

Attendance Procedures Manual El Paso Independent School District

Pupil Services



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Overview

The El Paso Independent School District provides this manual to ensure proper attendance procedures are followed in the District by all personnel as well as meeting the requirements as specified in the Attendance Accounting Handbook of the Texas Education Agency.

Why a Procedures Manual

Section II Audit Requirements of the Student Attendance Accounting Handbook requires Districts to maintain an attendance handbook and specifies the minimum requirements to be listed in a manual:

The district or charter school must maintain a procedures manual specific in detail to the school attendance accounting system. This procedure manual will outline but is not limited to:

1. How and when official attendance is to be taken by teachers,
2. How attendance is entered into the attendance accounting system,
3. Which position(s) is/are responsible for the coding of special programs (such as career and technical, special education, pregnancy related services, etc.)
4. How changes to special programs are to be documented,
5. How student membership is to be reconciled between the teacher rosters and the attendance accounting database,
6. How the district will maintain attendance accounting records (including computerized records, period absence slips, and official calendar) after the completion of the school year,
7. What backup systems are in place to protect the attendance accounting records, and
8. Which position is responsible for the maintenance and security of the attendance accounting records.

Section II Audit Requirements of the Student Attendance Accounting Handbook specifies several types of reports that are to be printed and retained for audit purposes on a daily basis. This section covers those reports and additional documentation requirements.

Daily Attendance Reporting Requirements

Attendance reporting and validation occur on a daily basis. The Attendance Clerk must confirm that Daily Attendance entries are complete and correct each day. This means that attendance slips or electronic entries have been received from every teacher during the ADA snapshot time.

When changes are required, the attendance clerk is to require documentation from teachers before those changes are made. That documentation becomes part of the audit trail to verify attendance entries.

Six Week Reporting Requirements

Section II Audit Requirements of the Student Attendance Accounting Handbook is very specific about required reports at the end of each six week attendance period.

*Reports must encompass three main data sets (**Student Detail Reports** for all students by six-week reporting period, **Campus Summary Reports** for all campuses by six-week reporting period, and a **District Summary Report** by six-week reporting period) and must cover the entire school year. All codes reflected in the attendance reports must be defined in the reports.*

Each report must be reviewed for reasonableness. If errors are discovered, corrections must be documented and made in the manner described in each of the attendance entry options as appropriate. Reprint the reports if corrections are made. Each campus-level report must be signed and dated by the attendance clerk (middle and high), registrar (middle and high), peims clerk and principal.

Reconciling Teacher Rosters and Enrollment

Once each six weeks, TEA is requiring that the count of students on teachers' rosters for the ADA period be reconciled with the student enrollment for that day. Section II Audit Requirements of the Student Attendance Accounting Handbook states that:

Student membership from the teacher's roster is to be reconciled to the attendance accounting records at the end of each six-week reporting period. The reconciliation is verification that all students are reported on attendance records and whether all "no show" students were purged from the attendance accounting system. District personnel are to develop a form to be used at the end of each six weeks 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. This document is to be certified by the district PEIMS coordinator and his/her supervisor by signature.

The PEIMS/Data Quality Analyst Student distributes the instructions to the appropriate campus clerk and principal on a yearly basis. Instructions may be found online under Technology Services.

The Role of the Attendance Clerk

The Senior Attendance Clerk, Attendance Clerk and PEIMS Elementary Clerk are assigned the responsibility of verifying the submission of attendance each period or the attendance accounting period as required by the District. Attendance is taken during the accounting period as well as each individual period at the secondary level (middle and high). Accuracy of attendance data is critical for both funding purposes and the awarding of promotional status/credits to students. This important function is outlined in Section III General Attendance Requirements of the Student Attendance Accounting Handbook as follows:

*The **attendance personnel** generating absence summaries and/or transcribing the absences or coding information into the accounting system are responsible for adhering to all laws and regulations pertaining to student attendance accounting. Each person entering data into the attendance accounting system must sign an affidavit attesting that the data he or she has entered is true and correct to the best of his or her knowledge —or, in the case of a paperless attendance accounting system, indicate electronically that the person attests that the data he or she has entered are true and correct to the best of his or her knowledge.*

The Role of Special Program Designees

Specific campus/district personnel are accountable for determining eligibility and membership for special program areas. The PEIMS Clerk /PEIMS Clerk Elementary **is** not responsible for decisions concerning program eligibility. They are solely responsible for data entry and maintenance of program change documentation Section III General Attendance Requirements of the Student Attendance Accounting Handbook defines the special program directors' role as follows:

Special program directors and/or staff are responsible for reviewing special program data and totals for accuracy and completeness.

The principal must review and attest to the accuracy and completeness of attendance data for the campus.

The principal should —

- 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.
- Review district summary reports every six weeks per the guidelines listed in Section II of the Student Attendance Handbook.

The Role of the Superintendent

The **Superintendent** is responsible for the accuracy and safekeeping of all District attendance records and reports. These records must be available for audit by the School Financial Audits Division of TEA. The superintendent affirms that he or she has taken measures to verify the accuracy and authenticity of the attendance data by signing the District Summary Report. The district summary reports must be viewed by the Superintendent every six weeks.

TEA Audits

If TEA detects discrepancies during an audit, the agency either will assess an adjustment to subsequent allocations of state funds or will require the district to refund the total amount of the adjustment when the audit is finalized. Refer to Section III of the Student Attendance Accounting Handbook.

The Attendance Clerk is responsible for performing the following tasks prior to the beginning of the school year:

- Preparing an attendance folder for each school day.
- Reviewing audit requirements
- Assisting campus administrators in preparing a staff development session for teachers
- Obtaining campus bell schedule for the year.

Daily Attendance procedures:

- Ensuring that class rosters are run on a daily basis for substitutes. Principals may designate other clerical personnel for this function.
- Running the daily attendance report each morning for the previous day. Verify all postings are correct. You can either run the daily attendance by student (recommended) or the student attendance detail.
- Posting any changes to the daily attendance report (draw a line through the date, initial and date with a different color of ink preferred).
- Posting corrections and absence reasons in the Student System. All posting must occur after the teacher takes attendance.
- Retaining all sign-in/sign-out sheets, absence notes, physician notes, and substitute class rosters. File in the appropriate daily folder. Example: On Monday, you receive a note for last Thursday. File the note in the Thursday folder.
- Generate the attendance not taken report to determine who has not taken attendance by noon. Remind the teacher(s) preferably in writing. Run again at the end of the day. **If this occurs on a frequent basis, notify your campus administrator in writing.**
- Post absence reasons for the current day from the call list, sign-in, sign-out sheets, and discipline OSS/ISS rosters after 10.
- If a teacher has not marked a student absent and the parent has called in, issue a blue correction form to the teacher so the absence may be verified.
- Make adjustments for prior dates for any incorrect entries based on the attendance correction slip, doctor's, parent notes or phone calls received after the fact.
- Run the Student Absent on 1st Day of Enrollment ATTV03 Report. Verify that entering students attend class during the accounting period on the first day of enrollment.

