



Houston ISD Attendance Credit Appeal Procedures

The Attendance Credit Appeal process is a requirement for a student that has received no-credit (NG) status on their semester report card. Per the Texas Education Code (25.092) and FEC (LOCAL), a minimum attendance requirement of 90% of class meetings for the award of course credit. Students who lose credit due to excessive absences may appeal if the student achieves an average of 70 or above at the end of the semester in which the no-credit (NG) status appears. If a student's absence percentage is

- **10-25%** complete the *Principal's Plan* (pages 2 & 3)
- **26% or more** complete the *Attendance Credit Appeal* (pages 4 & 5)

Instructions

Step 1: At the end of each semester, campus personnel will review transcripts/ report cards for students that have received no-credit (NG) status on their semester grade(s) and run the *Attendance Count Report* or the Denial of Credit report in HISD Connect.

Step 2: The campus designee will notify each student and parent regarding the Attendance Credit Appeal process and deadlines. A parent and student signature are required to initiate the appeal process. To restore lost credits, a student with excessive absences in one or more classes **will complete courses/activities** for **each class** as follows:

	If a student absence percentage is:	Student completes the following:
A	10-25% Absences	2 Hours
B	26-30% Absences	3 Hours
C	31-40% Absences	5 Hours
D	41-50% Absences	6 Hours
E	51%+ Absences	1 Hour added for each additional 10 absence percentage points (51-60%- 7 hours; 61-70%- 8 hours; etc.)

Example 1: A student missed 11% of the days in English 1 (A), and 15% of the days in Algebra 1 (A), the student completes 4 hours to receive credit (A + A).

Example 2: A student missed 56% of the days in English II (D + E), and 15% of the days in World History (A), the student completes 9 hours to receive credit (D + E + A).

Step 3: The student submits the completed Principal's Plan or the Attendance Committee Plan form and attach report card for the Principal or Attendance Committee to review.

Step 4: The Principal or Attendance Committee approves or denies the course credits to be corrected and informs the student and parent of final decision. The appeal is finalized after the correction is entered in HISD Connect.

Step 5: Attendance Credit Appeal Documentation form and signature pages for students that have completed the Attendance Credit appeal process under either plan shall be placed in the Attendance Credit Appeal Binder and maintained on the campus for 5 years.

Considerations

- For students with NGs for several courses over several years, it may be best to “chunk” the attendance credit appeals into smaller pieces and repeat the process a few more times so that it feels less overwhelming for the students.
- During a semester (prior to end-of-semester report cards showing an NG), it may be wise to have a student begin preemptively working to clear absences. However, if a student is initially on a *Principal’s Plan* (10-25% absences) and then goes above that, the student will then need to seek approval from the *Attendance Credit Appeal Committee*.
- Campus attendance credit appeal sessions are ongoing.
- The campus designee determines the appropriate courses/ activities (see examples below) for each student. Students are not allowed to work towards clearing of NGs during the instructional day.

<p>APEX Courses</p> <ul style="list-style-type: none"> • STAAR EOC Prep • TSIA 2.0 • SAT • College/Career Prep • Content Attendance Appeal Modules 	<p>Tutorial sessions</p> <ul style="list-style-type: none"> • Academic Bootcamps • Bridge Camps • Saturday School
<p>STAAR EOC Prep</p>	<p>Freckle, Summit K-12, Agile Minds</p>
<p>SAT Prep (Khan Academy)</p>	<p>Career Related Activities - Career Pathful Explore, Projects (Career and College Exploration and CTE Employability Skills)</p>
<p>TSIA 2.0 Prep</p>	<p>College-related activities - College Fairs/ Campus visits, Applications, and FASFA</p>



Houston ISD Principal's Plan for Attendance Credit Appeals

Student: _____ ID# _____ Grade _____ Date _____

Total Hours Required: _____

See the attached Attendance Credit Appeal Documentation form detailing the total **lost credit(s)**.

RESTORATION DEADLINE

I, _____, understand that I will have until the deadline date of _____ to obtain all necessary signatures indicating dates, hours, the course/ activity to restore credit, and the supervising staff's signature in the table below. If I fail to meet the deadline, I will not receive credit for the course(s).

Student Signature	Date	Parent Signature	Date
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Notes:

Attendance Credit Appeal

Hours Approved: _____ Hours Denied: _____	Principal Approval _____ Principal's Signature Date
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Corrected in HISD Connect by SIRS/Clerk/Registrar (position may vary):		
_____ Printed name/ position	_____ Signature	_____ Date



Houston ISD Attendance Credit Appeal Documentation

This section **must be completed** prior to meeting with student and parent/guardian.

Course	Absence percentage	Hours needed	Task/ Assignment	Date	Awarded Hours	Signature

	If a student absence percentage is:	Student completes the following:
A	10-25% Absences	2 Hours
B	26-30% Absences	3 Hours
C	31-40% Absences	5 Hours
D	41-50% Absences	6 Hours
E	51%+ Absences	1 Hour added for each additional 10 absence percentage points (51-60%- 7 hours; 61-70%- 8 hours; etc.)

Example 1: A student missed 11% of the days in English 1 (A), and 15% of the days in Algebra 1 (A), the student completes 4 hours to receive credit (A + A).

Example 2: A student missed 56% of the days in English II (D + E), and 15% of the days in World History (A), the student completes 9 hours to receive credit (D + E + A).



Houston ISD Attendance Committee Plan for Attendance Credit Appeals

Student: _____ ID# _____ Grade _____ Date _____

Total Hours Required: _____

See the attached Attendance Credit Appeal Documentation form detailing the total **lost credit(s)**.

RESTORATION DEADLINE

I, _____, understand that I will have until the deadline date of _____ to obtain all necessary signatures indicating dates, hours, the course/ activity to restore credit, and the supervising staff's signature in the table below. If I fail to meet the deadline, I will not receive credit for the course(s).

Student Signature	Date	Parent Signature	Date
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Notes:

Attendance Committee Credit Appeal

Attendance Committee Approval					
Hours Approved:					
Hours Denied:					
Committee Member	Date	Committee Member	Date	Committee Member	Date

Corrected in HISD Connect by SIRS/Clerk/Registrar (position may vary):		
Printed name/ position	Signature	Date



Houston ISD Attendance Committee Plan for Attendance Credit Appeals

This section **must be completed** prior to meeting with student and parent/guardian.

Course	Absence percentage	Hours needed	Task/ Assignment	Date	Awarded Hours	Signature

	If a student absence percentage is:	Student completes the following:
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