

The seal of Kilgore Independent School District is circular, featuring the text "KILGORE INDEPENDENT SCHOOL DISTRICT" around the top and "ESTABLISHED 1906" around the bottom. In the center, it says "KILGORE INDEPENDENT SCHOOL DISTRICT" and "ESTABLISHED 1906".

## *Kilgore Independent School*

### *District*

*301 N. Kilgore Street*

*Kilgore, TX 75662*

*Phone: 903-988-3901 • Fax: 903-984-0571*

## **Truancy Information**

Regular attendance in school plays an important role in your child's education. The Kilgore Independent School District is introducing a Truancy Prevention Program to educate and encourage students to be in school every day. Daily attendance provides your child with the necessary tools to be successful in coursework. When your child receives an unexcused absence, this program could go into effect.

School Policy requires you to bring a note within 3 days after any absence and to follow the attendance procedures of your child's school. If you have an excessive number of absences, truancy coordinator, truancy manager, the assistant principal or attendance clerk may notify the student and parent that a medical note is required for all future absences. Doctors, Dentists, Orthodontists, therapists, etc. are excused with a medical note from the medical office for the period of time that the appointment occurred. If you fail to bring a medical note, the absence is unexcused.

The following will provide a summary breakdown of the Truancy Process for Kilgore Independent School District:

- After 2<sup>nd</sup> absence a phone call will be made to parent(s)/guardian(s)
- Letters will be mailed home on the 3<sup>rd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> absence
- Truancy Coordinator/Truancy Manager will communicate in person with the student upon his/her return to school to inquire about the absence and offer support
- Truancy Coordinator/Truancy Manager will request a conference with parent(s)/guardian(s) to strategize preventative measures to ensure the decrease of absences. (Conference requests will be made after 3<sup>rd</sup> absence and continue to be requested if the absences continue)
- Home visits will be conducted on a basis of need
- If absences persist, the process to file Truancy will be initiated

The Truancy Coordinator/Truancy Manager are here to be a resource and means of support to the parents, students, and community of Kilgore Independent School District.

If any questions arise, please do don't hesitate to contact your child's school for further information.

Cordially,

DaMesia Starling, M.Ed.  
District Truancy Coordinator

Danny Mitchell  
Truancy Manager