- If the student is absent, verify the absence with the classroom teacher, notify the Registrar if the absence is correct (Middle and High School). The Registrar/PEIMS Clerk Elementary will contact the parent/responsible person, and/or guardian and adjust the enrollment date.
- Verify that withdrawn students who are in attendance during the accounting period are withdrawn the following day.
- Review the Excessive Attendance by Day/Period Report.
- *Issue the Notice to Parents (court warning) based upon the student's record of unexcused absences. The warning should be issued on the second unexcused absence or truancy.*
- *Issue residency checks. .*
- *Initiate court filing procedures on student's who meet filing requirements*

Weekly Procedures

Generate the following reports on a weekly basis to verify that there are no students with missing schedules or with an out during the accounting period. Maintain an electronic copy of the reports on your desktop:

- Students Not Scheduled in Accounting Period Stu 350
- Students with Missing Periods Stu 300
- Student Absent on 1st Day of Enrollment ATTV03
- Course Request Report

Six Week Procedures

After attendance transactions and corrections have been completed for the prior six week attendance period, print, review, correct (if needed), and sign the following reports:

All Campuses

- Superintendents Principal
- Attendance Summary Table I
- Superintendents Principal Report (Special Ed Summary Table III);
- TEA Student Special Program Changes ; Total Refined ADA and Special Programs FTE's
- Campus Gifted and Talented Count and PRS / PEP Verification
- High School: Superintendents Principal Report (Career and Technology Table I)

Attendance must be maintained for each day within a six weeks period. The following items must be included in the following order:

Daily Attendance Report (all day and Accounting Period)

- Sign In & Sign Out Sheets
- Call Sheets
- Teacher Correction Slips/Worksheets
- Class Rosters for Substitutes
- Field Trip/School Trip Rosters
- All documentation concerning absences (Physician's notes, parent notes, etc.)
- ISS/Oss Roster
- Attendance Not Taken Report
- School Messenger Log

Required Documents for the Attendance Audit File:

- Daily attendance Reports by six weeks
- Teacher Reconciliation Reports
- End of Six Weeks Student Detail Oaths
- School Calendar
- List of teachers for the school year
- List of attendance clerks and administrators with initials
- Schedules for students who have had Special Program Changes (LEP, Special Education, etc. You generate the dropped schedule report from the Student System.

Additional Documentation Requirements for Attendance

Doctor's Notes

TEA further requires the receipt and filing of notes turned in by students from a medical practitioner when such a note is used to remove a previously recorded ADA absence. These must be kept in the file accumulated daily that contains all documents pertaining to attendance for the day.

Field Trip Rosters

When students are away from school on school-related activities during the school day, the

teacher or sponsor of the group will take attendance prior to departure, mark any absent or non-participating students, sign the attendance document and turn it in to the attendance clerk. These documents will be filed with the daily report and retained for audit.

Sign In/Out Sheets

All sign-in/sign-out sheets will be retained with other daily attendance records for audit. This can include a centralized attendance office sheet, or, if multiple sheets are used, sheets from the nurse, principal, counselor, and/or attendance office. If feasible, a single sign-in/sign-out sheet is recommended so that all such attendance transactions are chronicled in one place.

Parent Contact

Parents/responsible person or adult student may write a written note or phone call the campus to excuse an absence. Documentation must be provided within five days of the absence to the Attendance Clerk. After five days, the administrator must review the documentation and approve or deny. The attendance clerk must contact the parent/responsible person or adult student when three or more unexcused or unverified absences are reached.

Other Reports/Documents

The attendance clerk should be aware that the following documentation must also be available in the event of an audit according to Section II Audit Requirements of the Student Attendance Accounting Handbook:

- Copies of any approved waivers the district may have received that affect funding.
- Copy of the official school calendar reflecting all days of instruction and holidays (including bad weather days) for each instructional track offered in the district. (Each six week reporting period should be clearly identified.)
- Copies of student transfer forms, if applicable (see ADA eligibility code 3 in Section III for more information on transfer students). To be maintained by the Registrar.
- Special program documentation as described in each special program Section in this Handbook, including proof of service [see (3-4), 1 in this section].
- Documentation which indicates the meaning of all locally-designed codes in the attendance system.

This section of the Procedures Manual will elaborate on the processes required for entering, monitoring, and verifying attendance information entered directly into the student system.

General Attendance Procedures

Elementary campuses must take attendance at 10:00 a. m. at the Official Accounting Period. The Accounting Period and time are set at the beginning of each school year based upon Board Policy and the campus schedule (10:00 or 10:30). Middle and High School campuses shall take attendance within the first twenty minutes of a class period each day. Section II Audit Requirements of the Student Attendance Accounting Handbook states that: *Students are either present or absent at the time the attendance is taken.* Students are either present or absent for ADA reporting purposes. Tardies are only assigned for District purposes only.

- In the event a teacher is absent, attendance is to be taken by the substitute in charge of the classroom in the same manner as the teacher. The substitute may take attendance electronically if access has been provided. Otherwise, the Attendance Clerk must provide the substitute with a class roster each day. The substitute must indicate if the student is absent, sign and date the class roster. If attendance is electronically taken, the teacher absence worksheet must be signed and left with the Attendance Clerk.
- Students are to be marked absent if they are not at the designated location when attendance is taken.
- Students not in their classrooms during the official attendance accounting time, may be counted present under any of the following conditions (for funding purposes only):

They are present sometime during that school day, attended a medical appointment, and return documentation from the medical office as to their presence there.

They are present in another part of the school building such as the nurse's office, principal's office, etc. This must be documented by a written record indicating the date and the time in and out. These sign-in sheets are to be retained in an orderly manner and to be available for audit by the Texas Education Agency.

They are participating on a field trip or other school-related activity under the direct supervision of school personnel. A written record of this activity should also be maintained along with other attendance documents for the date of the activity.

They are participating in a Mentorship program at the high school level as part of the Distinguished Achievement graduation plan.

They are participating in recognized religious holy days including up to one day of travel going to and coming from such activities.

They are Medicaid-eligible children participating in the Early and Periodic Screening, Diagnosis, and Treatment Programs (EPSDT) up to one day at a time.

Entering Attendance

The attendance clerk is responsible for the following attendance entry procedures as outlined in the Attendance Handbook, Pupil Services Bulletin 2 and the “How to Maintain Attendance” document from the Technology Department.

Removing Absences

Section III General Requirements of the Student Attendance Accounting Handbook offers significant insight into Texas Education Agency expectations concerning changes to attendance:

All corrections to attendance data must be documented and signed/initialed by the individual making the correction. This procedure is especially important when student absences, as documented by the teacher, were not recorded as absences in the system for funding purposes (because the student was with the nurse, on a board-approved field trip with a teacher of the district, etc.). Posting must occur after the teacher has taken attendance.

Always have documentation on file from the teacher that justifies the removal of the absence. Use the District approved correction form. The form may be ordered from Warehouse Services (Stock Number 128080).

GED/Homebound

In addition to taking attendance in the Student System, GED and Homebound teachers must complete a daily log sheet and a weekly log sheet. The Attendance Clerk must maintain a weekly campus register of minutes and enter the information in the Student System on a weekly basis.

Strategies for Validating Attendance

Attendance managers must ensure that each of the following attendance practices is followed faithfully during each day's attendance processing.

- Use the missing period report to verify that every teacher with students has submitted attendance. Maintain a centralized sign-in/sign-out sheet to document all student movement to and from school and classes during the day. Require that all students check in or out of school through the attendance office.
- Maintain all documentation necessary for attendance audits on a daily basis. This includes **parent notes, notes from medical personnel, field trip lists, absentee slips if used, documentation from teachers requiring a change to absence information, the daily sign-in/sign-out sheets, and other documents** as outlined in the section of this manual entitled Miscellaneous Attendance Issues under the topic Additional Documentation Needed for Audit.
- **Verify daily reports.** Balance your enrollment data, matching totals from the previous day with current day totals. Every increase should be reflected in identified students who have enrolled or transferred in to the campus. Every decrease should be reflected in identified students who have withdrawn from the campus. **Documentation must be maintained on your campus for 5 years.**

Withdrawal Procedures

Be sure to check the time of day for each withdrawing student. If the student is withdrawn prior to your accounting time, the withdrawal date may be the same day. If the student withdraws after the accounting time, the student must be withdrawn effective the next day. Please notify your Registrar of any discrepancies. Please correct the withdrawal date in the Student System and on the withdrawal form if there are any discrepancies.

