

Lago Vista ISD Quick Guide to Student Absences

Excused Absence	Requirements	How is it coded?	Counts against the 90% attendance rule?
Personal Illness	Must have email or note from parent, including signature and date. <i>Electronic signatures are permitted.</i>	Excused Absence (A)	Yes
<p><i>Note: A student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.</i></p> <p><i>Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused. [See policy FEC(LOCAL).]</i></p>			
Medical Appointment – Absent All Day	Must have a doctor's note from a medical facility.	Excused Absence (A)	Yes
Medical Appointment – Absent Partial Day	Must have a doctor's note from a medical facility.	Medical Excused (M)	Yes
School Related Absence – UIL	SRA (School Related Absence) List from Coach/Sponsor	School Related UIL Absence (E)	Yes*
School Related Absence – Non-UIL	SRA (School Related Absence) List from Coach/Sponsor	School Related Non-UIL Absence (F)	Yes*
Funeral	Obituary or program	Excused Absence (A)	Yes
Visit to Higher Learning Institution (<i>Juniors & Seniors Only – 2 per academic year</i>)	Documentation of visit signed by college/university personnel	Visit to Higher Learning Institution (H)	Yes
Court Appearance	Must have paperwork from court official	Court Appearance (C)	Yes
Religious Holy Day	Must have email or note from parent, including signature and date. <i>Electronic signatures are permitted.</i>	Religious Holiday (R)	Yes
ISS/DAEP	Documentation provided by campus. No additional documentation required.	ISS/DAEP (J)	Yes
OSS	Documentation provided by campus. No additional documentation required.	OSS (O)	Yes

* Texas Education Agency (TEA) has advised districts that the state law requiring at least 90% attendance by students to receive credit for a class applies to any student absence from the classroom during regular class activities. Once make up work has been completed, this information will then be submitted to the campus committee for review. Under normal circumstances, students with school-related absences whose work is already completed will fall under the "Extenuating Circumstances" category and will receive approval by the campus for credit. Absences due to participation in school sponsored activities, while subject to the 90 percent rule for attendance and makeup work purposes, will not be counted against a student for truancy related measures or perfect attendance.

Examples of Unexcused Absences

More than specified number of minutes late to any class (See campus guidelines.)
Any "excused" absence (including personal illness) without required documentation
Non-school sponsored activity (Sports, competitions, etc.)
Family illness (Non-emergency)
Family Trip/Vacation
College Visit (Beyond the allowable limit or without appropriate documentation)
Private lessons, tutoring, or other non-medical services
Religious retreat or other church-related event, other than an observed holy day
Leaving class without permission (Qualifies as truancy)
Truancy
Driver's license-related visit
Overslept; Sleeping late
Alarm didn't go off
Missed the bus
Car trouble (May be excused at the discretion of the principal if a signed note is provided by the parent)
Vanity appointments (Manicures, pedicures, hair appointments, massages, etc.)
Going shopping, looking for a prom dress, returning a tuxedo, etc.
Going fishing, hunting, or other leisure activity
Student called parent to be picked up and was not seen or deemed sick by the school nurse or appropriate staff
Needed extra time to study or do a project

All other absences are excused at the discretion of the campus administration.

90% Attendance Rule

Texas Education Code Section 25.092 states, "a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered."

A student in grades 1-8 may not receive credit and may not be promoted if he/she has been in attendance fewer than 90% of the 175 school days, regardless of whether the absence is excused or unexcused. Students in grades 9-12 who do not maintain 90% attendance in each class per semester may not be promoted or receive credit for a semester course. Attendance is recorded each grading period and reported as part of the report card.

A student who attends at least 75% but fewer than 90% of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the campus principal, that allows the student to fulfill the instructional requirements for the class.

This means that students will need to make-up class time missed due to excessive absences. Even if your child has excused absences, he/she may be asked to make up class time to earn credit for classes. See policy *FEC(LEGAL)* and *FEC(LOCAL)*.