

ATTENDANCE  
ATTENDANCE FOR CREDIT

FEC  
(EXHIBIT)

See the following pages for the forms related to attendance for credit/promotion issues:

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1 Page
- Exhibit B: Parent Notification of Excessive Absences and Possible Retention – Elementary  
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- Exhibit C: Student/Parent Notification of Excessive Absences and Possible Loss of Credit  
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1 Page
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Minutes - 2 Pages
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EXHIBIT A

ATTENDANCE REVIEW COMMITTEES

MAKE-UP OF  
ATTENDANCE  
COMMITTEE

Each campus will establish an attendance committee in accordance with Board Policy FEC(LOCAL) and will consist of the following members as appointed by the campus principal or designee:

- At least one campus administrator
- A campus counselor
- At least four (or more) teacher(s) representing each grade level and/or content represented in the school and must comprise the majority of the committee
- Any additional professional staff members as deemed necessary by the campus principal or designee.

The campus principal or designee will serve as leader of each campus attendance committee.

DUTIES

The committee is empowered with the following duties:

- Review any student's attendance when in danger of falling below the \*90 percent threshold and make decisions regarding appropriate intervention.
- Review the attendance records of students who have fallen below the 90 percent threshold and determine if awarding class credit is appropriate because of extenuating circumstances associated with their absences. The committee may also assign an Alternative Learning Plan or additional assignments in accordance with board policies to regain credit.
- The committee should give the student and/or parent the opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or to be awarded a final grade.

**Reference 90% = 18 days absent**

**75% = 44 days absent**

GUIDELINES FOR  
AWARDING CREDIT

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.
- Consider whether the absences were for reasons out of the student or parent's control.
- Consider that a transfer or migrant student incurs absences only after his or her enrollment in the District.
- Consider the acceptability and authenticity of documented reasons for the student's absences.

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EXHIBIT B

**Parent Notification of Excessive Absences  
and Possible Retention – Elementary/Middle**

Date of Notice

Student's Name		Student ID Number
Campus	Grade Level	School Year

DEAR PARENTS:

Your child is in danger of being retained due to excessive absences that have adversely affected your child's academic progress. Additionally, state law requires a student to be in class 90 percent of the time to be considered for promotion to the next grade. It is important to understand; the state law does not distinguish between excused and unexcused absences in fulfilling the 90 percent attendance requirement.

If your child falls below the 90 percent attendance requirement, you may schedule a conference with the Campus Administrator to discuss any extenuating circumstances, provide documentation, and create a plan for your student to complete all required make-up work, or an alternative learning plan.

The administrative representative (if student's attendance is above 75% of the day the class is offered) or an attendance review committee (if the student's attendance is below the 75% of the day the class is offered) may grant promotion if:

- The student's absences fall under one of the extenuating circumstances specific in Board Policy
    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.]
    2. A transfer or migrant student incurs absences only after his or her enrollment in the District.
    3. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences
    4. The committee shall consider whether the absences were for reasons out of the student's or parent's control.
    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.
    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 and the student completes all required make-up work
- or;
- The student successfully completes the Alternative Learning Plan assigned and provides documentation of completion within the timeframe designated on the written plan.

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A final determination regarding promotion will not be made until the end of the year when all absences have been considered and it is determined that the student has achieved a passing grade in the regular coursework assigned by the teacher. If your child accrues additional absences after the creation of the Alternative Learning Plan, the Assistant Principal (above 75% attendance) or the Attendance Review Committee (below 75% attendance) will have to reconvene to address the additional absences.

If the campus-level attendance review committee denies promotion to the next grade, the student's parent or guardian may appeal the decision in accordance with Board policy, FNG(LOCAL). The District is not obligated to provide an appeal process to a student who is denied promotion due to his/her failure to successfully complete the Alternative Learning Plan within the designated timeframe.

If you have any questions, please call me at the number provided below.

