

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(EXHIBIT)

See the following pages for forms relating to absences:

- Exhibit A: Notice of Absences—1 page
- Exhibit B: Warning Letter for Attendance Enforcement for Students Age 19 or Older—
1 page
- Exhibit C: Notification of Higher Education Visit—1 page
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EXHIBIT A

NOTICE OF ABSENCES

_____ (date)

Dear _____ (name of parent or guardian):

As required by law, this letter is to notify you that _____ (student's name) has been absent from school without an acceptable excuse on three days or parts of days within a four-week period. The dates of these absences during the period from _____ (starting date) to _____ (ending date) were _____, _____, and _____ (dates).

Under Texas law, a student's parent or guardian has a duty to monitor the student's school attendance and to require the student to attend school. Please be advised that a student is subject to truancy prevention measures under Texas Education Code 25.0915.

Regular school attendance is vital to the student's educational success. It is important that parents/guardians and the school work together for the success of each student. As a result of these absences, and to improve the student's attendance, the District will begin application of truancy prevention measures with the student.

I would like to schedule a conference with you as soon as possible to discuss the student's absences and the applicable truancy prevention measures.

At your earliest convenience, please call my office at _____ (telephone number) so that we can arrange a meeting.

Sincerely,

Principal or designee

EXHIBIT B

WARNING LETTER FOR ATTENDANCE ENFORCEMENT
FOR STUDENTS AGE 19 OR OLDER

[If a student who is voluntarily attending school after age 19 has failed to attend school without excuse for three or more days or parts of days within a four-week period, the District must send a warning letter stating that the student's enrollment may be revoked if the student has more than five unexcused absences in one semester. The District cannot revoke the enrollment of a student age 19 or older on a day that the student is physically present in school. As an alternative to revocation, the District may impose a behavior improvement plan.]

_____ (date)

Dear _____ (student's name):

As required by law, this letter is to notify you of the consequences of failing to attend school. You have been absent from school without an acceptable excuse on three days or parts of days within a four-week period. The dates of these absences during the period from _____ (starting date) to _____ (ending date) were _____, _____, and _____ (dates).

Regular school attendance is vital to your educational success. Your enrollment may be revoked for the remainder of the school year if you have more than five unexcused absences in a semester.

I would like to schedule a conference with you as soon as possible to discuss your absences and prevention measures.

At your earliest convenience, please call my office at _____ (telephone number) so that we can arrange a meeting.

Sincerely,

Principal or designee

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EXHIBIT C

NOTIFICATION OF HIGHER EDUCATION VISIT

Notification must be submitted to the principal or designee at least _____ days before the date of the planned visit.

Student's name: _____ Date: _____

Student's current grade-level classification (*please check one*):

☐ Junior ☐ Senior

Number of days the student will be absent from school (*please check one*):

☐ One ☐ Two

Date(s) of planned visit: _____

University or college name(s):

1. _____

2. _____

3. _____

Required signatures:

Signature of parent or guardian Date

Signature of principal or designee Date

EXHIBIT D

VERIFICATION OF HIGHER EDUCATION VISIT

Please have this form completed and signed by a college or university official at the institution the student is visiting. Appropriate officials include: admissions officers, school counselors, deans, professors, or coaches.

Please note: The signature of a student tour guide will not be considered a valid form of verification.

This form must be submitted to the principal or designee no later than _____ days after the first day the student returns to school.

Student's name: _____ Date: _____

Name of College/University	Date Visited	Name of College/University	Signature of College/University Official	Title

For Office Use Only

Signature of principal or designee

Date

EXHIBIT E

VERIFICATION OF SERVICE AS AN ELECTION
CLERK OR EARLY VOTING CLERK

Note: For information regarding service as an election clerk, including requirements and an application, visit <http://votetexas.gov/faq/student-election-clerks/>.

The District will excuse up to two days per school year for student participation as an election clerk or early voting clerk.

Additionally, for service as an election clerk (not for service as an early voting clerk), the District will excuse one day for travel to the voting site and one day for travel from the voting site, if necessary, to fulfill the service.

Please fill out this form and submit it to the attendance clerk upon return to school.

I, _____ (*student's name*), served as: (*check one*)

- ☐ Election clerk
- ☐ Early voting clerk

Date(s) of service: _____ Hours worked: _____

Address of polling site: _____

Student's signature: _____

Name of head election clerk: _____

Head election clerk's signature: _____