

**July 22, 2009**

**Memo To:** All Principals

**From:** Lane Ladewig  
Division Director of Campus Operations PK-12

**Subject:** Attendance Committee and Placement Review  
Committee (PRC)

**Date for return - - Monday, September 11, 2009**

The Texas Education Code 25.092 requires that the Board of Trustees appoint one or more attendance committees. These committees will hear petitions for class credit by students who are in class fewer than 90% of the days the class is offered. **Classroom teachers shall comprise a majority of the membership of the Attendance Committee.**

A committee may give class credit to a student because of extenuating circumstances. Extenuating circumstances are defined in board policy FDD (Local). The size of the committee is not specified in the law but seems to require at least three (3) members. A campus may submit names for more than one attendance committee.

Please submit the names of your proposed Attendance Committee(s) to the Director Campus of Operations on the attached form by **Monday, September 10**. These committees will be submitted to the Board of Trustees for their approval.

Also required of each campus (37.003) is to establish a Placement Review Committee, a three-member committee to determine placement of a student when a teacher refuses the return of a student to the teacher's class and make recommendations to the district regarding expelled students. The faculty shall choose two teachers and one alternate. The principal shall choose one member from the professional staff of the campus. Please submit the names of your PRC by **Monday, September 11**, using the form attached.

**Irving I.S.D.  
Campus Attendance Committee  
Nomination Form  
2009- 2010**

**\*Attendance Committee must have a minimum of three (3) members with a majority being teachers.** For example, committees could be composed of 2 teachers and an administrator; or 3 teachers, an administrator, and/or a counselor; or 4 teachers and an administrator or counselor.

Campus: \_\_\_\_\_

Principal: \_\_\_\_\_

**Attendance Committee:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Attendance Committee:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

\*Attendance Committee must have a minimum of three (3) members with a majority being teachers. For example, committees could be composed of 2 teachers and an administrator; or 3 teachers, an administrator, and/or a counselor; or 4 teachers and an administrator or counselor.

**Campus**

**Placement Review Committee  
2009-2010**

Campus: \_\_\_\_\_

Principal: \_\_\_\_\_

**Placement Review Committee (PRC)**

\*Teacher Name: \_\_\_\_\_

\*Teacher Name: \_\_\_\_\_

\*Alternate Teacher Name: \_\_\_\_\_

Administrator Name: \_\_\_\_\_

**\*Teachers must be elected by the faculty of the campus.**

*§ 37.003. PLACEMENT REVIEW COMMITTEE. (a) Each school shall establish a three-member committee to determine placement of a student when a teacher refuses the return of a student to the teacher's class and make recommendations to the district regarding readmission of expelled students. Members shall be appointed as follows:*

*(1) the campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member; and*

*(2) the principal shall choose one member from the professional staff of a campus.*

*(b) The teacher refusing to readmit the student may not serve on the committee.*

*(c) The committee's placement determination regarding a student with a disability who receives special education services under Subchapter A, Chapter 29, is subject to the requirements of the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.) and federal regulations, state statutes, and agency requirements necessary to carry out federal law or regulations or state law relating to special education.*

*Added by Acts 1995, 74th Leg., ch. 260, § 1, eff. May 30, 1995.*

*Amended by Acts 2003, 78th Leg., ch. 1055, § 7, eff. June 20,*