Sincerely,

Administrator's Signature	Phone Number
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Copy to: Student; Campus Principal; Administrator Assigned

Date of Notification:	Method of Notification: (email and/or mail)
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EXHIBIT C

**Student/Parent Notification of  
Excessive Absences and Possible Loss of Credit- Secondary**

		Date of Notice:
Student's Name		Student ID Number
Campus	Grade Level	School Year

DEAR STUDENT AND PARENTS:

The above-named student is in danger of losing course credit or being denied promotion because of excessive absences as noted on the attached attendance record. State law requires a student to be in class 90 percent of the days a class is offered in order to gain credit or to be considered for promotion. The attendance for credit statute does not distinguish between excused or unexcused absences in fulfilling the 90 percent attendance requirement.

Course(s) Student has fallen below the 90 Percent attendance requirement


**Reference: 90 percent = 18 days absent**

**75 percent = 44 days absent**

A student whose attendance falls below the 90 percent attendance requirement shall not be eligible for course credit or promotion unless requirements imposed by an attendance review committee are completed by the student.

The administrative representative (if student's attendance is above 75% of the days the class(es) is offered) or attendance review committee (if the student's attendance is less than 75% of the days the class(es) is offered) may award credit or grant promotion if:

- The student's absences fall under one of the extenuating circumstances specified in Board Policy FEC(LOCAL) and the student completes all required make-up work: or
- The student successfully completes the Alternative Learning Plan assigned and provides documentation of completion within the timeframe designated on the written plan.

If the student fails to successfully complete the plan, or when the student's attendance drops below 75 percent of the days the class is offered, the student, parent or guardian may request award of credit by submitting a written appeal to the attendance committee.

Appeals for credit 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. The committee may also, whether an appeal is filed or not, review the records of any student whose attendance drops below 75 percent of the days the class is offered. Students who have lost credit because of excessive absences may regain credit by fulfilling the requirements established by the attendance review committee.

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Additionally, the student must have a passing semester or yearly average (70 or above), as appropriate, in order to receive course credit or be granted promotion. The academic grade earned in a course shall not be affected by the completion of the Alternative Learning Plan. The grade earned and recorded will be based upon work assigned by the teacher. The Alternative Learning Plan assignments will be graded on a pass/fail system which will not affect the student's numerical or course grade.

A final determination regarding credit will not be made until the end of the semester or year when all absences have been considered and it is determined that the student has achieved a passing grade in the regular coursework assigned by the teacher. If the student accrues additional absences after the creation of the Alternative Learning Plan, the administrative representative (above 75%) or the Attendance Review Committee (below 75%) will have to reconvene to address the additional absences.

If the campus-level attendance review committee denies credit(s) or promotion to the next grade, the student or the student's parent/guardian may appeal the decision in accordance with Board policy FNG(LOCAL). The District is not obligated to provide an appeal process to a student who is denied credit or promotion due to his/her failure to successfully complete the Alternative Learning Plan within the designated timeframe.

If you have any questions, please call me at the number provided below.  
Sincerely,

Administrator's Signature	Phone Number
---------------------------	--------------

Copy to: Student; Campus Principal; Administrator Assigned

Date of Notification:	Method of Notification: (email, and/or mail)
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EXHIBIT D

CAMPUS ATTENDANCE REVIEW COMMITTEE APPEAL FORM  
FOR EXTENUATING CIRCUMSTANCES

**All Appeal Forms may be submitted at any time, but no later than 30 calendar days after the last day of each semester without exception. [See FEC (LOCAL)].**

**Printed Student Name and ID number:** \_\_\_\_\_

**Date and Time submitted to Campus Administrator:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

1. Parents/Guardians and Students shall submit an Attendance Appeal Form to the Campus Attendance Committee, when extenuating circumstances exist that warrant consideration when a student's attendance drops below 90% (percent) of the days the class is offered.

