

See the following pages for sample letters addressing excessive absences:

- Exhibit A: Letter Regarding Possible Loss of Credit/Final Grade — 2 pages
- Exhibit B: Letter Regarding Loss of Credit/Final Grade Due To Attendance Less Than 90% but Greater Than 75% — 2 pages
- Exhibit C: Principal's Plan to Regain Credit/Final Grade Due To Attendance Less Than 90%— 3 pages
- Exhibit D: Letter Regarding Loss of Credit/Final Grade Due To Attendance Less Than 75% – 2 pages
- Exhibit E: Attendance Review Committee Determination – 5 pages
- Exhibit F: Attendance Review Committee Determination of Completion of Alternate Learning Activities for Credit or Final Grade – 2 pages

LETTER REGARDING POSSIBLE LOSS OF CREDIT/FINAL GRADE

Date: _____

Dear Parent:

| | | |
|------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|
| This letter is to advise you that your child, _____, has the following absences in the courses listed below: COURSE | DATES OF ABSENCES | PERCENTAGE OF ATTENDANCE |
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In accordance with state law and local attendance policies, a student must be in class for at least 90 percent of the days a class is offered to receive credit or a final grade for that course. If your child does not have at least 90 percent days of attendance the class is offered, he or she may be

[Choose one of the following or adjust to match the grade level/circumstances.]

denied credit.

denied a final course grade.

denied a final grade.

If you believe that some or all of your child's absences should be classified as having been for extenuating circumstances, you may request that the attendance review committee consider the matter by completing and returning the form at the bottom of this letter to the school office within five school days.

We consider regular attendance necessary to your child's academic success, and we encourage your cooperation by making sure your child is at school regularly.

Sincerely,

Principal

cc: Student

PLEASE INDICATE YOUR CHOICE:

Date: _____

- Please review the attached information that explains why my child's absences on the particular days mentioned in your letter should be considered as having been caused by extenuating circumstances. (Include such information as doctor's or clinic notes, parent's statement, or any other evidence or explanations of an extenuating circumstance.)
- I wish to appear before the committee to discuss my child's absences and explain why they should be considered as having been caused by extenuating circumstances. Please advise me of the time, date, and place to appear.

Student's name: _____

Parent's signature: _____

Parent's phone number: _____

LETTER REGARDING LOSS OF CREDIT/FINAL GRADE
ATTENDANCE BELOW 90% AND ABOVE 75%

Date: _____

Dear Parent:

This letter is to advise you that your child, _____, has the following absences in the courses listed below:

| COURSE | DATES OF ABSENCES | PERCENTAGE OF ATTENDANCE |
|--------|-------------------|--------------------------|
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In accordance with state law and local attendance policies, a student must either be in class for at least 90 percent of the days a class is offered to receive credit or a final grade for his or her courses, or the student must present documented extenuating circumstances for the absences. If your child does not have at least 90 percent days of attendance the class is offered, he or she may not

[Choose one of the following or adjust to match the grade level/circumstances.]

receive credit for the course.

receive a final grade for the course.

receive a final grade.

The Texas Education Code allows a school's principal to give credit or a final grade to a student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class (a "Principal's Plan"). A Principal's Plan is an individualized document meant to assist a student in meeting the instructional objectives of one or more specific courses or subjects. The Principal's Plan will be tailored to meet your child's needs. However, if your child is under the jurisdiction of a court in a crimi-

nal or juvenile justice proceeding your child may not receive credit or a final grade via a Principal's Plan without the consent of the judge presiding over your child's case.

As the school's principal I want to create a plan that will allow your child to regain the credit or final grade lost. _____(Insert name) will contact you to schedule an appointment to create such a plan to be completed by your child.

If your child does not complete a Principal's Plan or if your child's attendance is below 75 percent, you (or your child) may petition the Attendance Review Committee to receive credit/a final grade for this semester's work. That Committee will review information you provide and, if you desire, meet with you personally. After reviewing the information or meeting with you, the Committee may reconsider your child's attendance record and/or provide a means by which he or she may regain credit/receive a final grade.

We want all students to succeed and receive credit for their work, but state law and Board policy require satisfactory attendance. If you believe your child has extenuating circumstances and are requesting to petition the Attendance Review Committee, please complete the form below and return it to the office as soon as possible but no later than thirty days after the last day of classes.

Thank you for your cooperation.

Sincerely,

Principal

cc: student

PLEASE INDICATE YOUR CHOICE:

Date: _____

- Please review the attached information that explains why my child's absences on the particular days mentioned in your letter should be considered as having been caused by extenuating circumstances. (Include such information as doctor's or clinic notes, parent's statement, or any other evidence or explanations of an extenuating circumstance.)
- I wish to appear before the committee to discuss my child's absences and explain why they should be considered as having been caused by extenuating circumstances. Please advise me of the time, date, and place to appear.

