



## Attendance Information for Parents and Students

Katherine Stinson Middle School



### What does the law say about attendance?

#### **All Middle School students:**

Students who are absent without excuse for three or more days or parts of days in a four week period; or 10 or more days or parts of days in a six-month period, the student and/or student's parents are subject to prosecution under the Texas Education Code. For further explanation of attendance, refer to the Student Parent Handbook:

<http://www.nisd.net/handbooks/50.pdf>

#### **Middle School students enrolled in high school credit courses (Algebra I, Geometry, and Spanish) only:**

If your child is enrolled in Algebra I, Geometry, or a Spanish course and will receive high school credit, Texas School Law states that students must be in attendance at least 90% of the time to receive credit for a course. If the student is in attendance less than 90%, the student may lose credit for the course. Students may not miss (9) days to a semester course, or eighteen (18) days for a yearlong course. Students will not receive credit if they exceed the number of allowable absences-even if the absence is excused.

#### Excused Absences

- Personal Illness
- Family Funerals
- Medical Appointments
- Church/Religious absences with documentation
- Family emergencies with explanation
- Court Appointments
- Excused school business/approved class field trips

#### Unexcused:

- Car trouble/Flat tire
- Missing the bus/ride
- Oversleeping
- Renewing a driver license
- Caring for a sibling
- Busy traffic
- Notes without all pertinent information
- Truancy (class cutting/missing school)

### What to do when your child returns to school after an absence:

If a student misses school (even just one class), he/she must bring a note with the following included on the note in order for the attendance office to properly code the absence:

1. Date of the note
2. Name of the student
3. Student ID number
4. Date of the absence(s)
5. The doctor or parent/guardian's signature
6. A phone number where the doctor or parent/guardian can be reached

Excuse notes need to be provided **within three school days** after the absence. Otherwise, the absence will remain unexcused.

#### Warning Letter:

- Students, who are absent three or more days in a four week period or ten or more days in a six month period, will receive a warning letter from the school.
- Schedule a conference with the school if you believe your child is having attendance problems.
- Future unexcused absences will result in prosecution under the Texas Education Code (TEC 25).