

The school will keep track of all absences. Attendance concerns will be addressed in the following manner:

1. PEIMS Clerk/Community Officer attempts to contact the parent daily on absences and keeps a log of contacts.
2. **After 5** absences, a note is sent home notifying the parent.
3. **After 8** absences, an attendance meeting is held with a principal.
4. **After 10** absences, an attendance meeting will be held with Attendance/Truancy Committee and the student/parent will be placed in an Attendance Contract. The contract will be monitored by using a Student Daily Attendance Checklist. The checklist will be signed by all teachers.
5. **After 16** unexcused absences the student will be recommended for withdrawal and the resident district will be notified. Parent conference will be required.

At the end of the school year, if a student has more than 16 absences, a GPC committee must meet to determine if the student can receive credit for the school year. The attendance review committee consists of the homeroom teacher, parent/guardian, and a principal.

Note: By State mandate ALL absences will be documented on the student's report card. Absences will exclude the student from qualifying for perfect attendance, whether they are excused or unexcused.

A student who fails to attend school for 90% of the days school is offered (161 days) cannot receive credit for the class (TEC 25.092). All absences, for the excused and unexcused, are counted for the purpose of determining attendance for credit/promotion and school year. An attendance review committee must meet to determine if the student can receive credit. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school will be considered truant and subject to disciplinary action which may include court action. **Truancy (Education Code 25.093) may also result in assessment of penalty by a court of law.**

Reasons

There are two types of absences – excused and unexcused. Excused absences are given for the following reasons:

- Required screening, diagnosis, and treatment for medical-eligible students
- A documented health care appointment if the student begins classes or returns to school on the same date as the appointment

Excessive Absence Violation Letter to Parents

Date:

Student Name:

Student ID:

School: Horizon Montessori

Dear Parent/Guardian:

This letter is to inform you that _____ will be withdrawn from Horizon Montessori _____ effective _____.

The Student/Parent handbook states:

A student who fails to attend school for 90% of the days offered cannot receive credit for the class, (The Texas Education Code 25.092). The school as stated in the handbook can withdraw the student and send them back to home district due to attendance issues.

We will notify home district _____ of your children's status and that they will be returning to their campus. By law, you have three days to enroll them into the district.

If you have any additional questions, please feel free to contact us and we will be glad to help.

Principal

Dante R. Peña, Ph. D
District Truancy Officer

**Horizon Montessori Public Schools
Truancy Review Committee**

Date: _____ School Year: _____

Student Name: _____ Grade: _____ Campus: _____

Medical Absences: + Non-Medical Absences: = Total Absences

Tardies: /3= Total Absences

Results of Review:

Committee Recommendations:

1. Due to excessive tardies, student will not be allowed to attend:

- End of year field trips/events
- Graduation (if applicable)
- Other _____

2. Due to excessive excused or unexcused absences (check one or more) the committee

- Recommend summer school
- Recommend withdrawal
- Recommend retention (follow GPC process at the campus) *TEC Code- 25.092
- Recommend skip one school year before he/she re-enroll in the district.
- Other _____

Truancy Officer Signature Date Principal's Signature Date

Superintendent or Authorized Designee Signature Date

*Must be completed 30 days before last day of school or by: