



Checklist

Student _____ School _____

Grade Level _____ D.O.B. _____

Parent / Guardian _____

Address _____ Phone _____

- _____ 1. Student has 3 or more days or parts of days-unexcused voluntary absences.
- _____ 2. Student has 10 or more days or parts of days-unexcused voluntary absences within a six month period.
- _____ 3. Attendance Notice
- _____ 4. Parent conference documentation
- _____ 5. Court warning notice
- _____ 6. Attendance contract
- _____ 7. Referral to Attendance Office
- _____ 8. Attendance record (sworn affidavit)
- _____ 9. File of unexcused absences
- _____ 10. Probable cause complaint filed _____ Date _____

Documentation prepared by _____ Date _____



Attendance Notice

Date of Notice: _____

Dear Parent or Guardian:

_____ has been absent from school for 3 days or parts of days within a four week period without proper excuse. As the legal parent or guardian of this student, you are responsible for his / her attendance at the school in which he / she is enrolled.

As per Texas Compulsory Attendance Law (T.E.C.25.085) and (T.E.C.25.087) failure to comply will result in legal prosecution. The penalties for violating these laws are:

- a. Court Costs
- b. \$500 fine
- c. Parent would be required to attend school all day with child
- d. Student would be required to work on community service hours
- e. Student & parent would be court ordered to attend counseling classes

State Law (SB 1432) further requires that you immediately schedule a conference with school officials at _____ to discuss attendance problems. Furthermore, on the 10th unexcused absence we must send your child's name to Justice Court for prosecution and the above sanctions may be imposed. Please call _____ so we may work together to insure this student receives an education.

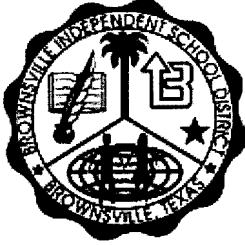
Sincerely,

Campus Principal

White copy – Parent
Yellow copy – Attendance Office
Pink copy Campus

Acknowledgement of Receipt Date

BISD does not discriminate on basis of race, national, origin, sex, religion, age, or disability in employment or provisions of services, programs or activities.



Aviso de Asistencia

Fecha de Aviso: _____

Estimado Padre o Guardián:

_____ ha estado ausente de la escuela por 3 días o partes de los días en un periodo de cuatro semanas sin justificación. Como padre o guardián de este estudiante, usted es responsable de que él / ella atienda a la escuela a la cual él / ella está inscrito.

Según la Ley de Asistencia Obligatoria de Texas (T.E.C.25.085) y (T.E.c.25.087) la falta de obedecer resultara en enjuiciamiento legal. Las penalidades por violar estas leyes son:

- a) Costos de Corte
- b) \$500 de multa
- c) Se le puede requerir al padre que vaya a la escuela todo el día con el niño
- d) Se le puede requerir al estudiante que trabaje horas en servicios comunitario
- e) La corte les puede ordenar al estudiante y al padre que asistan a clases de consejos

La ley del Estado (SB 1432) además requiere que usted inmediatamente fije una cita para una conferencia con los funcionarios escolares en _____ para discutir las problemas de asistencia: además, después de la decima (10) ausencia sin excusa, nosotros debemos de mandar el nombre de su niño a la Corte de Justicia para enjuiciamiento y se le puede imponer los castigos arriba mencionados. Favor de llamar _____ para que podamos trabajar juntos para asegurar que este estudiante reciba una educación.

Sinceramente,

Director de la escuela

Copia blanca – Padres
Copia amarilla – Oficina de Asistencia
Copia rosa – Escuela

Fecha de confirmación

BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, o incapacidad en el empleo o en la provisión de servicios o actividades.

Brownsville Independent School District

Court Warning Notice

TO PARENTS OR PERSONS STANDING IN PARENTAL RELATION TO CHILDREN

TO: _____ Date: _____

This is to notify you that the children, whose names are listed below and to whom you stand in parental relation, are required by law to be enrolled in and attend the Brownsville Independent School District the full compulsory attendance term (T.E.C. §25.085). A child required to attend may be excused for temporary absences resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the child is enrolled [T.E.C. §25.087 (a)].

