



AUSTIN

Independent School District

UPDATED ATTENDANCE POLICY

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Existing Law (TEC 25.092)

“...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.”

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What does this mean?

- It means you have to attend each class at least 90% of the time or you will be denied credit for that class.
- That means that you are only allowed to miss a class 3-4 times per semester (depending on the number of days in the semester and whether the class is on an A day or a B day).

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Absences That Count:

- The following absences are considered when denying credit:
- DI Documented Illness
- HSS Home School Suspension
- IM Immunizations, non-compliant
- MU Made Up
- OTH Other Circumstances
- UNX/UT Unexcused Absence/Tardy

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This includes...

- Days that you stayed home and your parent wrote you a note
- Family trips
- Vacations
- Attendance at events that are not sponsored by the school

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Absences that do NOT count against you:

- MED Medical (2 hours only)
- FLD Field Trip
- SCH School
- UIL University Interscholastic League
- HD Holy Day
- VST College Visit
- ISS In School Suspension

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This includes...

- Days that you attend part of the day, but miss part of it because you went to the doctor (and brought back a note from the doctor verifying your visit and the time of your visit– 2 hour limit)
- Field trips taken with the school
- When you miss because you are involved somewhere else at the school such as in ISS, with a counselor, or taking an EOC

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This includes... (continued)

- Days that you miss due to a religious holiday
- When you visit colleges and bring back verification from the college of your attendance (juniors and seniors receive two excused college visits per year)

If you miss more than 25% ...

- You will need to request to have the credit awarded from the Attendance Committee.
- The committee will decide whether to award the credit.
- May result in the Revocation of the students transfer.

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**Let's try a few example
scenarios...**

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- John was not feeling well yesterday morning and decided to stay home and rest. John's mother wrote him a note which he gave to the attendance office this morning.
- Will John's absence count toward denying credit?

YES!

- Even though John's mother wrote him an excuse, this absence still counts against him for awarding of course credit.

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- Sarah attended the morning hours of school, but left during lunch to go to the doctor. She missed her Art class, but returned to school for the very next class period and turned in her doctor note to the attendance office.
- Will Sarah's absence count toward denying credit?

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NO!

- Sarah's absence will be coded MED (medical) since she was at the doctor and then returned to school for the rest of the day with a medical note.

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- Billy's family is going to the Bahamas for spring break. They decide to leave on Thursday evening because flights are cheaper. Billy misses school on Friday.
- Will Billy's absence count toward denying credit?

YES!

- Family trips and vacations are unexcused absences – even if it is for a wedding or a graduation so this absence will count against the amount he can have before being denied credit.

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- Juan is a junior. He missed a day of school to go to Denton and visit UNT. He toured the school and visited with the admissions office. When he came back to school, he turned in a note from UNT stating that he participated in a college visit.
- Will Juan's absence count toward denying credit?

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NO!

- Juniors and seniors are allowed two absences per year to visit colleges, so as long as this is his first or second visit, the absence will not be counted toward being denied credit.
- In order for the absence to be counted as a college visit (VST), he must bring back verification on letterhead of his visit.

- Angelica was upset during 1st period and her teacher gave her a pass to the counseling office. She talked to her counselor for a while and missed half of 2nd period so she was counted absent by her teacher.
- Will Angelica's absence count toward denying credit?

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NO!

- When students miss class due to being in an office at the school or in testing, ISS, or when they are participating in a school sponsored activity or field trip, the absences do not count against them.

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Reminders:

- If you think you have too many absences in a class, please talk to your Attendance Specialist.
 - Credit may be frozen at:
 - Fall 2015: 10 absences
 - Spring 2016: 10 absences
- Do not wait until the end of the semester! Take care of your attendance now!
Remember, the student must be in attendance for at least 90 percent of the days the class is offered.”

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