

To Whom It May Concern:

This document is to inform parents and students of the implications of the Texas Education Code in regard to attendance.

Texas Education Code 25.092 states that for a student to receive credit for a course taken, student must be in attendance for 90 percent of the days the class is offered.

The following guidelines are provided for your awareness of Texas Education Code 25.093 and 25.094:

- Please ensure that your student is not absent ten or more days, or parts of days, within a six-month period in the same school year
- Please ensure that your student is not absent on three or more days, or parts of days, within a four-week period in the same school year

Please ensure to provide the attendance office with documentation when a student is absent
(doctor notes, parent notes, etc.)

- It is requested that doctor notes be submitted in a timely manner
- Parent notes and other similar documentation must be submitted within five school days from the day the student returns to school (the day the student returns to school counts as one day)
- Students are allowed ten (10) parent notes per year for excused absents.
- Documentation may be submitted by paper notes delivered to attendance clerk or by email. When submitting documentation via email, send documentation to **hsattendance@hudsonisd.org**

If a student/parent violates Texas Education Code 25.093 or 25.094, Hudson High School is required to take action in accordance with Texas Education Code 25.0951.

If there are any questions in regards to this information please contact the High School front office at 936-875-9232

With regards,

Hudson High School Administration