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

In accordance with the District's innovation plan and as described in appropriate District publications, students shall meet a minimum attendance percentage and/or demonstrate mastery of the applicable content in order to be awarded credit or a final grade.

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

Consideration of All Absences

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

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 Committee

The District committee shall be composed of an executive director of education, the director of student personnel services, and the director of assessment, research, accountability, and program evaluation.

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 but remains at least at 75 percent of the days the class is offered, 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, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee. [See FEC(EXHIBIT) -A]

Petitions for credit or a 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.

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.

The principal or designee may review any absence and determine whether the absence is classified as excused or unexcused prior to submission to the attendance committee.

Personal Illness

When a student's absence for personal illness exceeds three 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.

**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 interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.

**Other Unusual
Causes**

Unusual causes for absence may be approved by the principal under the following conditions:

1. Except when the student is absent to observe religious holy days, the reasons for the student's absence must be stated in writing, signed by the parent or guardian, and submitted to the principal with a minimum of two weeks' advance notice.
2. The student must be passing all subjects or courses at the time of the request.
3. Assignments covering the period of absence must be completed and turned in before the absence occurs. Students must make up all work that will be missed during the absence and must make up time based on the number of days of excused absence.
4. No more than five days per school year may be granted for unusual cause. Any portion of a day missed shall be considered a full day of absence.
5. These absences may not be taken during semester exams or during state-mandated assessments.
6. The absence must be approved by the principal.
7. If these conditions are not met, the student shall be given an unexcused absence.

**Other Factors
Considered by the
Committee**

Additionally, the committee shall consider the following factors in determining whether or not to award credit or a final grade:

1. Whether the student is passing the subject or course;
2. The total number of absences;
3. The percentage of absences that qualify as extenuating circumstances;
4. Whether the student satisfactorily made up all work missed during the period of absence or otherwise demonstrated mas-

tery of the essential knowledge and skills for the subject or course; and

5. Whether the student participated in and completed any alternative learning activities developed by the student and his or her teacher to compensate for each unexcused absence.

**Imposing Conditions
for Awarding Credit
or a Final Grade**

A list of conditions the committee may impose for students with excessive absences to regain credit or be awarded a final grade can be found at FEC(REGULATION) and FEC(EXHIBIT)-A.

Appeal Process

A parent or student may appeal the decision of the campus attendance committee to the District committee by submitting a request in writing. [See FEC(REGULATION)]

¹ Innovation Plan:
https://www.ccisd.net/explore_c_c_i_s_d/district_of_innovation