Student name: _____

Parent signature: _____

Parent's phone number: _____

PRINCIPAL'S PLAN TO REGAIN CREDIT/FINAL GRADE LOST
DUE TO EXCESSIVE ABSENCES

Note: A principal's plan is an individualized document meant to assist a student in meeting the instructional objectives of one or more specific courses or subjects. The plan should be tailored to the student's specific needs.

According to state law, a student must be in attendance for 90 percent of the days a class is offered in order to receive credit or a final grade for the class. All absences, except for religious holy days as provided by law, but including excused absences, count when determining if a student has been in attendance for 90 percent of the days a class is offered.

A student who is in attendance for at least 75 percent of the days a class is offered but less than the required 90 percent may nonetheless earn credit or a final grade in the class by completing a principal's plan designed to ensure the student meets the instructional objectives of the course.

Principal's plan for: _____
(*student's name*)

| COURSE | DATES OF ABSENCES | PERCENT OF ATTENDANCE | COURSE GRADE |
|--------|-------------------|-----------------------|--------------|
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Please note: The student must complete the following plan and earn a passing grade in the course(s). Under no circumstance will a student gain course credit or be awarded a final grade without a passing grade in the course.

The principal's plan must include at least one academic criteria and, if desired, attendance criteria to regain credit or a final grade:

1. Academic criteria:

[List the specific academic criteria the student must meet and maintain. The following are examples.]

The student must maintain a grade of _____ in _____ course(s) and complete the following (check and complete all that apply):

- a. Complete assignments, as specified by the teacher, to include the following:

(add additional lines as necessary)

- b. Attend tutorials with _____ (*teacher's name*) on the following dates/times. _____

- c. Take an examination to earn credit [See EHDB].

- d. Attend a flexible school day program:

Days/Times: _____

- e. Attend summer school.

- f. Complete an independent project to be assigned by and approved by _____ (*teacher's name*).

- g. Other learning activities as described below:

Note: ALL LEARNING ACTIVITIES MUST PROVIDE FOR THE STUDENT TO MEET THE INSTRUCTIONAL REQUIREMENTS OF THE CLASS.

2. Attendance criteria:

[List the specific attendance criteria the student must meet and maintain. The following are examples.]

- a. Maintain perfect attendance for the remainder of the grading period. Only absences with a valid doctor's note or for a reason listed in FEA(LEGAL) will be excused for this purpose.

- b. Attend _____ (*list required after-school or Saturday school attendance*) for _____ (*period of time*). Attendance at these sessions is for the purpose of completing instructional objectives. The student must bring and complete school work as assigned. If the student does not bring appropriate work, the student will be dismissed from the tutorial and it will not count for this purpose.

This plan, signed by all teachers listed in the plan, must be returned to the principal for final approval no later than _____ (*date*).

A STUDENT UNDER THE JURISDICTION OF A COURT IN A CRIMINAL OR JUVENILE JUSTICE PROCEEDING MAY NOT RECEIVE CREDIT OR A FINAL GRADE WITHOUT THE CONSENT OF THE JUDGE PRESIDING OVER THE STUDENT'S CASE.

IS THE STUDENT UNDER THE JURISDICTION OF A COURT? YES NO

If the student fails to successfully complete the plan or if the student's attendance drops below 75 percent of the days a class is offered, this principal's plan will no longer be in effect and the student or parent will have to petition the Attendance Review Committee in accordance with policy FEC(LOCAL) in order to seek credit or a final grade.

Student signature: _____

Date: _____

Parent signature: _____

Date: _____

Principal's signature: _____

Date: _____

Approvals:

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

| | | |
|---------------------|------------|--------------------------------------------------------------------------------------|
| Teacher of Record: | Subject: | Assignments complete? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Final course grade: | Signature: | |

| | | |
|---------------------|------------|--------------------------------------------------------------------------------------|
| Teacher of Record: | Subject: | Assignments complete? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Final course grade: | Signature: | |

(Add additional boxes as necessary.)

Principal's signature: _____

Date: _____

LETTER REGARDING LOSS OF CREDIT/FINAL GRADE
ATTENDANCE BELOW 75%

Date: _____

Dear Parent:

This letter is to advise you that your child's attendance has dropped below 75 percent of the days classes are offered. The following is a list of courses, absences, percent attendance, and grades.

| COURSE | DATES OF ABSENCES | PERCENT OF ATTENDANCE | COURSE GRADE |
|--------|-------------------|-----------------------|--------------|
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In accordance with state law and local attendance policies, a student must either be in class for at least 90 percent of the days a class is offered to receive credit or a final grade for his or her courses, or the student must present documented extenuating circumstances for the absences. If your child does not have at least 90 percent days of attendance the class is offered, he or she may not [**Choose one of the following or adjust to match the grade level/circumstances.**]

receive credit for the course.

receive a final grade for the course.

receive a final grade.

