



Attendance Accounting Procedures Manual 2017-2018

Mount Pleasant Independent School District
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INTRODUCTION

Mt. Pleasant I.S. D

Attendance Accounting Procedures Manual

This manual is for all school district personnel who are involved in the student attendance accounting process. Per state law, every Texas school district is required to adopt an attendance accounting system, whether manual or automated, that includes procedures that ensure the accurate taking, recording and reporting of attendance accounting data. District staff must report attendance information through the Public Education Information Management System (PEIMS). The Texas Education Agency (TEA) uses this attendance data to determine the allocation of Foundation School Program (FSP) funds to Mount Pleasant ISD (MPISD).

As mandated by TEA, MPISD must have an attendance systems procedure manual in place that provides specific, detailed information on MPISD attendance accounting procedures. In order for the district to receive the maximum amount of funding for all students, to adhere to all attendance laws and regulations, and to ensure accuracy of records the procedures detailed in this manual must be followed. The following personnel must be aware of their individual responsibilities and must work together to assemble the required documentation.

The following positions at each campus are responsible for accuracy of attendance records:

Principal	Counselor
Assistant Principal	Attendance Clerk
Teacher	

General Rules

1. All entries and/or corrections to printed attendance documents must be made in ink. No pencil or white-out allowed.
2. Corrections to data must be documented and signed by the individual making the correction(s).
3. Under no circumstances should a student be allowed to take attendance on behalf of a teacher.
4. Official attendance will be taken as per attendance chart.
5. All MPISD staff must comply with the TEA *Student Attendance Accounting Handbook* and *PEIMS Data Standards*.
6. **Students who are on campus and in their classroom at the time attendance is taken must have their official attendance conducted and completed by a classroom teacher. Attendance may not be taken by students, classroom aides, or clerks. Using a 'sign-in' sheet to record attendance is not acceptable.**

Teacher Procedures

- Take attendance at the appointed snapshot time each day.
- **Sign and date the Teacher Attendance Report at the end of each six weeks.**
- Sign and date the Enrollment Verification Report at the end of the 1st and 4th six weeks.

Counselor and/or PEIMS Clerk Procedures

- Be responsible for student schedule changes in the student management software system.
- Notify appropriate teachers, assistant principals, and attendance clerks of schedule changes.
- Verify completed schedule changes. (The integrity of attendance rosters/records are compromised when scheduling changes are not maintained correctly and/or when incorrect dates are entered.)

Attendance Clerks

- Enter all attendance data in the student management software system on a daily basis.
- Contact parent/guardian to verify/documented absence reason as needed.
- Comply with all written campus/district attendance accounting procedures.

- o Override teacher absence code with updated (bottom line) verification/documentation. (If no office override, then teacher entry is reported to TEA.)
- o Run error scans and generate Official Daily Attendance Office Reports to verify attendance daily.
- o Sign, date, and maintain Official Daily Attendance Office Reports in chronological order.
- o Generate daily report of student(s) who have 3 or more consecutive absences as needed.
- o Generate and mail attendance letters for students who have accumulated 3 absences as needed.
- o **Generate and retain signed copies of the Teacher Attendance Verification Report at the end of each six weeks.**
- o Generate and signed copies of the Enrollment Verification Report at the end of the 1st and **4th six weeks.**
- o Generate Student Detail Reports and Campus Summary Reports every six weeks. Obtain principal signatures on reports at the end of each six weeks and one total at the end of the year.

Assistant Principals

- o Communicate with the attendance clerk when a discipline assignment results in out-of-school suspension (OSS) or in school suspension (ISS). Communicate 6 or more consecutive days of ISS placement for CTE students to the CTE Director.
- o CTE contact hours may **not** be claimed when a student receiving CTE services is placed in a disciplinary setting (e.g., in-school suspension or disciplinary alternative education program) for more than 5 consecutive days if the same amount and type of CTE services are not provided by a CTE teacher. After 5 consecutive days without CTE services being provided, district personnel must remove the student from the PEIMS 410 record for CTE contact hours' effective the first day of placement in the disciplinary setting. In other words, your district may place a student in a disciplinary setting for up to and including 5 consecutive days and continue to claim CTE contact hours even though no CTE services are provided to the student.

