

Parent:

**IMPORTANT INFORMATION REGARDING ATTENDANCE. PLEASE READ THE ENTIRE EMAIL.**

Attendance is the #1 predictor of student success. It is vital that every student be at school every day so that we maximize their success. Please make sure that you review and comply with the following so that you and your student have minimal impact as it relates to absences.

**Types of Absences: (Most Common)**

1. Excused absence (EXE) – the student does not attend school a day or days and the parent calls and notifies the school that they will not be in attendance. The absence still counts in the total number of absences as it relates to credit for a course and state law. It also impacts attendance for exemptions.
2. Unexcused absence (UEX) – the student does not attend school a day or days and the parent does **not** notify the school that the student will not be in attendance. After 48 hours from the day of the absence, the code will not be changed. The absence still counts in the total number of absences as it relates to credit for a course and state law. It also impacts attendance for exemptions.
3. Doctor (DOC) – the student is absent and the parent notifies the school and presents the school with a note from the doctor regarding the day or days the student will be absent from school. The absence still counts in the total number of absences as it relates to credit for a course and state attendance law. It also impacts attendance for exemptions.
4. Health Care Professional (HCP) – the student is absent for part of the school day to go to an appointment with a health care provider. The parent or student supplies a note from the doctor to the attendance office documenting the appointment time and date. The student is in attendance part or parts of the school day. The student is then coded HCP and the absence does **not** count toward the number of absences as it relates to credit for a course and the state attendance law. This type of absence does not impact students for exemptions.
5. College Visits (CV) – the student visits a college during a school day. The parent or student returns a completed college visit form (CISD's or the college's) to the attendance office. The student is coded CV and the absence does **not** count toward the number of absences as it relates to credit for a course and the state attendance law. There is a limit of 2 days per the student's junior and senior year. Additional college visits beyond the 2 allowable days will count in the total number of absences as it relates to the credit for a course and state law. This absences for the 2 days does not impact exemptions. Additional days would impact exemptions.

College Park High Schools comparable school's attendance rate goal is usually around 97% in attendance. Last school year, we are about 93.8% attendance rate. This impacts the student, the school and our community. We encourage you to help us achieve this goal so that all of our students perform at the highest level. With 177 days of instruction for students, this equates to a maximum of 5 or 6 absences per school year.

**Attendance Office Process/Procedures:**

The following are the expectations for parents and students regarding absences and early pick-up of a child:

1. In the event of an absence from school, the parent should contact the attendance office to notify them of the absence or send a note the next day.
2. If notification of an absence is not made within 48 hours, the absence will be considered unexcused.
3. If you are picking up a student early from school, please call at least 1 hour prior to your arrival or send your student with a note at the beginning of the day, so the student is ready for pick-up.
4. We do not send for students during our 7<sup>th</sup> period (1:49 – 2:35). Please make sure that you have called prior to the time indicated so that your child is waiting when you arrive during this time.
5. Passes will be sent to the student during the class prior to their departure so that they have notification and time to collect any assignments needed for the next day.

**State of Texas Attendance Requirements:**

Texas Law has 2 parts of the attendance Law, the compulsory attendance section and the 90% course credit portion. Both require that a student be in attendance at least 90% of each semester of school. Please note that it does not matter if the absence is excused or unexcused. If a student is absent from school, the absence is counted towards compulsory attendance and the 90% rule. Remember that attendance is also calculated per class and if a student misses more than 15 minutes of a class, they are considered absent.

**Compulsory Attendance:**

A student that has missed 3 or more school days or parts of days in a 4-week period or has missed 10 or more days or parts of days in a 6-month period would be in violation of the compulsory attendance law. The school will try to work with the parent and student to improve the student's attendance. After efforts have been made to improve the attendance but no significant improvement has been made, the school may choose to file failure to compel or attend charges with the Justice of the Peace (Truancy Court).

**90% rule/Credit for a course:**

For a student to receive credit for a course they must be in attendance at least 90% of the days the course is offered per semester. If a student does not attend at least 90% of the days the course is offered per semester, the student will be denied credit for the course.

The assistant principal will work with the student once they are denied credit to help them create a plan/path to credit recovery. This will be the main document to track the efforts of the student. If the student is successful on the plan, they will regain credit once it is completed. If the student does not follow or complete the plan, the student will be denied credit in the appropriate classes.

The student will have the opportunity to appeal the denial of credit to an attendance committee that will meet at the end of each semester. The student will need to show the efforts that they have made to make up the missed time, changed the absence behavior, and progress in the course. If it is determined that the student has improved their attendance behavior and made up missed time,

credit will be reinstated. If the student fails to show the improvement, the credit denial will stand. Students will only have 1 opportunity to appeal their credit at this level (if they appeal in the fall semester, they will not be able to appeal in the spring semester).

We hope that this information helps for a smooth year at College Park High School.

With Cavalier Pride,

Cavalier Family