

Attendance Officer

The Board has designated Campus Administrators to serve as the Attendance Officers of JUBILEE ACADEMIC CENTER (School).

Powers and Duties

The Attendance Officer(s) has the following powers and duties with respect to enforcement of compulsory school attendance requirements:

1. To investigate each case of a violation of the compulsory school attendance requirements referred to the Attendance Officer;
2. To enforce compulsory school attendance requirements by:
 - a. Referring a student to a juvenile court or filing a complaint against a student in a county, justice, or municipal court if the student has unexcused absences for the amount of time specified under Education Code 25.094 or under Family Code 51.03(b)(2); and
 - b. Filing a complaint in a county, justice, or municipal court against a parent who violates Education Code 25.093;
3. To monitor school attendance compliance by each student investigated by the Attendance Officer;
4. To maintain an investigative record on each compulsory school attendance requirement violation and related court action and, at the request of a court, the Board, or the Commissioner, to provide a record to the individual or entity requesting the record;
5. To make a home visit or otherwise contact the parent of a student who is in violation of compulsory school attendance requirements, except that the Attendance Officer may not enter a residence without permission of the parent or of the owner or tenant of the residence;
6. At the request of a parent, to escort a student from any location to a school campus to ensure the student's compliance with compulsory school attendance requirements; and
7. If the Attendance Officer has or is informed of a court-ordered legal process directing that a student be taken into custody, to contact the sheriff, constable, or any peace officer to request that the student be taken into custody and processed according to the legal process.