en la Oficina Central de Rusk ISD, 203 East 7th Street, Rusk, TX (903) 683-5592

On-Campus and school@home learning environments are subject to compulsory attendance and the 90% rule.

See attendance procedures below and the Rusk ISD Return to School Plan for more information regarding attendance requirements.

Attendance for school@home will be taken each day through the ELA course.

90% Attendance for Credit, Compulsory Attendance, and Truancy Procedures

Rusk ISD Attendance Goal: 98%.

The Texas Education Agency [*Student Attendance Accounting Handbook*](#) (Handbook) contains the official attendance accounting rules and regulations for all public school districts in Texas.

Rusk ISD recognizes the importance of consistent and accurate reporting of attendance. The *Handbook* states that the primary purpose for the TEA's collection of student attendance data is to ensure that Foundation School Program (FSP) funds can be allocated to Texas's public schools. The Superintendent, principals, and teachers are responsible to the Board of Trustees and to the state for maintaining current, complete and correct attendance records in compliance with the Handbook. The procedures described in this manual address taking attendance for FSP funding purposes, 90% attendance monitoring and notification, and truancy procedures for Rusk ISD.

Record Retention

All public schools in Texas must maintain records to reflect the average daily attendance (ADA) for the allocation of funds by the TEA. Information for all attendance reports must be available for audit purposes for five years from the completion of the school year. All Rusk ISD attendance clerks must have an 'audit box.' All printed reports and documentation supporting changes to or corrections to student absences should be grouped by reporting periods within each year in the audit box. The audit box should be clearly marked and securely stored. At the end of the school year, the audit box should be submitted, processed and stored in the district records warehouse.

Tardies

For official attendance accounting and FSP purposes, "tardies" do not exist. However, locally designated codes may be implemented to indicate that –

- A student arrived late to class before official roll call and was counted present for ADA and FSP purposes, or
- A student arrived late to class after official roll call and was absent for ADA and FSP purposes.

Adequate documentation that defines all locally designed codes must be retained with all other auditable records.

Tardies can either be posted by the teachers or the attendance clerk.

Primary, Elementary and Intermediate campuses will not post tardies. Arriving late to school is considered a late arrival. Time of arrival should be documented in campus logbook and if the student has not arrived by 9:00 AM, the student should be counted absent.

Jr. High and High School post tardies for each period. Tardies are posted for students arriving late to class and are a disciplinary issue for the campus. (Arriving late to first period is counted as a tardy.)

Late Arrival to School / and Leave Early from School

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Primary, Elementary and Intermediate: The attendance clerk will document late arrivals and leave earlies in a campus logbook and Skyward. Late arrival means arriving to school at 8:10 AM or later. Leave earlies means leaving school before 3:20 PM.

Jr. High and High School: Late arrivals for Jr. High and High school means arriving after 7:55 AM and before 8:10 AM. This will be counted as a Tardy to first period and will be subject to tardy procedures. (See campus guidelines for Tardies). Arriving after 8:10 AM is considered an absence for 1st period. A student arriving late to school (8:10 AM or later) will be marked in Skyward as an absence for first period. 90% attendance is required for each class in order to receive credit or be awarded a final grade. Leave earlies are documented in skyward if the student leaves a class 15 minutes or less before the end of the period.

All campuses will notify parents regarding excessive late arrivals/leave earlies and tardies. This notification may be done through conference or letter and will include that 5 late arrivals/leave earlies = 1 day absent for compulsory attendance.

Perfect Attendance

Perfect Attendance Awards may be given quarterly and/or yearly. All perfect attendance awards will be based on the student being in attendance the full day from 7:55 AM bell to 3:20 PM bell. A student may not receive a perfect attendance award if they have any absences, late arrivals or leave earlies (excused or unexcused).

Official Attendance Time for FSP Funding

Students present at the time the official attendance is taken are counted present for FSP funding purposes. Except for any reason listed in the Student Attendance Accounting Handbook, students who are absent at the official attendance time is taken are counted absent for FSP funding purposes. Students who are on campus at the time attendance is taken but who are not in their assigned classroom are considered in attendance for FSP purposes provided they were with a campus official (e.g., nurse, counselor, principal, etc.) Class admit slips or other documentation supporting that a student was with a campus official must be retained by the attendance clerk for audit purposes.

Roles and Responsibilities

While simple in concept, the taking of complete and accurate attendance for FSP funding purposes is a complex process. In order for the district to receive the maximum amount of funding for all students and to adhere to all attendance laws and regulations, the following personnel must be aware of their individual responsibilities and must work together in order to accurately record student attendance and to retain required documentation supporting claims for FSP attendance funding.

District Superintendent

The District Superintendent will:

- Develop attendance procedures that clearly define the process for accurate attendance accounting and safekeeping of all attendance records, reports, and documentation;
- Develop attendance procedures that provide for monitoring and notifying students regarding 90% attendance for credit;
- Develop an attendance policy that clearly outlines requirements related to truancy in accordance with Education Code, Chapter 25, Subchapter C, and communicate this information to campus principals for implementation;
- Designate a District Attendance Clerk and communicate responsibilities with clerk;
- Verify and Sign District Summary Reports each six weeks (signing verifies the superintendent has taken measures to verify the accuracy and authenticity of the attendance data);

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- Scrutinize regular attendance totals and special program attendance totals based on approximate membership;
- Investigate all data totals that have an exceptionally high value or a value of zero; and
- Compare current-year totals to prior-year totals to detect unreasonable differences.

