



## ATTENDANCE PROCEDURES

School attendance is a priority at RJE. Texas state law mandates school attendance in what is known as the compulsory attendance law. As stated in the MISD Student Handbook, students are considered in violation of the compulsory attendance law when they have:

- ❖ 3 unexcused absences in a four week period or
- ❖ 10 unexcused absences in a six month period

### **Excused absences:**

A student is excused if (s)he:

1. Returns to school with a medical note excusing them for the days they were absent from school. Medical notes must be sent within 3 days of the student returning to school.
2. Has a death in the family and provides documentation upon return to school.
3. Misses school for the purpose of observing religious holy days, including traveling for that purpose.
4. Is absent to visit with a parent, step-parent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides.
5. Misses school for the purpose of attending a required court appearance.
6. Is in the conservatorship of the Department of Family and Protective Services and misses school for any court ordered reason.
7. Misses school for the purpose of taking part in the student's own US naturalization oath ceremony.
8. Has a parent note submitted within 3 days of student returning to school. Parent notes may excuse absences for a maximum of 8 school days.

### **Absence Notification Procedures:**

- All medical and parent notes should be emailed within 3 days of absences to [jreed@mckinneyisd.net](mailto:jreed@mckinneyisd.net)

### **Tardies and Early Checkouts:**

- Students must be in the building by 8:00am, or they will be tardy.
- Early checkouts must be done so prior to 2:30pm.
- Tardies and early checkouts are considered “partial day absences” and are considered in truancy cases.

### **Excessive Absences:**

- Warning letters for excessive absences and partial day absences will be sent home periodically throughout the school year.
- Please consult your child’s teacher or the assistant principal if you have any concerns regarding your child’s attendance.