



Principal's Plan for Attendance Promotion Appeals

Elementary and Middle School (Year Long Courses) Instructions

The Attendance Credit Appeal process is a requirement for a student that has received no-credit (NG) status on their semester report card. Per the Texas Education Code (25.092) and FEC (LOCAL), a minimum attendance requirement of 90% of class meetings for the award of course credit. Students who lose credit due to excessive absences may appeal if the student achieves an average of 70 or above at the end of the semester or year in which the no-credit (NG) status appears. If a student's absence percentage is

- **10-25% may complete the Principal's Plan**
- **26% or more must complete the Attendance Appeal Committee**

Step 1: Elementary Schools: Generate the Attendance Count Report and enter 18 for Minimum Number of Total Occurrences (Absences) threshold who are in violation of the 90% Attendance Rule.

Step 1: Middle Schools: At the end of each grading cycle, campus personnel will review report cards for students that have received an asterisk on their course cycle grade. They can also review the Denial of Credit Report or generate the Attendance Count report.

Step 2: The Attendance Credit Appeal Committee will notify each student and parent regarding the Attendance Credit Appeal Process. The campus will send an Attendance Credit Appeal Notification which includes required documentation for the student (campus-specific document) and deadlines. **A parent and middle school-only student signature is required to initiate the appeal process.**

	If a student absence percentage is:	Student completes the following:
A	10-25% Absences	2 Hours
B	26-30% Absences	3 Hours
C	31-40% Absences	5 Hours
D	41-50% Absences	6 Hours
E	51%+ Absences	1 Hour added for each additional 10 absence percentage points (51-60%- 7 hours; 61-70%- 8 hours; etc.)

Step 3: The Parent/Student submits the completed Principal's Plan or the Attendance Committee Plan form and attach report card for the Principal or Attendance committee to review. Note parents will have 10 instructional days to submit application after Parent Letter is distributed.

Step 4: The Principal or Attendance Committee approves or denies the absence(s) or course credits to be corrected and informs the student and parent of final decision. The appeal is finalized after the decision is entered in HISD Connect.

Students will be denied absences or credit in courses based on the current HISD Attendance Policy unless the Attendance Committee grants credit because the absences are due to extenuating circumstances. **Middle School** students will begin to see Asterisk's in the cycle where the absence limit is exceeded. A School may not adjust, or alter in HISD Connect System, the excessive absence limit used to deny credit.



Principal's Plan for Attendance Promotion Appeals

The School Attendance Committee should review and rule on all petitions, regardless of how initiated, **by the last day of school June 4, 2025**. All appeals for restoration of credit denied because of excessive absences must be addressed and resolved by the school in which the student was enrolled at the time the grade was issued. ***The committee decision in each review must be documented and kept on file.*** Another school ***cannot*** override or waive a grading decision made by the school that issued the grade and/or addressed the appeal.

The School Attendance Committee shall be appointed by the principal. The majority of the committee must be comprised of classroom teachers. Students will not be allowed to implement their prescribed action during school hours, these activities must take place outside of the instructional day.

Principal Plans Activities for consideration:

<p>Tutorial sessions</p> <ul style="list-style-type: none">• Before and After School• Saturday
<p>Courses</p> <ul style="list-style-type: none">• Middle School -Apex Courses• On-line Elementary/Middle School Resources

Principal's Plan for Attendance Promotion Appeals

Student: _____ ID# _____ Grade _____ Date _____

Total Hours Required: _____

See the attached Attendance Credit Appeal Documentation form detailing the total of **absences or loss credit(s)**.

RESTORATION DEADLINE

I, _____, understand that I will have until the deadline date of _____ to obtain all necessary signatures indicating dates, hours, the course/ activity to restore absences or credit, and the supervising staff's signature in the table below. If I fail to meet the deadline, I will not receive credit for the absences or course(s).

Student Signature

Date

Date _____

Parent Signature _____ Date _____

Date _____

Notes:

Principals Approval

Hours Approved: _____

Hours Denied: _____

Principal's Signature: _____

Date: _____

Corrected in HISD Connect by SIRS/Clerk/Registrar (positions may vary):

Print Name: _____

Date of Change: _____

Signature: _____

Date: _____



Principal's Plan for Promotion Appeal Documentation

This section **must be completed** prior to meeting with student and parent/guardian.

Course	Absence percentage	Hours needed	Task/ Assignment	Date	Awarded Hours	Principal or Designee Signature

	If a student absence percentage is:	Student completes the following:
A	10-25% Absences	2 Hours
B	26-30% Absences	3 Hours
C	31-40% Absences	5 Hours
D	41-50% Absences	6 Hours
E	51%+ Absences	1 Hour added for each additional 10 absence percentage points (51-60%- 7 hours; 61-70%- 8 hours; etc.)

Note: Elementary absence percentages are not based on courses but on the student's cumulative absences.

Middle School Example 1: A student missed 11% of the days in English 6, and 15% of the days in Math 6, the student completes 4 hours to receive credit (A + A).

Middle School Example 2: A student missed 56% of the days in Science 6 and 15% of the days in English Language Arts 6 the student completes 9 hours to receive credit (D + E + A).



Attendance Committee Plan for Attendance Credit Appeals

Student: _____ ID# _____ Grade _____ Date _____

Total Hours Required: _____

See the attached Attendance Credit Appeal Documentation form detailing the total **absences or loss credit(s)**.

RESTORATION DEADLINE

I, _____, understand that I will have until the deadline date of _____ to obtain all necessary signatures indicating dates, hours, the course/ activity to restore credit, and the supervising staff's signature in the table below. If I fail to meet the deadline, I will not receive credit for the course(s).

Student Signature

Date

Parent Signature

Date

Notes:

Attendance Committee Approval

Hours Approved: _____

Hours Denied: _____

Committee Member Signature: _____

Date: _____

Committee Member Signature: _____

Date: _____

Committee Member Signature: _____

Date: _____

Committee Member Signature: _____

Date: _____

Corrected in HISD Connect by SIRS/Clerk/Registrar (positions may vary):

Print Name: _____

Date of Change: _____

Signature: _____

Date: _____



Houston ISD

Attendance Committee for Attendance Credit Appeals

This section **must be completed** prior to meeting with student and parent/guardian.

Course	Absence percentage	Hours needed	Task/ Assignment	Date	Awarded Hours	Principal or Designee Signature

	If a student absence percentage is:	Student completes the following:
A	10-25% Absences	2 Hours
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