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**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

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**Minimum Attendance  
for Class Credit**

In accordance with the District's innovation plan, a student in any grade level from kindergarten–grade 12 shall not be given credit for a final grade of a class unless the student is in attendance for at least 90 percent of the days the class was offered or files a petition to receive a final grade for a class due to nonattendance under extenuating circumstances and demonstrated mastery of content. To be eligible for consideration, the student or parent/guardian of the student must file the petition no later than five days after the last day of the semester in which the course ends.

The District shall convene a grade placement committee which includes the teacher assigned to the student to hear petitions for credit for a final grade of a class without the required days of minimum attendance. The Board shall establish guidelines to determine what constitutes absences due to extenuating circumstances or mastery of content, and shall adopt policies establishing alternative ways for students to make up work or regain credit or a final grade lost because of absences. A certified public school employee may not be assigned additional instructional duties as a result of this section outside of the regular workday unless the employee is compensated for the duties at a reasonable rate of pay.

If the student is denied credit or a final grade for a class by an attendance committee, the student may appeal the decision to the Board.

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

[See AF(LOCAL)]

**Consideration of All  
Absences**

All absences shall be considered in determining whether a student has attended the required percentage of days under this policy.

**Grade Placement /  
Attendance  
Committees**

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation this policy.

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

**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.

**Methods for  
Regaining Credit or  
Awarding a Final  
Grade**

When a student's attendance drops below 90 percent, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

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

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

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 five 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 extended 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.

**Chronically Ill  
Students**

To be classified as chronically ill, a student must present to the principal a written notice from his or her physician stating the nature of the student's illness. The statement shall explain the nature of the student's illness that may cause excessive absences. Because this statement will be on file in the school office, it shall not be necessary for the principal to send a warning letter to parents after five days of absence. Should a chronically ill student experience a recurrence of the illness, he or she may be requested to present to the school office additional signed statements from the

physician. When the above procedures have been followed, the principal has the authority to waive the minimum attendance requirements.

**Guidelines on  
Extenuating  
Circumstances**

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

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|------------------------------------|--|
| Days of Attendance                 | 1. If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for award of credit or final grade. [See FEA(LEGAL) at Excused Absences for Compulsory Attendance Determinations.]      |
| Transfers / Migrant Students       | 2. A transfer or migrant student incurs absences only after his or her enrollment in the District.   |
| Documentation                      | 3. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.   |
| Consideration of Control           | 4. The committee shall consider whether the absences were for reasons out of the student's or parent's control.  |
| Student's Academic Record          | 5. 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 | 6. 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.  |
| Best-Interest Standard             | In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interests of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision. |

**Unexcused  
Absences**

The Board has chosen to allow students who have lost credit or who have not been awarded a final grade because of unexcused absences to regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

**Appeal Process**

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL) at Level III.

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<sup>1</sup> Innovation Plan: <https://www.roundrockisd.org/district-of-innovation/>