

ATTENDANCE  
COMMITTEES

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent or designee shall make the specific appointments in accordance with legal requirements.

~~DISTRICT-LEVEL  
CREDIT APPEALS  
K-GRADE 12  
COMMITTEE~~

~~The decision of the campus-level attendance committee to deny credit may be appealed to a District-level attendance committee. [See DISTRICT-LEVEL CREDIT APPEALS, below]~~

PARENTAL NOTICE  
OF EXCESSIVE  
ABSENCES

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered. When a student's attendance drops below 90 percent of the days the class is offered, the student, parent, or representative may request award of credit **or final grade** by submitting a written petition to the appropriate attendance committee. The attendance committee shall review the student's entire attendance record and the reasons for absences, and shall determine whether to award credit.

**Petitions for credit or final grade may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.**

~~Petitions for credit may be filed at any time the student receives notice but, in any event, no later than five days after report cards are issued.~~

**The attendance committee shall review the students' entire attendance record and the reasons for absences, and shall determine whether to award credit or a final grade.** The attendance committee may review the records of all students whose attendance drops below 90 percent of the days the class is offered, whether or not a petition is filed.

All components of the plan for regaining credit must be completed by June 15 of the academic year being appealed for credit. Extensions may be given for students attending summer school.

Students who have lost credit **or have not received a final grade** because of excessive absences may regain credit **or be awarded a final grade** by fulfilling the requirements established by the attendance committee.

PERSONAL ILLNESS

When a student's absence for personal illness exceeds four consecutive days, the principal or attendance committee may require that the student present a statement from a physician or health clinic verifying the illness or condition that caused the student's ex-

tended absence from school as a condition of classifying the absence as one for which there are extenuating circumstances.

If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

GUIDELINES ON  
EXTENUATING  
CIRCUMSTANCES

The attendance committee shall adhere to the following guidelines to determine attendance for **award of** credit or a final grade:

DAYS OF  
ATTENDANCE

1. All absences shall be considered in determining whether a student has attended the required percentage of days. If makeup work is completed satisfactorily, **excused absences that are allowed under compulsory attendance requirements for the following reasons** shall be considered days of attendance for this purpose. **[See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS]:**

- ~~a. Religious holy days;~~
- ~~b. Required court appearances;~~
- ~~c. Activities related to obtaining U.S. citizenship;~~
- ~~d. Serving as an election clerk;~~
- ~~e. Visiting an institution of higher education [see FEA]; and~~
- ~~f. Health care appointments.~~

~~[See FEB]~~

TRANSFERS /  
MIGRANT  
STUDENTS

2. A transfer or migrant student incurs absences only after his or her enrollment in the District.

BEST INTEREST  
STANDARD

3. In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.

DOCUMENTATION

4. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.

CONSIDERATION OF  
CONTROL

5. The committee shall consider whether the absences were for reasons out of the student's or parent's control.

ATTENDANCE  
ATTENDANCE FOR CREDIT

FEC  
(LOCAL)

STUDENT'S  
ACADEMIC RECORD

6. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

INFORMATION  
FROM STUDENT OR  
PARENT

7. The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit **or be awarded a final grade.**

IMPOSING  
CONDITIONS FOR  
AWARDING CREDIT **OR**  
**A FINAL GRADE**

The committee may impose any of the following conditions for **students with receiving credit lost because of excessive absences to regain credit or be awarded a final grade:**

1. Completing additional assignments, as specified by the committee or teacher.
2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs.
3. Maintaining the attendance standards for the rest of the semester.
4. Taking an examination to earn credit. [See EHDB]
5. Attending a flexible school day program.
6. Attending summer school.
7. Attending any other program deemed appropriate by the committee.

In all cases, the student must also earn a passing grade in order to receive credit.

~~DISTRICT-LEVEL  
CREDIT APPEALS  
K- GRADE 12~~

The decision of the campus-level attendance committee to deny credit **or a final grade** may be appealed to a District-level attendance committee by the parent or guardian submitting to the Superintendent or designee a written request that includes the basis for disagreement with the decision of the campus-level committee.