Campus Principal

The Campus Principal will:

- Create a culture of attendance that includes training staff to talk with student and parents about the attendance policy and the root causes of unexcused absences;
- Create incentives for perfect attendance and improved attendance;
- Communicate attendance policy to campus staff, students and parents;
- Oversee implementation of campus implementation of District Attendance Accounting Procedures;
- Ensure teachers record accurate attendance. Attendance will be taken each period at the Jr. High and High School and once daily at the Primary, Elementary and Intermediate (9:00 AM). PK3 attendance time is 9:00 AM for morning session and 1:00 PM for afternoon session;
- Monitor and intervene when necessary with teachers and attendance clerk to ensure attendance procedures are followed;
- Designate an attendance clerk and communicate responsibilities with clerk;
- Designate an additional clerk to support the attendance process during any temporary absence of the attendance clerk;
- Document interventions on the Truancy Prevention Measure form for each student with 7 or more absences and 9 or more absences;
- Hold a conference with the parent of every student receiving a 7 or more and 9 or more letter. If parents do not show to conference the principal will make every effort to conduct the conference via phone. The Behavior Improvement Plan will be completed during the conference. The principal will document violations of the Behavior Improvement Plan on the plan;
- Refer each student with 10 or more unexcused absences to the court system. The Behavior Improvement Plan and Truancy Prevention Measure will be provided to the court.
- Provide each child whose attendance drops below 90 percent but remains at least at 75% of the days the class is offered an opportunity to earn credit or final grade by completing a principal plan. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal;
- Ensure the attendance committee reviews the entire attendance record and the reasons for absences for each student for which a petition for credit or final grade has been filed. Petitions may be filed by parents of students attending less than 75% of the course/class or for students who have failed to successfully complete the principal plan. The attendance committee may award credit or final grade if the student fulfills the requirements established by the attendance committee;
- Ensure that documentation is obtained for each student absence. The principal or attendance committee may require that a student present a physician's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances;
- Ensure the attendance committee follows the FEC (Local) guidelines to determine attendance for award of credit or final grade;
- Verify and Sign Campus Summary Reports each six weeks; (signing affirms report reviewed for accuracy and completeness)

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- Compare Campus Summary to reports from TEA (TSDS PEIMS to locally produced reports for reasonable and accuracy
- Scrutinize regular attendance totals and special program attendance totals based on approximate membership;
- Investigate all data totals that have an exceptionally high value or a value of zero; and
- Compare current-year totals to prior-year totals to detect unreasonable differences.
- Determine absences due to extenuating circumstances
- Categorize 3 excused absences per semester based on parent note. These excused absences are counted in 90% attendance but will be excused from compulsory attendance.

Assistant Principal

The Assistant Principal will:

- Support principal and attendance clerk in implementation of District attendance procedures;
- Assist with campus attendance meetings and parent phone calls regarding attendance;
- Notify the PEIMS clerk when a LEP student is removed from the instructional setting to a disciplinary assignment that results in discontinuation of services for more than 5 consecutive days (SAAH 6.5.1);
- Communicate with the attendance clerk when a discipline assignment results in days of Out-of-School Suspension (OSS) (SAAH 10.6.3), In-School Suspension (ISS), and/or DAEP assignment (SAAH Section 10); and
- Conduct parent and student conferences for students assigned to AEP/DOR. During the conference they AP will review and update Truancy Progress Measure (TPM) and Truancy Behavior Intervention Program (TBIP)
- Implement, Monitor, and document violations of the TBIP for students assigned to AEP/DOR.
- Refer students assigned to AEP/DOR with 10 or more **unexcused** absences within a 6 month period to the court system and continue to monitor attendance after court order is issued and notify the court of contempt
- Notify parents regarding excessive late arrival and leave earlys. This notification will be done through conference or letter and will include that 5 late arrivals/leave earlys is equal to 1 day absent for compulsory attendance.

Teacher

Attendance should ultimately be taken by the teacher in the classroom with an attendance code of an "A". Teachers take attendance every class period for High School and Junior High and only one time a day at Intermediate, Elementary and Primary (9:00 AM). PK3 attendance time is 9:00 AM for morning session and 1:00 PM for afternoon session. The teacher will mark the student absent in educator access plus (A).

The Teacher will:

- Take attendance by entering student absences (A) in educator access plus at the appointed time each day. Appointed time is once daily at 9:00 AM for Primary, Elementary and Intermediate. PK 3 attendance time is 9:00 AM for morning session and 1:00 PM for afternoon session. Attendance is taken every period at Jr. High and High School;
- Comply with District attendance accounting procedures; and
- Maintain accurate documentation to support student/class attendance records, including documentation to support changes to posted absences

District Attendance Clerk

The District Attendance Clerk will:

- Adhere to all laws and regulations pertaining to student attendance accounting
- Sign an affidavit attesting that the data entered are true and correct to the best of their knowledge (for paperless accounting this may be indicated electronically)
- Generate Student Detail, Campus Summary, and District Summary reports that meet the requirements designated in the Student Attendance Accounting Handbook;
- Check reports for reasonableness;
- Verify reports with attendance clerk, principal and/or superintendent;
- Manage Student Detail Reports for each six weeks including acquiring attendance clerk signature.
- Manage Campus Summary Reports for each six weeks including acquiring campus principal signature;
- Manage District Summary Reports for each six weeks including acquiring superintendent signature (SAAH 2.3.3); and
- Develop and utilize a form to be used at the end of the first and fourth 6-week reporting periods to show the total number of students in membership in each teacher's class during the official attendance period. The total number of students in membership is to be reconciled to the total number of students listed in attendance accounting records. **The district PEIMS coordinator and his or her supervisor must certify this document with their signatures.**

Campus Attendance Clerk

The attendance clerk verifies/modifies teacher attendance. If notes have been submitted for an absence reason, that code should follow the teacher posted absence.

The attendance clerk will run a report towards the end of each class period for HS and JH and after 9:00 a.m. for Intermediate, Elementary and Primary campuses to verify if each teacher has submitted their data. (Teachers should have an allotted time to submit attendance)

Skyward: Office>Attendance>Reports>Unrecorded Class Attendance built by Lisa Smith

The attendance clerk may post attendance for a student if they have documentation that the student will be absent for the day or even some periods of the day. This code will be an "A" with a reason following. When the teacher pulls this class up, she/he will see the office has already posted the absence for the student thus letting her/him know that documentation has been received.

Clerk will go in Office>Attendance>Entry By Student or to Student>Student Profile>Attendance to modify any changes necessary.