Failure to comply with these laws immediately will result in legal prosecution and will subject you, if convicted, to a fine of not less than eighty dollars (\$80) for the first offense and not less than eighty dollars (\$80) nor more than five hundred dollars (\$500) for a subsequent offense. Each day that the child remains out of school after the warning has been given or the child ordered to attend school by the juvenile court may constitute a separate offense. If the court probates the sentence, the court may require the defendant to render personal services to a charitable or educational institution as a condition of probation. If you have any questions, please contact me at (956) _____. [T.E.C. §25.093 (b)]

NAMES OF THE CHILDREN	STUDENT I.D. #	AGE

Signed: _____

ATTENDANCE LIAISON/OFFICER

Received by: _____

BISD does not discriminate on basis of race, color, national origin, gender, religion, age or disability in employment or provisions of service, programs or activities.
BISD no discrimina a base de raza, color, origen nacional, genero, religión, edad, o incapacidad en el empleo o en la provisión de servicios o actividades.

Student: _____ D.O.B. _____
Address: _____
Parents: _____
Address: _____

**THE STATE OF TEXAS
COUNTY OF CAMERON**

BEFORE ME, the understanding authority, on this day personally appeared

_____, who being by me first
(Name of Principal or Assistant Principal)
duly sworn, upon Oath deposes and says:

My name is _____, and I am the
Principal, assistant principal of _____,
(Name of school)
located at _____ Brownsville _____,
(Address) (City)
Cameron County, Texas

On or about the _____ day of _____ 20____,
_____ was enrolled at our
(Student Name) (DOB)
school, Since that date the said _____
(Name of Student)

has been absent from school without excuse on the following date and times.

- August
- September
- October
- November
- December
- January
- February
- March
- April
- May

Principal or Assistant Principal

SUBSCRIBED AND SWORN TO BEFORE ME, by the said _____

On this _____ day of _____

Notary Public in and for Cameron County

Commission Expires: _____

**AFFIDAVIT FOR PROBABLE CAUSE-THWARTING COMPULSORY ATTENDANCE Sec.25.093
Educ.Code**

THE STATE OF TEXAS

COUNTY OF CAMERON

I, _____, being duly sworn, upon oath state that I have good reason to believe and do believe and charge before the making of this complaint, that:

On or about _____, 19__, in Cameron County, Texas, _____, Defendant _____ a parent of/person standing in parental relation to a child born on _____ and who is required to attend school, did with criminal negligence, fail to require the child to attend _____ School, as required by law, after having been warned in writing on _____, 19 __, by _____, an Attendance Liaison and / or Attendance Officer, that attendance must be immediately required.

Affiant is duly employed by _____ Independent School District and is charged with the duties of Attendance Officer.

Affiant examined the records of the District. These records reflect that defendant is the parent of/is a person standing in parental relation to the Child; that the Child resides in the District, that the Child is required to attend school; and that on _____, the parent was warned, in writing that the Child's attendance in school must be immediately required.

The records also reflect that the child was absent on the following days:

(indicate 3 or more days or parts of days in a 4 week period, or 10 or more days or parts of days in a 6 months period); that no reason for the absences was provided to the school by the parent or other person standing in parental relation to the child; that the records of the School contain no excuse; and that each of said absences was not excused.

Affiant investigated the circumstances of the parent and child and found the:

Affiant

SWORN TO AND SUBSCRIBED BEFORE ME ON

NOTARY PUBLIC, State of Texas

BISD does not discriminate on basis of race, national origin, sex, religion, age, or disability in employment or provisions of services, programs or activities.

CAUSE NO. _____

IN THE MATTER OF

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§
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IN THE JUSTICE COURT

PRECINCT 2, PLACE 2

CAMERON COUNTY, TX

_____, a child,

16 Years OR Younger

COMPLAINT: FAILURE TO ATTEND SCHOOL
EDUCATION CODE 25.094

IN THE NAME AND BY AUTHORITY OF THE STATE OF TEXAS:

BEFORE ME, the undersigned authority, on this day personally appeared _____, who after being first by me duly sworn upon oath deposed and stated as follows:

Affiant is employed by the **BROWNSVILLE INDEPENDENT SCHOOL DISTRICT** and is a credible witness who maintains the records of the school in the regular course of the duties of employment, or has examined the attendance records kept by the attendance clerk at _____ School. Affiant has good reason to believe, and does believe, that beginning on _____, and continuing through _____ and before the making and filing of this complaint, and within the boundaries of Cameron County Justice of the Peace Precinct 2, that _____, a Child who is within the compulsory school attendance ages required by the Texas Education Code, whose date of birth is _____, and who resides at _____, and mailing address is _____ and whose parent or person standing in parental relation to said Child is: _____; and which the Child is not exempt from attendance, has failed to attend school for the amount of time required by the Texas Education Code and Texas Family Code 51.03, to wit:

_____ Ten or more days or parts of days in six-month period starting _____ and ending _____
_____ Three or more days or parts of days in a four-week period starting _____ and ending _____

In violation of **Texas Education Code** Section 25.094, Failure to Attend School.
Against the peace and dignity of the state.

Individual's Age: _____ Individual's phone: _____ Individual's gender _____
Written warning date: _____ Parents work phone # _____ Parent's Phone # _____

Signature of Affiant School District

SWORN TO & SUBSCRIBED before me on the _____ day of _____, _____

(Seal)

Notary Public, State of Texas

CAUSE NO. _____

Probable Cause Affidavit in Support of Complaint Against a Child for Failure to Attend School

"I, the undersigned Affiant, Being duly sworn upon oath, state that I have good reason to believe and do believe before the making of this statement that I am employed by the **BROWNSVILLE INDEPENDENT SCHOOL DISTRICT** and was so employed and acting in the capacity in the Justice of the Peace Court, Precinct 2 Cameron County, Texas, on the dates indicating on the Complaint Against an Individual for Failure to Attend School, when the above named defendant failed to attend school as required by section 25.085 of the Texas Education Code, for the amount of time specified under Section 51.03 of the Family Code, and was not excused under Section 25.086 of the Education Code. The Defendant was at least 6 years of age and less than 18 years of age or 18 years of age and voluntarily attended at least 1 day of school after their 18th birthday. I base this belief on my personal knowledge and investigation, which included review of the child's school attendance record, a copy of which is attached to the complaint."

Signature of Affiant School District

SWORN TO & SUBSCRIBED before me on the _____ day of _____, _____

(seal)

Notary Public, State of Texas

CAUSE NO. _____

STATE OF TEXAS

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IN THE JUSTICE COURT

VS.

PCT. 2, PL. 2

CAMERON COUNTY, TEXAS

17 Years of Age or Older-Defendant

**COMPLAINT: FAILURE TO ATTEND SCHOOL
EDUCATION CODE: 25.094**

IN THE NAME AND BY AUTHORITY OF THE STATE OF TEXAS:

BEFORE ME, the undersigned authority, on this day personally appeared _____, who after being first by me duly sworn upon oath deposed and stated as follows:

Affiant is employed by the **BROWNSVILLE INDEPENDENT SCHOOL DISTRICT** and is a credible witness who maintains the records of _____ school in the regular course of the duties of employment, or has examined the attendance records kept by the attendance clerk at _____ School. Affiant has good reason to believe, and does believe, that beginning on _____, and continuing until _____ before the making and filing of this complaint, and within the boundaries of Cameron County Justice of the Peace Precinct 2, that _____, an Individual who is within the compulsory school attendance ages required by the Texas Education Code, whose date of birth is _____, and who resides at _____, and mailing address is _____ and whose parent or person standing in parental relation to said Individual is: _____; and which the Individual is not exempt from attendance, has failed to attend school for the amount of time required by the Texas Education Code, and Texas Family Code, to wit:

_____ Ten or more days or parts of days in six-month period starting _____ and ending _____
_____ Three or more days or parts of days in a four-week period starting _____ and ending _____

In violation of Texas Education Code Section 25.094, Failure to Attend School, and or the Texas Family Code **51.03** Against the peace and dignity of the state.