Campus Principal

- o Monitor timely implementation of district/campus attendance procedures.
- o Designate and provide training for a campus alternate attendance assistant to support the attendance process during any temporary absence of the attendance clerk. This person may be the District PEIMS Coordinator as needed.
- o Review the Campus Summary Reports and Student Detail Reports each six weeks for inconsistencies and/or any data totals with exceptionally high/low values.
- o Sign and date the reports at the end of the year verifying student data send copies to PEIMS Coordinator.

Special Program Directors/Coordinators

- o Review appropriate special program data and totals for accuracy at the end of each six weeks.
- o After reviewing/verifying special program data advise corrections to or acceptance of report to the District PEIMS Coordinator with the sign-off sheet.

Record Retention

All attendance records will be maintained at the campus for five (5) years in a secure location. The Records Officer for the district is responsible for the maintenance and security of the attendance accounting records. These records include:

- Student Detail Reports (SDR) (paper or CD)
- Campus Summary Reports (CSR) (paper or CD)
- Signature pages related to the SDR or CSR (paper or CD)
- Official Daily Attendance Reports (signed and in chronological order)

Enrollment Verification Reports (1st and 4th six-weeks)
Any sign-in/sign-out logs
Any attendance notes

Important Reminders

1. Refer to the *MPISD Board Policy- Attendance Definitions* FEA (LOCAL) for further information regarding MPISD attendance.
2. A parent or guardian has 3 days from the date of an absence (with a note, fax, or e-mail) to provide the school with documentation as to the reason for the absence. Failure to notify the school within 3 days will result in the absences converting to truancy for High School Students.
3. Students cannot be absent the first day of school/enrollment. The entry date is the first day the student was physically present at the official attendance time.
4. Attendance Clerks can enter attendance into *Teacher Access Center (for teachers who are absent)* as it (TAC) will date and timestamp the Attendance Clerk's user ID as the staff entering the attendance.
5. In *eSchoolPlus* (ESP) you always enter attendance as 'Office'.
6. NEVER delete the "Teacher" entry use the Office entry to correct any errors.
7. Intermediate, Jr. High and High school campuses will collect attendance for all periods. Enter present in Office entry if the student was marked absent in error by teacher and/or office entry.
8. *Tardies are not reported to TEA and discipline resulting from a student's excessive tardies is handled by each campus as deemed appropriate by the campus administrator.*

TEA Student Attendance Accounting Handbook

<http://ritter.tea.state.tx.us/school.finance/handbook/index.html>

MPISD Board Policy

<http://www.mpisd.net> (MPISD Board Policy)

Record Security

The student management software system housing the attendance data will only be accessible to authorized personnel. Access will be limited by individuals with proper user IDs and logins. Electronic backups will be maintained at the district level. The student management software system is backed up on a nightly basis.