The attendance clerk should attach a reason code to each absence type recorded (parent call, parent note, Dr. note, or any of the reason codes available for use). If there is no documentation to back up the absence (no reason code), it will be an unexcused absence. With principal approval, the attendance clerk may mark 3 absences a semester as excused based on a parent note. These absences will count in 90% rule but will be excused from compulsory attendance.

When a student's absence for personal illness exceeds three consecutive days, the student/parent will be required to present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

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If the student is absent due to the following reasons, the teacher posted absence should be changed from A to the provided code per the reason (see chart below). The attendance clerk should make this change. **We do receive ADA funding for codes highlighted. You must have appropriate documentation to use these codes.**

Absence Determination	Reason Code (Change A to ____)
Tardy	T
Tardy with doctor note	Y
Doctor note all day absence	N
Health Care Appointment with Doctor note (in class at some point on same day of appointment)	H
School Activity	S
ISS	I
Out of School Suspension	O
Partial Day Absence	P
Religious Holy Days	R
Required Court Appearance	J
Citizenship Proceedings/Naturalization Ceremony	U
Student Election Clerk	C
Children in Conservatorship of DFPS (Absence is Court Ordered or required under service plan)	D
Higher Education visits (2 days max per Jr and Sr year)	V
Military Dependents (up to 5 days)	M
Enlistment in Armed Services (up to 4 days)	M
Taps at Military Funeral (grades 6-12 only)	B
Extenuating Circumstance as determined by attendance committee	E

(See excerpt from Student Attendance Accounting Handbook 3.6.3 provided at the end of this document.)

At the end of each day after attendance has been posted and modified, attendance clerks should run a day summary for their records.

Office>Attendance>Reports>Day Summary built by Lisa Smith

Report sequence by Date

Enter date that you want at the top, select Absence types-Add all for each-OK, Student Status at bottom of screen BOTH

Attendance clerks should verify this report for total number of absences and attendance types and reasons.

Jr. High and High School: If a teacher has failed to record an absence for a student that has been absent several other periods of the day (example: not marked absent 4th and 6th periods), the attendance clerk should verify with the teacher that failed to record the absence if that student was really absent from her class before just entering an “A” that the student was absent without knowing for sure that they were. Attendance clerks are to use phone logs and student logbooks to help document student absence reasons.

The attendance clerk can post attendance for a student if they have documentation that the student will be absent for the day or even some periods of the day. This code will be an “A” with a reason following. When the teacher pulls this class up, she/he will see the office has already posted the absence for the student thus letting her/him know that documentation has been received.

Absence types that are recorded either by the teacher or the attendance clerk should have a reason code attached by the attendance clerk if the office has received a parent call, parent note, Dr. Note, or any of the reason codes available for use. If there is no documentation to back up the absence (no reason code), it will be an unexcused absence.

The Campus Attendance Clerk will:

Rusk ISD Attendance Procedures

- Adhere to all laws and regulations pertaining to student attendance accounting
- Sign an affidavit attesting that the data entered are true and correct to the best of their knowledge (for paperless accounting this may be indicated electronically)
- Comply with district attendance accounting procedures;
- Post all attendance data in Skyward Student Management System on a daily basis according to the District procedures;
- Print Day Summary for verification and check report against sign-in/out book;
- Check administrator list of students placed in discipline setting (ISS/OSS) on daily basis; Jr. High and High school will mark students assigned to ISS with the I code. OSS will be marked an O for Out of School Suspension
- Check administrator/teacher list of students who are participating in school activities which require the student to miss class (instructional or extracurricular activities). Mark these students as student activity with the S code. (Code field trips and out of building trips from sponsor attendance list signed and dated by sponsor (Secondary only);
- Contact parent/guardian to verify /document absence reasons;
- Implement procedures for 90% credit;
- Maintain all documentation in attendance audit box for five years;
- Call or email parents to verify absence;
- Keep a phone log and campus logbook to document phone calls, leave earlies and late arrivals;
- Print daily Attendance reports for review at end of each day;
- Run Daily Master Attendance Report listing each student and each period the student has been counted absent;
- Sign and Date Student Detail report each six weeks provided by District Attendance Clerk – Signature verifies accuracy.
- **Secondary only: Run late to school report (1st period only) and tardy report (2nd – 9th period) as requested by the assistant principal.**

90% Attendance Procedures

4 or More, 7 or More and 9 or More Absences

The Attendance clerk will also run The Attendance Detail report to identify students who **have 4 or more absences, 7 or more absences and 9 or more absences**. Primary, Elementary and Intermediate will run reports daily to determine who has 4 or more, 7 or more, or 9 or more absences during the 9:00 AM attendance period. Jr. High and High School will run reports weekly on Thursdays to determine who has 4 or more, 7 or more, or 9 or more absences during any period of the day. School activities do not count against 90% attendance.

To run report: Office>Attendance>Reports>Attendance Detail or Summary

Use 90% Attendance created by Lisa Smith.

This report will print a summary sheet by child for each student that requires a 4 or more, 7 or more or 9 or more absences letter. This report will determine who needs attendance letter. The **attendance summary** and **corresponding attendance letter** should be **mailed** to the parent.

Attendance Letters

Attendance Letters are generated from the Skyward Attendance Letter module.

There are 3 types of attendance letters that correspond with the Attendance Detail Reports. These attendance letters are named:

4 or more absences by Period

7 or more absences by Period

9 or more absences by Period

To generate an attendance letter:

Follow the Skyward path to update the Letter template:

... Office>Attendance Letters>Update template.

Choose update template:

4 or More, 7 or More, 9 or More

Select Edit

Select threshold you are updating (4 or more, 7 or more, 9 or more)

Save and Run

These updates are built by Lisa Smith.

After updating the template, follow skyward path: Office>Attendance Letters>Letter Template. Select Attendance letters 4 or more by Period, 7 or more by Period, and 9 or more by Period built by Lisa Smith (Lisa's will have the correct letter attached.)

Select the letter type you need: 4 or more, 7 or more, 9 or more

Be sure the letter type has been updated. Run. Print

Enter the date of the Attendance Conference with principal if sending an absence letter for 7 or more by Period or 9 or more by Period.

