

ATTENDANCE DUE PROCESS

*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!*

2024/2025 ATTENDANCE LAWS SUMMARY:

DISTRICT COMPULSARY ATTENDANCE LAWS

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

STATE COMPULSARY LAWS

STUDENTS CAN ONLY HAVE 9 ABSENCES PER CLASS PER SEMESTER
TO RETAIN CREDIT IN A CLASS – ALL ABSENCES COUNT IN FIRST 9

TRUANCY ATTENDANCE LAWS

EXCESS UNEXCUSED ABSENCES WILL RESULT IN A SUMMONS TO A TRUANCY TRIBUNAL

ATTENDANCE DETAILS:

EXCUSED

All absences require a call or a note to excuse the absence. Notes should be sent to their attendance clerk listed below and include:
Student legal name, date(s) missed, reason for the absence(s) and parent's signature.

*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

Parents are allowed to excuse 6 absences for the school year. Once a student has reached their 6th parent absence, additional absences will need a Physician, Court or equivalent document to fully excuse the absence.

PHYSICIAN, COURT OR EQUIVELANT EXTENUATED ABSENCES

PHYSICIAN NOTES: Medicals may be in person or virtual office visits, individual to specific or consecutive (if indicated) dates missed, original and signed. No altered medical notes can be taken.

LOSS OF CREDIT

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

Absences are counted by period

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

Once a student has reached the state mandated 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.

TRUANCY

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

Level 1: A Truancy Warning letter and call are sent by the school at 3 unexcused absences

Level 2: A Truancy Warning letter and call are sent by the school at 6 unexcused absences

Level 3: A Truancy Warning letter and call are sent by the school at 10 unexcused absences and could result in a summons to the Truancy Tribunal at our District offices.

TEACHER ERRORS

Parents and students should frequently check their Focus account for unexcused absences. If you suspect a teacher error, either the student or parent can inquire with the teacher regarding the absence. If that teacher has made an error in their attendance, they would then email the attendance office to make the correction.

PERFECT ATTENDANCE

All absences in any period 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

If a student needs to leave school during the day, a parent must send, email or fax a signed parent note to the attendance office requesting the early dismissal with their ID at least an hour **before** the needed time and **before** the student leaves. A parent signature and ID is always required.

If a student becomes sick during a day, the student should report to the school nurse. If the nurse determines or you decide the student needs to go home and the student is driving themselves home, an early dismissal can still be arranged with a signed parent note and ID sent to their attendance clerk's email listed below before the student can leave.

We CANNOT take calls for early dismissals.

Students must stay in class until called for an early dismissal from our office or if they have a pass from our office.

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 an early dismissal must check back in through the attendance office before going to class. Failure to do so results in additional absences since early dismissals are recorded at the time of the early dismissal through the end of the day until or if a student checks back in to get a pass to return to classes.

At NO TIME is a student ever to leave campus during their scheduled day without an early dismissal from the school. Students who leave their Richland or BCTAL campus without a valid early dismissal 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 a new utility bill in order to update your address and verify your new attendance zone. **Students who move during the school year and do not update their address can be withdrawn immediately.**

WITHDRAWALS

Parents will need to notify their school in person or through email with a parent signature and ID to request a withdrawal to another school and allow time to process the withdrawal and collect grades as well as return any school property such as chrome books.

ATTENDANCE

A-GI Kathy McGuire 547-7018

Kathy.mcguire@birdvilleschools.net

M-Q Marcus Ysasi

Go-N Heather Ortega 547-7013

Heather.ortega@birdvilleschools.net

Receptionist Terri Estill

O-Z Adriana Ortiz 547-7028

Adriana.ortiz@birdvilleschools.net

ASSISTANT PRINCIPALS

A-D Brandi McCreary

E-L James Hollis

Gp-Ma Jordan Machun

R-Z Tracy Besgrove

Receptionist Cynthia Garcia

COUNSELORS

A-B Trenia Miller

C-Go Dana Bert

Mb-Rob Vanessa Matschulat

Roc-Z Bryan Teague

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

NURSES - Julie Trujillo
Courtney Infinger

Thanks!

Your Richland Student Data and Attendance Clerks