

**QUESTIONS?
CONTACT YOUR CHILD'S
HOME CAMPUS**

PARENT'S GUIDE TO SCHOOL ATTENDANCE



KELLER ISD MISSION STATEMENT

**THE KELLER INDEPENDENT SCHOOL DISTRICT,
WITH AN UNWAVERING COMMITMENT TO
EXCELLENCE AND IN PARTNERSHIP WITH OUR
COMMUNITY, WILL ACHIEVE THE HIGHEST
STANDARDS OF PERFORMANCE
BY PROVIDING EXCEPTIONAL EDUCATIONAL
OPPORTUNITIES FOR ALL STUDENTS.**



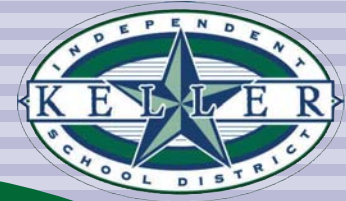
WHAT TO DO IF YOUR CHILD MUST BE ABSENT

If your child is absent, please document that absence by note, fax, e-mail or phone call to the school's attendance clerk within 5 days of the absence(s). Absences due to a healthcare appointment should also include a doctor's note.

In the case of chronic illnesses that cause a student to miss more days because of a continuing condition, a doctor's note will need to be filed with the school annually.

ATTENDANCE TERMS TO REMEMBER

- The 90% Rule
- Recognized Absences
- Non-Recognized Absences
- Campus Attendance Committees
- Documenting absences by note, phone, fax or e-mail within 5 days of an absence



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**Good attendance
is the foundation
for improved
student learning
and achievement.**

THE “BASICS”

Attendance is one of the most important factors in a student's academic success. Students who come to school on time, prepared to learn are in a great position to be successful.

The most important factor in attendance is the 90% Rule: According to state law and Board policy, a student is required to be in attendance at least 90% of the days classes are offered. If a student misses more than 10% of the days of school, (typically 8-9 days per semester) they are subject to possible consequences or interventions to improve attendance and achievements.

THERE ARE TWO TYPES OF ABSENCES

Recognized Absences (They do not count toward the 90% rule. These are not even counted as absences.) See middle panel for details.

Non-Recognized Absences (Those that do count toward the 90% rule – just a “regular” absence.)

WHAT HAPPENED TO “EXCUSED” AND “UNEXCUSED” ABSENCES?

Absences will no longer be categorized as “excused” or “unexcused.” What we will be monitoring is whether or not the student is at school 90% of the days we are in school and whether or not their absence is appropriately documented by a parent/guardian. Students who typically have less

than 9 absences in a semester will not have a problem. Students who exceed the 10% threshold for absences will be referred to the campus attendance committee for review. Extenuating circumstances for absences are reviewed by the committee

WHAT ARE THE 6 RECOGNIZED ABSENCES THAT DO NOT COUNT TOWARD THE 90% RULE?

Health Care Appointments – Student is temporarily absent due to a documented healthcare appointment. Student must return with a note from the healthcare provider either on the same day or next day. (Student must have been present for some portion of the school day on the day of appointment.)

Medicaid Screening Appointment – Student may be excused for up to one full day at a time.

Religious Holy Days – Missing school to observe a religious observance – may include 1 day travel to and 1 day travel from the event, and requires notification in advance from the parent or a designated school representative.

Mentorship Participation – To fulfill an Advanced Measure to complete Distinguished Achievement Program (DAP – High School students only).

Participation in a School Related Activity – (examples include a field trip or an athletic event) with designated school employee(s).

College Visits – Up to 2 days for the year (for 11th and 12th graders only).

Again, Recognized Absences do not count.

WHAT ABOUT NON-RECOGNIZED ABSENCES?

(These absences **do** count toward the 90% Rule.)

- Any normal student absence documented by parent/guardian due to illness or other reasons.
- Undocumented student absences (truancy).
- Absences due to an out of school suspension.
- Required participation in an ongoing court case.
- Attendance at a funeral, which may include 1 day for travel to, 1 day for funeral, and 1 day travel from funeral for a maximum of 3 days per single occurrence.
- Any other absence that is not one of the 5 recognized absences.

PLEASE REMEMBER: These are not “unexcused” absences; just absences that count toward the 90% Rule.

CAMPUS ATTENDANCE COMMITTEES

What does a campus attendance committee do? Campus attendance committees are in place on every campus for the purpose of reviewing and encouraging better student attendance and may grant credit due to absences for extenuating circumstances. The committee is made up of a campus administrator and several teachers appointed by the principal. If a student's attendance has fallen below the 90% requirement, the attendance committee will become involved. The committee will review possible extenuating circumstances for the absences and determine if additional make-up work or time are needed for the student to complete in order to be caught up and in good standing academically.

A serious illness or a death in the family are examples of extenuating circumstances where the committee may excuse the excessive absences without the need for additional time or work to be done if the student is doing well academically.