Extenuating circumstances:

- 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.]
- A transfer or migrant student incurs absences only after his or her enrollment in the District.
- The acceptability and authenticity of documented reasons for the student's absences.
- The absences were for reasons out of the student's or parent's control.
- The student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

Completed Appeal Forms with supporting documentation will be reviewed by the Campus Attendance Committee. Supporting documentation must be submitted with all Appeal Forms. The Campus Attendance Committee may grant approval to include conditions, or may grant a denial. All Campus Attendance Appeal decisions will be communicated to the Parent/Guardian, Student, Counselor, Registrar, Campus Principal and the Assistant Principal by written notification of email and/or mail.

Please complete and submit the following:

Details of the extenuating circumstance in **legible form** and **use the back of this form** if needed:

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**Appeals are not complete without attaching supporting documentation.**

**Parent Printed Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Parent email and phone number:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Attendance Committee Review Date:** \_\_\_\_\_

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EXHIBIT E

**Attendance for Credit – Teacher Review Form**

Student's Name		Student's ID Number	
Campus	Grade Level	School Year	

The administrative representative or the attendance review committee will determine whether or not he/she may complete alternative learning activities to regain credit or be considered for promotion. The administrative representative or the attendance review committee needs the following information.

Course/Subject	Current Grade(s)	Term of Course	Number of Absences (to date) per Term of Course		Total Days Enrolled Per Term of Course
			Excused	Unexcused	
Teacher		<input type="checkbox"/> 1 <sup>st</sup> Sem. <input type="checkbox"/> 2 <sup>nd</sup> Sem. <input type="checkbox"/> Full Year (Pre-K - Gr 8)			
Has student completed all make-up work for days absent? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what make-up work is outstanding? (Please attach)					
Has the student met the essential knowledge and skills required up to this point in the course? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.					
What additional course requirements are necessary in order for the student to regain credit or be considered for promotion? Please list or attach additional course requirements or information that may be beneficial to the committee in assigning an alternative learning plan or assignments for this student.					
Teacher Signature					Date

**Please return this completed worksheet to the person designated below by the date indicated.**

Administrator Assigned	Date Due
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Copy to: Teacher  
Campus Principal  
Administrator Assigned



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EXHIBIT F

Alternative Learning Plan

Student's Name

Grade Level

Date of Plan

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The administrative representative or the Attendance Review Committee has reviewed the above-named student's records and has developed the following alternative learning activities to determine where he/she may regain credit and/or be granted promotion. The alternative learning activities will be graded on a pass/fail basis. **Regardless of the alternative learning activities assigned, the student must maintain an overall passing grade in the regular coursework assigned by the teacher for the semester of yearly average, as appropriate, in order to receive credit or be granted promotion.**

The following alternative learning activities may be assigned to each course in which the student needs to regain credit:

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Complete additional assignments, as specified by committee or teacher.</li> <li>2. Satisfy time-on task requirements, before and/or afterschool.</li> <li>3. Attend tutorial sessions as scheduled.</li> <li>4. Attend Saturday school.</li> <li>5. Attend summer school.</li> </ol> | <ol style="list-style-type: none"> <li>6. Attend before or after school classes.</li> <li>7. Complete individual student contract. (Please attach)</li> <li>8. Maintain the attendance standards for the rest of the semester.</li> <li>9. Take an examination to earn credit.</li> <li>10. Other options deemed appropriate by the principal or committee.</li> </ol> |
|--|--|

Course(s) approved for Alternative Learning Activities	Alternate Learning Activity Assigned (indicated by number of items listed above)	Date Required for Completion
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Comments:

Note: A student who does not take advantage of the alternative learning activities offered or fails to provide documentation to the administrative representative within the designated timeframe will receive no course credit and/or will not be promoted. If additional absences are accrued, the administrative representative (if attendance is 75% or higher will need to review or the Attendance Review Committee (if attendance is less than 75%) will need to reconvene to address the additional absences.

