



HUTTO ISD

Attendance & Truancy Information

Inspiring Excellence in Academics, Character and Community

Attendance Policies

- Attendance is taken once daily for Elementary students, and every period for Middle School through High School students
- Students that arrive before attendance is taken, but after the bell, are counted tardy. Tardies will not be calculated towards truancy, but excessive tardies could be subject to disciplinary action.
- If your student is absent for ANY part of the day, you must submit a note to the Attendance Clerk or Registrar for the absence to be considered excused.
- You will receive an absence notification call and/or email when your student has been marked absent. This is a friendly reminder to submit a note to your Attendance Clerk or Registrar.

Please see the [Student Handbook](#) for further information.

How do I turn in notes if my child is absent?

48 Hours

Notes can be emailed or brought in-person to your campus Attendance Clerk within 48 hours upon your student's return to their campus.

Note Details

For an absence to be considered excused, please provide the following details:

- FIRST and LAST name
- Grade & Student ID number (if known)
- Date of Absence
- Reason for Absence
- Parent's Name & Contact Information

3 Business Days

Please allow a minimum of 3 business days for your campus Attendance Clerk to update your child's record.

| Campus | Contact Information |
|-----------------------------|------------------------------|
| Hutto High School | HHS.attendance@huttoisd.net |
| Hutto 9th Grade Center | NGC.attendance@huttoisd.net |
| River Horse Academy | RHA.attendance@huttoisd.net |
| Farley Middle School | FMS.attendance@huttoisd.net |
| Hutto Middle School | HMS.attendance@huttoisd.net |
| Cottonwood Creek Elementary | CCES.attendance@huttoisd.net |
| Howard Norman Elementary | HNES.attendance@huttoisd.net |
| Hutto Elementary | HES.attendance@huttoisd.net |
| Kerley Elementary | KES.attendance@huttoisd.net |
| Nadine Johnson Elementary | NJES.attendance@huttoisd.net |
| Ray Elementary | RES.attendance@huttoisd.net |
| Veterans' Hill Elementary | VHES.attendance@huttoisd.net |

Hutto ISD Attendance Clerks

Your campus
Attendance Clerks
are here to help!



Excused vs. Unexcused Absences

| Is my student's absence excused? | | |
|---|-------------------------------------|-------------------------------------|
| Reason | Excused | Unexcused |
| Student Illness | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Student Doctor's Appointment | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Family Vacation | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Wedding | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Funeral (3 day in town, 5 days out of town) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Student Therapy Appointment | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Missed the Bus | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Parent Hospitalized | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Overslept or Traffic | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Non-HISD Extra Curricular Activities | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Please note that ALL absences will be considered unexcused if a note is not provided to the campus Attendance Clerk.

Please see the [Student Handbook](#) for further information.



What is Truancy and the 90% Rule?

What is the 90% Rule?

- The Texas attendance rules say that **a student has to be in a class at least 90% of the time if they want to be sure to get credit for that class**. This rule applies even if your child has an Individualized Education Program (IEP) or Section 504 plan.
- The 90% rule includes **both excused and unexcused absences** combined.
- Students who miss more than 10% of the school year may be at risk for:
 - Loss of credit at secondary school levels.
 - Not being promoted to the next grade level.
 - Making up hours and working with Assistant Principals to regain credit(s).
- Hutto ISD will:
 - Evaluate all unexcused absences.
 - Provide interventions for students with attendance concerns.
 - Work to remove barriers for students and families with the ultimate goal for all students to graduate on time.

What is truancy in Texas?

- A school district is required to adopt truancy prevention measures under §25.0915.[17] If a student has three or more unexcused absences for three or more days or parts of days within a four-week period but less than 10 or more days or parts of days within a six-month period, the district shall initiate truancy prevention measures.
- Hutto ISD is required to:
 - Monitor students' attendance.
 - Notify students and parents of attendance concerns.
 - Educate students and parents about Hutto ISD attendance policies.
 - Inform students and parents of Texas laws regarding attendance.

Please see the Texas Education Agency [2022-23 Student Attendance Accounting Handbook](#) for more information.

What happens if unexcused absences continue for my child?

Truancy Commitment

After 6 unexcused absences you will be asked to meet with your student's campus Administrator to discuss their attendance and sign a Truancy Commitment.

Referrals to Truancy Court:

- Students under 12 - A Parent Contributing complaint may be filed which can result in a Class C Misdemeanor that carries a fine.
- Students over 12 - A Student and Parent Contributing complaint may be filed depending on the circumstances for the absences.

Possible Truancy Court Actions:

- Court Order to attend school, classes, programs, and/or workshops
- Court Ordered GED
- Court Assigned Monitor
- Mandatory Community Service
- Potential Fines for Parents and Students
- Suspension of Student's Driver's License



Together, we can ensure
your student's success!

2022-23
UNITED IN
EXCELLENCE
UNIDOS





HUTTOO | S D