The Role of Teachers

The reporting process begins with the classroom teacher so it is very important that teachers take accurate attendance. Section III General Attendance Requirements of the Student Attendance Accounting Handbook addresses teachers concerning their responsibility for this task:

The teacher recording the initial absence is responsible for the accuracy of the report and attests to the validity of the data with his or her signature—or, in the case of a paperless attendance accounting system, with his or her entry of those data using the teacher's logon with a distinct secret password . TAC §129.21(a)

General Information:

Teacher entry of attendance information is very important to the District. It is extremely important that attendance is taken as accurately as possible. Failure to take attendance correctly causes the District to lose funding and subjects the District to both internal and external audits.

Each campus is responsible for distributing procedures in regards to any additional attendance and tardy procedures. Each campus must conduct staff development on campus and District procedures on a yearly basis.

A teacher can only access his or her classes for attendance purposes. Only classes where attendance will be taken are displayed to the teacher. Access to these classes is controlled by login and password controls. You use the same user name and password as used for MyEPISD. Your login and password validate that you are posting correct information in regards to the student's absence.

- Attendance is displayed by classes. You will select the class you wish to take attendance for. A roster of all students in a class period will be displayed on your screen.
- Teachers only mark those students who are absent. Click on the absent button to indicate the student is absent. A Reason code will appear. The Attendance Clerk will enter the reason for the absence once you have posted your attendance. A tardy is recorded by clicking on the T for tardy. A 5T will automatically be posted. The Attendance Clerk will correct the tardy based upon the information in the Attendance Office.
- Once you have marked all absences and/or tardies, click on the post button. A screen will appear for you to verify that you are marking the correct students absent or tardy. If your entries are correct, select the ok button. If they are not correct, select the cancel button and begin the process again.
- Teachers confirm that attendance has been taken by clicking the Submit button.
- Sign-In Sheets are not acceptable forms of taking attendance. If you use a seating chart, call out the student's name to ensure the student is absent.
- If a student is not in your class, mark the student absent. The attendance clerk will provide the correct absence reason if the student is present in another campus location.
- Elementary teachers must take attendance at 10:00 a. m. each day of instruction.
- Secondary teachers must take attendance during the first twenty minutes of class each day of instruction.
- Print your class roster at the beginning of each week and maintain a copy for your records. If the Student System is down or the internet is inoperable, use your class

roster to take attendance. Mark an "A" or the word Absent next to the student's name and sign/date the class roster.

- If a student is marked tardy and does not show up to class, send a correction slip to the attendance clerk.

Field Trip Procedures/Out of Town Trip Procedures

- After receiving appropriate District approvals, provide the attendance clerk with a roster signed by a campus administrator indicating the purpose of the trip, date and or time of the student's absence no later than twenty-four hours before the approved trip.
- Take Attendance prior to leaving the campus and notify the attendance clerk of any changes.

Disciplinary Alternative Attendance Procedures

Direct DAEP Method

Prior to Hearing:

- Campus will distribute a temporary class roster to the DAEP teacher.
- The teacher will mark each student absent.
- The attendance clerk will code the absence DPT for temporary DAEP placement pending the hearing. The DPT code may not be used for more than five days.

Following the Hearing:

- Alternative teacher/teachers assigned to the class period will take attendance online in TEAMS after the student's schedule is changed.

DAEP Facilitator Method

- Students placed in DAEP using this method will remain on the original teacher's class roster. The assigned teacher will mark each student absent if the student is not present in class.
- The Alternative Teacher will submit the class roster each period. The teacher must mark "A" or absent on the roster. Each roster must have a signature and date.
- The attendance clerk will post attendance each period based upon the report. The signed class roster will be placed in the daily attendance file

Complying with the Compulsory Attendance Law

School districts are obligated by law to require students to attend school as long as they are eligible to do so. Alongside this is the ninety per cent attendance standard. Failure to comply with this rule can jeopardize a student's ability to gain credit or be promoted. It can further cause parents or guardians of a student to experience fines and other legal remedies for failing to make their students attend school.

(4-18) On enrollment in prekindergarten (PK) or kindergarten, a child shall attend school. TEC §25.085(c) PK and kindergarten students are subject to compulsory school attendance rules.

(4-19) Unless specifically exempted by TEC §25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18th birthday shall attend school. TEC §25.085(b)

*A person who is 18 or older and is enrolled in public school is required to attend school each day. If the person has more than five unexcused absences in one semester, a school district **may** revoke the person's enrollment for the remainder of the year. TEC §25.085(e)*

Following are descriptions of some reports that can assist campus and district attendance personnel in fulfilling this assignment.

Excessive Absence Letters

There are three types of letters for each level: Warning Letter 1, Warning Letter 2, and the Denial of Credit Letter. Warning Letter 1 must be generated every three weeks. Warning Letter 2 must be generated once a month and the Denial of Credit Letter must be generated at the end of the semester/year for all campuses. Warning Letter 1 and the denial of credit letter must be mailed to the parent, responsible person, guardian or adult student. **Please Note:** The parent/responsible person must receive the warning letter prior to the denial of credit process being initiated. The campus administrator should ensure that the attendance letter process is being implemented by the attendance clerk. Technology Services posts timelines for running all reports under myepisd/technology services/documents.

Once absences are posted, the reason for awarding credit must be posted by the Registrar. Contact Pupil Services if there are any issues with the number of absences generated during the process.

Procedures for Developing a Principal Plan for Attendance

- Attendance Clerk generates the attendance warning letters from the Student System.
- The Attendance Clerk generates the Excessive Attendance by Course/Day Period for administration selecting from all District absences and Attendance Letters.
- The Attendance Clerk and Campus Administrator should review the excessive

attendance report on a weekly basis.

- After a review, the Principal shall develop a plan if the student's absences fall within the range allowable by the State. The Principal may designate another individual to develop the plan as long as the principal signs off. Clerical staff may not participate in the development of the intervention plan. An attempt must be made to involve the parent/responsible person in the development of the plan with the student. Each plan must meet the individual needs of the students according to how many absences have been missed and the instructional requirements of the course. In addition, the District's Form must be used.
- If the plan is completed prior to the end of the semester, the student's attendance must be reviewed to determine if the number of absences fall within the guidelines. If the student goes above the required absences, the Attendance Review Committee must review the student's absences.
- The Intervention Plan Form is provided to the Registrar/PEIMS Clerk Elementary upon the completion of the plan or if the student does not complete the plan by the designated time and/or date. The Registrar will remove the no credit flag once the final grade is posted to transcript history. The Registrar selects the Code AWAIP (attendance intervention plan completed or DNYAIP (incomplete attendance intervention plan-credit denied). Refer to Board Policies FEC (Legal) and FEC (Local).
- All documentation used to award credit must be maintained for a period of five years. Documentation must be maintained in a notebook or file in the Registrar's Office. The original copy of the Attendance Review Form and the Principal's Form must be filed in the cumulative record.

