



# Mandatory School Attendance Rules

School Year 2017 - 2018

Student Name \_\_\_\_\_

Student # \_\_\_\_\_

Campus \_\_\_\_\_

Dear Parent and Student,

State law requires every child in school to attend school daily. **You may be subject to Truancy Prevention Measures if your child is absent for:**

- 10 days or parts of days within a 6 month period in the same school year, or
- 3 days or parts of days within a four week period.

The following Truancy Prevention Measures in accordance with TEC 25.0915 are the completion of:

- Individual Attendance Plan/Behavior Improvement Plan/Implement Plan Contract
- School Based Community Service
- Student referred to counseling, mediation, mentoring, a teen court program, community based services, or other in school or out of school services aimed at addressing the student's truancy.
- In accordance with Texas Education Code Section 25.085, a child who is required to attend school shall attend school each school day for the entire period the program of instruction is provided, to include students who are at least six years of age, or who have been previously enrolled in first grade, and who have not yet reached their 19<sup>th</sup> birthday. Additionally, upon voluntary enrollment in pre-kindergarten or kindergarten, a child shall attend school for the entire period of instruction.

**The only acceptable excuses from attending school are the following:**

- Religious holy day.
- Appointment with a healthcare professional if student commences classes or returns to school on the same day.
- Attending funeral services for a member of the student's immediate family (includes parent or sibling).
- Visiting a college or university during the student's junior and senior years of high school.
- Required court appearances.
- Certain situations when a parent or guardian is on active military duty.
- Special education assessment procedures and special education-related services.
- Appearing at a government office to complete paperwork for the student's application for U.S. citizenship.
- Taking part in a U.S. naturalization oath ceremony.
- Serving as an election clerk.
- Sounding "Taps" at a military honors funeral held in this state for a deceased veteran.
- A temporary absence due to any reason that the teacher, principal, or Superintendent deems excused.

**Tips on Doctor's Visits:**

- Please schedule doctor's appointments after school hours or on weekends whenever possible.
- If an appointment is scheduled during school hours, please send your child to school before the appointment or return your child to school after the appointment. Otherwise the absence might be unexcused.

**It is your responsibility to timely provide proper documentation for each excused absence request.**

Parent notes to request an unexcused absence must include:

1. Student's name and ID#
2. Date of the absence and reason for the absence;
3. Current address and phone number; and
4. Parent's name and original signature.

All parent notes will be reviewed by the campus administrator in charge of attendance. If the cause for the absence is acceptable to the administrator, the absence will be excused. If the cause is not acceptable, the student will receive an unexcused absence.

Excessive unexcused absences may lead to truancy prevention measures, as described above.

X \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**PARENT/GUARDIAN SIGNATURE**

**Date**

San Antonio Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.