According to Texas State law, each student must be in attendance 90 percent of the days the class is offered. The implementation of the Attendance for Credit Program is to ensure that all students are in attendance 90 percent of the time a class is offered to certify successful accrual of credit or final grade.

**FORM INSTRUCTIONS:** Each area must be complete for the prescriptive plan to be valid

<table>
<thead>
<tr>
<th>SEMESTER:</th>
<th>Choose an item.</th>
<th>DATE:</th>
<th>Click here to enter a date.</th>
<th>STUDENT ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPUS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRADE LEVEL/ TEACHER(S):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STUDENT NAME:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTENT AREA(S):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUMBER OF DAYS ABSENT FOR EACH CONTENT AREA(E,U and O):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL PROGRAMS (check all that apply):
- ☐ BILINGUAL/ESL
- ☐ SPECIAL EDUCATION
- ☐ SECTION 504
- ☐ LIMITED ENGLISH PROFICIENT

Has student been retained? Choose an item.

If yes indicate grade(s): Choose an item.

I. Prescriptive Plan *(This section must be completed for the plan to be valid)*

<table>
<thead>
<tr>
<th>TIME OF DAY (check all that apply):</th>
<th>ASSIGNMENT FOR FINAL GRADE OR CREDIT (course specific as determined by Attendance Committee – check all that apply):</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ BEFORE SCHOOL ☐ EVENING SCHOOL</td>
<td>☐ ADDITIONAL ASSIGNMENTS FROM TEACHER ☐ TUTORIAL SESSION(S)</td>
</tr>
<tr>
<td>☐ AFTER SCHOOL ☐ SATURDAY SCHOOL</td>
<td>☐ INDEPENDENT PROJECT ☐ SATURDAY SCHOOL</td>
</tr>
</tbody>
</table>

EXPLANATION OF REQUIRED ASSIGNMENT(S):

EXEMPT FROM PRINCIPAL’S PLAN DUE TO THE FOLLOWING: *(Choose one item from the list and add Attachment A – Attendance for Credit Petition Form): Board approved Extenuating Circumstances per FEC(Local)*

Choose an item.
II. Excessive Absence Contract

**Student will:**
- [ ] Attend school daily
- [ ] Attend all classes on time
- [ ] Follow all school rules
- [ ] Complete all homework and classwork associated with absences
- [ ] Meet regularly with ______________________
- [ ] Verify all illness absences by doctor’s note or official verification
- [ ] Other: ___________________________________

**Parent/Guardian will:**
- [ ] Cooperate with school officials
- [ ] Ensure student attends school
- [ ] Notify school when student is absent and provide appropriate documentation
- [ ] Arrange for and keep appointments with _______________________________
- [ ] Attend parent conferences when requested
- [ ] Attend parenting classes through:_____________________________________
- [ ] Other: ___________________________________

In order to maximize the chances for educational success, the following agreement is entered into on ____________.

**Date**

This agreement is between the Attendance Committee, ________________________,

Parent’s Name

and _______________________

Student’s Name

A complete review of this agreement will take place on __________________________.

**Date**

**III. Credit / Final Grade Restoration**

To be completed as students complete plan, at the end of school year (elementary/middle) or each semester (secondary/middle school semester courses)*

<table>
<thead>
<tr>
<th>Subject</th>
<th>Principal’s Plan Start Date</th>
<th>Principal’s Plan End Date</th>
<th># of Hours/Days Served by Student</th>
<th>Assignment(s) Complete?</th>
<th>Credit/Final Grade Denied</th>
<th>Credit/Final Grade Restored</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ YES ☐ NO</td>
<td>☐</td>
<td>☐</td>
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<td>☐ YES ☐ NO</td>
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<td>☐ YES ☐ NO</td>
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<td></td>
<td>☐ YES ☐ NO</td>
<td>☐</td>
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<td></td>
<td></td>
<td></td>
<td>☐ YES ☐ NO</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

_________________________________ Date

Attendance Administrator’s signature

_________________________________ Date

Principal’s signature

*Student’s information to be included on the list of students who will restore or be denied credit/final grade. This list should be approved and signed by the Principal and provided by the Principal to campus data personnel for coding in Chancery.