Attendance Review Committee Procedures

The Principal must select members of the Attendance Review Committee on a yearly basis and enter the information on the Designation of Responsibilities' Form. Per Board Policy, a majority of the members must be classroom teachers. The Committee must follow the guidelines as indicated in Board Policy FEC (Legal, Local, and Regulation). All decisions of the committee must be documented on the Attendance Appeal's Form.

- Attendance Clerk generates the attendance warning letters from the Student System.
- The Attendance Clerk generates the Excessive Attendance by Course/Day Period for administration selecting from all District absences and Attendance Letters.
- The Attendance Clerk and Campus Administrator should review the excessive attendance report on a weekly basis.
- Denial of Credit Letters will be generated during the designated time as indicated on the Technology timeline at all grade levels.

- The Attendance Review Committee per Board Policy may review absences for all students. The committee may award credit, deny credit or assign alternative learning activities per FEC Regulation. The Registrar will remove the no credit flag once the final grade is posted to transcript history. The Registrar selects the Code AWARC (Attendance Committee Awards Credit) or DNYARC (Attendance Review Committee denies credit or promotional status). Refer to Board Policies FEC (Legal), FEC (Local) and Regulation.

Attendance Appeals

Campus must adhere to timelines set forth in Board Policy FEC Local. If the campus denies credit, the next level of appeal is to the Secondary/Elementary Divisions. If the parent/responsible person or adult student appeals after the time frame listed in policy, the appeal will be heard by the division.

Court Filings

Each campus administrator and attendance clerk is responsible to have a working knowledge of Chapter 25 in regards to when warning notices and court filings may occur. Administrators must follow the JP court protocol. Please see Guide for Truancy Filing Procedures in JP Courts for a copy of the law. Each campus administrator must develop internal campus procedures for ensuring accurate filing information is completed.

Procedures:

Campus Administrator and attendance clerk must review campus filing procedures a minimum of once a year. This review must consist of timelines for notifying the administrator of unexcused, truancies and unverified absences in addition to campus attendance procedures. The review must be documented with an agenda and sign-in-sheet.

Attendance Clerk runs and reviews the Excessive Absence by Day/Course report. Attendance Clerk notifies the administrator on a weekly basis when students have reached the campus threshold. Students are identified for warning notification and court filing.

Attendance Clerks provides the administrator with a list of students who are ready to be filed on, court filing paperwork and the campus checklist. The administrator completes the certifying statement and completes the paperwork.

Additional Court Complaint Procedures

In order to avoid court complaints from being returned or dismissed due to incorrect and/or incomplete information, it is important that we adhere to the Justice of the Peace Court requirements. The following procedures must be followed when filing a complaint and issuing a warning to the parent.

- Attendance clerk verifies attendance/absences are unexcused.
- Prior to issuing a Notice of Absences (NOA), attendance clerk verifies with the registrar for the student(s) and parent(s) current address.
- When giving the Truant Officer the Notice of Absences, please attach the attendance and the most recent Student Demographic Profile. Be sure to red act the student's PEIMS number.
- When completing the Court Complaint, ensure that you follow the procedures for filing of 3 or more absences in a 4 week period, or 10 or more absences in a 6 month period (see Pupil Services Bulletin 2, page 3 of 8 - Notice to Parents - Warning Notice).
- When submitting the Court Complaint after ensuring accuracy and completeness follow the Campus JP Court Checklist (see attached).
- Filing administrator needs to complete and sign the JP Court Certifying Statement and Notes from Student/Parent Conference (see attached).

- Attendance clerk should review the documents and the administrator responsible for filing/attendance should verify information.
- Call the Truant Officer to pick up and deliver documents to either parent or JP Court.

NOTE: It is the campuses' responsibility to complete all the documents and verify their accuracy. The Truant Officers will be responsible for delivery of pertinent documents between the campus and either the parents or JP Courts. The campus is responsible for any documents returned/rejected by the JP Court or cases dismissed.

JP Court Protocol

When in attendance at court, the following protocol should be followed:

The JP court is a court of law with judges and lawyers and should be treated as such.

- Never contact or attempt to contact a judge to discuss a case outside the formal court setting. This violates due process for the student and/or parent.
- Be prepared. You are a witness in court testifying to the accuracy of data and actions taken. Review your data file prior to court (see checklist). Do not assume it is correct or complete. If your data is not correct or you are unable to respond to questions, it weakens the case against the student/parent.
- Include with the court complaint a certifying statement truancy prevention measures were taken (see form).
- Once a student/parent has been filed on, only the court may dismiss. If the student/parent has improved, met contract, etc., you may recommend/request dismissal in court. Do not tell a parent you will dismiss. You must submit the dismissal form to both the court and assistant district attorney.
- If student is under 12, file on the parent, not the student. The courts prefer younger children stay in school and not be present at court.
- If a student is 18 years old, the school may not file on the student or parent. If the offense occurred when the student was 17, we may file on the student and/or parent even if the student turns 18 prior to the court date. The prohibition on 18 year olds is a new law (25.094) effective September 1, 2011.

- According to law (25.085), the school may withdraw an 18 year old if they have 5 unexcused absences in a semester. It does not specify consecutive or full days.
 - Complete and submit the PS' Drop Request Form for 18 and older students prior to withdrawal.
- If you have the option within the law to file on the parent or student or both, then it is the campus' choice to file on either one or both. You are not required to file on both. Do not file on students who are less than 12 years of age.
- If a student has withdrawn from your campus, find out as much information as you can on the student's whereabouts (new address, new city/state, etc.). If the court was unable to serve the student/parent because they moved, they will ask you for the new address. (Is the student homeless or an unaccompanied youth?)
- It is not appropriate to file on a student/parent if the campus has denied enrollment. Student/parent will inform the court enrollment was denied. Call PS if/when you are considering denying enrollment of a student.
- As some courts have indicated they are unable to provide copies of dispositions at this time, the administrator should takes notes regarding the disposition (see checklist).
- Dress appropriately for court. No chewing gum in court. You represent the District and your school in court. Court does not have jean day. The judge and assistant district attorneys see inappropriate attire and gum chewing as disrespectful.

Parent Request

A parent request for absences must go through the campus principal for approval. The principal will approve or deny the request based on the reason for the request, the students current attendance, grades, and any other information the principal finds relevant. If the principal does not approve the absence, it will be unexcused and the student will not be allowed to make up the work. If the principal approves the absence, the student must adhere to the absence plan, if one is provided.

Military Block Leave

Parent Pre-Leave Procedures:

1. Secure either Block Leave Orders or a letter from your Commanding Officer stating the dates of the Reintegration Block Leave.

2. Plan your request according to leave dates provided.
3. Acquire Military Block Leave Request Packet from your school.
4. If you have more than one student at a campus or at different campuses, complete pages 2 and 3 of this packet for each student.
5. Request an Attendance History Report for your student(s) from the school(s).
6. Review (request as needed) Grades and Progress Reports for your student. If your student is failing or in danger of failing classes, extended absences are not recommended.
7. Submit Reintegration Block Leave Request to the school no later than ten (10) school days before the first day of requested leave to ensure timely processing.
8. Attach a copy of leave orders or letter from commanding officer to this packet when submitting packet to the campus.
9. Schedule a meeting with your principal or designee to discuss the request, the potential impact upon your child, and to develop plans for class credit and make up work.
10. Read the entire packet for a clear understanding of the rules and how your student(s) could be impacted.
11. Ensure you receive a copy of the completed packet from the campus.