MPISD ATTENDANCE CODES

MPISD Attendance Codes

Code	Description	Explanation	Documentation
A	Absent	No ADA-State Absence	
ABS	Absent Homebound	No ADA-State Absence	Homebound Teacher Record
AIS	Absent ISS	No ADA-State Absence	Parental Documentation
BRV	Bereavement	No ADA-State Absence	Parental Documentation
E	Excused Absence	No ADA-State Absence	Documentation received
EXP	Expelled	No ADA-State Absence	Discipline referral
MED	Medical Absence	No ADA-State Absence	Parental or medical documentation
PDA	Past Date Absence Submitted	No ADA-State Absence- Parent Note received after designated time frame	Parental documentation for absence received too late
PNA	Parent Note Absence	No ADA-State Absence	Parental documentation for absence received within designated time frame
S	Suspended	No ADA-State Absence- Out of school suspension. Not to exceed three days per offense	Discipline referral
U	Unexcused	No ADA-State Absence	Documentation not received for absence
ALT	Present Alternative School	No Loss of ADA	
CIT	Aquiring Citizenship*	No Loss of ADA - Student is to appear at gov't office to complete naturalization paperwork for application for US citizenship, including travel of 1 day to and 1 day from the site.	Correspondence from INS concerning appointment to appear for paperwork for naturalization or citizenship reasons
COL	College Days Maximum 2 Days per Year*	No Loss of ADA- For 11 th and 12 th grade students visiting prospective college	Documentation from institution visited
CRT	Court Appearance*	No Loss of ADA- Student must be required to appear in court	Documentation from court clerk naming the student and the date(s) he/she appeared in court

ELE	Election Clerk*	No Loss of ADA- Student is serving as an election clerk including travel 1 day to and 1 day from the site of service	Documentation from election clerk's office for the date serving.
EX	Extra-Curricular Activities*	No Loss of ADA - Student is participating in School District Activities with District Employee	District employee supply documentation to Attendance Clerk
F	Field Trip*	No Loss of ADA-Student is on a School Board approved trip with District School Staff	District employee supply documentation of trip to Attendance Clerk
HB	Homebound	No Loss of ADA- Student is being served by homebound teacher. Homebound teacher is reporting attendance to campus attendance clerk	Copy of homebound teacher's log
ISS	In School Suspension	No Loss of ADA - Student is sent to In School Suspension as part of a disciplinary action	Discipline referral
MEX	Medical Excuse*	No Loss of ADA -Student must begin classes or return to school on the same day of the medical appointment	Doctor's note
MOU	Tyler Juvenile Detention Center	No loss of ADA unless student is absent at TJAC- Student must attend classes at TJAC and Tyler will send bill to MPISD	Agreement signed with TJAC and MPISD
NAT	Naturalization Ceremony*	No Loss of ADA-Student is taking part in a US Naturalization oath ceremony including travel 1 day to and 1 day from	Documentation of student's taking his/her US Naturalization Oath
ONC	On Campus but out of Class	No Loss of ADA - Student is on campus but is not in their assigned classroom (i.e. in counselor's office)	Documentation from school staff to Attendance Clerk verifying student's location during attendance reporting
PRE	Present	No Loss of ADA - Student was originally marked absent; later determined the student was present	Documentation for correction needed to Attendance Clerk
REL	Religious Holy Day*	No Loss of ADA -Absent for the purpose of observing religious/holy days. Travel time is 1 day to and 1 day from; however, observance may be several days.	Statement from religious organization with the designation of the Holy Day observance naming student as a participant
SKC	Skipped Class	No Loss of ADA-Determined student was present but chose to skip class. Discipline action to be	Discipline Referral

		taken	
T	Tardy	No Loss of ADA -	Teacher document in TAC
TIS	Tardy In School Suspension	No Loss of ADA-Student Tardy reporting to ISS classroom	Teacher document in TAC
TST	Testing	No Loss of ADA-Student is at another location for testing purposes and is not counted absent	Testing Coordinator and/or Counselor sends written documentation to Attendance Clerk of student testing for MPISD

*Denotes a recognized or 'funded' absence.

