

MENDI PEREZ
Secretary

BEN FRIELING
Principal

BRENDA FRIZELL
Registrar

ELECTRA HIGH SCHOOL

Telephone: 940-495-2218 Fax: 940-495-3303
400 East Roosevelt
ELECTRA, TEXAS 76360-2799



EISD Attendance Procedure

Beginning October 5, 2009 EISD will implement new protocol dealing with students that are truant. Truancy will be considered an unexcused absence (day or part of days) and will carry all penalties as such, in accordance with the Student Code of Conduct. Three unexcused tardies to a class equals one unexcused absence. When a student must be absent from school, the student—upon returning to school (within a 3 day period)—must bring a note, signed by the parent that describes the reason for the absence. Absences of 3 or more days will require a doctor's note. The school administration will make the final determination on absences to be excused. EISD's goal is to keep students in school and deter any unnecessary absences. The following procedure will be followed when a student is truant. EISD may also file with the court system when a student meets the below criteria.

1. EISD may file a complaint in a court of law against the parent and/or student if the student:
 - Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
 - Is absent on three or more days or parts of days within a four-week period.
2. The following consequences will be given to students when they have unexcused absences.

• 1 st unexcused absences	Warning letter sent home
• 2 nd unexcused absences	3 days ISS
• 3 rd unexcused absences	5 days ISS
• 4 th unexcused absences	7 days ISS
• 5 th unexcused absences	AEP

Once a student acquires more than 15 days of ISS the student will be sent to AEP.

Thank you for your cooperation. If you have any questions please contact your campus principal.