Administrative Representative Assigned to verify completion of activities assigned	<b>Student's Signature Upon Receipt</b>	Date
	<b>Parent Signature</b>	Date
<b>VERIFICATION OF</b>	<b>COMPLETION – FOR ADMINISTRATIVE USE ONLY</b>	
Principal's Signature	Documentation of completion was provided within timeframe designated <input type="checkbox"/> Yes <input type="checkbox"/> No	Date

EXHIBIT G

**Administrative Representative's Report/  
Attendance Review Committee Meeting Minutes**

Student's Name	Grade Level	Date of Meeting
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The administrative representative or the attendance review committee will consider assigning alternative learning activities in order to regain credit in the course(s) listed and/or to be considered for promotion and/or consideration of make-up hours.

**Attach current grade and absence reports.**

**Brief summary of makeup work completed and TEKS mastered based on Teacher Review pages:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The administrative representative/attendance review committee concerns and comments should be written below. This information will be used to develop the student's Alternative Learning Plan."

Discussion:
-------------

Courses								Initial recommendation of the Administrative Representative or the Attendance Review Committee (Attach Student's Schedule)
1	2	3	4	5	6	7	8	
								Credit regained without Alternative Learning Plan assigned. Absences were due to extenuating circumstances and required make up work was completed.
								Credit may be regained. Student must complete the assigned Alternative Learning Plan within the timeframe designated on the student's plan.
								Credit may be regained, if student makes up _____ of _____ hours, with _____ hours waived, if any.
								Credit denied.

Date of Initial Alternative Learning Plan	Administrative Representative Verifying completion of Plan
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EXHIBIT G

Administrator Signature	Date
Counselor's Signature	Date
Committee Member's Signature (required for Attendance Review Committee only)	Date
Committee Member's Signature (required for Attendance Review Committee only)	Date
Committee Member's Signature (required for Attendance Review Committee only)	Date
Committee Member's Signature (required for Attendance Review Committee only)	Date

If the student accrues additional absences, the committee will reconvene to determine if additional activities must be assigned. Indicate the date of any additional plans that are developed to ensure that all plans are considered before the final recommendation of the administrative representative/attendance review committee is made.

Date of additional learning activity plan	Date of additional learning activity plan
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**FINAL REVIEW AND DECISION**

Courses								Final decision of the Administrative Representative or the Attendance Review Committee
1	2	3	4	5	6	7	8	
								Credit regained without Alternative Learning Plan assigned. Absences were due to extenuating circumstances and required make up work was completed.
								Credit regained. Student completed the assigned Alternative Learning Plan within the timeframe designated on the student's plan.
								Credit regained. Student made up _____ of _____ hours, with _____ hours waived, if any.
								Credit denied.

**Note: the student must receive a passing grade in a course in order for credit to be considered.**

Administrative Representative's Signature	Date
Committee Member's Signature	Date
Committee Member's Signature	Date
Committee Member's Signature	Date
Committee Member's Signature	Date

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EXHIBIT H

FEC  
(EXHIBIT)

STUDENT/ PARENT NOTIFICATION OF ATTENDANCE DECISION

		Date of Notice	
Student's Name		Student ID Number	
Campus	Grade Level	School Year	

DEAR STUDENTS AND PARENTS:

The above-named student or parent of the student submitted a written appeal for an attendance review committee to review his/her excessive absences and determine whether or not credit could be regained, or promotion could be granted. The administrative representative/Attendance Review committee has met and made the following decisions regarding credit/promotion:

Course/Subject	Credit Regained	Course/Subject	Credit Regained
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	5.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	6.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No	7.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No	8.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Promotion to the next grade level is: <input type="checkbox"/> Not Applicable <input type="checkbox"/> Approved <input type="checkbox"/> Denied			
Comments:			

The student's records will be updated to reflect the decisions of the administrative representative/Attendance Review Committee as stated above.

