

ATTENDANCE WARNING NOTICE

ISSUED TO PARENT(S)/GUARDIAN(S): _____

STUDENT: _____

ADDRESS _____

SCHOOL _____

ID# _____

CITY _____ **STATE** **TX** **ZIP** _____

GRADE _____

AGE _____

D.O.B. _____ / _____ / _____

Pursuant to the Texas Education Code (TEC), Chapter 25, the purpose of this document is to inform you that the student named has accumulated at minimum 3 unexcused absences; the student's attendance record has been reviewed by campus administrator or designee. Be advised that the student is required to attend school each school day for the entire period the program of instruction is provided (TEC. Sec. 25.085 and Sec. 25.093) unless there is a valid excuse with accompanying documentation. It is requirement in law that the school district notify a student's parent if the student has been absent from school without excuse under Sec. 25.087, on three days or parts of days within a four week period.

(b) A school district shall notify a student's parent if the student has been absent from school, without excuse under Section 25.087, on three days or parts of days within a four-week period. The notice must:

(1) Inform the parent that:

(A) It is the parent's duty to monitor the student's school attendance and require the student to attend school; and

(B) The student is subject to truancy prevention measures under Section 25.0915; and

(2) Request a conference between school officials and the parent to discuss the absences; and

(c) The fact that a parent did not receive a notice under Subsection (a) or (b) does not create a defense under Section 25.093 or under Section 65.003(a), Family Code.

Pursuant to Sec. 21.0915, school officials will initiate the development of an individualized attendance plan or behavior improvement plan to address student conduct related to truancy or non-attendance. The student and/or the parent are to be active participants in its development, in addition to the campus administrator/designee and other relevant staff. The continued absence of the student without a doctor's written excuse or an absence excused by the campus school administrator (TEC. Sec. 25.086 and Sec. 25.087) may result in a referral to truancy court for the student and/or the parent/guardian (Sec. 25.093 & TFC 65.003).

TOTAL UNEXCUSED ABSENCES _____ **as of** _____ / _____ / _____.

SIGNATURE Student _____ **Date** _____

PRINTED NAME Administrator/Designee _____ **Date** _____

SIGNATURE Administrator/Designee _____ **Date** _____

PRINTED NAME Parent/Guardian* _____ **Date** _____

PRINTED NAME Parent/Guardian * _____ **Date** _____

SIGNATURE Parent/Guardian* _____ **Date** _____

SIGNATURE Parent/Guardian* _____ **Date** _____

Parent's DOB _____ **Driver's License No.** _____

Parent's DOB _____ **Driver's License No.** _____

Primary Phone _____ **Alternate Phone No.** _____

Primary Phone _____ **Alternate Phone No.** _____

If unsuccessful contact, document at least 3 good faith efforts (List 3 different dates, phone numbers used, specific message left, & relevant information):

1st → phone call/ number/message left/date _____

2nd → phone call/ number/message left/date _____

3rd → AWN/IAP mailed/address/date _____

Home Visit/date/staff _____

NOTES: _____

*If applicable, check the box to indicate POA guardianship:

Power of Attorney (POA)- Guardian may be held responsible for student's truancy/non-attendance in a court of law.

TEXAS EDUCATION CODE (TEC) & FAMILY CODE (TFC)

Significant Attendance Excerpts

TEC Section 25.085 COMPULSORY SCHOOL ATTENDANCE

- (a) A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided.
- (b) Unless specifically exempted by Section 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 his or her 19th birthday shall attend school.
- (c) On enrollment in pre-kindergarten or kindergarten, a child shall attend school.
- (e) A person who voluntarily enrolls in school or voluntarily attends school after the person's 19th birthday shall attend school each school day for the entire period the program of instruction is offered. A school district may revoke for the remainder of the school year the enrollment of a person who has more than five absences in a semester that are not excused under Section 25.087, except a school district may not revoke the enrollment of a person under this subsection on a day on which the person is physically present at school. A person whose enrollment is revoked under this subsection may be considered an unauthorized person on school district grounds for the purpose of Section 37.107.
- (g) After the third unexcused absence of a person described by Subsection (e), a school district shall issue a warning letter to the person that states the person's enrollment may be revoked for the remainder of the school year if the person has more than five unexcused absences in a semester.
- (h) As an alternative to revoking a person's enrollment under Subsection (e), a school district may improve a behavior improvement plan described by Section 25.0915 (a-1)(1).

TEC Section 25.086 EXEMPTIONS

- (a) A child is exempt from the requirements of compulsory school attendance if the child:
 - (3) has a physical or mental condition of a temporary and remediable nature that makes the child's attendance infeasible and holds a certificate from a qualified physician specifying the temporary condition, indicating the treatment prescribed to remedy the temporary condition, and covering the anticipated period of the child's absence from school for the purpose of receiving and recuperating from the remedial treatment.

