

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT
AGENDA ACTION SHEET**

Date: December 8, 2025

Subject: Low Attendance Waiver

Administrator Responsible: Diana L. Silvas

Position: Assistant Superintendent of Human Resources

A. Purpose of Agenda Item:

☐

Information Only

☒

Action Needed

B. Authority for this Action:

☐

Local Policy _____

☒

Law or Rule _____

C. Strategic Objective, Goal, or Need Addressed:

D. Summary:

Districts or campuses can request a waiver to excuse any instructional days from ADA and FSP funding calculations that have attendance at least 10 percentage points below the last school year's overall average attendance, for the district or applicable campus due to inclement weather, health, or safety-related issues. See *Student Attendance Accounting Handbook* 3.8.1.4. In the waiver, your district must attach supporting documentation of low attendance for the day (including the reason for the low attendance rate) and the prior year's attendance report (showing the average for the year) for your district or applicable campus.

E. Alternatives Considered: N/A

F. Comments Received: N/A

G. Administrative Recommendation: That the Board approve the Low Attendance Waiver for November 21, 2025 to be submitted to TEA.

H. Fiscal Impact and Cost: N/A

I. Monitoring and Reporting Time Line:



Waivers

2025-2026 Application for Low Attendance Days Waiver

Waiver ID: 86909

Application Information

Category: Attendance

Creator: Diana Silvas, District Editor

Status: Draft

Creation Date: 11/21/2025

Approving Superintendent:
Assigned To: Diana Silvas

LEA Contact

Full Name: Diana Silvas

Phone: (361) 767-6600 Ext: 2064

Email: diana.silvas@robstownisd.net

LEA Information

LEA: ROBSTOWN ISD (178909)

Address: 801 N 1ST ST, ROBSTOWN, TX 78380-2608

Phone: (361) 767-6600 Ext: 2000

Date of LEA Board of Trustees Approval

Date:

Special Instructions

Please complete this waiver for Low Attendance Due to Weather or Health or Safety issues. Your district must include as attachments, documentation of low attendance for the day (including the reason for the low attendance rate and an ADA or PEIMS report showing the attendance rate on the date of low attendance) and the prior year's attendance report (PEIMS summary report showing the average for the year) for the district or applicable campus. See Student Attendance Accounting Handbook 3.8.1.4. This application is due by the end of July for the current school year. Please direct questions to the State Waiver Unit at <http://tea.texas.gov/index2.aspx?id=6635>.

You may enter each campus and the number of minutes attended on that date individually within a single waiver application. Alternatively, if your district wide attendance was at least 10 percentage points below your prior year average, you may select "All Campuses". If the number of minutes of operation varies by campus on the date of low attendance for "All Campuses", please report the greatest number of minutes on the date of low attendance in the "Number of Min on the Low Attendance Day". Please note that in PEIMS you will claim the actual number of minutes in operation on the specific date by campus. The waiver minute reporting is used to total the number of attendance related waiver minutes by year. Per Student Attendance Accounting Handbook 3.8.2 Closures for Bad Weather or Other Issues of Health or Safety, you are limited to 4,200 minutes for attendance waivers of any kind.

LEA Summary

Date	Campus Name	Reason(s)	% of Attendance	Avg. % Attendance for Previous Year	Minutes
2025-11-21	ALL CAMPUSES	Safety	43.95	89.70	400

LEA Attachments (0)

There are no LEA attachments.