

ATTENDANCE  
ATTENDANCE FOR CREDIT

FEC  
(LOCAL)

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  
GRADES K-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 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 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 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. Extension may be given for students attending summer school.

Students who have lost credit because of excessive absences may regain credit by fulfilling the requirements established by the attendance committee.

PERSONAL ILLNESS

When a student's absence for personal illness exceeds four consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school.

If the student has established a questionable pattern of absences, the attendance committee may also require 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 credit:

DAYS OF  
ATTENDANCE

1. All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care ap-

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pointments shall be considered days of attendance for this purpose.  
[See FEB]

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| TRANSFERS /<br>MIGRANT<br>STUDENTS              | 2.  | A transfer or migrant student incurs absences only after his or her enrollment in the District.   |
| BEST INTEREST<br>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.                                   |
|   | 4.  | The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.   |
| DOCUMENTATION                                   | 5.  | The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.   |
| CONSIDERATION OF<br>CONTROL                     | 6.  | The committee shall consider whether the absences were for reasons out of the student's or parent's control.  |
| STUDENT'S<br>ACADEMIC RECORD                    | 7.  | 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<br>FROM STUDENT OR<br>PARENT        | 8.  | 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.                        |
| IMPOSING<br>CONDITIONS FOR<br>AWARDING CREDIT   | The committee may impose any of the following conditions for receiving credit lost because of excessive absences:   |   |
|   | 1.  | Completing additional assignments, as specified by the committee or teacher.  |
|   | 2.  | Satisfying time-on-task requirements before and/or after school.  |
|   | 3.  | Attending tutorial sessions as scheduled.   |
|   | 4.  | Attending Saturday classes.   |
|   | 5.  | Maintaining the attendance standards for the rest of the semester.  |
|   | 6.  | Attending any other program deemed appropriate by the committee.  |
|   | 7.  | Taking an examination to earn credit.   |
|   | In all cases, the student must also earn a passing grade in order to receive credit.  |   |
| DISTRICT-LEVEL<br>CREDIT APPEALS<br>GRADES K-12 | The decision of the campus-level attendance committee to deny credit may be appealed to a District-level attendance committee by the parent/guardian's submitting to the Superintendent or designee a written request that includes the basis for disagreement with the decision of the campus-level committee. |   |