The Texas Education Code allows an Attendance Review Committee (ARC) to give class credit or final grade to a student whose attendance drops below 75 percent because of extenuating circumstances.

We want all students to succeed and receive credit for their work, but state law and Board policy require satisfactory attendance. If you believe your child has extenuating circumstances and are requesting to petition the Attendance Review Committee, please complete the form below and return it to the office as soon as possible but no later than thirty days after the last day of classes.

Thank you for your cooperation.

Sincerely,

Principal

cc: student

PLEASE INDICATE YOUR CHOICE:

Date: _____

- Please review the attached information that explains why my child's absences on the particular days mentioned in your letter should be considered as having been caused by extenuating circumstances. (Include such information as doctor's or clinic notes, parent's statement, or any other evidence or explanations of an extenuating circumstance.)
- I wish to appear before the committee to discuss my child's absences and explain why they should be considered as having been caused by extenuating circumstances. Please advise me of the time, date, and place to appear.

Student name: _____

Parent signature: _____

Parent's phone number: _____

ATTENDANCE REVIEW COMMITTEE DETERMINATION

Student: _____ Local ID _____

Campus: _____ Date _____

Persons Present:

Committee Member _____ Title _____

Student _____

Parent(s) _____

Other _____ Title _____

The Attendance Review Committee (ARC) reviewed all absences for extenuating circumstances. In reaching consensus regarding the student's absences, the ARC's determination was made in the best interest of the student in applying the guidelines on extenuating circumstances in FEC (LOCAL). Date of absence, extenuating circumstances, and the decision to accept the extenuating circumstance are as follows:

| | | | COURSE: | CURRENT GRADE: |
|--------------------------------------------------------------------------------------|--------------|-------------------------------|---------------------|----------------------------------------------------------|
| | | | TEACHER: | PERIOD: |
| DATE OF ABSENCE | ABSENCE CODE | MAKE-UP WORK COMPLETED Y/N | *REASON FOR ABSENCE | ACCEPTED BY ARC AS EXTENUATING CIRCUMSTANCE (CIRCLE ONE) |
| | | Y/N | | YES/NO |
| *ATTACH DOCUMENTATION PROVIDED FOR UNEXCUSED, UNVERIFIED, OR TRUANCY ABSENCES | | | | |

| | | | COURSE: | CURRENT GRADE: |
|-----------------|--------------|-------------------------------|---------------------|----------------------------------------------------------|
| | | | TEACHER: | PERIOD: |
| DATE OF ABSENCE | ABSENCE CODE | MAKE-UP WORK COMPLETED Y/N | *REASON FOR ABSENCE | ACCEPTED BY ARC AS EXTENUATING CIRCUMSTANCE (CIRCLE ONE) |
| | | Y/N | | YES/NO |
| | | Y/N | | YES/NO |
| | | Y/N | | YES/NO |

ATTENDANCE
ATTENDANCE FOR CREDIT

FEC
(EXHIBIT E)

| | | | | |
|--------------------------------------------------------------------------------------|--|-----|--|--------|
| | | Y/N | | YES/NO |
| *ATTACH DOCUMENTATION PROVIDED FOR UNEXCUSED, UNVERIFIED, OR TRUANCY ABSENCES | | | | |

| COURSE: | | | CURRENT GRADE: | |
|-----------------|--------------|-------------------------------|---------------------|--------------------------------------------------------------------|
| TEACHER: | | | PERIOD: | |
| DATE OF ABSENCE | ABSENCE CODE | MAKE-UP WORK COMPLETED Y/N | *REASON FOR ABSENCE | ACCEPTED BY ARC AS EXTENUATING CIRCUMSTANCE (CIRCLE ONE) YES/NO |
| | | Y/N | | YES/NO |

***ATTACH DOCUMENTATION PROVIDED FOR UNEXCUSED, UNVERIFIED, OR TRUANCY ABSENCES**

| COURSE: | | | CURRENT GRADE: | |
|--------------------------------------------------------------------------------------|--------------|----------------------------|---------------------|--------------------------------------------------------------------|
| TEACHER: | | | PERIOD: | |
| DATE OF ABSENCE | ABSENCE CODE | MAKE-UP WORK COMPLETED Y/N | *REASON FOR ABSENCE | ACCEPTED BY ARC AS EXTENUATING CIRCUMSTANCE (CIRCLE ONE) YES/NO |
| | | Y/N | | YES/NO |
| *ATTACH DOCUMENTATION PROVIDED FOR UNEXCUSED, UNVERIFIED, OR TRUANCY ABSENCES | | | | |

