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**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

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**Attendance Officer**

Students in violation of the compulsory attendance law shall be reported to the District truancy and prevention officer, who shall institute court action as provided by law.

The Board has designated the assistant superintendent for student services as the attendance officer for the District.

**Excused Absences**

~~In accordance with the District's innovation plan, the District is exempt from state law regarding the maximum number of days a student can be excused for a visit to an accredited institution of higher education.~~ In addition to excused absences required by law, the District shall excuse absences for the following purposes. A student shall be required to submit verification of these absences in accordance with administrative regulations.

Higher Education  
Visits

**IN ACCORDANCE WITH THE DISTRICT'S INNOVATION PLAN, THE DISTRICT IS EXEMPT FROM THE STATE LAW REGARDING EXCUSED ABSENCES FOR HIGH EDUCATION VISITS.** The District shall excuse a student for up to three days during the student's junior year and up to three days during the student's senior year to visit an accredited institution of higher education.

**CAREER  
INVESTIGATION**

**THE DISTRICT SHALL EXCUSE A STUDENT FOR UP TO TWO DAYS DURING THE STUDENT'S JUNIOR YEAR AND UP TO TWO DAYS DURING THE STUDENT'S SENIOR YEAR TO VISIT A PROFESSIONAL'S WORKPLACE FOR PURPOSES OF EXPLORING THE STUDENT'S INTEREST IN PURSUING A CAREER IN THAT PROFESSIONAL'S FIELD.**

Armed Services  
Enlistment

The District shall excuse a student 17 years of age or older for up to four days during his or her enrollment in high school for activities related to pursuing enlistment in a branch of the U.S. Armed Services or Texas National Guard.

Early Voting or  
Election Clerk

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk.

Learner or Driver's  
License

The District shall excuse a student 15 years of age or older for one day during his or her enrollment in high school for each of the following:

- Visiting a driver's license office to obtain a learner license; or
- Visiting a driver's license office to obtain a driver's license.

[For extracurricular activity absences, see FM.]

**Withdrawal for  
Nonattendance**

The District may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent 10 consecutive school days;  
and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

[For District-initiated withdrawal of students 19 or older, see FEA(LEGAL).]

After consultation with law enforcement officials, the attendance officer and principal shall determine, based on all available information, whether the student no longer resides within the District. A student who is reported as a “runaway” with a case number shall be withdrawn effective on the date of the police report.

**Students Attending  
Homeschools**

Students who are homeschooled are exempt from the compulsory attendance law to the same extent as students enrolled in other private schools.

Adequate documentation of homeschooling for withdrawal shall consist of either a statement of withdrawal in accordance with FD(LOCAL) indicating the date homeschooling began, or a signed and dated letter from a parent or guardian indicating that his or her child is being homeschooled and the date the homeschooling began.

The District may request from a parent or guardian a letter of assurance that a child is being educated using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

Enforcing  
Compulsory  
Attendance

If a parent or guardian refuses to submit a requested statement or letter, or if the District has evidence that a school-aged child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

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<sup>1</sup> Innovation Plan: <https://www.episd.org/Page/542>