Notify principal of students that will receive an attendance letter and of students scheduled for a conference.

Summary of 90% Attendance Procedure

For each student with 4 or more and 7 or more absences the attendance clerk will:

- Issue attendance letter Official Notice to student
- Contact parent (call/email)
- Collect signed notice from student or parent.
- Conference with principal, parent and student. Review and complete Texas Behavior Intervention Plan (TBIP)
- Update Truancy Prevention Measure to document the conference, Texas Behavior Intervention Plan and or additional implemented truancy measures
- Implement and Monitor Behavior plan
- Document violations of Behavior plan

For each student with 9 or more total absences the Attendance Clerk will:

- Issue attendance letter Official Notice to student
- Contact parent (call/email)
- Collect signed notice from student or parent.
- Conference with parent and student. Review and update Truancy Progress Measure (TPM) to document the conference, TBIP and or additional implemented truancy measures
- Implement and Monitor TBIP
- Document violations of TBIP

Rusk ISD Attendance Procedures

- Refer students with 10 or more **unexcused** absences within a 6 month period to the court system. Clerk will continue to monitor attendance after court order is issued and notify the court of contempt

Notes:

If a student is pregnant, in foster care, homeless, or the principal income earner for their family, the student may not be referred to truancy and additional counseling must be offered to the student.

If the student is 19 years or older, issue the warning letter advising that their enrollment may be revoked.

If a student is at DAEP, the AP (not attendance clerk) will conference with the student, prepare the TPM, and monitor its implementation and follow same procedures as denoted above.

Late Arrival/Leave Early Procedures

The Attendance clerk will run The Attendance Detail report to identify students who **have 5 or more Late Arrivals/Leave Earlys**. **Primary, Elementary and Intermediate** will run reports daily to determine who has 5 or more Late Arrivals/Leave Earlys. **Jr. High and High School** will run reports weekly on Thursdays to determine who has 5 or more Late Arrivals/Leave Earlys. Attendance clerk will share report with principal. Each of these students will be notified through a conference or letter that 5 late arrivals/leave earlys = 1 day of absence. **Late arrivals for Jr. High and High school means arriving between 7:55 AM and 8:10 AM. Arriving after 8:10 AM is considered an absence for 1st period.**

To run report: Office>Attendance>Reports>Attendance Detail or Summary

Primary, Elementary, and Intermediate: Use 10 Or More Late ARR/Left Early report created by Lisa Smith

Jr. High and High School: Use Late to First Period report created by Lisa Smith and Leave Early report created by Lisa Smith

This report will print a summary sheet by child for each student

Appendix

1. Parent Information Letter to be distributed during registration on red paper and posted on website.
2. Parent Information Letter regarding Perfect Attendance
3. Attendance Letters (Print from Skyward)
 - 4 or More Absences
 - 7 or More Absences
 - 9 or More Absences
4. Truancy Prevention Measure
5. Truancy Behavior Improvement Plan
6. Excerpt from Policy FED (Legal)
 - Truancy Prevention Measures
7. Excerpt from 2018-2019 Student Attendance Accounting Handbook
 - 3.6.4 Excused Absences for Compulsory Attendance Purposes
 - 3.6.3 Requirements for a Student to Be Considered Present for FSP (Funding) Purposes



Rusk ISD

Attendance Information

Dear Parent/Guardian:

RE: Understanding School Attendance under Texas State Law

Rusk ISD is dedicated to helping your child achieve academic success. In order to maximize your child's academic opportunities, it is critical that they be in attendance at school every day. For your information, we have outlined the district procedures/policies and state laws related to attendance. We hope that this information is helpful to you and look forward to spending every instructional day possible with your child.

Ninety Percent Attendance Rule (TEC Section 25.092)

- In order to be granted credit or a final grade for a course or be promoted to the next grade level, a student in any grade level from kindergarten through grade 12 must attend at least 90% of the days the class is offered.
- All absences, excused or unexcused, shall be considered in determining whether a student has attended the required percentage of days.
- If a student is in attendance for a course at least 75 percent but less than 90 percent of the days a class is offered, the student may be given an opportunity to regain credit by completing a plan approved by the principal that provides for the student to meet the instructional requirements of the class as determined by the principal.

Compulsory Attendance Law (TEC Section 25.085)

- Students who are at least six years old as of September 1 of the school year are required to attend school through their 19th birthday. Students who are enrolled in prekindergarten and kindergarten shall attend school.
- Students who are 19 years old or older are required to attend each school day for the entire period of time the program of instruction is offered for which the student is enrolled.

Compulsory Attendance Enforcement (TEC Section 25.093/TFC 65.003)

- **Students may not be absent unexcused from school for 10 or more days or parts of days within a 6 month period. Five late arrivals (arrive after 8:10 AM /leave earlies (leave before 3:20) is equal to 1 absence).**
- State law requires that a school district may file a complaint in a truancy court against the parent and/or student in violation of the compulsory attendance laws. Each offense carries up to a \$500 fine per occurrence.

Rusk ISD understands there are times when your child will be absent. Documentation is required when this occurs. An original, signed note from a parent or doctor must be submitted to the campus office indicating the reason for the absence. Notes are due the day the student returns to school.

The following absences are considered excused for compulsory attendance but count toward days missed for 90% attendance:

1. Health appointments (when the student is in class at some point on the same day of the appointment).
2. Visitation with a family member who is on leave from active duty in the military
3. Religious holidays
4. Court appearances
5. College visitations

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6. Naturalization/Citizenship appointments
7. Election Clerk Service
8. Grade 6-12 student who plays "Taps" at a military veteran's funeral

Pre-approval is required for reasons 3-8 in order to excuse the above.

Texas law requires you to monitor your student's attendance and to require your student to attend school. RISD makes monitoring attendance and grades very simple through ***Family Access***. This parent resource is available via any internet capable computer at www.ruskisd.net. Contact the campus for login information.



