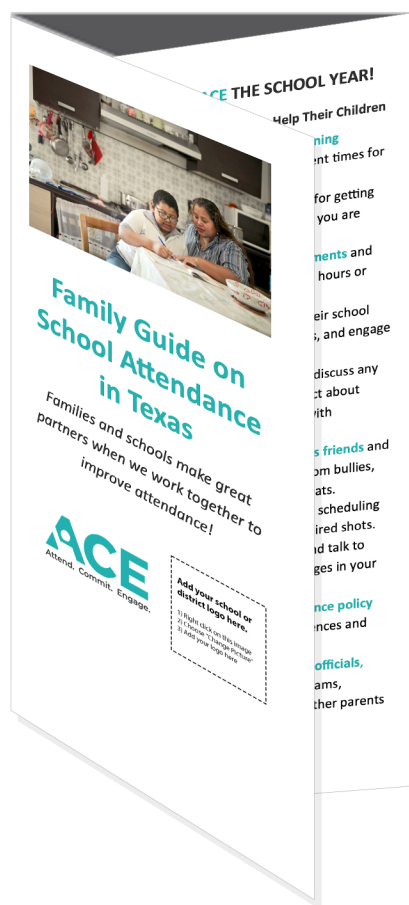


# How to fold the *Family Guide on School Attendance in Texas* trifold pamphlet

Find the family guide in English, Spanish, Arabic, and Vietnamese at [ace.e3alliance.org](http://ace.e3alliance.org). (Burmese is also available, but is in a flyer-format that does not require additional folding.)

## Instructions:

- 1) Print the guide on one sheet of paper (front and back)
- 2) Fold the guide between the columns as indicated in pink here.



## Outside Panel

fold here

fold here

**HOW TO ACE THE SCHOOL YEAR!**  
Top 10 Ways Families Can Help Their Children

1. Establish morning and evening routines, including consistent times for finishing homework.
2. Determine a back-up plan for getting your child to school in case you are unable to take them.
3. Schedule medical appointments and vacations outside of school hours or during holidays.
4. Ask your children about their school work, review their progress, and engage with them regularly.
5. Speak to their teachers to discuss any concerns and stay in contact about absences and keeping up with schoolwork.
6. Be aware of your children's friends and make sure they feel safe from bullies, cyberbullies and other threats.
7. Keep your child healthy by scheduling flu vaccines and other required shots.
8. Address behavior issues and talk to teachers if you notice changes in your child's attitudes.
9. Learn the school's attendance policy and check your child's absences and grades on a regular basis.
10. Communicate with school officials, teachers, afterschool programs, community agencies and other parents if you need help.

**ACE**  
Attend. Commit. Engage.

We want to help your child:  
**ATTEND** – by being present for remote or on-campus learning with a feeling of wellness, safety, and belonging  
**COMMIT** – by showing dedication to learning with a feeling of connection to what is being taught  
**ENGAGE** – by displaying academic progress with a feeling of confidence and accomplishment

Add your school or district logo here.

1) Right click on this image  
2) Choose "Change Picture"  
3) Add your logo here

#AttendanceMatters RACEit

Follow E3 Alliance on Instagram, Facebook and Twitter.

[ace.e3alliance.org/family](http://ace.e3alliance.org/family)

**Family Guide on School Attendance in Texas**

Families and schools make great partners when we work together to improve attendance!

**ACE**  
Attend. Commit. Engage.

Add your school or district logo here.

1) Right click on this image  
2) Choose "Change Picture"  
3) Add your logo here

Inside Flap

Back

Front

## Inside Panel

### QUESTIONS & ANSWERS

#### Q: What situations count as being present?

- Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
- Observance of religious holy days.
- Documented juvenile court proceeding.
- Required screening/diagnosis/treatment for Medical-eligible students.
- School-approved extracurricular activity.
- District-approved mentorship program.
- Appearance at governmental office to complete citizenship paperwork.
- Visiting an accredited institution of higher education during junior/senior year (2 days/year).
- Participating in a military funeral.

#### Q: How is attendance taken during remote instruction?

- For students meeting simultaneously with their teacher during scheduled times (remote synchronous), they are marked present at the pre-designated time for checking attendance. Ask your teacher or student when this takes place.
- For remote asynchronous instruction (when teachers prepare course materials in advance but do not meet at a designated time), students are counted present after submitting assignments to teachers as approved by the district plan (homework must be sent before 11:59 PM on the due date).

#### Q: What is allowed as an excused absence?

- Personal illnesses that do not exceed 3 consecutive days. Illnesses that extend beyond 3 days will require a doctor's note. Please notify the attendance office if your student is out more than 3 days due to illness.
- Any temporary reason acceptable by the principal or superintendent.
- Family emergency.

#### Q: What is considered an unexcused absence?

Any reason not listed above will be considered an unexcused absence, such as, but not limited to: skipping class, car trouble, oversleeping, personal business, vacation, etc.

#### Q: Will students need a doctor's note every time they are out sick?

Once an absence for personal illness exceeds 3 consecutive days, the student must present a statement from a physician or health clinic verifying the extended absence from school. If the student has a questionable pattern of absences, the principal or attendance committee may require this same statement after a single day's absence.

#### Q: How can we take family vacations during the school year?

Under Texas Statute, family vacations, babysitting, work and other similar reasons are considered unexcused. Family trips need to be taken during scheduled breaks, as denoted on the official school calendar.

#### Q: What is the compulsory school attendance law?

Texas requires that 6- to 18-year-old children must attend school (or a child who is younger than 6 who has already been enrolled in first grade).

On enrollment in pre-K or kindergarten, children must attend school since they are subject to Texas compulsory school attendance rules while enrolled in school. Persons who voluntarily enroll in or attend school after their 18th birthday are required to attend each school day for the entire period of enrolled instruction. If the student has more than 5 unexcused absences in a semester, the school district may revoke the student's enrollment for the remainder of the school year.

#### Q: How many times do students have to be absent to be considered truant? When is a student considered truant?

A student absent from school without an excuse for 10 or more full or partial days within a six-month period in the same school year or on 3 or more full or partial days within a four-week period is considered truant and in violation of compulsory state attendance laws. The parent is then subject to prosecution if the student fails to comply with attendance laws. The student is also subject to prosecution or referral to juvenile court.