Attendance Codes

Description	Code	Attendance Accumulator
Absent	A	Absent – NREC
Absent Homebound	ABS	Absent – NREC
Absent ISS	AIS	Absent – NREC
Acquiring Citizenship	CIT	Present – REC
Bereavement	BRV	Absent – NREC
College Days Maximum 2 Days	COL	Present – REC
Court Appearance - Required	CRT	Present – REC
Election Clerk	ELE	Present – REC
Excused Absence	E	Absent- NREC
Expelled	EXP	Absent – NREC
Extra-Curricular Activities	EX	Present – REC
Field Trip	F	Present – REC
Homebound	HB	Present – REC
In School Suspension	ISS	Present – REC
Medical-All Day Absence	MED	Absent – NREC
Medical-Present & went to DR	MEX	Present – REC
Naturalization Ceremony	NAT	Present – REC
On Campus but out of Class	ONC	Present – REC
Parent Note Absence	PNA	Absent – NREC
Past Date Absence Submitted	PDA	Absent – NREC
Present	PRE	Present- REC
Present at Alternative Campus	PLT	Present – REC
Religious Holy Day	REL	Present – REC
Skipped Class- Present at School	SKC	Present – REC
Suspended	S	Absent – NREC
Tardy	T	Present – REC
Tardy In-School Suspension	TIS	Present – REC
Testing- On Campus	TST	Present - REC
Truant	TRU	Absent – NREC
Unexcused	U	Absent – NREC

REC = Recognized as present

NREC =Not recognized as present

The alternative attendance-taking time for each applicable group, the students making up that group, and the attendance taken for the group each day must be documented for audit purposes.

An alternative attendance-taking time must not be used for any student who is scheduled to be on campus during the regular attendance-taking time.

3.6.3 Requirements for a Student to Be Considered Present for FSP (Funding) Purposes

For official attendance accounting purposes, “excused” and “unexcused absences” do not exist.

Students present at the official attendance-taking time are counted present for funding purposes. Note that having students sign in is not an acceptable method of taking attendance. With the exception of any reason listed in the following bulleted paragraphs, students who are absent at the official attendance-taking time are counted absent for funding purposes.

Students who are on campus at the time attendance is taken but who are not in their assigned classroom are considered in attendance for FSP purposes provided they were with a campus official (nurse, counselor, principal, etc.). Class admit slips or other documentation supporting that a student was with a campus official must be retained for audit purposes. Documentation from an electronic, radio-frequency, “smart card,” or similar tracking system that indicates only whether a student monitoring device was on campus at a particular time is not acceptable documentation unless supported with documentation that the student was with a campus official.

Note: These attendance provisions do not apply to the OFSDP, the HSEP, or homebound programs (general education homebound, special education homebound, or compensatory education home instruction). For special attendance provisions that apply to these programs, please refer to the applicable sections of the handbook.

A student not actually on campus at the time attendance is taken may be considered in attendance for FSP purposes if the student:

- is enrolled in and attending off-campus dual credit program courses and is not scheduled to be on campus during any part of the school day.

Students who are enrolled in and attending an off-campus dual credit program course and are scheduled to be on campus during any part of the school day should have their attendance recorded while they are on campus. See [3.6.2.2 Alternative Attendance-Taking Time for Certain Student Populations](#) for instructions on how to record attendance for these students if they are not scheduled to be on campus during the official attendance-taking time.

- is enrolled full-time in TxVSN courses. See 12.2 Texas Virtual School Network (TxVSN) for information on recording daily attendance.

" 19 TAC §129.21(h)14)

Students who are enrolled in one or more TxVSN courses but attend part of the day at a regular campus and who are not scheduled to be on campus during the official attendance-taking time should have their attendance recorded during the part of the day they are on campus. See 3.6.2.2 Alternative Attendance-Taking Time for Certain Student Populations for instructions on how to record attendance for these students.

- is participating in an activity that is approved by your local school board and is under the direction of a professional staff member, an adjunct staff member, or a paraprofessional staff member of your school district. The adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.