Rusk ISD

Attendance Information

Dear Parent/Guardian:

RE: Perfect Attendance at Rusk ISD

School attendance has a huge impact on student academic success. Our goal as a district is to have every student at school a minimum of 98% of the days that classes are offered. To assist in achieving this goal our campus will create a culture of attendance by implementing a variety of attendance incentive programs throughout the year.

As part of our attendance incentives, the campus will celebrate perfect attendance quarterly and at the end of the year. To be eligible for a Perfect Attendance Award a student must be in attendance the full day from 7:55 AM to 3:20 PM. A student may not receive a perfect attendance award if they have any absences, late arrivals or leave earlies (excused or unexcused).

Other attendance incentive programs are designed to improve campus attendance and therefore may allow opportunities for students that may have been absent due to an unavoidable reason to participate.

Thanks you for helping us to meet our goal of 98% attendance by ensuring that your child attends school every day and arrives on time.

If you have any questions or need more information please contact the campus principal.

Sincerely,

Campus Principal

Rusk ISD

Official Notice (4 or more days absent)

RE: Name of Student

Dear Parent/Guardian:

This letter is to inform you that your child must be in school to receive credit or final grade for a class. Your child has **missed school for 4 or more days or parts of days** and therefore may be in danger of not receiving credit or final grade for his/her class. Information regarding the 90% rule is provided below:

Ninety Percent Attendance Rule (TEC Section 25.092)

In order to be granted credit or a final grade for a course or be promoted to the next grade level, a student in any grade level kindergarten through grade 12 must attend at least 90% of the days the class is offered. All absences, excused and unexcused, shall be considered in determining whether a student has attended the required percentage of days. If a student is in attendance for a course at least 75 percent but less than 90 percent of the days a class is offered, the student may be given an opportunity to regain credit by completing a plan approved by the principal that provides for the student to meet the instructional requirements of the class as determined by the principal.

Your child is also required to be in compliance with the compulsory attendance law which requires a student to be in attendance. Information regarding compulsory attendance and enforcement is provided below:

Compulsory Attendance Law (TEC Section 25.085)

Students who are at least six years old as of September 1 of the school year are required to attend school through their 19th birthday. Students who are enrolled in prekindergarten or kindergarten shall attend school. Students who are 19 years old or older are required to attend each school day for the entire period of time the program of instruction is offered for which the student is enrolled.

Compulsory Attendance Enforcement (TEC Section 25.093/TFC 65.003)

Students may not be absent unexcused from school for 10 or more days or parts of days within a 6-month period. State law requires that a school district may file a complaint in a truancy court against the parent and/or student in violation of the compulsory attendance laws. Each offense carries up to a \$500 fine per occurrence.

A parent/guardian of a school-age child has the responsibility to require that their child attend school regularly.

Please sign the acknowledgment below and return the signed original to your child's school. If you have any questions, you may contact the campus principal.

Sincerely,

Principal

<<<<<ACKNOWLEDGMENT>>>>>

Rusk ISD Attendance Procedures

I have received information regarding my child’s attendance, the 90% rule, and Compulsory Attendance. My signature below is an acknowledgment that I have received this Notice.

Parent/Guardian Signature	Date	Student Signature	Date

Official Notice (7 or more days absent)

RE: Name of Student

Dear Parent/Guardian:

This letter is to inform you that your child must be in school to receive credit or final grade for a class. Your child has **missed school for 7 or more days or parts of days** and therefore may be in danger of not receiving credit or final grade for his/her class. Information regarding the 90% rule is provided below:

Ninety Percent Attendance Rule (TEC Section 25.092)

In order to be granted credit or a final grade for a course or be promoted to the next grade level, a student in any grade level kindergarten through grade 12 must attend at least 90% of the days the class is offered. All absences, excused and unexcused, shall be considered in determining whether a student has attended the required percentage of days. If a student is in attendance for a course at least 75 percent but less than 90 percent of the days a class is offered, the student may be given an opportunity to regain credit by completing a plan approved by the principal that provides for the student to meet the instructional requirements of the class as determined by the principal.

Your child is also required to be in compliance with the compulsory attendance law which requires a student to be in attendance. Information regarding compulsory attendance and enforcement is provided below:

Compulsory Attendance Law (TEC Section 25.085)

Students who are at least six years old as of September 1 of the school year are required to attend school through their 19th birthday. Students who are enrolled in prekindergarten or kindergarten shall attend school. Students who are 19 years old or older are required to attend each school day for the entire period of time the program of instruction is offered for which the student is enrolled.

Compulsory Attendance Enforcement (TEC Section 25.093/TFC 65.003)

Students may not be absent unexcused from school for 10 or more days or parts of days within a 6-month period. State law requires that a school district may file a complaint in a truancy court against the parent and/or student in violation of the compulsory attendance laws. Each offense carries up to a \$500 fine per occurrence.

A parent/guardian of a school-age child has the responsibility to require that their child attend school regularly. **An attendance committee meeting has been scheduled for _____ at _____ in the principal’s office. Your presence is required at this meeting.**

Please sign the acknowledgment below and return the signed original to your child’s school. If you have any questions, you may contact the campus principal.

Sincerely,

Principal

Rusk ISD Attendance Procedures

<<<<<ACKNOWLEDGMENT>>>>>

I have received information regarding my child’s attendance, the 90% rule, and Compulsory Attendance. My signature below is an acknowledgment that I have received this Notice.

_____	_____	_____	_____
Parent/Guardian Signature	Date	Student Signature	Date

Official Notice (9 or more days absent)

RE: Name of Student

Dear Parent/Guardian:

This letter is to inform you that your child must be in school to receive credit or final grade for a class. Your child has **missed school for 9 or more days or parts of days** and therefore may be in danger of not receiving credit or final grade for his/her class. Information regarding the 90% rule is provided below:

Ninety Percent Attendance Rule (TEC Section 25.092)

In order to be granted credit or a final grade for a course or be promoted to the next grade level, a student in any grade level kindergarten through grade 12 must attend at least 90% of the days the class is offered. All absences, excused and unexcused, shall be considered in determining whether a student has attended the required percentage of days. If a student is in attendance for a course at least 75 percent but less than 90 percent of the days a class is offered, the student may be given an opportunity to regain credit by completing a plan approved by the principal that provides for the student to meet the instructional requirements of the class as determined by the principal.