TEC Section 25.087 EXCUSED ABSENCES

- (a) A person required to attend school, including a person required to attend school under Section 25.085(e), may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the person is enrolled.

TEC Section 25.095 WARNING NOTICES

- (a) A school district or open-enrollment charter school shall notify a student's parent in writing at the beginning of the school year that if the student is absent from school on 10 or more days or parts of days within a six-month period in the same school year:
 - (1) the student's parent is subject to prosecution under Section 25.093; and
 - (2) the student is subject to referral to truancy court for truant conduct under Section 65.003(a) Family Code.
- (b) A school district shall notify a student's parent if the student has been absent from school, without excuse under Section 25.087, on three days or parts of days within a four-week period.
The notice must:
 - (1) Inform the parent that:
 - (C) it is the parent's duty to monitor the student's school attendance and require the student to attend school; and
 - (D) the student is subject to truancy prevention measures under Section 25.0915; and
 - (2) request a conference between school officials and the parent to discuss the absences.
- (c) The fact that a parent did not receive a notice under Subsection (a) or (b) does not create a defense under Section 25.093 or under Section 65.003(a), Family Code.

TFC Section 65.003 TRUANT CONDUCT

- (a) A child [defined as 12 years of age or older and younger than 19 years of age] engages in truant conduct if the child is required to attend school under Section 25.085, Education Code, and fails to attend school on 10 or more days or parts of days within a six-month period in the same school year.
- (b) Truant conduct may be prosecuted only as a civil case in a truancy court.

TEC Section 25.093 PARENT CONTRIBUTING TO NON-ATTENDANCE

- (a) If a warning notice is issued as required by Sec. 25.095 (a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences absent for the amount of time specified under Section 65.003(a), Family Code, the parent commits an offense.
- (b) The attendance officer or other appropriate school official shall file a complaint against the parent.
- (c) An offense under Subsection (a) is a misdemeanor, punishable by fine only, in an amount not to exceed \$500.00.
 - (c-1) Each day the child remains out of school may constitute a separate offense. Two or more offenses under Subsection (a) may be consolidated and prosecuted in a single action. If the court orders deferred disposition under Article 45.051, Code of Criminal Procedure, the court may require the defendant to provide personal services to a charitable or educational institution as a condition of the deferral.

TEC Section 25.0951 SCHOOL DISTRICT COMPLAINT OR REFERRAL FOR FAILURE TO ATTEND SCHOOL

- (a) If a student fails to attend school without excuse on 10 or more days or parts of days within a six-month period in the same school year, a school district shall within 10 days of the student's 10th absence refer the student to truancy court for truant conduct under Section 65.003(a), Family Code.
- (b) If a student fails to attend school without excuse as specified by Subsection (a), a school district may file a complaint against the student's parent in a county, justice, or municipal court for an offense under Section 25.093 if the school district provides evidence of the parent's criminal negligence.
- (c) A court shall dismiss a complaint made by a school district under Subsection (b) that :
 - 1. does not comply with this section;
 - 2. does not allege the elements required for the offense;
 - 3. is not timely filed, unless the school district delayed the referral under Subsection (d); or
 - 4. is otherwise substantively defective.
- (d) Notwithstanding Subsection (a), a school district may delay a referral of a student for truant conduct, or may choose to not refer a student for truant conduct, if the school district:
 - 1. is applying truancy prevention measures to the student under Section 25.0915; and
 - 2. determines that the truancy prevention measures are succeeding and it is in the best interest of the student that a referral be delayed or not be made.

ATTENDANCE-RELATED SUGGESTIONS TO PARENTS

REGULARLY MONITOR YOUR CHILD'S SCHOOL ATTENDANCE USING NUMEROUS DISTRICT AND CAMPUS RESOURCES

Northside offers numerous resources to assist parents in actively monitoring their child's attendance and other educational records. Resources available at www.nisd.net include: 'Parent Connection' where parents can monitor daily student's attendance and set-up phone alerts so that they can be alerted to child's tardy or absences in real time. Added resources include the 'Attendance Matters' Video viewing, 'Daily Attendance Check' and 'Shadowing' forms. Visit with the school for additional resources.

SCHEDULE APPOINTMENTS OUTSIDE THE SCHOOL DAY WHENEVER POSSIBLE

Because we value instruction during the entire course of the day, we recommend parents schedule medical or other appointments after school or on weekends when at all possible. If you must keep an appointment during the school day, return the child to school unless the doctor recommends otherwise. Provide a doctor's note to the school within three school days of the absence(s).

MINIMIZE TARDINESS/EARLY REMOVAL

Arriving late or leaving early disrupts the instruction for the student in that it reduces valuable learning time. Minimize partial day absences so as to maximize instructional time for the child. Being late or leaving early from school may constitute a partial-day absence, which is a violation of the Compulsory Attendance Law.