Parent Post - Leave Procedures:

1. Contact the school upon return to schedule a meeting with the school's principal or designee and/or the teacher to discuss make up work and class credit procedures.
2. Ensure that your student has completed all make up work and plans (see attached form) established by the school to secure class credit.
3. Monitor your child closely for academic performance. Seek assistance from the school at the first sign of academic or other difficulty.

Verification of Enrollment and Attendance Forms

The Department of Public Safety requires each high school to verify enrollment and attendance for students who are applying for an instruction permit or driver's license. If a student is denied promotional status or credit due to attendance, the student is not eligible to receive a permit. Attendance is based upon the prior semester/year's attendance. If the Attendance Review Committee or if the Attendance Intervention Plan is completed, the student may receive the VOE.

Documents found in this section may be found online at myepisd.org at the following locations: Pupil Services and Technology/ Student Systems.

Please consult Pupil Services Bulletin 2 for further information.

EPISD Attendance Absence Codes

Absence Reason	Description	State Reported	Excused	
1T	Tdy EX Abs	Y	Y	
3T	Tdy UE Abs	Y	N	
2T	School Activity	Y	Y	
4T	Tardy Excused	N	Y	
5T	Tardy Unexcused	N	N	
AA	Auto	Y	Y	
BL	Bus Late	Y	Y	
CI	Citizenship *	N	Y	Application for Citizenship & swearing in ceremony/Makes up work
CIN	Citizenship NW	Y	Y	Application for Citizenship & swearing in ceremony Has not made up work
CTE	Court Absence	N	Y	Only to be used when classwork is made up
CTN	Court Absence	Y	Y	
CV	Col Visit	N	Y	Only to be used when classwork is made up (may not miss more than two days per Junior and Senior Year)
CVN	Col Visit NV	Y	Y	Must make up work(may not miss more than two days per Junior and Senior Year)
DC	Dress Code	Y	N	
EL	Elec Judge	Y	Y	Student serves as an election judge
EXC	Ex - Other	Y	Y	
DE	Fam Death	Y	Y	
FT	Field Trip	N	Y	
FU	Funeral	Y	Y	
HMB	Home Bound	N	Y	
HSP	Hospital	Y	Y	
HHB	Hospital -Homebound	N	Y	Only to be used if initiated by Home Hospital
IL	Illness	Y	Y	
IM	Immunize	Y	Y	
IN	In School	N	Y	
JA	Jail	Y	Y	
MC	Medicaid	N	Y	
MNN	Medical	Y	Y	
MDA	Medical All Day	Y	Y	
MDM	Medical Note from Mexico	Y	Y	May Not be used during the accounting period
MD	Medical NT	N	Y	Includes Austistic Students with health care appts
LVD	Mil Leave Dep	Y	Y	
LVD	Military Lev Dep	Y	Y	
NN	No Note/Ca	Y	N	
OT	Out Town	Y	N	
OS	Ovr Slept	Y	N	
PR	Parent Req	Y	Y	
PA	PreArrange	Y	Y	
PF	Prnt Fault	Y	Y	
JPO	Probation	Y	Y	
REL	Relig.Note	N	Y	
RNN	Religious	Y	Y	
RUN	Run Away	Y	Y	
SD	Schl Activ	N	Y	
SI	Schl Susp	N	Y	
SU	Suspended	Y	Y	
DPT	Temporary DAEP	N	Y	
TST	Testing	N	Y	
TRN	Transport	Y	N	
TR	Truant	Y	N	
UE	UnEx Other	Y	N	
UNV	Unverified	Y	N	
WR	Weather	Y	Y	
DTP	DAEP Present	N	Y	To be used when the campus does not change the student's schedule when placed in DAEP
CEHI	Pregnancy Related	N	Y	To be used when the student is provided instruction by the PRS Instruction

Date _____

Sign - In Sheet

Period	Time	ID Number	Name of Student	Reason	Parent Signature/Initials

Date _____

Sign - Out Sheet

Period	Time	ID Number	Name of Student	Reason	Parent Signature/Initials



Class Work Verification Form Military Funerals and Court Appearances

Please Note: School Districts are required to excuse students in grades 6-12 who play TAPS at Military Honors' Funerals as well as excuse students for the purpose of attending school for court appearances. Travel is included to and from court and/or the funeral. The student is counted as if he/she attended school. The student shall make-up work during a reasonable time and according to campus policies and Pupil Services Bulletin 2. If the student makes up the required work, the absence will count as a day of attendance.

Date: _____

ID Number: _____

Class Period: _____

Subject/Course Number: _____

Student's Name: _____

Teacher's Name: _____

Date of Absence: _____

The student has completed the assigned work. Yes _____ No _____

No Applicable/No work Assigned : _____

Teacher's Signature

Date

Student's Signature

Date

Attendance Office Only:

Date Received: _____

Class Work Verification Form for College Visits

Please Note: Per Board Policy FEB (Legal), students may receive an excused absence for the purpose of visiting an institution of high education accredited by a recognized accrediting organization during the student's junior and senior years of high school. No more than two days per year may be excused for this purpose. The student is counted as if he/she attended school. The student shall make-up work during a reasonable time and according to campus policies and Pupil Services Bulletin 2. If the student makes up the required work, the absence will count as a day of attendance.

Date: _____

ID Number: _____

Class Period: _____

Subject/Course Number: _____

Student's Name: _____

Teacher's Name: _____

Date of Absence: _____

The student has completed the assigned work. Yes _____ No _____

No Applicable/No work Assigned : _____

Teacher's Signature Date

Student's Signature Date

Attendance Office Only:

Date Received: _____

Original Copy: Attendance Office/must be filed with
the daily worksheet

Copy: Teacher

Pupil Services
9/4/2012

Student: _____ EPISD ID: _____ DOB: _____

DATE

To The Parents/Persons Responsible for _____

A Residence verification appeal was held on [date] at [time]. Present were: [].
Following the appeal, you were advised that I am upholding the recommendation to drop your child on the basis of the residence check. My decision was based on information presented.

You may appeal this decision by submitting additional current, accurate proof of residence within five (5) school days to Pupil Services at (915) 230-2084. The following will be considered appropriate evidence of residence:

- a. Utility bill (gas, water, electric bills only) in the name of the parent or responsible person.
- b. Apartment Lease in the name of the parent or the responsible person with the student specifically added to the lease as a resident.
- c. If living with someone else, a Residence Affidavit duly notarized and submitted to the campus. (available at www.episd.org)

Failure to respond within the five (5) school days will result in your child being withdrawn from school. If you have any questions regarding the appeal process, please feel free to call me at (915) _____.

Sincerely,

_____, Principal
_____, School

Student: _____ EPISD ID: _____ DOB: _____

DATE: _____

To The Parents/Persons Responsible for _____

A Residence verification appeal was held on [date] at [time]. Present were: [].
Following the appeal, you were advised that I am overruling the recommendation to drop
your child on the basis of the residence check. My decision was based on information
presented.

Sincerely,

_____, Principal
_____, School

Student: _____ EPISD ID: _____ DOB: _____

DATE OF NOTIFICATION: _____

To The Parents/Persons Responsible for _____

A Residence Verification was requested in order to verify your student's address information as provided to our school by you. Our records currently list the following address of residence for your child: _____

The reason for the Residence Verification was:

The Residence Verification Visits took place at the following times:

Visit #	Date	Time	Result

It was determined that the child and/or parent or person responsible do not reside at the above address. Therefore, your child will be dropped from this school on _____. You may appeal this decision by submitting additional current, accurate proof of residence within five (5) school days to the principal/designee. If, as a result of the appeal, the principal/designee determines that the child and/or parent/person responsible does not reside at the address above then the parent has an additional five (5) school days to file an appeal with the Office for Pupil Services at (915) 230-2084. The following will be considered appropriate evidence of residence:

- a. Utility bill (gas, water, electric bills only) in the name of the parent or responsible person.
- b. Apartment Lease in the name of the parent or the responsible person with the student specifically added to the lease as a resident.
- c. If living with someone else, a Residence Affidavit duly notarized and submitted to the campus. (affidavit available at www.episd.org)

Failure to respond within the five (5) school days will result in your child being withdrawn from school. If you have any questions regarding the appeal process, please feel free to call me at (915) _____.