Your child is also required to be in compliance with the compulsory attendance law which requires a student to be in attendance. **Any further absences of your child without a valid documented excuse may result in action being taken for violation of the Texas Compulsory Attendance Law.** Information regarding compulsory attendance and enforcement is provided below:

Compulsory Attendance Law (TEC Section 25.085)

Students who are at least six years old as of September 1 of the school year are required to attend school through their 19th birthday. Students who are enrolled in prekindergarten or kindergarten shall attend school. Students who are 19 years old or older are required to attend each school day for the entire period of time the program of instruction is offered for which the student is enrolled.

Compulsory Attendance Enforcement (TEC Section 25.093/TFC 65.003)

Students may not be absent unexcused from school for 10 or more days or parts of days within a 6-month period. State law requires that **a school district may file a complaint in a truancy court** against the parent and/or student in violation of the compulsory attendance laws. Each offense carries up to a \$500 fine per occurrence.

A parent/guardian of a school-age child has the responsibility to require that their child attend school regularly. **An attendance committee meeting has been scheduled for _____ at _____ in the principal’s office. Your presence is required at this meeting.**

Please sign the acknowledgment below and return the signed original to your child’s school. If you have any questions, you may contact the campus principal.

Sincerely,

Principal

Rusk ISD Attendance Procedures

<<<<<ACKNOWLEDGMENT>>>>>

I have received information regarding my child's attendance, the 90% rule, and Compulsory Attendance. My signature below is an acknowledgment that I have received this Notice.

Parent/Guardian Signature Date Student Signature Date

Truancy Behavior Improvement Plan
Texas Education Code 25.0915
Complete with 7 and 9 days or parts of days missed

Student's Name: Student's ID: Grade:

Date Plan Starts: Date Plan Ends:

Administrator: Campus: Date:

HB 2398 requires a school district to implement a behavior improvement plan when a student fails to attend school without excuse on three or more days or parts of days within a four-week period.

- Is student pregnant?
Is student in a foster care program?
Is student coded homeless?
Is student the principal income earner for their family?

If any of the above statements were answered YES, student is to be referred for counseling and/or other support, not truancy court.

- Is student eligible for Special Education services?
Does student receive Special Education services?

Provide a specific description of the behavior that is required or prohibited for the student:

Please sign below indicating your understanding of the above requirements.

Student: Date:
Parent: Date:
Administrator: Date:

Violation Note:

Date: _____ Entered by: _____
 Attach documentation



**Rusk Independent School District
 Truancy Prevention Measures**

Student Name: _____ **ID#:** _____ **Grade:** _____ **Campus:** _____

The student is eligible for Special Education services Yes No
 The student receives Special Education services Yes No

Measure	Date	Comments	Initials
Warning Notice Issued			
Campus Phone Contact with Parent			
Campus Conference with Student/Parent			
Campus Behavior Improvement Plan			
Home Visit			
Return to Assistant Principal			
Remove Student from Truancy Process			

Rusk ISD Attendance Procedures

As required by House Bill 2398 of the 84th Legislature and Texas Education Code Section 25.0915, this statement certifies that the above truancy prevention measures have been applied to the student and the truancy prevention measures failed to meaningfully address the student’s school attendance.

Campus Administrator	Signature	Date
Attendance Clerk/Assist Principal	Signature	Date

Excerpt from Policy FED (Legal)

Truancy Prevention Measures

A school district shall adopt truancy prevention measures designed to:

- (1) address student conduct related to truancy in the school setting before the student engages in conduct described by [Section 65.003\(a\), Family Code](#) ; and
- (2) minimize the need for referrals to truancy court for conduct described by [Section 65.003\(a\), Family Code](#) .

As a truancy prevention measure the district shall take one or more of the following actions:

- The district may **impose a behavior improvement plan** on the student that must be signed by an employee of the school, that the school district has made a good faith effort to have signed by the student and the student's parent or guardian, and that includes:
 - (i) a specific description of the behavior that is required or prohibited for the student;
 - (ii) the period for which the plan will be effective, not to exceed 45 school days after the date the contract becomes effective; or
 - (iii) the penalties for additional absences, including additional disciplinary action or the referral of the student to a truancy court; or
- The district may **impose school-based community service**; or
- The district may **refer** the student to counseling, mediation, mentoring, a teen court program, community-based services, or other in-school or out-of-school services aimed at addressing the student's truancy. This referral may include participation by the child's parent or guardian if necessary.

A school district shall offer additional counseling to a student and may not refer the student to truancy court if the school determines that the student's truancy is the result of:

- (1) pregnancy;
- (2) being in the state foster program;
- (3) homelessness; or
- (4) being the principal income earner for the student's family.

Rusk ISD Attendance Procedures

The minimum standards for the truancy prevention measures implemented by a district under Education Code 25.0915 include:

1. Identifying the root cause of the student's unexcused absences and actions to address each cause;
2. Maintaining ongoing communication with students and parents on the actions to be taken to improve attendance;
3. Establishing reasonable timelines for completion of the truancy prevention measure; and
4. Establishing procedures to notify the admission, review, and dismissal committee or the Section 504 committee of attendance issues relating to a student with a disability and ensure that the committee considers whether the student's attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

A district shall consider the following **best practices** for truancy prevention measures:

1. Develop an attendance policy that clearly outlines requirements related to truancy in accordance with Education Code, Chapter 25, Subchapter C, and communicate this information to parents at the beginning of the year.
2. Create a culture of attendance that includes training staff to talk with students and parents about the attendance policy and the root causes of unexcused absences.
3. Create incentives for perfect attendance and improved attendance.
4. Educate students and their families on the positive impact of school attendance on performance.
5. Provide opportunities for students and parents to address causes of absence and/or truancy with district staff and link families to relevant community programs and support.
6. Develop collaborative partnerships, including planning, referral and cross-training opportunities, between appropriate school staff, attendance officers, program-related liaisons, and external partners, such as court representatives, community and faith-based organizations, state or locally funded community programs for truancy intervention or prevention, and law enforcement to assist students.
7. Determine root causes of unexcused absences and review campus- and district-level data on unexcused absences to identify systemic issues that affect attendance.
8. Use existing school programs such as Communities in Schools, 21st Century Community Learning Centers, restorative discipline, and positive behavior interventions and supports (PBIS) to provide students and their parents with services.
9. At the beginning of each school year, conduct a needs assessment and identify and list, or map, services and programs available within the district and the community that a school, a student, or a student's parent or guardian may access to address the student's barriers to attendance and make the information available to staff, students, and parents. The information must include, but is not limited to:
 - a. Services for pregnant and parenting students;
 - b. Services for students experiencing homelessness;
 - c. Services for students in foster care;
 - d. Federal programs including, but not limited to, Title 1, Part A, of the Elementary and Secondary Education Act;
 - e. State programs including, but not limited to, state compensatory education programs;
 - f. Dropout prevention programs and programs for "at risk" youth;
 - g. Programs that occur outside of school time;

Rusk ISD Attendance Procedures

- h. Counseling services;
 - i. Tutoring programs and services available at no or low cost;
 - j. Mental health services;
 - k. Alcohol and substance abuse prevention and treatment programs;
 - l. Mentoring programs and services;
 - m. Juvenile justice services and programs;
 - n. Child welfare services and programs;
 - o. Other state or locally funded programs for truancy prevention and intervention; and
 - p. Other supportive services that are locally available for students and families through faith-based organizations, local governments, and community-based organizations.
10. After identifying and listing, or mapping, services available in the district and community, school districts should target any new resources, programs, or services to gaps in services identified during the needs assessment.
 11. School districts should ensure that personnel, including truancy prevention facilitators or juvenile case managers, attendance officers, McKinney-Vento (homeless) liaisons, foster care liaisons, Title IX coordinators, 504 coordinators, pregnancy and parenting coordinators, dropout prevention coordinators, special education staff, and other appropriate student services personnel, meet to contribute to the needs assessment, discuss opportunities to work together, and identify strategies to coordinate both internally and externally to address students' attendance barriers.

In determining services offered to students identified in Education Code 25.091(a-3), a district shall consider:

1. Offering an optional flexible school day program and evening and online alternatives;
2. Working with businesses that employ students to help students coordinate job and school responsibilities; and
3. Offering before school, after school, and/or Saturday prevention or intervention programs or services that implement best and promising practices.

19 TAC 129.1045

Excerpt from 2018-2019 Student Attendance Accounting Handbook

3.6.4 Excused Absences for Compulsory Attendance Purposes A teacher, principal, or superintendent of the school in which a student is enrolled may excuse the temporary absence of the student for any reason acceptable to the teacher, principal, or superintendent. However, the student will not be counted as present for FSP (funding) purposes for the day(s) of the absence unless the absence is for one of the reasons specified in 3.6.3 Requirements for a Student to Be Considered Present for FSP (Funding) Purposes and meets applicable requirements.

3.6.3 Requirements for a Student to Be Considered Present for FSP (Funding) Purposes For official attendance accounting purposes, "excused" and "unexcused" absences do not exist. Students present at the official attendance-taking time are counted present for funding purposes. Note that having students sign in is not an acceptable method of taking attendance. With the exception of any reason listed in the following bulleted paragraphs, students who are absent at the official attendance-taking time are counted absent for funding purposes. Students who are on campus at the time attendance is taken but who are not in their assigned classroom are considered in attendance for FSP purposes provided they were with a campus official (nurse, counselor, principal, etc.). Class admit slips or other documentation supporting that a student was with a campus official must be retained for audit purposes. Documentation from an

Rusk ISD Attendance Procedures

electronic, radio-frequency, “smart card,” or similar tracking system that indicates only whether a student monitoring device was on campus at a particular time is not acceptable documentation unless supported with documentation that the student was with a campus official.

Note: These attendance provisions do not apply to the OFSDP, the HSEP, or homebound programs (general education homebound, special education homebound, or compensatory education home instruction). For special attendance provisions that apply to these programs, please refer to the applicable sections of the handbook.

A student not actually on campus at the time attendance is taken may be considered in attendance for FSP purposes if the student:

- is enrolled in and attending off-campus dual credit program courses and is not scheduled to be on campus during any part of the school day. Students who are enrolled in and attending an off-campus dual credit program course and are scheduled to be on campus during any part of the school day should have their attendance recorded while they are on campus. See 3.6.2.2 Alternative Attendance-Taking Time for Certain Student Populations for instructions on how to record attendance for these students if they are not scheduled to be on campus during the official attendance-taking time. 76 19 TAC §129.21(h)(4) General Attendance Requirements 2018-2019 Student Attendance Accounting Handbook Page 56
- is participating in an off-campus work-based learning opportunity and is not scheduled to be on campus during any part of the school day. Students who are participating in an off-campus work-based learning opportunity and are scheduled to be on campus during any part of the school day should have their attendance recorded while they are on campus. See 3.6.2.2 Alternative Attendance-Taking Time for Certain Student Populations for instructions on how to record attendance for students not scheduled to be on campus during the official attendance taking time.
- is enrolled full-time in TxVSN courses. See 12.2 Texas Virtual School Network (TxVSN) for information on recording daily attendance. Students who are enrolled in one or more TxVSN courses but attend part of the day at a regular campus and who are not scheduled to be on campus during the official attendance-taking time should have their attendance recorded during the part of the day they are on campus. See 3.6.2.2 Alternative Attendance-Taking Time for Certain Student Populations for instructions on how to record attendance for these students.
- is participating in an activity that is approved by your local school board and is under the direction of a professional staff member, an adjunct staff member, or a paraprofessional staff member of your school district. The adjunct staff member must have a minimum of a bachelor’s degree and be eligible for participation in the Teacher Retirement System of Texas. Students participating in any activity that is not approved by your local school board or without certified district personnel supervision must be counted absent. For attendance to qualify for funding purposes, the professional staff member, adjunct staff member, or paraprofessional staff member must be accompanying the students as an official of your school district for the specific purpose of supervising the students and must be approved by your school board to supervise the activity. For example, students would be reported present if they are participating in 4H activities that are supervised by a county extension service agent who has been approved by the local school board as an adjunct staff member or a paraprofessional staff member of your school district. Paraprofessionals must meet the requirements of a highly qualified paraprofessional.
- is participating, with local school board approval, in a short-term (for example, 5-day) class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD) at a location other than the student’s campus. The student must not be considered in attendance for FSP purposes on any day the student is traveling between the student’s district and the location of the class but is not attending class. (However, travel days may be excused for compulsory attendance purposes. See 3.6.4 Excused Absences for 19 TAC §129.21(j)(1) County extension service agents are eligible to be considered adjunct staff members because they are required to have at least a bachelor’s degree and are eligible for participation in the Teacher Retirement System of Texas. They are eligible for participation in the Teacher Retirement System because they are employed by the Texas AgriLife Extension Service, which is a member of the Texas A&M University System. Requirements for Highly Qualified Paraprofessional 19

