



Attendance Help Sheet

We want to thank our Hanby parents for their continued support of student attendance which facilitates the achievement of our students and played a vital role in Hanby achieving EXEMPLARY status!

We get many questions throughout the year about attendance issues. To help answer those questions, we'd like to offer this Attendance Help Sheet so that parents/guardians have the information needed to make the best decisions possible for their child and themselves. In the event that your child needs to be out, please refer to the following information regarding attendance:

All student absences are categorized as either excused or unexcused according to the guidelines found on pg. 2 of the MISD Student Code of Conduct. Absences may be excused according to the following guidelines: Texas Education Codes Sec. 25.092

A) Parent note turned into the teacher/office containing 1 of the following:

- * student's physical symptoms of illness (1 school day)
- * doctor note defining illness with return to school date specifically noted
- * documentation of student's appearance in court

B) Student is sent home by the school nurse due to illness

Excessive Absences

If a student has excessive absences (both excused and unexcused), parents/guardians will be notified by mail that doctor's notes will be required by the school to excuse any further absences due to illness.

Failure to Attend School/Parents Contributing to Truancy

If the student has either of the following:

- * 10 or more unexcused absences in a 6 month period
- * 3 unexcused absences in a 4 week period

The school will have to file against the parent/guardian and or student with the Truancy court.

*** Please be aware that tardies are considered as unexcused partial day absences for filing purposes.**

A student shall be excused from attending school for the purpose of observing religious holy days, including traveling for that purpose, if a written request for the excused absence is submitted prior to the absence. **Texas Education Code 25.087**

Loss of Credit for the grade level

When a student has 18 or more of ANY absences (excused or unexcused) within the current school year, the student may lose credit for the enrolled grade level and may be retained.

Official MISD attendance letters will be mailed to the student's home address to communicate with parents/guardians any concerns regarding the child's attendance.

I want to help in any way possible. Please feel free to contact me if you have questions or concerns regarding your student's attendance.

Hanby Elementary 972-882-5040
Richard Dulworth, Assistant Principal