

Attendance Committee Structure Recommendations

[*Under Section 25.092*](https://tea.texas.gov/about-tea/news-and-multimedia/correspondence/taa-letters/attendance-admission-enrollment-records-and-tuition-august-2017#:~:text=Under%20%C2%A725.092%2C%20a%20district,in%20consideration%20of%20the%20circumstances.) *of the Texas Education Code the board of trustees is required to appoint one or more attendance committees to hear petitions regarding loss of credit due to attendance.*

This document serves to provide guidance for how districts can create purposeful attendance committees at both the district and campus level. We know that attendance committees are required to support chronic absenteeism, and we know that working in committees and teams as normative practice can be an effective preventative measure.

Following are suggestions for who should be invited to such committees.

# District Level Attendance Committee

## Attendance Cohort Meetings by Learning Community/Feeder Pattern

Occurs once a month

* **Action Plans** and **updates** provided from each designated Attendance Assistant Principal (AP)
* **Success Highlights** shared and documented.

### Who Should Attend the Meeting

* Executive Director and/or Assistant Director of Student Affairs
* Attendance Specialist
* Coordinator of Family Services/Social Work/Student Support programs
* All designated Attendance AP’s for the Learning Community
* ALL Parent Liaisons for the Learning Community

### ACE Task Force Members

* Executive Director and/or Assistant Director of Student Affairs
* Attendance Specialists
* Coordinator of Family Services
* Designated High School Attendance Assistant Principal
* Designated Middle School Attendance Assistant Principal
* Designated Elementary Attendance Assistant Principal
* Parent Liaison Representative

# Campus Level Attendance Committee

## Attendance Committee Meetings

Meet at the end of each 6 or 9 week grading schedule to prepare a plan for recovering the next 6/9 weeks academics.

* Person assigned to track student credit or hours owed (ie registrar, AP admin assistant) will provide the Assistant Principal, Parent Liaison, and/or Attendance Specialist with a list weekly for A Team Meetings (administrative campus meetings).

### Who should be a Committee Member

* **Attendance Assistant Principal**: Contact Coordinator for Attendance
* **Counselor**: Provides support to students and family
* **Registrar or Records Specialist**: Responsible for the documentation of absences and provides the data used to make decisions and report to families and the campus/district
* **Parent Liaison**: Committed to supporting the families and providing resources needed
* **Teacher (Grade Level Lead):** Responsible for academic growth and the well-being of the students in the classroom
* **Attendance Specialist or Truancy Specialist**

### ACE Task Force Members

* Attendance Assistant Principal
* Parent Liaison
* Alternating Teacher Lead
* Attendance Specialist