



LISD District Wide  
Campus Attendance Procedures for Unexcused Absences  
*Section 25.0915 Education Code, Requirement*

Step 1

Parent Notification

Start of school year, notification of Compulsory Attendance by campus and supplied thereafter to all new enrollees.

- The Annual Attendance Warning Notice must be included in all enrollment packets.

Step 2

Student Attendance Detail Report

- Attendance Clerks will run in TEAMS this report every 2 weeks to determine which students have accumulated 3 unexcused absences or more (days or parts-of-days).

Step 3

Attendance Letter – Warning Notice

- When the student reaches 3 unexcused absences or more (days or parts-of-days) within a 4 week period the “Attendance Letter – Warning Notice” is mailed to the parent. A copy of the student’s attendance report needs to be attached to the Attendance Letter – Warning Notice. Provide a copy of these documents to the student.

**Texas Education Code 25.095(a): Warning Notices. A school district shall notify a student’s parent in writing that if the student is absent from school without excuse on ten or more days or parts-of-days within a six-month period in the same school year, the student and/or parent may be subject to prosecution.**

- Attendance Clerks will document in TEAMS, under “Student Attendance Office Date Search” the date the letter was mailed to parents.

**Note: When a warning letter comes back with a ‘bad address’**

- Campus personnel must call in student to get a correct address.
- If student is not available, campus personnel must call the parent.
- Document all attempts to contact student and/or parent for correct information. Continue to attempt contacts until resolved.

Step 4

Administrator Attendance Conference

- The Administrator should promptly conference with the referred parent and/or student to determine the root cause of absences and develop an intervention plan, by telephone or face to face.
  - **As of September 1<sup>st</sup> 2015, a parent conference with a school administrator is mandatory by State of Texas Law - House Bill 2398.**

- Attendance Clerks will document in TEAMS, under “Student Attendance Office Date Search” the date the administrator conference with the parent was held.

#### Step 5

##### Student Attendance Detail Report

- Attendance Clerks will continue to run the report every two weeks to determine if any students have accumulated 5 or more unexcused absences (full or parts-of-days).

#### Step 6

##### Attendance Letter – Final Warning

- Attendance Clerks will document in TEAMS, under “Student Attendance Office Date Search” the date the letter was mailed to parents. A copy of the student’s attendance report needs to be attached to the Attendance Letter – Final Notice. Provide a copy of these documents to the student.
- A referral to the feeder Attendance Officer needs to be completed when the Attendance Clerk notifies the Administrator they have mailed the “Attendance Letter - Final Warning” to the parent and determines that the Attendance Behavior Improvement Plan measures have been unsuccessful.

#### Step 7

##### Referral to Feeder Attendance Officer

- Attendance Clerk will complete the Attendance Conference Referral form. It must have all date sections completed, signed and dated by the Administrator. Attached to the referral will be all documentation (copies of all letters/attendance behavioral improvement plan, and anything else related to attendance). The referral form is mailed via LISD Office Mail to the feeder Attendance Officer.
- The Attendance Clerk will document in TEAMS, under “Student Attendance Office Date Search” the date the referral was submitted.
- If the student is served by Special Education verify that attendance issues have been addressed in the ARD before making referral to the Attendance Officer.

#### Step 8

##### Attendance Officer – Attendance Conference

- Attendance Officer’s secretary will schedule an attendance conference with referred parent and student to discuss attendance issues.

#### Step 9

##### Court Referral

- If the student accumulates additional unexcused absences, after the Attendance Conference with the Attendance Officer, a Court Referral is then submitted to the attendance officer.
- Attendance Clerk will complete the Court Referral, and the Administrator must sign and date the form. Submit this form to the feeder attendance officer.