

**LEVELLAND INDEPENDENT SCHOOL DISTRICT**  
**Truancy Prevention Measures Referral and Filing Requirement**  
**Texas Education Code 25.0915 & S.B. 1489**

(adopted September 16, 2011)

Texas Education Code 25.0915 and S.B. 1489 relating to educational, juvenile, and criminal justice responses to truancy enacted by the 82nd Texas Legislative session, requires school districts to develop a truancy prevention measurement form designed to:

1. address student conduct related to truancy in the school setting;
2. minimize the need for referrals to juvenile court for conduct described by Section 51.03(b)(2), Family Code - conduct indicating a need for supervision that violates "the absence of a child on ten (10) or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period from school;" and
3. minimize the filing of complaints in county, justice, and municipal courts alleging a violation of Texas education Code Section 25.094:
  - a. An individual commits an offense if the individual:
    - 1). is 12 years of age or older and younger than 18 years of age;
    - 2). is required to attend school under TEC Section 25.085; and
    - 3). fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.

Each referral to juvenile court for conduct described by Section 51.03(b)(2), Family Code, or complaint filed in county, justice, or municipal court alleging a violation by a student of TEC Section 25.094 must:

1. be accompanied by a statement from the student's school certifying that:
  - a. the school/campus applied the truancy prevention measures adopted under TEC Section 25.0915, subsection (a) - "Failure to attend school;"
  - b. the truancy prevention measures failed to meaningfully address the student's school attendance; and
2. specify whether the student is eligible for or receives special education services under Subchapter A, Chapter 29 of the Texas Education Code.

**\*Hand Deliver or mail a copy of this form along with the complaint form to (Hockley County Courthouse):**

Norm Moore  
Hockley County Juvenile Justice Agency  
802 Houston, Suite 110  
Levelland, TX 79336

**PROCEDURAL DOCUMENTATION PRIOR TO FILING A COMPLAINT**

Student Name (print): \_\_\_\_\_ D.O.B \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_ Address: \_\_\_\_\_ (work) \_\_\_\_\_  
Phone #: (home) \_\_\_\_\_ (cell) \_\_\_\_\_ Date of Filing: \_\_\_\_\_  
Campus Filing Complaint: \_\_\_\_\_ Title: \_\_\_\_\_  
Administrator Filing Complaint: \_\_\_\_\_

The (name of campus) \_\_\_\_\_ administration certifies that the following truancy prevention measures adopted and used by the Levelland ISD have been implemented prior to filing a "failure to attend school" complaint:

1. Days the student has been absent have been accurately documented according to TEC 25.094;  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Parent/guardian has been notified via phone or conferences;  
a. Dates of phone contact(s) and/or conference(s) (at least a two contacts--any combination):  
1). Phone Contact(s) \_\_\_\_\_  
2). Conference(s) \_\_\_\_\_
3. A district employed parent liaison has made a home visit(s) as dated (minimum one home visit attempt):  
a. Dates of parent liaison home visit(s): \_\_\_\_\_
4. The campus has mailed (via certified mail) a warning letter notifying parents of the possible filing (see attached document warning letter was mailed).  
a. Date mailed: \_\_\_\_\_

Administrator Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_

**Note: A copy of this document shall be kept on file in the office of the administrator filing the complaint.**

2011-2012

Dear Parent/Guardian

Here at LHS we feel that in order to ensure academic success for your student, it is important that your student attends his/her classes. We are writing this letter to inform you of your student's absences for the first semester of the 2011-2012 school year.

When a student reaches their third absence you will receive this letter as a reminder of the importance of daily attendance and the consequences for failure to attend school. Your student has now met one to three violations you should be concerned at this time:

1. 3 or more excused and or unexcused absences,
2. 5 or more excused or unexcused absences,
3. 9 or more excused or unexcused absences.

If absences continue and exceed eight class absences, your student may lose credit for the semester. If this happens you will be notified by the attendance office and a student and parent conference may need to be held with the assistant principal and/or the attendance committee. It is also important to note that, according to the Texas Education Code, if a student fails to attend school without excuse on three or more days or parts of days within a four-week period or ten or more days or parts or days within a six-month period in the same school year, a school district shall file on your student and/or their parent/guardian for non-attendance.

If the student sees a doctor, it is important that you please provide a note from the doctor on the day your student returns to school. If you have already provided doctor notes for your student's absences then please consider this letter a reminder for future absences.

Along with this letter you will find a record of your student's attendance by class period. Please review the attendance sheet and if there are any days that can be corrected with proper documentation please provide the attendance office with this and we can correct the day/days in question.

Sincerely

Jeff Perez  
Assistant Principal