If the campus attendance review committee denies course credit(s) or promotion to the next grade, the student or the student's parent/guardian may appeal the decision in accordance with Board Policy FNG(LOCAL). However, if the denial of credit or promotion was due to the student's failure to complete the alternative learning plan within the designated timeframe; the student is not entitled to appeal. The appeal should be delivered to the following address:

Director of Student Engagement  
Dr. Jim F. Chadwell Administration Building  
1600 Mustang Rock Road  
Fort Worth, Texas 76179

If you have any questions, please do not hesitate to contact me.

Sincerely,

Administrator's Signature	Phone Number
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CC: Parent/Guardian   Campus Principal   Teacher  
Student   Counselor   Registrar

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EXHIBIT I PARENT NOTIFICATION OF STUDENT'S CANCELLATION OF REMOTE  
LEARNING

***[Insert date]***

Dear Parents of ***[Insert name]***:

Based on your child's attendance and/or academic performance in a remote instruction setting, ***[insert school name]*** is recommending cancellation of remote instruction for your child.

As part of our goal to ensure an effective learning environment for your child, we have evaluated attendance and/or grade level results of your child's performance in remote learning, based on the following criteria:

- Student has a class average of ***[insert criteria]*** or below in ***[insert course name]***
- Student has ***[insert criteria]*** or more unexcused absences in ***[insert course name]***

Beginning on ***[Insert date 2 weeks or more from date of this letter]*** your child will be required to return to in-person learning. If you have questions or concerns regarding this placement, please contact your child's campus at your earliest convenience at ***[insert phone number]***.

If you disagree with remote learning cancellation, you may appeal this decision in one of two ways:

1. **Submitting a medical exemption**, which you can find attached to this communication, or you can download it here (LINK). This exemption requires health care provider certification that your child or an individual in his/her household has a high-risk medical condition as defined by the Centers for Disease Control. You can submit this appeal via email to ***[insert email]***.
2. **Requesting a transition meeting**. If you request a transition meeting (which can be held virtually), ***[insert school name]*** will contact you to schedule a transition meeting. The meeting will occur no sooner than 3 days after you request it, and your child may continue to learn remotely until the meeting has been held.

If you have questions about this notice, please contact ***[insert email]***.

Sincerely,

***[Insert name of campus principal]***  
***[Insert name of campus]***

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EXHIBIT J

Medical Certification for COVID-19 High Risk Exemption

FEC  
(EXHIBIT)

Student name:	Campus:
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Return to in-person instruction medical certification exemption:

Should a student be identified to return to in-person instruction, but the student or an individual in his/her household has a high-risk medical condition as defined by the Centers for Disease Control, this medical certification form will need to be completed.

This form will need to be presented at the appeal meeting or emailed to the campus administration to claim the high-risk exemption for COVID-19.

**Individual at Higher Risk:** Individuals at higher risk for severe illness from COVID-19 are those individuals with certain underlying health conditions as designated by the CDC, which provides as follows:

Those individuals who are at higher risk of severe illness, as designated by the Centers for Disease Control (CDC), are those with conditions such as asthma, chronic lung disease, compromised immune systems (including from smoking, cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or use of corticosteroids or other immune weakening medications), diabetes, serious heart disease (including heart failure, coronary artery disease, congenital heart disease, cardiomyopathies, and hypertension), chronic kidney disease undergoing dialysis, liver disease, or severe obesity.

To be completed by the Health Care Provider

**Health Care Provider's Name:** \_\_\_\_\_

**Health Care Provider's Address:** \_\_\_\_\_

**Type of practice / Medical specialty:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

1. Does the named student, or an individual in the student's household, have an underlying medical condition deemed to be high risk for severe illness from COVID-19 as determined by the CDC and listed above? ☐ Yes ☐ No

2. If yes, please provide the medical diagnosis of the underlying condition (as identified by the CDC) for this student.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Health Care Provider**

\_\_\_\_\_  
**Date**