| COURSE: | | | CURRENT GRADE: | |
|-----------------|--------------|----------------------------|---------------------|--------------------------------------------------------------------|
| TEACHER: | | | PERIOD: | |
| DATE OF ABSENCE | ABSENCE CODE | MAKE-UP WORK COMPLETED Y/N | *REASON FOR ABSENCE | ACCEPTED BY ARC AS EXTENUATING CIRCUMSTANCE (CIRCLE ONE) YES/NO |
| | | Y/N | | YES/NO |

| | | | | |
|--------------------------------------------------------------------------------------|--|-----|--|--------|
| | | Y/N | | YES/NO |
| *ATTACH DOCUMENTATION PROVIDED FOR UNEXCUSED, UNVERIFIED, OR TRUANCY ABSENCES | | | | |

THE DECISION OF THE ATTENDANCE REVIEW COMMITTEE IS TO
[CHOOSE ONE OF THE FOLLOWING.]

- REINSTATE CREDIT OR FINAL GRADE LOST FOR ANY ONE OR ALL COURSES FOR WHICH CREDITOR FINAL GRADE WAS DENIED. (LIST ALL COURSES THE ARC REINSTATED CREDIT OR A FINAL GRADE.) NOTE: THE STUDENT MUST ALSO EARN A PASSING GRADE IN ORDER TO RECEIVE CREDIT OR FINAL GRADE.

| COURSE | FINAL GRADE |
|--------|-------------|
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- ASSIGN ALTERNATE LEARNING ACTIVITIES, WHICH THE STUDENT MUST SUCCESSFULLY COMPLETE IN A TIMELY MANNER.

All learning activities must provide for the student to meet the instructional requirements of the class. Upon completion of the alternate learning activities, the attend-

ance review committee(s) will make a final determination to reinstate credit or final grade or uphold the denial of credit or final grade for any course or courses for which alternate learning activities were assigned. The student must also earn a passing grade in order to receive credit or final grade. See FEC (EXHIBIT F) to document the ARC determination of awarding credit or final grade after completion of the alternate learning activities.

- a. Complete assignments, as specified by the teacher, to include the following:

(add additional lines as necessary)

- b. Attend tutorials with _____ (*teacher's name*) on the following dates/times: _____

- c. Take an examination to earn credit [See EHDB].

- d. Attend a flexible school day program:

Days/Times _____

- e. Attend summer school.

- f. Complete an independent project to be assigned by and approved by

_____ (*teacher's name*).

- g. Complete other learning activities described below:

3. UPHOLD THE DENIAL OF CREDIT OR FINAL GRADE FOR ANY COURSE OR COURSES FOR WHICH CREDIT OR FINAL GRADE WAS DENIED. (LIST ALL COURSES THE ARC DID NOT REINSTATE CREDIT OR A FINAL GRADE.)

| COURSE |
|--------|
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Signatures:

| | | |
|------------------------------------|-------|------|
| Attendance Review Committee Member | Title | Date |
|------------------------------------|-------|------|

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| Attendance Review Committee Member | Title | Date |
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| Attendance Review Committee Member | Title | Date |
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| Attendance Review Committee Member | Title | Date |
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| Attendance Review Committee Member | Title | Date |
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A PARENT OR STUDENT MAY APPEAL THE DECISION OF THE ATTENDANCE REVIEW COMMITTEE IN ACCORDANCE WITH FEC (LOCAL) AND FNG (LOCAL) BEGINNING AT LEVEL THREE. THE APPEAL NOTICE MUST BE FILED IN WRITING, ON A FORM PROVIDED BY THE DISTRICT, WITHIN TEN DISTRICT BUSINESS DAYS OF THE DATE OF THE ARC DENIAL.

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|-------------------|------|
| Student Signature | Date |
|-------------------|------|

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| Parent Signature | Date |
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ATTENDANCE
ATTENDANCE FOR CREDIT

FEC
(EXHIBIT F)

| | | |
|------------------------------------|-------|------|
| Attendance Review Committee Member | Title | Date |
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| Attendance Review Committee Member | Title | Date |
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|------------------------------------|-------|------|
| Attendance Review Committee Member | Title | Date |
|------------------------------------|-------|------|

A PARENT OR STUDENT MAY APPEAL THE DECISION OF THE ATTENDANCE REVIEW COMMITTEE IN ACCORDANCE WITH FEC (LOCAL) AND FNG (LOCAL) BEGINNING AT LEVEL THREE. THE APPEAL NOTICE MUST BE FILED IN WRITING, ON A FORM PROVIDED BY THE DISTRICT, WITHIN TEN DISTRICT BUSINESS DAYS OF THE DATE OF THE ARC DENIAL.

| | |
|-------------------|------|
| Student Signature | Date |
|-------------------|------|

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|------------------|------|
| Parent Signature | Date |
|------------------|------|