



# PEASE ELEMENTARY

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Dear Pease Elementary Parents, Students and Guardians,

We would like to inform you of some changes to the AISD attendance practice that will affect all of the students in our district. These changes are meant to bring AISD into compliance with the existing law, *Texas Education Code 25.092*. A majority of our students will not notice a difference in the way we calculate attendance records, calculate final grades or award credits, however there are some changes in the way that absences are counted. It is very important to note that the changes in procedure, which are outlined below, will take effect immediately.

TEC 25.092 reads “...*any grade level from kindergarten through grade 12 may not be given credit or a final grade for a class unless the student is in attendance for at least 90 percent of the days the class is offered.*”

Previously the only absence reasons that were considered for the denial of credit/final course grades were UNX (Unexcused Absence) and IM (Immunizations, non-compliant). Beginning with the Fall 2015 semester, the following absence codes will also be considered in denying credit:

<b>Absence Code</b>	<b>Description</b>
DI	Documented Illness
HSS	Home School Suspension
IM	Immunizations, non-compliant
MU	Made Up
OTH	Other Circumstances
UNX	Unexcused Absence

While there are several additions, we anticipate that the change to include Documented Illness (DI) will have the greatest effect on our students. DI is coded when a student is absent because of illness and turns in documentation (from a parent) of the absence within 48 hours. Please remember that family trips, vacations, and attendance at non-school sponsored events are examples of Unexcused Absences (UNX).

No other Attendance Codes will affect the decision to award credit. The most common codes *not* considered when denying credit include:

<b>Absence Code</b>	<b>Description</b>
UT*	Unexcused Tardy
MED*	Medical
FLD	Field Trip
SCH	School
UIL	University Interscholastic League
HD	Holy Day
VST	College Visit
ISS	In School Suspension

\*Medical (MED) is coded when a student is temporarily absent as a result of a documented appointment with a healthcare professional during regular school hours, if the student commences classes or returns to school on the same day of the appointment. Please note that the student must be in attendance for at least a portion of the day in order for the absence to be coded as MED.

\*Unexcused Tardy (UT) is coded when a student arrives after the 7:45 a.m. time and before 10:00 a.m.. Please note that a history of UT/T could result in a revocation of the students transfer (three UT are equivalent to one UNX).

Because the number of days a specific course is offered varies it is not possible to give an exact number of what 90% attendance looks like (some courses are offered daily, others rotating on our AB schedule, and our semesters are different lengths). For example, 4 or 5 absences could fall below 90% depending on the schedule. If a student enrolls in Austin ISD mid-semester, their attendance percentages will be calculated based on their total days of enrollment in that course.

We know that you may have specific questions about your student and their specific situation. You may check your student's current attendance online through the Parent Cloud. Questions about absences should be directed to our schools Attendance Clerk. Thank you for your patience as we implement this new practice in order to comply with State law.

Sincerely,

Matthew Nelson, Principal