

ATTENDANCE WARNING LETTER/CONTRACT

For 19+ year old students

Student Name: _____

Student ID: _____ Date of Birth: _____ Age: _____

TOTAL UNEXCUSED ABSENCES _____ as of _____ / _____ / _____

- ❖ I understand that said warning letter/contract is being issued because I have accumulated 3 unexcused full day or partial day absences in a four-week, pursuant to TEC Section 25.085;
- ❖ I have conferenced with the campus administrator regarding the attendance requirements for students enrolled after their 19th birthday pursuant to TEC Section 25 and have been provided a copy of said legal statutes;
- ❖ I have been advised of the importance of completing a high school education;
- ❖ I understand the expectations surrounding the truancy prevention and intervention measures listed in my individualized attendance plan (IAP), pursuant to TEC Section 25.085;
- ❖ I understand that I must attend school every day, every class period, unless I am excused by the campus attendance administrator;
- ❖ I understand that if I accumulate more than 5 unexcused full day or partial day absences in a semester my enrollment may be revoked for the remainder of the school year, pursuant to TEC Section 25.085;
- ❖ I understand that if I am withdrawn due to my continued non-attendance I will not be allowed to re-enroll for the remainder of the current school year, pursuant to TEC Section 25.085;
- ❖ I understand that if I am found on school grounds after withdrawal, I may be arrested and prosecuted for trespassing on school grounds, pursuant to TEC Section 37.107.

SIGNATURE Student Date

PRINTED NAME Administrator/Designee Date

SIGNATURE Administrator/Designee Date

I have been informed of the attendance status involving my child's non-attendance/truancy and the possible consequences of my child's continued non-attendance. I have been provided with educational resources should my child decide to withdraw from school.

Parent's Signature (optional) Date

TEXAS EDUCATION CODE (TEC)

COMPULSORY SCHOOL ATTENDANCE

Key excerpts relevant to 19+ year old students

TEC Section 25.085 COMPULSORY SCHOOL ATTENDANCE

- (a) A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided.
- (b) Unless specifically exempted by Section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached his or her 19th birthday shall attend school.
- (e) A person who voluntarily enrolls in school or voluntarily attends school after the person's 19th birthday shall attend school each school day for the entire period the program of instruction is offered. A school district may revoke for the remainder of the school year the enrollment of a person who has more than five absences in a semester that are not excused under Section 25.087, except a school district may not revoke the enrollment of a person under this subsection on a day on which the person is physically present at school. A person whose enrollment is revoked under this subsection may be considered an unauthorized person on school district grounds for the purpose of Section 37.107
- (g) After the third unexcused absence of a person described by Subsection (e), a school district shall issue a warning letter to the person that states the person's enrollment may be revoked for the remainder of the school year if the person has more than five unexcused absences in a semester.
- (h) As an alternative to revoking a person's enrollment under Subsection (e), a school district may impose a behavior improvement plan (individualized attendance plan) described by Section 25.0915 (a-1) (1).

TEC Section 25.087 EXCUSED ABSENCES

- (a) A person required to attend school, including a person required to attend school under Section 25.085 (e), may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the person is enrolled.

TEC Section 25.0915 TRUANCY PREVENTION MEASURES

- (a-1) As a truancy prevention measure under Subsection (a), a school district shall take one or more of the following actions:
 - (1) Impose:
 - (A) A behavior improvement plan on the student that must be signed by an employee of the school, that the school district has made a good faith effort to have signed by the student and the student's parent or guardian, and that includes:
 - (i) A specific description of the behavior that is required or prohibited for the student;
 - (ii) The period for which the plan will be effective, not to exceed 45 school days after the date the contract becomes effective; or
 - (iii) The penalties for additional absences, including additional disciplinary action or the referral of the student to a truancy court.

TEC Section 37.107 TRESPASS ON SCHOOL GROUNDS

An unauthorized person who trespasses on the grounds of any school district of this state commits an offense. An offense under this section is a Class C misdemeanor (up to a \$500.00 fine).