

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.

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 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 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.

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. This statement must be presented within three school days following the last day of absences.

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. This statement must be presented within three school days following the last day of absence.

**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. A student absent from school for any portion of any school day for any reason shall provide a note within three days of the date of absence that describes the reason for the absence. The note may be from a health-care provider, if appropriate, from the student's parent, or from the student if he or she is 18 or older or is an emancipated minor. In considering extenuating circumstances, 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. |
| Documentation of Decision | The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision. |
| Imposing Conditions for Awarding Credit or a Final Grade | The committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade: |

1. Completing additional assignments, as specified by the committee or teacher.
2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs.
3. Maintaining the attendance standards for the rest of the semester.
4. Taking an examination to earn credit. [See EHDB]
5. Attending a flexible school day program.

In all cases, the student must also earn a passing grade in order to receive credit.

Appeal Process

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