

ATTENDANCE
ATTENDANCE FOR CREDIT

FEC
(LOCAL)

ATTENDANCE REVIEW
COMMITTEES

Each campus shall have one or more attendance review committees 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 through 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 ~~as determined by the principal~~.

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 attendance committee.

Petitions for credit or a final grade may be filed with the attendance review committee at any time the student receives notice, but in any event no later than 30 days after the **LAST DAY OF CLASSES** ~~date of the first letter notifying of the loss of credit or inability to receive a final grade~~. For students who are recovered dropouts, the 30-day requirement for petitions to the attendance review committee shall not apply.

The attendance review committee 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 attendance review committee. [See FEC(REGULATION)]

PERSONAL ILLNESS

When a student's absence for personal illness exceeds five consecutive days, the principal or attendance review committee 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 are extenuating circumstances.

If a student has established a questionable pattern of absences, the principal or attendance review committee 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 attendance review committee shall adhere to the following guidelines to determine attendance for award of credit or a final grade:

~~DAYS OF
ATTENDANCE TYPE
AND REASON FOR
ABSENCE~~

1. ~~Verified absences not in excess of 25 percent of the days the class is offered shall be considered in determining whether a student has attended the required percentage of days. If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for this purpose. Verified excused absences in excess of 25 percent of the days the class is offered shall not be considered an extenuating circumstance. THE ATTENDANCE REVIEW COMMITTEE SHALL CONSIDER THE TYPE OF ABSENCE, WHETHER EXCUSED OR UNEXCUSED, AND THE REASON FOR THE ABSENCE AS ONE FACTOR IN DETERMINING EXTENUATING CIRCUMSTANCES. [See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS]~~

TRANSFERS /
MIGRANT
STUDENTS

2. A transfer or migrant student incurs absences only after his or her enrollment in the District.

BEST INTEREST
STANDARD

3. In reaching consensus regarding a student's absences, the attendance review committee 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 attendance review committee's documentation of the decision.

DOCUMENTATION

4. The attendance review committee shall consider the acceptability and authenticity of documented reasons for the student's absences.

CONSIDERATION OF
CONTROL

5. The attendance review committee shall consider whether the absences were for reasons out of the student's or parent's control.

STUDENT'S
ACADEMIC RECORD

6. The attendance review committee 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.

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INFORMATION
FROM STUDENT OR
PARENT

7. The student or parent shall be given an opportunity to present any information to the attendance review committee about the absences and to discuss ways to regain credit or be awarded a final grade.

IMPOSING
CONDITIONS FOR
AWARDING CREDIT
OR A FINAL GRADE

The attendance review committee 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 attendance review committee 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];
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 FINAL GRADE**.

APPEAL PROCESS

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