



REQUIRED 45 DAY ATTENDANCE IMPROVEMENT PLAN

Table with 4 columns: Student Name, Grade Level, EPISD ID Number, Campus

IMPORTANT: This plan is effective for 45 SCHOOL days as required by law.

Start Date: End Date:

PART 1 - ABSENCE EXCLUSIONS

Check box, attach documentation, and adjust plan accordingly if absences are as a result of :

- Student is Pregnant
Student is in Foster Care
Student is Homeless
Student is Primary Income Earner For Family

If working, may we contact your employer? Yes No

Place of Employment: Manager: Phone:

PART 2 ATTENDANCE PROBLEMS/BEHAVIORS

Check all that apply :

- Student has frequent absences
Student frequently comes to school late
Student is frequently late getting to classes
Student is frequently tardy for 1st hour
Student frequently misses the first period, class, or approximate half hour or more of school
Student is frequently late returning from lunch
Student has a history of attendance problems
Other:

Attach a copy of current student attendance record and grades.

### PART 3 STUDENT ATTENDANCE IMPROVEMENT AGREEMENT

**Check all that apply :**

- Student will sign in at designated school location on time.
- Student will decrease number of unexcused absences.
- Student will get to all classes on time.
- Student will get to their 1<sup>st</sup> hour, class, or period on time every day.
  
- Student will check in with \_\_\_\_\_ on the following schedule: \_\_\_\_\_
  
- Student may not leave campus at lunch time. Student must report to: \_\_\_\_\_
- Other: \_\_\_\_\_

### PART 4 PARENT ATTENDANCE AGREEMENT

- Parent/Guardian will ensure the student's regular and consistent attendance and punctuality.
  - Parent/Guardian will contact the school and send documentation of excused absences (document who you spoke to)
  - Parent/Guardian will monitor student's academics and attendance on EPISD Parent Portal.
  - Parent/Guardian will give school accurate address and telephone contact information and will immediately update changes.
  - Parent/Guardian will follow through with rewards and consequences for attendance and punctuality.
  - Parent/Guardian will attend all academic, attendance and behavior meetings and conferences.
  - Parent/Guardian will maintain regular communication with teachers, administrator, and school.
  - Parent/Guardian will establish and maintain a regular, consistent, and predictable morning and bedtime routine.
  - Parent/Guardian will bring the student to school on time each and every day.
  - Parent/Guardian will walk the student into the school and/or class on time.
  - Parent/Guardian will wake the student up and make they have adequate time to get to school on time every day.
  - Parent/Guardian will reinforce this Attendance Agreement with student.
  - Parent/Guardian will refuse to allow the student to come home from school unless the student is truly sick or there is a real and evident reason the student cannot remain in school.
  - Parent/Guardian will support the school when the teacher or administrator feels the student should remain in school by telling the student they cannot come home and must remain in class.
  - Parent/Guardian, using their best judgment, will make the student attend school when the student complains he/she cannot go to school for whatever reason or excuse the student may give unless there is a strong medical or other emergency reason.
  - For more extreme instances where the child refuses to attend after all other interventions have been attempted, the parent will call the school to document that the parent is doing their best to enforce this contract.
- Other: \_\_\_\_\_

**STUDENT RESIDENCE VERIFICATION INFORMATION:**

ADDRESS AT WHICH STUDENT RESIDES: \_\_\_\_\_

WITH WHOM DOES STUDENT RESIDE? \_\_\_\_\_

CONTACT TELEPHONE NUMBER (MUST BE WORKING NUMBER): \_\_\_\_\_

## PART 5 SCHOOL BASED INTERVENTION AGREEMENT

- Refer student to Graduation Coach. (Attach contact documentation to file)
- Refer student to Alpha Initiative Team Member. (Attach contact documentation to file)
- Refer student to In School Counseling. (Attach contact documentation to file)
- Refer student to In School Resources. (Attach contact documentation to file)
- Refer student to Community Resources. (Attach referral/compliance documentation to file)
- Refer student for Disciplinary Action. (Attach documentation to file)
- Refer student/parent to Early Intervention Team, as appropriate.
- Refer to campus mentor/monitoring personnel as appropriate. (Attach contact documentation to file)
- Other:

## PART 6 CONSEQUENCES FOR NON COMPLIANCE

### AT SCHOOL AND HOME:

- Student will be subject to the school and class discipline policies and procedures.
- School will initiate a Residence Verification process for late arrivals or returned mail.
- Student will lose campus/class privileges.
- Student will receive detention for being late to school, tardy to classes, or absent.
- Student Transfer Request may be revoked, if applicable.
- Student will lose privileges at home for being absent, late, or tardy (no free time, video games, cellular telephone, TV etc).
- When the student is absent or late, the parent will be contacted and the student will be spoken with about the absence or tardy when they return or get to school.
- Other:

### LEGAL PENALTIES:

- ED CODE 25.0915. -School District Complaint or Referral for Truancy:** If a student fails to attend school without excuse on 10 or more days or parts of days within a six-month period in the same school year, a school district shall within 10 school days of the student's 10<sup>th</sup> absence refer the student to truancy court.
- ED CODE 25.093- Parent Contributing to Nonattendance:** If a warning is issued as required by Section 25.095(a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section 65/003(a) Family Code. The parent commits an offense.

## PART 7 SIGNATURES

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Parent Signature (or documentation of telephone conference)/Date

\_\_\_\_\_  
Administrator Signature/Date

\_\_\_\_\_  
Optional Committee Member/Date

\*\* All signatures must be acquired on the day of the meeting.