

ATTENDANCE
ATTENDANCE FOR CREDIT

FEC
(LOCAL)

ATTENDANCE REVIEW
COMMITTEES

Each campus shall have one or more Attendance Review Committees (ARCs) that shall function as necessary for the efficient implementation of Education Code 25.092.

The Superintendent or designee shall make the specific appointments in accordance with legal requirements.

~~PARENTAL NOTICE
OF EXCESSIVE
ABSENCES~~

~~A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.~~

METHODS FOR
REGAINING CREDIT
OR AWARDING A FINAL
GRADE

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit or a final grade in a class for kindergarten–grade 12 by completing a plan approved by the principal. This plan, approved by the principal, must provide for the student to meet the instructional requirements of the class.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate ARC.

Petitions for credit or a final grade may be filed with the ARC at any time ~~the student receives notice~~, but in any event no later than 30 days after the last day of classes. For students who are recovered dropouts, the 30-day requirement for petitions to the ARC shall not apply.

The ARC may review the records of all students whose attendance drops below 90 percent of the days the class is offered, whether or not a petition is filed.

Students who have lost credit or have not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the ARC. [See FEC(REGULATION)]

PERSONAL ILLNESS

When a student's absence for personal illness exceeds five consecutive days, the principal or ARC shall require that the student present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school as a condition of classifying the absence as one for which there is extenuating circumstances.

If a student has established a questionable pattern of absences, the principal or ARC may require that a student present a physician's or clinic'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.

GUIDELINES ON
EXTENUATING
CIRCUMSTANCES

The ARC shall adhere to the following guidelines to determine attendance for award of credit or a final grade:

TYPE AND REASON
FOR ABSENCE

1. The ARC shall consider the type of absence, whether excused or unexcused, and the reason for the absence as one factor in determining extenuating circumstances. Absences due to the following reasons shall be considered extenuating circumstances if make-up work is completed satisfactorily:
 - School-related activities or approved extracurricular activities;
 - Testing, such as PSAT, CPE, and the like;
 - UIL- or career technology-approved activities;
 - 4-H activities;
 - Medical reasons, healthcare appointments, and immunizations;
 - Appearing at governmental offices for citizenship reasons or naturalization ceremonies;
 - Foster care appointments;
 - Attending required court appearances or probation appointments;
 - Visiting an institution of higher education;
 - Having required screenings, diagnosis, and treatment for Medicaid-eligible students;
 - Observance of religious holy days;
 - Visiting the student's parent, stepparent, or guardian who is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides (not to exceed more than five days in a school year);
 - Sounding taps at a military honors funeral;
 - Serving as an elections clerk;
 - Family deaths or funerals;

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- Visa renewals;
 - Mentorship activities;
 - Board-approved activities
 - Parent-requested absence for a specific, nonrecurring event (with principal approval);
 - Off-campus dual credit;
 - Attendance at Texas School for the Blind and Visually Impaired; and
 - Attendance at Texas School for the Deaf.
- TRANSFERS /
MIGRANT
STUDENTS
- BEST INTEREST
STANDARD
- DOCUMENTATION
- CONSIDERATION OF
CONTROL
- STUDENT'S
ACADEMIC RECORD
- INFORMATION
FROM STUDENT OR
PARENT
- IMPOSING
CONDITIONS FOR
AWARDING CREDIT
OR A FINAL GRADE
2. A transfer or migrant student incurs absences only after his or her enrollment in the District.
 3. In reaching consensus regarding a student's absences, the ARC shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the ARC's documentation of the decision.
 4. The ARC shall consider the acceptability and authenticity of documented reasons for the student's absences.
 5. The ARC shall consider whether the absences were for reasons out of the student's or parent's control.
 6. The ARC shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
 7. The student or parent shall be given an opportunity to present any information to the ARC about the absences and to discuss ways to regain credit or be awarded a final grade.
- The ARC may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade:
1. Completing ~~additional~~ assignments, as specified by the ARC or teacher;
 2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs;
 3. Maintaining the attendance standards for the rest of the semester;
 4. Taking an examination to earn credit [see EHDB];

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5. Attending a flexible school-day program; and
6. Attending summer school.

In all cases, the student must also earn a passing grade in order to receive credit or a final grade.

APPEAL PROCESS

A parent or student may appeal the decision of the ARC in accordance with FNG(LOCAL) beginning at Level Three.

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