Sincerely,

_____, Principal
_____, School



Date: _____

To the Parent(s)/Responsible Person(s) of:

Student's Name _____ School _____

Parents(s)/Responsible Person _____ Telephone _____

Address _____

Dear _____:

I am sure you are aware of the importance of your child receiving a quality education. However, you may be unaware that your child's failure to attend school constitutes a crime for which both you and your child may be charged. It is the parent's duty to monitor a student's school attendance and require the student to attend school. Attendance records indicate that your child has had unexcused absences on:

Such conduct constitutes a crime. It is a Class C offense for which you, or your child, or both may be fined up to \$500.00 in a Justice of the Peace court. Please consider this letter a warning. Should your child receive additional unexcused absences a criminal charge will be filed and prosecuted by the District Attorney's office.

Please contact your child's school immediately upon receipt of this letter to schedule a conference with school administration to discuss your child's unexcused absences. Failure to schedule a conference will result in filing a criminal charge in JP court and may serve as evidence of failure to require attendance.

Respectfully,

Assistant Principal
El Paso County, Texas

Parent Signature Date Truant Officer's Signature Date



Fecha: _____

Para los Padres/Persona Responsable de:

Nombre de Estudiante _____ Escuela _____

Padre(s)/Persona Responsable _____ Teléfono _____

Domicilio _____

Estimados _____:

Estoy seguro que ustedes están conscientes de la importancia que tiene en que su hijo/a reciba una educación de calidad. Sin embargo, es posible que desconozcan que el hecho de que su hijo/a no asista a la escuela esta considerado como un delito por el cual se pueden presentar cargos en contra de ustedes y el estudiante. Es obligación de los padres asegurarse que su hijo/a asista a clases y vigilar que lo haga regularmente. Los expedientes indican que su hijo/a faltó a la escuela sin justificación válida, las siguientes fechas:

Esta conducta constituye un delito. Es una ofensa Clase C por la que se les puede cobrar a ustedes o a su hijo/a una multa de hasta \$500.00 en el juzgado. Por favor

consideren esta carta como un aviso. Si su hijo/a vuelve a faltar a clases sin causa justificada, la escuela presentará cargos penales ante la oficina del procurador.

Por favor comuníquense a la escuela de su hijo/a inmediatamente después de recibir esta carta para programar una cita y comentar sobre las faltas injustificadas de su hijo/a. Al no programar una cita tendrá como consecuencia presentar cargos en contra de ustedes y su hijo/a en el juzgado del Juez de Paz, podría igualmente considerarse como evidencia de no exigir la asistencia de su hijo/a a clases.

Atentamente,

Subdirector(a)
Condado de El Paso, Texas

Firma del Padre Fecha Firma del Oficial de faltas Fecha

JP Court Protocol & Checklist & Certifying Statement

When in attendance at court, the following protocol should be followed:

- The JP court is a court of law with judges and lawyers and should be treated as such.
- Never contact or attempt to contact a judge to discuss a case outside the formal court setting. This violates due process for the student and/or parent.
- Be prepared. You are a witness in court testifying to the accuracy of data and actions taken. Review your data file prior to court (see checklist). Do not assume it is correct or complete. If your data is not correct or you are unable to respond to questions, it weakens the case against the student/parent.
- Include with the court complaint a certifying statement truancy prevention measures were taken (see form).
- Once a student/parent has been filed on, only the court may dismiss. If the student/parent has improved, met contract, etc., you may recommend/request dismissal in court. Do not tell a parent you will dismiss.
- If student is under 12, file on the parent, not the student. The courts prefer younger children stay in school and not be present at court.
- If a student is 18 years old, the school may not file on the student or parent. If the offense occurred when the student was 17, we may file on the student and/or parent even if the student turns 18 prior to the court date. The prohibition on 18 year olds is a new law (25.094) effective September 1, 2011.
 - According to law (25.085), the school may withdraw an 18 year old if they have 5 unexcused absences in a semester. It does not specify consecutive or full days.
 - Complete and submit the PS' Drop Request Form for 18 and older students prior to withdrawal.
- If you have the option within the law to file on the parent or student or both, then it is the campus' choice to file on either one or both. You are not required to file on both.
- If a student has withdrawn from your campus, find out as much information as you can on the student's whereabouts (new address, new city/state, etc.). If the court was unable to serve the student/parent because they moved, they will ask you for the new address. (Is the student homeless or an unaccompanied youth?)
- It is not appropriate to file on a student/parent if the campus has denied enrollment. Student/parent will inform the court enrollment was denied. Call PS if/when you are considering denying enrollment of a student.
- As some courts have indicated they are unable to provide copies of dispositions at this time, the administrator should take notes regarding the disposition (see checklist). The courts have recently (Oct 2011) moved to a new automated system, and we have requested dispositions be emailed.
- Dress appropriately for court. No chewing gum in court. You represent the District and your school in court. Court does not have jean day. The judge and assistant district attorneys see inappropriate attire and gum chewing as disrespectful.



JP Court Certifying Statement
(To be filed with court complaint)

Date ___/___/___ Student ID# _____ Grade _____

Student last name First name

DOB _____ Date of Notice _____

Parent/Responsible Person last name First name

The campus has applied truancy prevention measures and the measures failed to meaningfully address the student's school attendance.

The following measures were applied for this student (check all that apply):

- ___ Phone call to parent (automated) _____ Direct contact _____ (insert # of contacts) _____
- ___ Email to parent _____ (insert # of emails)
- ___ Warning/Information letter
- ___ Conference with student _____ (insert # of contacts) _____
- ___ Conference with parent _____ (insert # of contacts) _____
- ___ Counseling
 - ___ Student outreach specialist (Alpha Initiative)
 - ___ At-risk coordinator
 - ___ Student contract
 - ___ Homeless liaison
 - ___ Unaccompanied youth
 - ___ Parent Portal access
 - ___ Parent has received student handbook information
 - ___ Other _____

Print Administrator Name Administrator Title

Administrator Signature Date



Script for STUDENT/PARENT/ADMINISTRATOR CONFERENCE

- 1 . Thank you very much for coming. Have you had an opportunity to review your student's attendance and discipline referrals?
2. Do you think we can work together to avoid going to court? Even if the case is filed we can ask the prosecutor to ask for dismissal if we sign a contract and comply with it.
3. The judge can order a list of things to be done, but we can offer most of the same things without court.
4. Your student _____ years old and has _____credits. The estimated graduation date is:_____.
5. What is causing this student's absences? Are you being bullied? Are there schedule changes that account for your absences? Are you getting to class late? More than 15 minutes?
6. Does your son or daughter need tutoring? Summer school? Anger management? Grief counseling? Gang intervention? Drug testing? Manners class? Closed campus? Counseling for depression? Vocational counseling to consider alternatives to high school?

