

# PARENTS – ATTENDANCE DUE PROCESS

## SUCCESS!

*Students succeed in school when they are in regular attendance. Regular attendance is nationally recognized as missing 5 OR LESS DAYS PER SCHOOL YEAR! Statistics show that Course completion, State Assessment completion and on time Graduation are all in direct correlation to attendance. Encourage attendance with your student. **Every day matters!***

## 2019/2020 ATTENDANCE LAWS SUMMARY:

### DISTRICT COMPULSARY ATTENDANCE LAWS

- ❖ PARENTS CAN ONLY EXCUSE **6 ABSENCES PER SCHOOL YEAR** INCLUDING LATE ARRIVALS AND EARLY DISMISSALS

### STATE COMPULSARY AND TRUANCY ATTENDANCE LAWS

- ❖ STUDENTS CAN ONLY HAVE **9 ABSENCES PER CLASS PER SEMESTER** TO RETAIN CREDIT IN A CLASS – ALL ABSENCES COUNT
- ❖ **10 UNEXCUSED ABSENCES IN A SCHOOL YEAR** RESULTS IN TRUANCY

## ATTENDANCE DETAILS:

### ❖ EXCUSED

All absences require a call or a note for admission the following day. Notes should be legible and include:

Students **legal** name, date missed, reason for the absence, parents signature and day time phone number

Parents have up to **3 days** after an absence to excuse the absence with a call or note after which it remains unexcused

### ❖ EXCESS PARENT ABSENCES

A Parent Excess Warning Letter will be sent at 5 parent excused absences. All additional absences after the 6 allowed parent excused absences will remain unexcused unless the student has a Physician, Court or equivalent document throughout the remainder of the school year.

### ❖ LOSS OF CREDIT

All absences count towards NC's within the first nine absences

Absences are counted by period

Students must be in class at least 25 minutes to be in attendance

Once a student has reached the state mandated excess absence limit of nine absences and does not have a

Physician, Court or equivalent for the excess absences – that student will have to make up hours in

After school D-Halls or Saturday Schools to retain credit for that class

*PHYSICIAN NOTES: Medicals must be in person office visits, individual to specific or concurrent dates missed, original and signed. No copies, corrections or multiple, separate absences can be taken.*

### ❖ TRUANCY

Truancy absences are absences in which no parent communication has been received and carries throughout the school year.

Level 1: Truancy Warning letters are sent by the school at 3 unexcused absences

Assistant Principals will visit with student and parent

Level 2: Truancy Warning letters are sent by the school and city at 6 unexcused absences

The Assistant Principal will visit with the student and contact the parent

Level 3: 10 unexcused absences results in a Truancy Letter and subsequent Court Summons

### ❖ TEACHER ERRORS

An unexcused absence in any one class will generate an absence call to your home

Check your Family Access Attendance to identify unknown absences

Only a teacher can correct an attendance error. Students can take a correction form from the attendance office to the teacher to correct the absence.

❖ **PERFECT ATTENDANCE**

All absences count against Perfect Attendance from the first day of school to the last day of school.

❖ **EXEMPTIONS**

All absences count against exemptions. An unexcused absence will result in loss of exemption.

❖ **EARLY DISMISSALS:**

Students who need to leave school during the day must bring a parent note to the attendance office requesting the early dismissal before the student's first class that day. 18 yr old students may not sign themselves out. A parent signature is always required.

If a student becomes sick during the day or a late appointment is made, an early dismissal can be done one of the following ways:

1. A faxed parent note to **817-547-7005** with a copy of your ID
2. A signed parent note attached to an email with a copy of your ID can be also be sent

Emergency Contacts cannot initiate an early dismissal. We will call a parent/guardian anytime a listed emergency contact comes to pick up a student unless a parent note had been sent to pre-arrange the early dismissal.

**We CANNOT take calls for early dismissals.**

Students cannot wait in our office for an early dismissal.

*Pre-arranging early dismissals improves the classroom teaching environment and the possibility of not being able to locate your student in time for an appointment.*

Students returning from early dismissals need to check back in through the attendance office. Failure to do so results in additional absences.

**\*At NO TIME is a student ever to leave campus during their regular class schedule without checking out through attendance. Students who leave their Richland or BCTAL campus without being signed out or before being signed out through the office are considered truant and the absence will remain unexcused.**

***\*RICHLAND HIGH SCHOOL IS A CLOSED CAMPUS FOR LUNCH***

**ADDRESS / PHONE NUMBER CHANGES**

If you move during the school year, you must provide new documentation in order to change your address in the system and verify your new attendance zone. **Students who move during the school year without notifying the school can be withdrawn immediately.**

If you change your home, work or cell phone numbers - please send a note to update your contact information!

**CHECK ATTENDANCE**

**A-GI** Kathy McGuire 547-7018  
[kathy.mcguire@birdvilleschools.net](mailto:kathy.mcguire@birdvilleschools.net)

**Go-N** Heather Ortega 547-7013  
[heather.ortega@birdvilleschools.net](mailto:heather.ortega@birdvilleschools.net)

**O-Z** Adriana Ortiz 547-7028  
[adriana.ortiz@birdvilleschools.net](mailto:adriana.ortiz@birdvilleschools.net)

**DISCIPLINE**

**A-C** Jennifer Muirhead 547-7126  
**D-L** Derek Hinton 547-7017  
**M-Q** Tom Phillips 547-7014  
**R-Z** Tracy Besgrove 547-7016  
Jennifer Gotuaco 547-7019  
Receptionist 547-7029

**COUNSELOR**

**A-C** Trenia Miller 547-7020  
**D-I** Vanessa Matschulat 547-7027  
**J-M** David Arthurs 547-7026  
**N-R** Christina Spears 547-7022  
**S-Z** Bryan Teague 547-7023  
Receptionist 547-7005

We hope these tips will help you throughout the school year!

***EVERY DAY MATTERS!***

*Thanks! Richland Attendance Office*