



Wylie High School Attendance Procedures 2015-2016

Attendance Office

Phone: 972-429-3123 or 3104

Fax: 972-941-9967

Attendance requirements for Texas High Schools

The state compulsory attendance law requires that a student between the ages of 6 and 18 attend school and District-required tutorial sessions** unless the student is otherwise legally exempted or excused.

The state of Texas recognizes five excuses for missing school a full day:

1. Observing a religious holiday.
2. Attending a required court appearance.
3. Appearance at a governmental office to complete paperwork in connection with the student's application for U.S. citizenship.
4. Serving as an election clerk.
5. A US Naturalization Ceremony for the student

The state of Texas recognizes one excuse for missing school a partial day (Medical Excuse):

- A temporary absence from an appointment with health care professionals for the student or the student's child if the student commences or returns to school on the same day of the appointment.

To be eligible for a Medical Excuse:

1. Student must attend at least one class on the day of the appointment.
2. Turn in documentation from the health care facility to the attendance office within 3 school days of returning to school.

If you have been absent for any reason, not including school-related, and for any portion** of the day...you must bring a note to the Attendance Office (room 216) within 3 school days of returning to class.

Types of excuse notes accepted include:

Note the school reserves the right to refuse any documentation that is deemed unacceptable

1. Doctor's note.
2. Documentation from a court of law or other government entity that student was required to be present for.
3. Hand written note with parent signature.
4. Through Family Access.

All notes must include:

1. Signature of a parent/guardian.
2. Reason for the absence.
3. Date(s) of absence.
4. Phone number for verification.
5. Student's school ID number.
6. Name and contact information of Doctor or Court.

If a student leaves early for any reason, they must still bring a note to get the absence excused...even if the parent checked them out in the front office or the nurse sent them home.

Wylie High School may refuse to accept parent notes as excused absences if absences are excessive as determined by the school administration.

Failure to attend School (truancy)

1. Any absence from a scheduled class** without prior administrative approval, or proper documentation on file, will be recorded as unexcused.
2. Students who are absent from school for the entire day, or any portion** of the day, without permission from a parent or school official will be considered truant and will be subject to disciplinary and possibly legal action.
3. Students who leave campus and fail to sign out and receive proper authorization to leave campus will be considered truant. Absences that occur in conjunction with unauthorized departure from campus will be counted as unexcused.
4. If a student accumulates unexcused absences that total ten (10) days or parts of days in a six (6) - month period, the student and/or the parent or guardian may be prosecuted for violation of the Compulsory Attendance Law. Please note that truancy will be filed on a student's twelfth (12th) tardy in a semester of a school year.

Verification of Enrollment (VOE) Forms

Verification of Enrollment Form is needed to obtain a learner's permit, a driver's license, to renewal of a driver's license, and for driver's education courses. You can sign up for a VOE in the attendance office, please allow 24 hours to process your request. To qualify for the VOE form, a student must be in compliance with the 90% attendance rule during the fall or spring semester immediately preceding the date of application for the form.

Denial of Credit Because of Absences

[The Texas Education Code 25.092](#) requires all students to be in attendance 90% of the time in a school year in order to receive credit in a class. Any student who is absent (excused and unexcused) more than 10% of the class days, for anything other than a school related absence, will automatically be denied credit. For further questions please contact the WHS attendance office.

***Note*In the Fall Semester of the school year, a student will be denied credit based on attendance if he/she accumulates 10 or more absences in one or more of his/her classes; in the Spring Semester, a student will be denied credit based on attendance if he/she accumulates 10 or more absences in one or more of their classes.**

Students may appeal the denial of credit. An **appeal form** may be obtained from the Assistant Principals' Office. The petitions for regaining credit are made to the Attendance Committee of Wylie High School and may be filed at any time the student receives notice of credit loss, but must be made no later than the specific date outlined on the Attendance Failure notification (exact date is TBD).

A student that attended at least 75% of class time but less than 90% and who has been denied credit will be able to make-up the time missed and regain the credit that was denied by completing any or all of the following tasks until all time has been **satisfactorily** completed:

1. Attend Tuesday or Thursday Night School from 4:30 p.m.-6:30 p.m.
2. Attend a morning or afternoon tutorial with a teacher.
3. Attend summer school (Spring semester credit make-up only). Students denied credit from fall semester may not attend summer school for make-up hours.

The deadline to make-up time will be indicated on student notification of Attendance Failure. No hours will be accepted after deadline has passed. Failure to make-up hours prior to the deadline will result in a permanent loss of credit.

School Related Absences/Extra-Curricular Activities Absences

1. Students are encouraged to participate in school-sponsored or school-sanctioned extra-curricular activities. Occasionally these activities require that students be absent from class. These absences are considered excused (school-related) and do not require any additional documentation from the student or parent.
2. Students who are absent from school will not be allowed to participate in any school-related activities on the day or evening of the absence.

College Visits

Pre-approved visits to colleges or universities are permitted for juniors and seniors and will be classified as excused absences under the following guidelines:

1. Students are only allowed 2 college visit excused absences per school year.
2. A student must complete a college visit form at least 48 hours in advance of the visit.
3. Student's Assistant Principal must sign the form.
4. Form should be turned into the attendance office along with documentation from the college or university within 3 days of the student's return to school.
5. College visit request forms may be obtained from the Counseling, Assistant Principal or Attendance Office.

