



The LISD policy regarding attendance is as follows:

Every student is allowed 5 parent calls (PCs) per year. For example: This is when a parent calls the school to let the school know that their student is ill and will not have medical documentation to excuse the absence.

When a student is going to be absent for a medical appointment, a medical excuse must be turned in to the school's Attendance Clerk within **3 days** of the student's return to school.

Every student receives 3 Parent Request (PR) days per year. "Parent Request" days must be pre-approved by an administrator. PR forms are located in the school's front office. The PR requests must be submitted to the school two weeks in advance for approval.

If your child is absent from school without a medical excuse 10 or more days or parts-of days (i.e. class periods, late arrivals, early pick-ups) within a 6 month period in the same school year, you (Parent/Guardian) may be subject to prosecution. You, as the parent, may be taken to court for "Parent Contributing to Non-Attendance" under State of Texas Law. Offenses are punishable by a fine, up to \$500. (TEC) 25.093

My student claims the absences are "just tardies and every 3 tardies turn into an absence." Do tardies turn into absences?

No. Tardies do not turn into absences. Tardies and absences are two separate codes documented on your student's attendance record. Your child's attendance record can be viewed on Gradebook, located online at www.lubbockisd.org.

Can I be taken to court for tardies?

Yes. If the school is documenting your child's arrival times and the late arrivals are excessive, the court will view the excessive late arrivals as partial absences.

What is a drop out?

- A student who is withdrawn from school and does not enroll in another school.
- A runaway.

Can I be taken to court if my child is a drop out?

Yes. All LISD withdrawals are investigated.

There are unexcused absences on my child's attendance record. I gave medical excuses to my child to turn in to school.

Who do I contact to find out if this was done?

Parents must contact the Attendance Clerk, to find out what documents the school has on file. The Attendance Clerk is the only individual that can make changes to the student's attendance record. It is highly recommended parents personally submit important documents to the front office. This ensures all medical excuses reach their destination and are processed appropriately.

LUBBOCK INDEPENDENT SCHOOL DISTRICT

A PARENT GUIDE TO UNDERSTANDING TRUANCY AND ATTENDANCE



State of Texas
House Bill 2398

FREQUENTLY ASKED QUESTIONS ABOUT ATTENDANCE, TRUANCY, AND DROP OUTS

What is the attendance law for 19 year olds in the State of Texas?

The State of Texas requires students, to attend school the entire day until their 19th birthday. Students who turn 19 years of age during the school year and students 19 years or older who voluntarily enroll in school must attend school the entire year.

Failure to attend school without proper documentation may result in the following:

- Required Administrative/Parent conference.
- Home visit by Truant Officer.
- Criminal court case filing against the parent.

What are acceptable excuses for being absent from school?

● **Medical appointment**

Parents have 3 days to turn in a medical excuse to the school.

● **Funeral**

*Death of an immediate family member may be excused. Parents must obtain and submit a **Certificate of Attendance** (from the funeral home) to the school. An immediate family member is defined as parent, guardian, grandparent, or sibling of the student, or a person living in the home. Please inform your principal prior to your child's absence if you will be out, so that arrangements can be made. Only one absence will be excused for local funerals and three for out-of-town funerals.*

● **Court Summons**

Student's name must appear on the court summons.

● **Religious Holiday**

To be considered a religious holy day, the day should be one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, camps, and mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days.

What is NOT an acceptable excuse for being absent from school?

● **Dental check ups - all day absence**

Students must return to school after routine dental check ups. Remaining out of school all day for a routine dental check up is not excused. Dental surgery is excused. Documentation of the dental surgery must be submitted to the school Attendance Clerk.

● **Student providing care**

Students that stay home to provide care for parents or siblings, are not excused from school.

● **Excessive parent call ins**

More than 5 parent call ins. Reminder: For truancy court and credit purposes, all parent call ins are unexcused.

● **Non Enrolled Days**

Days the student is not in school due to changing schools.

● **Personal Travel**

Travelling out of town or out of the country to visit relatives or vacationing, is not excused. Parents may use PR days, but the PRs must be pre-approved by an administrator.

My child needs to leave school early.

Will this be excused?

Leaving school early will only be excused if it is for one of the acceptable reasons (medical, funeral, required court appearance.) Parents must provide a certified excuse or medical excuse for the early pick up to be excused.

How can I check on my student's absences?

- Request an attendance report from your Attendance Clerk.
- "Gradebook" located online at: www.lubbockisd.org
- Ensure your contact information is correct on all school records, so the school can notify you each time your child is not in class.

What penalties are enforced in truancy court?

Parents that are found guilty of "Parent Contributing to Non-Attendance", may be court ordered to complete one or more the following:

- Pay fines and court costs.
- Parenting classes
- Community service
- Counseling
- Incarceration if directives are not met.

What can you as a parent do to promote good school attendance?

- Make school attendance a top priority in your family.
- Make sure your child goes to bed at a healthy and reasonable time. www.sleepfoundation.org
- Communicate with the school on a regular basis.
- Show a sincere interest in your child's day.
- Use parent online portal www.lubbockisd.org to access your child's grades and attendance. You may also request copies in person, from the school at any time, especially if you have not received any report cards or notifications through your student.

90% Rule

State of Texas law requires students to be present for a minimum of 90% (excused and unexcused) of the days that the class is offered in order to be promoted or receive credits.