CONTRACT:

Dated:

Signed by:_____Parent

_____Student

_____Administrator

School Name

County-District-Campus No. (If Applicable)

Verification of Enrollment and Attendance (VOE) Form

Planned Use of Data: To provide documentation of enrollment and attendance status to the Texas Department of Public Safety (DPS) for a student applying for an instruction permit and/or a license to operate a motor vehicle. The student presents the completed form to DPS. **DO NOT** return this form to the Texas Education Agency.

Authority: The Texas Transportation Code (TRC) requires students who have not obtained a high school diploma or its equivalent to be enrolled in a public, charter, home, or private school; GED Program; or Institution of Higher Education and meet specific enrollment conditions to obtain or renew a license. This requirement applies to persons under 18 years of age.

Contacts: Contact local DPS driver license office or DPS Headquarters website: www.txdps.state.tx.us and e-mail: pio@txdps.state.tx.us (512-424-2000) or Texas Education Agency website: www.tea.state.tx.us and e-mail: nina.saint@tea.state.tx.us (512-463-9574).

Issuing VOE Forms: SEE flow chart for issuance at <http://www.tea.state.tx.us/safedriver/voe04.html>. The issuance or denial of the VOE form is strictly a local school, charter, GED program, or institution decision. Neither TEA nor DPS can alter a VOE decision. Schools, Charters, GED programs, and institutions of higher education can impose and enforce conditions and restrictions on enrollment and attendance as it pertains to VOE eligibility that exceed minimum restrictions defined by law and rule. **It is recommended that schools, charters, GED programs, and institutions of higher education clearly outline all requirements for issuance of the VOE form and establish a formal, published policy to support the requirements.** The VOE form does not have to be signed by the student in the presence of the person certifying attendance. The signature of the student can be placed on the form before or as it is presented to DPS. NOTE: Texas Education Code 25.092 (excerpted), Minimum Attendance for Class Credit, states that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. The 90 percent attendance rule applies when determining VOE eligibility. Schools can accept decisions of attendance committees when considering VOE eligibility. Summer school does not count as make-up time for attendance purposes unless the attendance committee makes summer school attendance a part of a student's plan to make up days missed. For students in grades eight and below, absences may be aggregated on the basis of a scholastic year. For students in grades 9-12, absences may be aggregated on the basis of a scholastic semester (traditional, condensed, accelerated, block, etc.). **THE STUDENT SHOULD BE CONSIDERED ELIGIBLE FOR THE VOE FORM WHEN** 1) the school considers the student currently enrolled at the time the student applied for the VOE forms **AND** 2) the school awarded a student credit for each class the semester prior to application for the VOE form **OR** the student was not awarded credit for each class the semester prior to application for the VOE form (academic failure). The school examines attendance records for the semester prior to application for the VOE form and determines that the student was present 90 percent of the time each class was offered **OR** the student was absent more than 10 percent and did not meet the 90 percent attendance rule for one or more classes the semester prior to application for the VOE form. The school attendance committee and/or administration approve a plan to allow the student to reinstate the credit for all classes. The student complies with the plan and credit for all classes the semester prior to application for the form is reinstated.

A student must meet one of the following requirements to receive the VOE form. The individual certifying attendance verifies on behalf of the school, program, or institution the following as true and correct by marking the appropriate box and affixing a legal signature to this form.

- Public, charter, home, or private schools:** The public, charter, home, or private school should mark this box and issue the form to any student who is (1) currently enrolled (2) who met minimum attendance for class credit (90 Percent Rule) in each class they were enrolled in the fall or spring semester immediately preceding the date of application for the form.
- GED programs:** GED programs mark this box and issue the form to any student who (1) is currently enrolled, (2) has been enrolled in the program for a minimum of 45 calendar days, and (3) is meeting the attendance requirements prescribed by the GED program.
- Institutions of higher education:** Institutions mark this box and issue the form to students who have not obtained a diploma or its equivalent but are enrolled and attending as prescribed by the institution. Note: Institutions can issue a letter signed by an official of the institution stating that (1) the student is currently enrolled and (2) the student is meeting the institution's attendance requirements instead of issuance of this form.

Typed or Printed Name of Student	Date	Student Signature
----------------------------------	------	-------------------

Typed or Printed Name and Title of Administrator/Designee	Area Code & Telephone	Issuance Date / / Month Day Year	Administrator/Designee Signature
---	-----------------------	--	----------------------------------

The VOE Forms issued during the school year (traditional, year round, etc.) expire 30 days from issuance. The VOE Forms issued the last 5 days of the school year expire the first day of the following school year.

Schools may personalize and/or develop their own VOE form provided all pertinent information contained on this form is incorporated. THE VOE DOCUMENT IS A GOVERNMENT RECORD AS DEFINED UNDER TEXAS PENAL CODE, 37.01(2). ANY MISREPRESENTATION BY THE APPLICANT OR PERSON ISSUING THE FORM MAY RESULT IN DENIAL OF AN APPLICATION FOR A TEXAS DRIVER'S LICENSE AND/OR CRIMINAL PROSECUTION.



High School Attendance Appeal Petition Form (Attendance Review Committee)

Student Name	ID#	Grade Level	Campus	Date

TEC Sec. 25.092. MINIMUM ATTENDANCE FOR CLASS CREDIT. (a) Except as provided by this section, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

I am petitioning the denial of credit. **Semester 1** **Semester 2**

	Name	Signature	Date
Student			
Parent			

*Parent OR Student may appeal (FEC Regulation)

Course #	Course Name	Teacher	Grade	Excused Absences	Unexcused Absences	Total Absences	# of Credits Restored

Committee Determination (FEC Regulation):

Reinstate credit(s) (Example: extenuating circumstances (FEC Legal))

Uphold Denial

Alternative Learning Activities

Comments: _____

Attendance Intervention: <i>(Plan Approved by the Principal)</i>	Tutoring Hours: _____	<i>*Interventions must meet the instructional requirements of the course (FEC legal).</i> Comments/Other Interventions: _____ _____ Completion Date: _____
--	--------------------------	---

Signatures

Title	Name	Signature	Date
Administrator			
Committee Member			
Committee Member			
Committee Member			

The credit will not be restored until after grades are posted to the student's course history. For Official Use Only:

Date Student Completed Plan:	
Date Credit Restored:	
Principal's Signature:	



ATTENDANCE REVIEW COMMITTEE APPEAL FORM

Student: _____

Date: _____

I.D. #: _____

Grade Level: _____

Attendance Committee Members(Each Member must sign):

<u>Course:</u>	<u>Teacher:</u>	<u># of Ex/Unexc. Absences</u>	<u>Grade</u>	<u>Approved/Denied</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reasons for Absences: _____



Documentation Provided: _____

Decision:

Promoted

Tutoring Assigned

Other

Retained

Saturday School

Comments: _____

Signatures:

Student: _____

Parent: _____

Date: _____

Parent Absence Request

(Not to be used for Military Block Leave)

A parent request for absences must go through the campus principal for approval. The principal will approve or deny the request based on the reason for the request, the students current attendance, grades, and any other information the principal finds relevant.

If the principal does not approve the absence, it will be unexcused and the student will not be allowed to make up the work. If the principal approves the absence, the student must adhere to the absence plan, if one is provided.

TEXAS EDUCATION CODE REQUIREMENTS (90% Rule)

According to the Texas Education Code, Chapter 25.092 (a), "a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered." Excused and unexcused absences are counted for the 90% Rule.

SPECIAL CIRCUMSTANCES

If a student is present less than the required 90% of class days as listed above, the student may still be awarded credit if the student completes a plan (see attached form) approved by the principal only if the student has attended between 75% and 90% of class time. This plan must provide for the student to meet the instructional requirements of the class. Failure to complete this plan will result in withheld credit.

