

KEYS FOR A Successful Year

FOR EVERY CHILD, EVERY DAY

WHAT EVERY RISD FAMILY SHOULD KNOW ABOUT ATTENDANCE

DAILY ATTENDANCE

Students who are not present at the time the **daily** attendance is taken will be **marked absent** unless proper documentation is submitted.

Daily attendance is taken at:

Pre-K . . . Check with home campus
Elementary 9 a.m.
JH/MS 9:20 a.m.
High School 2 p.m.

CLASS ATTENDANCE FOR SECONDARY STUDENTS

For secondary students, **class** attendance is documented in addition to **daily** attendance. Secondary students who arrive **16 or more minutes after a class period begins will be marked absent** for that class period.

TRUANCY

When a student accumulates 10 or more unexcused absences within a six-month period:

- RISD is required by Texas law to file a truancy referral with the North Dallas Truancy Court within 10 school days.
- Both full-day and partial-day unexcused absences count toward the 10-absence threshold.
- If a student has excessive absences, the campus may require medical documentation to excuse future absences. Parents/guardians will be notified in writing if this requirement is implemented.
- Tardies do not count toward truancy.

SCHOOL HOURS

Pre-K . . . Check with home campus
Elementary . . **7:50 a.m.** - 3:10 p.m.
JH/MS **8:15 a.m.** - 3:50 p.m.
High School **9 a.m.** - 4:20 p.m.

TARDIES

Elementary students who arrive **10 minutes late** are marked tardy. A secondary student will be marked tardy for a class if they arrive **after the scheduled start of class**.

EXCUSED ABSENCES

Absences are recorded as unexcused unless the absence is documented according to excused absence attendance guidelines. Parent/guardian notes may be submitted to excuse a student's absence. Documentation must be submitted within three days.

Parent/Guardian may submit a note for:

- Child's illness or injury
- Family emergency with administrator approval
- Death of a family member
- Doctor/dental appointments that cannot be scheduled around school
- Religious holidays
- Court appearances

Parent/Guardian notes should include:

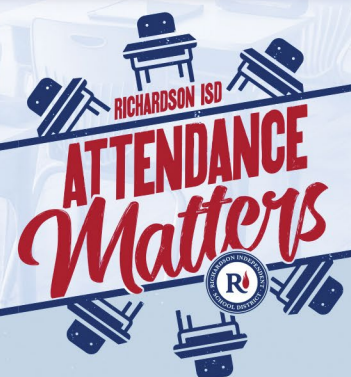
- Student name
- School name
- Student ID number
- Date(s) of absence
- A written statement regarding the reason for the absence
- Parent or guardian signature (handwritten notes only)
- Parent phone number

When is a doctor note needed?

If a student is absent for multiple consecutive days due to illness, a medical note from a licensed healthcare provider may be required in accordance with Richardson ISD policy.

How to submit

Upload your attendance excuse in Focus or send an email to the Student Data Specialist (Elementary) or Attendance Clerk (Secondary).



AVOID TRUANCY AND CHRONIC ABSENTEEISM

HOW TO AVOID TRUANCY

Unexcused Absences

- Attend every class period, every day—including your Advisory period!
- Arrive on time and remain in class for the entire period.
- Submit an absence note within three school days of returning to school.
- Parents/guardians may conveniently upload absence notes through Focus.
- Communicate with your campus if you anticipate an absence or need support.

Did You Know?

Public school funding in Texas is tied directly to Average Daily Attendance, not just enrollment.

Did You Know?

Consistent attendance is one of the **strongest predictors** of academic and future success.

HOW TO AVOID CHRONIC ABSENTEEISM

Attendance for Credit • Excused & Unexcused Absences

- Make school attendance a daily priority.
- Schedule appointments outside of school hours whenever possible.
- Attend school even if you arrive late or need to leave early—partial attendance is better than missing the entire day.
- Develop a plan with your family for transportation, illness, and other attendance barriers.

Did You Know?

Attending school regularly helps students feel better about school—and themselves.

ARE YOU CHRONICALLY ABSENT?
MISSING 10%

=

MISSING 18 OR MORE SCHOOL DAYS OF THE SCHOOL YEAR

— EXCUSED OR UNEXCUSED ABSENCES —

Missing 10% can negatively impact your academic achievement and place you in danger of losing credit for the course (Absence Failure).

Did You Know?

Prioritizing attendance doesn't just affect student learning; it impacts essential resources for every student and staff.

THANK YOU FOR PARTNERING WITH RICHARDSON ISD!

Start building positive attendance habits in Pre-K so your child learns that going to school on time and every day is important. If your family is struggling, ask for help early. If challenges are affecting attendance, reach out to a teacher, counselor, assistant principal, or campus attendance office so we can help.

ATTENDANCE *Matters*—AND SO DOES YOUR FAMILY!