Individual's Age: _____ Individual's phone: _____ Individual's gender _____
Written warning date: _____ Parents work phone # _____ Parent's mobile number _____

Signature of Affiant School District

SWORN TO & SUBSCRIBED before me on the _____ day of _____, _____

(Seal) _____
Notary Public, State of Texas

CAUSE NO. _____

Probable Cause Affidavit in Support of Complaint against an Individual for Failure to Attend School

"I, the undersigned Affiant, Being duly sworn upon oath, state that I have good reason to believe and do believe before the making of this statement that I am employed by the **BROWNSVILLE INDEPENDENT SCHOOL DISTRICT** and was so employed and acting in the capacity in the Justice of the Peace Court, Precinct 2, Cameron County, Texas, on the dates indicating on the Complaint Against an Individual for Failure to Attend School, when the above named defendant failed to attend school as required by section 25.085 of the Texas Education Code, for the amount of time specified under Section 51.03 of the Family Code, and was not excused under Section 25.086 of the Education Code. The Defendant was at least 6 years of age and less than 18 years of age or 18 years of age and voluntarily attended at least 1 day of school after their 18th birthday. I base this belief on my personal knowledge and investigation, which included review of the child's school attendance record, a copy of which is attached to the complaint."

Signature of Affiant School District

SWORN TO & SUBSCRIBED before me on the _____ day of _____, _____

(seal) _____
Notary Public, State of Texas

THE STATE OF TEXAS

CAUSE NO. _____

IN THE JUSTICE COURT

V.S.

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PRECINCT 2, PLACE 2

DEFENDANT (PARENT/GUARDIAN)

CAMERON COUNTY, TEXAS

PARENT CONTRIBUTING TO NONATTENDANCE
EDUCATION CODE 25.093

Before me, the undersigned authority, on this day personally appeared Affiant, who after being by me duly sworn, on oath deposes and says that he/she does believe that in the Justice of the Peace, Precinct 2-2 Cameron County, Texas, on the date indicated below, which was before the making and filing of this Complaint, the defendant/parent (or person standing in parental relation) of the below named Individual being of the age indicated below, was duly warned in by the school district's proper attendance officer, that the individual's attendance at school, at school was immediately required, and did then and there, with criminal negligence, fail to require said individual to attend school as required by law, said child not being lawfully exempt nor properly excused from school attendance; and the individual has unexcused voluntary absences from school, as listed in the school's attendance record attached and made a part of this Complaint which were since the date of the written warning, and such absences were for the amount of time specified under Section 51.03 of the Family Code and the Texas Education Code 25.093; said Affiant being an attendance officer or authorized representative of the school district with personal knowledge of the attendance records of the student in the precinct in which the defendant resides or in which the school district is located;

Against the peace and dignity of the State.

Parent's Name: _____ Hm. Ph# _____ Wk. Ph#: _____ Mobile # _____
Home Address: _____ City/Zip _____
Mailing Address: _____ City/Zip _____
Parent's TX DL#: _____ Student's Gender (M/F): _____ Student's D.O.B. _____ Student's age _____
Student's Name: _____ **Written Warning Date:** _____
School Name: _____ School Phone Number _____
School Street Address/City/Zip: _____

Signature of Affiant

School District

SWORN TO & SUBSCRIBED before me on the _____ day of _____, _____

(Seal)

Notary Public, State of Texas

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CAUSE NO. \_\_\_\_\_

**Probable Cause Affidavit in Support of Parent Contributing to Nonattendance**

"I, the undersigned Affiant, being duly sworn upon oath state that I have good reason to believe and do believe before the making of this statement that I am the Affiant, employed by the **BROWNSVILLE INDEPENDENT SCHOOL DISTRICT** and was so employed and acting in that capacity on the above indicated dates in Justice of the Peace Precinct 2 of Cameron County, Texas, when the above named Defendant violated Section 25.093 of the Texas Education Code, with criminal negligence by failing to send the above named student to attend school as required by law **after having been duly WARNED IN WRITING on the date indicated above.** The child was not lawfully exempt and was not properly excused from school attendance and was at least 6 years of age and less than 18 years of age, or attended school for at least 1 day after the student's 18<sup>th</sup> birthday. I base this belief on my personal knowledge and investigation which included review of the individual's school attendance record, a copy of which is attached to the complaint."

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
School District

SWORN TO & SUBSCRIBED before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Notary Public, State of Texas