MAKE UP WORK

Make up assignments or tests shall be made available to students after any excused absence. A student with an excused absence shall have at least one school day to make up work for each day the student is absent. The parent/student shall be responsible for finding out about the assignments and for satisfactorily making up the work within the allotted time. Failure to complete make up work will result in withheld credit.

UNEXCUSED ABSENCES

School work may not be made up for unexcused absences. Absences requested on state assessment days will not be approved and if taken will be automatically counted as unexcused.

APPEAL

Attendance appeals are processed through the campus Attendance Review Committee (ARC). The ARC decision may be appealed to the appropriate school division. The school division decision may be appealed to the Board of Trustees.

My signature below acknowledges I have read and understand the above. Only one parent name, signature and date is required.

Student Name _____ EPISD ID _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

Parent Absence Request

School _____

Student Name _____ EPISD ID _____

Reason for Request _____

Number of School Days Requested: _____

Dates Requested: _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

FOR SCHOOL USE

Request Received by Parent or Guardian Name/Title _____

_____ Date _____

Date of Parent and Campus Administrator Meeting _____

Administrator Name/Title for Meeting _____

Additional notes as needed _____

Parent Request for Absence Student Plan

Student Name _____

Activities to be completed to receive credit for work upon return. Failure to complete will result in loss of credit for assignments.

Timeline(s) _____

Student's signature below indicates agreement and understanding of plan

_____ Date _____

Parent's signature below indicates agreement and understanding of plan

_____ Date _____

MILITARY BLOCK LEAVE REQUEST PACKET

PARENT PRE -LEAVE PROCEDURES:

1. Secure either Block Leave Orders or a letter from your Commanding Officer stating the dates of the Reintegration Block Leave.
2. Plan your request according to leave dates provided.
3. Acquire Military Block Leave Request Packet from your school.
4. If you have more than one student at a campus or at different campuses, complete pages 2 and 3 of this packet for each student.
5. Request a Attendance History Report for your student(s) from the school(s).
6. Review (request as needed) Grades and Progress Reports for your student. If your student is failing or in danger of failing classes, extended absences are not recommended.
7. Submit Reintegration Block Leave Request to the school no later than ten (10) school days before the first day of requested leave to ensure timely processing.
8. Attach a copy of leave orders or letter from commanding officer to this packet when submitting packet to the campus.
9. Schedule a meeting with your principal or designee to discuss the request, the potential impact upon your child, and to develop plans for class credit and make up work.
10. Read the entire packet for a clear understanding of the rules and how your student(s) could be impacted.
11. Ensure you receive a copy of the completed packet from the campus.

PARENT POST- LEAVE PROCEDURES:

1. Contact the school upon return to schedule a meeting with the school principal or designee and/or the teacher to discuss make up work and class credit procedures.
2. Ensure that your student has completed all make up work and plans (see attached form) established by the school to secure class credit.
3. Monitor your child closely for academic performance. Seek assistance from the school at the first sign of academic or other difficulty.

IMPORTANT: This packet is to be used for reintegration block leave only and is only for students who will travel outside of the El Paso/Fort Bliss Area. This packet should be submitted to the school no later than ten school days before the first day of requested leave, but no less than seven.

MILITARY BLOCK LEAVE REQUEST

TEXAS EDUCATION CODE REQUIREMENTS (90% Rule)

According to the Texas Education Code, Chapter 25.092 (a), “a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.” Excused and unexcused absences are counted for the 90% Rule.

SPECIAL CIRCUMSTANCES

If a student is present less than the required 90% of class days as listed above, the student may still be awarded credit if the student completes a plan (see attached form) approved by the principal only if the student has attended between 75% and 90% of class time. This plan must provide for the student to meet the instructional requirements of the class. Failure to complete this plan will result in withheld credit.

MAKE UP WORK

Make up assignments or tests shall be made available to students after any excused absence. A student with an excused absence shall have at least one school day to make up work for each day the student is absent. The parent/student shall be responsible for finding out about the assignments and for satisfactorily making up the work within the allotted time. Failure to complete make up work will result in withheld credit.

UNEXCUSED ABSENCES

If the student is absent for more days than approved, those additional absences will be unexcused. School work may not be made up for unexcused absences.

Absences requested on state assessment days will be automatically counted as unexcused.

APPEAL

Attendance appeals are processed through the campus Attendance Review Committee (ARC). The ARC decision may be appealed to the appropriate school division. The school division decision may be appealed to the Board of Trustees.

My signature below acknowledges I have read and understand the contents of this packet. Only one parent name, signature and date is required. If two parents are present, both may sign.

Student Name _____ EPISD ID _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

MILITARY BLOCK LEAVE REQUEST

Multiple Students Involved ___ Yes ___ No Multiple Schools Involved ___ Yes ___ No

List other schools _____

List other student(s) _____ If
multiple students, complete a packet for each student.

School _____

Student Name _____ EPISD ID _____

Reason for Request _____

Number of School Days Requested (FALL): _____

Dates Requested (FALL): _____

Number of School Days Requested (SPRING): _____

Dates Requested (SPRING): _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

FOR SCHOOL USE

Packet Received by Parent or Guardian Name/Title _____
_____ Date _____

Date of Parent and Campus Administrator Meeting _____

Administrator Name/Title for Meeting _____

Additional notes as needed _____

MILITARY BLOCK LEAVE REQUEST
Student Attendance Worksheet (For School Use Only)

1. When parents request the Military Block Leave Request packet, provide current attendance, grades/progress reports, state assessment scores or benchmarks, etc.
2. The standard number of days for leave is five (5). Explain special circumstances if more than 5 days are approved.
3. Set an appointment with the parent and school administrator.
4. Use the attendance information to complete this form.
5. Ensure parent(s) receive a copy of the completed packet.
6. Ensure parent(s) has signed acknowledging their understanding of rules (pg 2).
7. File the completed packet and attached attendance and grade reports.

PART A: ABSENCES REQUESTED FOR FALL SEMESTER - Days in Semester _____

Total number of days already absent (FALL) _____
Number of allowable days remaining (FALL) based on 90% Rule _____
Number of school days requested (FALL) _____
Plan Required (FALL)? _____ YES _____ NO
Plan Attached (FALL)? _____ YES _____ NO _____ NA

PART B: ABSENCES REQUESTED FOR SPRING SEMESTER - Days in Semester _____

Total number of days already absent (SPRING) _____
Number of allowable days remaining (SPRING) based on 90% Rule _____
Number of school days requested (SPRING) _____
Plan Required (SPRING)? _____ YES _____ NO
Plan Attached (SPRING)? _____ YES _____ NO _____ NA

List dates approved _____
Reason for approval _____ _____
List dates denied _____
Reason for denial _____ _____
Special Circumstances _____ _____
Print Name/Title Administrator _____
Administrator Signature _____ Date _____

Military Block Leave Student Plan

Student Name _____

Activities to be completed to receive credit (Tutoring hours, Makeup work, Include due dates for all activities, Meeting date(s) upon return, Review of first progress report after return, Teacher input, Counselor or At-Risk input, etc.). Failure to complete plan will result in loss of credit.

Timeline(s) _____

Student's signature below indicates agreement and understanding of plan

_____ Date _____

Parent's signature below indicates agreement and understanding of plan

_____ Date _____

Counselor/At Risk Review _____ Date _____

Teacher(s) Review _____ Date _____

Add pages as needed. All involved parties should have a copy of this plan.