Rusk ISD Attendance Procedures

TAC §129.21(k) Compulsory Attendance Purposes.) Your school district is responsible for obtaining documentation of the student's class attendance from the TSBVI or TSD.

- is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 TAC Chapter 74.
- misses school for the purpose of observing religious holy days, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student will observe the holy days. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes. Your school district is responsible for determining what constitutes a religious holy day for purposes of excusing absences. The agency does not maintain a list of days that qualify as religious holy days for purposes of being considered in attendance for FSP purposes. However, we do provide the following guidance: To be considered a religious holy day, the day should be one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, camps, and mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days.
- is in grades 6 through 12 and misses school for the purpose of sounding "Taps" at a military honors funeral held in Texas for a deceased veteran.
- misses school for the purpose of attending a required court appearance, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is required to appear in court. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes. A court appearance is considered to be required if the law (federal or state) or the court mandates an appearance by the student in a criminal, civil, or traffic matter. Examples of required court appearances would be appearances in response to a jury summons in the name of the student, a subpoena in the name of the student, or a traffic ticket marked "You Must Appear" or "Court Appearance Required." Additional examples would be a student's appearance in court as a plaintiff or defendant or as the subject of a court proceeding, such as an adoption or custody proceeding. Acceptable forms of documentation include a copy of a pleading or other document filed with the court, a notice from the court clerk regarding a hearing or trial date, a jury summons, a subpoena, etc. Important: Absences to meet with probation officers and other absences related to court ordered activities outside the courtroom do not qualify as required court appearances. 81 TEC, §25.087(b)(1)(A) 82 TEC, §25.087(c) 83 TEC, §25.087(b)(1)(B) General Attendance Requirements 2018-2019 Student Attendance Accounting Handbook Page 58 However, see the next bullet, related to court-ordered activities for students in the conservatorship of the DFPS.
- is in the conservatorship of the DFPS and misses school: o to participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or 263, provided that scheduling the participation outside of school hours is not practicable or to attend an activity under a service plan under the Texas Family Code, Chapter 263, Subchapter B85 . The student may be considered in attendance for travel days for this purpose. Travel da General Attendance Requirements 2018-2019 Student Attendance Accounting Handbook Page 59 that purpose.⁹⁰ Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site of the governmental office. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
- misses school for the purpose of taking part in the student's own US naturalization oath ceremony, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site of the ceremony. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.

Rusk ISD Attendance Procedures

- is temporarily absent because of a documented appointment for the student or the student's child that is with a health care professional licensed, certified, or registered by an appropriate agency of the State of Texas to practice in the United States. A documented appointment with a health care professional includes an appointment of a student diagnosed with autism spectrum disorder with a health care practitioner to receive a generally recognized service for persons with that disorder. To be considered temporarily absent, the student must begin classes or return to class on the same day of the appointment. The appointment must be supported by a document, such as a note from the health care professional. The appointment must be a face-to-face consultation with a health care professional. A consultation over the phone or via video (telemedicine) is not considered an appointment with a health care professional. A school nurse will not count for FSP funding as a health care professional appointment.
- is in his or her junior or senior year of high school and misses school for the purpose of visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution. Your district 1) must not excuse for this purpose more than 2 days during a student's junior year and 2 days during a student's senior year and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a procedure for verifying students' visits to institutions of higher education.
- is 17 years of age or older and pursuing enlistment in a branch of the United States Armed Services or the National Guard. Your district 1) must not excuse the student for this purpose for more than four days of school during the period the student is enrolled in high school and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a policy 90 TEC, §25.087(b)(1)(C) 91 TEC, §25.087(b)(1)(D) 92 You can access the Texas Medical Board's searchable database of licensed physicians at http://reg.tmb.state.tx.us/OnLineVerif/Phys_NoticeVerif.asp. 93 TEC, §25.087(b)(2) 94 See the Texas Insurance Code, §1355.015(b), for a description of the term health care practitioner. 95 Generally recognized services include, but are not limited to, applied behavioral analysis, speech therapy, and occupational therapy. 96 TEC, §25.087(b-3) 97 19 TAC §129.21(j)(3) 98 TEC, §25.087(b-2) General Attendance Requirements 2018-2019 Student Attendance Accounting Handbook Page 60 that verifies the student's activities related to pursuing enlistment in a branch of the Armed Services or the Texas National Guard.
- is absent to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. Your district is required to excuse up to 5 days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment. Your school district must allow a student whose absence is excused for any of the previously listed reasons (with the exception of the first five reasons, for which this paragraph does not apply) a reasonable amount of time to make up school work missed on these days. If the student satisfactorily completes the school work, the day of absence is counted as a day of compulsory attendance. If your school district excuses a student's absence for any of the previously listed purposes (counts the student as present for FSP purposes), the district must keep documentation related to the absence on file for audit purposes. Your school district should establish a local policy describing what constitutes acceptable documentation for each of the listed absences.