FRISCO INDEPENDENT SCHOOL DISTRICT

**Early Childhood School**

**10330 Red Cedar Drive**
**Frisco, TX 75035**
**469.633.3825**
**469.633.3835 (Fax)**

**Melissa Ellis**
*Principal*

**Cami Patzkowski**
*Assistant Principal*

**Whitney Briggs**
*Assistant Principal*

**Orli Mascarro**
*Counselor*

**Margaret Hoyt**
*Secretary*

**Veronica Mueller**
*Data Processor*

**Karon Rogowski**
*Receptionist*

**Patricia Diaz**
*Receptionist*

Dear Parent/Guardian,

Welcome to the Early Childhood School (ECS). Our hope is that your experience here is educational and pleasant for you and your child. We would like to make you aware of the Texas Attendance Laws as it pertains to compulsory attendance for students enrolled at ECS. The intent of this letter is to help you stay informed about school attendance and to avoid any truancy issues throughout the school year. The law states that any/every child attending public school is required to attend 90% of the school days scheduled for each school year. This year to help you stay informed and current on your child's attendance, warning letters from Frisco ISD will be sent out on the 3rd and 7th tardy or unexcused absence. For example, if John Doe has a combination of one tardy and two unexcused absences, his parent/guardian will receive their first warning letter. The second warning letter could have any combination of unexcused absences and tardies adding up to seven.

If a student is tardy or absent from school 10 days or parts of days within a six month period in the same school year or three or more days or parts of days within a three week period **(tardies are considered parts of days as are checking students out of school early)**, the parent/guardian of the student will/could be subject to legal action under the Texas Education Code 25,093. **Absences due to extended trips or vacations will always be unexcused.**

A parent/guardian of a school age child (which includes PPCD, Head Start, Speech, and Pre-Kindergarten) has the responsibility to assure that their child attends school regularly. If your child is absent due to illness, an email sent to earlychildhood@friscoisd.org or a written note sent to the ECS' office within three school days from the day your child returns to school will excuse the absence. **Please do not send written absence notes to the classroom teacher.**

Again, it is our intention to help parents, guardians, and students have a pleasant school year free from any problems or concerns involving attendance. If you have any questions regarding attendance, please contact the ECS office at 469-633-3825 and we will be happy to answer any of your questions. **Please sign your name, print your child's name, and his/her teacher's name on the lines provided below before returning this form to your child's teacher.**

Sincerely,

*Melissa Ellis*

Early Childhood School

***Parent Acknowledgement Form for ECS Truancy Guidelines***

My signature below notes that I have read and agree to comply with the ECS Truancy Guidelines set forth in this letter.

_____ _____
Parent's Signature Student's Name (Please Print)

_____ _____
Teacher's Name (Please Print) Date