PROVIDE VALID DOCUMENTATION TO THE SCHOOL FOR ALL STUDENT ABSENCES WITHIN 3 DAYS OF ABSENCE

Once a warning notice has been issued to you, it is required that you provide a doctor's note, a note from the school nurse, court documentation, or other acceptable document to excuse all future absences. The school administrator has the final authority to excuse/not excuse an absence. Late arrival to school, single class period absences, or early removal from school will also require the type of documentation listed.

DOCUMENT OR RECORD-KEEPING OF PARENT EFFORTS

Keep a written record of all contacts made with school officials, police, social agencies, etc. in your efforts to resolve the attendance issue. Be specific in your documentation noting the name of the person with whom you visited, date/time, and contents of the conversation.

MEET WITH THE SCHOOL COUNSELOR AND/OR CAMPUS ADMINISTRATOR

Make arrangement to meet with the school counselor to discuss attendance, academic progress, behavior, and/or any special situations affecting the student.

MONITOR ABSENCES ON REPORT CARD

Review your child's report card at every grading period, issued each six/nine weeks. A parent's signature is required. Inquire with school staff on any discrepancies.

ILLNESS

If your child complains of being ill, look for physical signs of illness such as fever, vomiting, or diarrhea. Children should be encouraged to attend school unless they show obvious signs of illness. Healthy children should not stay home just because a family member is ill. When your child has minor symptoms or complains of being ill without apparent symptoms, make staying at home boring, not fun. Set rules such as no TV, no friends over after school, and no playing.

PROBLEMS WITH HEAD LICE

Head lice are highly contagious and can become a serious problem if not treated quickly and effectively. Head lice treatments can be bought over the counter at most drugstores. You should begin treatment immediately as directed by a nurse, pharmacist, or doctor. Your child should return to school the day following the first treatment and should continue to attend school throughout treatment.

KNOW YOUR CHILD'S FRIENDS

Maintain a list of names, phone numbers, and addresses of your child's friends. Exchange phone numbers with their parents.

BE CONSISTENT WITH DISCIPLINE

Discuss with your child the house rules and the consequences that will occur if those rules are broken.

- It would not be appropriate to voice threats, such as threatening to turn your child over to authorities, or threatening to hurt, throw out, or send the child elsewhere.
- Consider removing privileges such as activities/things (TV, telephone, stereo, visiting with friends, etc.), when appropriate.
- Consider limitations, such as telephone, television, or computer use on school nights (other than for homework), visiting with friends, involvement in social activities or other extracurricular activities that are inappropriate on school nights, and limit or deny access to personal or family vehicle.
- Utilize a system of rewards and consequences for student behaviors at school. Be appropriate, reasonable, consistent, and provide said consequences in a timely manner. Parenting classes can assist the parent develop these skills.

REQUIRE A REASONABLE CURFEW FOR MIDDLE AND HIGH SCHOOL STUDENTS

Require that your child be home at a reasonable hour in order to get enough rest to attend school the next day. If your child violates the curfew, provide appropriate consequences.

SHADOWING FOR MIDDLE AND HIGH SCHOOL STUDENTS

Call your school administrator to make arrangements to accompany your child from class to class or 'shadow' your child for the entire school day if truancy continues. Make certain a school-provided "Shadowing Form" is used and document your efforts.

CALL THE POLICE IF NEEDED FOR MIDDLE AND HIGH SCHOOL STUDENTS

Involve law enforcement if interventions lead to aggressive student behavior, including damage to the home, threats of bodily harm, or other assaultive conduct.

MISSING/RUNAWAY: To report your child as missing person or a runaway, call San Antonio Police, Youth Services at 207-7662 or 207-7660.

- A child is considered missing when evidence shows the following: the child was not planning to runaway, friends or family members do not know where the child may be, there was no major discord at home or school prior to the child's disappearance, the child is not a chronic runaway, the child has not communicated with anyone, and/or the child was not depressed or making threats.
- A child is considered a runaway when evidence shows the following: his/her clothes or personal belongings are also missing, if he/she leaves a note/message stating his/her intent or whereabouts, friends or family members know or suspect where the child may be staying, he/she was experiencing discord or serious problems at home or school prior to the child's disappearance, he/she contacts friends or family to assure them of his/her safety, and/or he/she has demonstrated moody, rebellious, argumentative, or erratic behavior.
- Notify the authorities of a missing/runaway child. Inform the intake Officer whether you are reporting the child as a missing person or as a runaway. Follow his/her instructions carefully. Request a case number if your report meets their criteria. A child/student under the age of 18 years should be reported. Notify your child's school Administrator and Truancy Specialist of the child's status after filing your police report. Be sure to notify your child's school upon the child's return home.
- Missing Person Reports can be secured at 214 Nueva, 207-7660.
- To file a "Conduct Indicating a Child In Need Of Supervision" (CHINS), make contact with the Bexar County Juvenile Probation Department (233 Mitchell, San Antonio, 335-7500). You'll need the child to be present and have the following documents: child's social security card, birth certificate, recent photo, and documentation of all previous actions taken.