

IMPORTANT CHANGE TO EARNING CREDIT

State law requires that students be in attendance for 90% or more of the class periods for a course to be eligible to earn credit for the course. While funding is determined by our daily attendance at 10:30 a.m., student attendance for credited courses is done by period.

For the 2022-23 school year there will be a change in the calculation to determine percentage of attendance. Schools are required to use all absences (excused and unexcused) in calculating this number. For the fall semester, a student missing 4 or more class periods for a course will be awarded an NG* (no grade) and will need to attend credit appeal to earn credit or be reseated in the course.

How is this different?

The last few years when the school principal excused an absence, that absence was not calculated into the formula. A student with 4 excused absences and 2 unexcused absences would earn credit. Under new district guidelines, a student with the same absences will not earn credit.

Are there exceptions?

Some absences can be considered for special coding. For instance, a student who is out in observance of a religious holiday (listed on the interfaith calendar) may be coded with "R" which is not present but is also not counted toward absences. Another example is when a student leaves school on a school fieldtrip or travels with a school team for athletic competition. This can be specially coded so as not to indicate present but also not to be included with absences.

How Does Credit Appeal Work?

Our attendance committee will review extended absences and determine what would best make-up for the absences. For students who were out sick for several days with a single illness we may find that turning in the missing work is sufficient. For students who have several absences that are single days over the course of the semester, or single periods over the semester, time would be determined in a 1:1 ratio and the student may have to attend the sessions approved for credit appeal. Students will be notified of the requirements for earning the credit within two weeks of the semester report card being issued and will have approximately 4 weeks to satisfy the appeal requirements to establish credit. The deadline will be included in the appeal notification. Students who do not meet the appeal requirements will be reseated in the class and this may endanger a student's ability to graduate with their class.

The following special circumstances are available by TEA for absences that may be exempt from the calculation related to the 90% rule for earning course credit:

- is in grades 6 through 12 and misses school for the purpose of sounding "Taps" at a military honors funeral held in Texas for a deceased veteran. **TAPS**
- is participating in an activity that is approved by your local school board and is under the direction of a professional staff member, an adjunct staff member or a paraprofessional staff member of your school district. The adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas. Students participating in any activity that is not approved by your local school board or without certified district personnel supervision must be counted absent. For attendance to qualify for funding purposes, professional staff member, an adjunct staff member or a paraprofessional staff must be accompanying the students as an official of your school district for the specific purpose of supervising the students and must be approved by your school board to supervise the activity. **ACT**
- is in the conservatorship of the DFPS and misses school: participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or 263, provided that scheduling the participation outside of school hours is not practicable or - to attend an activity under a service plan under the Texas Family Code, Chapter 263, Subchapter B. The student may be considered in attendance for travel days for this purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day Child Protection DFPS The student may be considered in attendance for travel days for this purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is participating in the activity, appointment, or visitation. **DFPS**
- is in his or her junior or senior year of high school and misses school for the purpose of visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution. Your district 1) may not excuse for this purpose more than 2 days during a student's junior year and 2 days during a student's senior year and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a procedure for verifying students' visits to institutions of higher education. **COL**
- misses school for the purpose of serving as a student early voting clerk, if your school district has a policy allowing for this type of excused absence or misses school for the purpose of serving as an election clerk or student election clerk. Your school district may excuse a student's absence for this purpose for a maximum of 2 days in a school year. A student may be considered in attendance for travel days related to an absence to serve as an election clerk or student election clerk but not for travel days to serve as a student early voting clerk. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is serving as an election clerk. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes. Travel days do not count toward the 2-days-per-school-year maximum. To serve as a student election clerk or student early voting clerk, a student must: - be ineligible to serve as an election clerk under the Texas Election Code, §32.051(c); - be at least - 16 years of age; - have the consent of the principal of the school the student attends; - be a US citizen; and - have completed any training course required by the entity holding the election. To serve as an election clerk (as opposed to a student election clerk), a student must meet the requirements specified in the Texas Election Code, §32.051. Election. **ELC**
- misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for US citizenship, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not

more than 1 day for travel to and 1 day for travel from the site of the governmental office. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes. **GOV**

- is temporarily absent because of a documented appointment for the student or the student's child that is with a health care professional licensed, certified, or registered by an appropriate agency of the State of Texas to practice in the United States. A documented appointment with a health care professional includes an appointment of a student diagnosed with autism spectrum disorder with a health care practitioner to receive a generally recognized service for persons with that disorder. To be considered temporarily absent, the student must begin classes or return to school on the same day of the appointment. The appointment should be supported by a document, such as a note from the health care professional. The appointment must be a face-to-face consultation with a health care professional. A consultation over the phone or via video (telemedicine) is not considered an appointment with a health care professional. A school nurse will not count for FSP funding as a health care professional appointment. **MD**
- is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 TAC Chapter 74. **MTR**
- is absent to visit with a parent, stepparent, 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. Your district is required to excuse up to 5 days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment. **MIL**
- misses school for the purpose of taking part in the student's own US naturalization oath ceremony, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site of the ceremony. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes. **NAT**
- misses school for the purpose of observing religious holy days, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student will observe the holy days. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes. To be considered a religious holy day, the day should be one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, camps, and mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days. HISD uses the Interfaith Calendar as guidance on determining holy days. **REL**
- is participating in an off-campus work-based learning opportunity and is not scheduled to be on campus during any part of the school day. Students who are participating in an off campus work-based learning opportunity and are scheduled to be on campus during any part of the school day should have their attendance recorded while they are on campus. **OCWBL**
- is participating, with local school board approval, in a short[1]term (for example, 5-day) class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD) at a location other than the student's campus. The student must not be considered in attendance for FSP purposes on any day the student is traveling between the student's district and the location of the class but is not attending class. (However, travel days may be excused for compulsory attendance purposes. **TSBD**

- is 17 years of age or older and pursuing enlistment in a branch of the United States Armed Services or the National Guard. Your district 1) must not excuse the student for this purpose for more than four days of school during the period the student is enrolled in high school and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a policy that verifies the student's activities related to pursuing enlistment in a branch of the Armed Services or the Texas National Guard. **PEAS**

- misses school for the purpose of visiting a driver's license office to obtain a driver's license or learner permit. The student must be enrolled in high school and 15 years of age or older. Your district may not excuse the student for more than one day of school during the period the student is enrolled in high school for each purpose (obtaining a driver's license and obtaining a learner license). Your district must verify the student's visit to the driver's license office in accordance with the procedures adopted by your district. **DL**

- is absent as the result of a serious or life-threatening illness or related treatment that makes the student's attendance infeasible. Documentation from a health care professional licensed, certified, or registered to practice in Texas must be provided that specifies the student's illness and the anticipated period of the student's absence relating to the illness or related treatment. A student with a mental health or substance abuse condition who is being treated for a serious illness (TEC, §25.087(b)(3)) in an outpatient day treatment program or partial hospitalization program, under the care of a health care professional licensed, certified, or registered to practice in Texas, shall be excused for the authorized treatment period, and shall not be withdrawn from school. The discharge summary from the outpatient day treatment or partial hospitalization program must include treatment admission and discharge dates to be provided to the school by the family upon return to school as documentation to excuse absences for the duration of the authorized outpatient treatment plan or partial hospitalization. **UDC**