



Tolleson Union High School District

Attendance Review Timeline

- Step 1** – When a student reaches five (5) unverified absences, a letter is mailed home. This letter is generated by the Attendance Clerk or the Principal’s designee.
- Step 2** – When a student reaches eight (8) unverified absences a letter is generated by the Attendance Clerk or the Principal’s designee. The student will be called to the administration office and asked to sign a letter informing their parent/guardian of the eight (8) unverified absences. The Attendance Clerk or the Principal’s designee will mail the letter to the parent/guardian.
- Step 3** – When a student reaches thirteen (13) unverified absences, he/she will meet with an administrator and placed on an *Attendance Review Contract*. The administrator or their designee will contact the student’s parent/guardian by phone.
- Step 4** - Three (3) weeks before the end of the semester, an administrator or their designee will collect input from teachers concerning the grades earned by any student on an *Attendance Review Contract*. His/her input will be reviewed by an administrator to help determine whether or not the student will receive credit for any class in which they have accrued thirteen (13) or more unverified absences.
- Step 5** – An administrator will determine whether or not any student on an *Attendance Review Contract* will receive credit for any class in which they have accrued thirteen (13) or more unverified absences. If credit is to be withheld, an administrator will generate a letter informing the student and his/her parent/guardian that credit will be withheld and identify the class or classes in which credit will be withheld. An administrator will also contact the parent/guardian by phone. At that time, the parent/guardian will be offered the opportunity to appeal and an appointment for the appeal will be created.
- Step 6** – An attendance appeal will take place between an administrator, the student, and the parent/guardian. The student and parent/guardian will be allowed to share any new information concerning the reason for the student’s unverified absences. This step is the final appeal in the *Attendance Review Process*.
- Step 7** – Within 2 business days the administrator will generate a letter to the parent/guardian of the student with the outcome of the appeal.