Students participating in any activity that is not approved by your local school board or without certified district personnel supervision must be counted absent. For attendance to qualify for funding purposes, the professional staff member, adjunct staff member, or paraprofessional staff member must be accompanying the students as an official of your school district for the specific purpose of supervising the students and must be approved by your school board to supervise the activity. For example, students would be reported present if they are participating in 4H activities that are supervised by a county extension service agent who has been approved by the local school board as an adjunct staff member or a paraprofessional staff member of your school district.⁷³

- is participating, with local school board approval, in a short-term (for example, 5-day) class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD) at a location other than the student's campus.⁷⁵ The student must not be considered in attendance for FSP purposes on any day the student is traveling between the student's district and the location of the class but is not attending class. (However, travel days may be excused for compulsory attendance purposes. See 3.6.4 Excused Absences for Compulsory Attendance Purposes.) Your school district is responsible for obtaining documentation of the student's class attendance from the TSBVI or TSD.
- is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 TAC Chapter 74.
- misses school for the purpose of observing religious holy days, including traveling for that purpose.⁷⁶ Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student will observe the holy days. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.

⁷³ 19 TAC §129.210) (1)

County extension service agents are eligible to be considered adjunct staff members because they are required to have at least a bachelor's degree and are eligible for participation in the Teacher Retirement System of Texas. They are eligible for participation in the Teacher Retirement System because they are employed by the Texas Agrilife Extension Service, which is a member of the Texas A&M University System.

⁷⁵ 19 TAC §129.21(k)

⁷⁶ TEC, §25.087(b)(1)(A)

Your school district is responsible for determining what constitutes a religious holy day for purposes of excusing absences. The agency does not maintain a list of days that qualify as religious holy days for purposes of being considered in attendance for FSP purposes. However, we do provide the following guidance: To be considered a religious holy day, the day should be one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, camps, and mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days.

- is in grades 6 through 12 and misses school for the purpose of sounding "Taps" at a military honors funeral held in Texas for a deceased veteran.⁷⁷
- misses school for the purpose of attending a required court appearance, including traveling for that purpose.⁷⁸ Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is required to appear in court. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.

A court appearance is considered to be required if the law (federal or state) or the court mandates an appearance by the student in a criminal, civil, or traffic matter. Examples of required court appearances would be appearances in response to a jury summons in the name of the student, a subpoena in the name of the student, or a traffic ticket marked "You Must Appear" or "Court Appearance Required." Additional examples would be a student's appearance in court as a plaintiff or defendant or as the subject of a court proceeding, such as an adoption or custody proceeding. Acceptable forms of documentation include a copy of a pleading or other document filed with the court, a notice from the court clerk regarding a hearing or trial date, a jury summons, a subpoena, etc.

Important: Absences to meet with probation officers and other absences related to court-ordered activities *outside* the courtroom do not qualify as required court appearances. However, see the next bullet, related to court-ordered activities for students in the conservatorship of the DFPS.

- is in the conservatorship of the DFPS and misses school:
 - o to participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or 263, provided that scheduling the participation outside of school hours is not practicable" or
 - o to attend an activity under a service plan under the Texas Family Code, Chapter 263, Subchapter B⁸⁰.

The student may be considered in attendance for travel days for this purpose. Travel days for

⁷⁷TEC, §25.087(c)

⁷⁸TEC, §25.087(b)(1)(B)

⁷⁹TEC, §25.087(b)(1)(F)

⁸⁰TEC, §25.087(b)(1)(F)

which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is participating in the activity, appointment, or visitation.

- misses school for the purpose of serving as a student early voting clerk, if your school district has a policy allowing for this type of excused absence,⁸¹ or misses school for the purpose of serving as an election clerk or student election clerk⁸² Your school district may excuse a student's absence for this purpose for a maximum of 2 days in a school year.⁸³

A student may be considered in attendance for travel days related to an absence to serve as an election clerk or student election clerk but not for travel days to serve as a student early voting clerk. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is serving as an election clerk. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes. Travel days do not count toward the 2-days-per-school-year maximum.

To serve as a student election clerk or student early voting clerk, a student must:

- o be ineligible to serve as an election clerk under the Texas Election Code, §32.051(c);
- o be at least 16 years of age;
- o have the consent of the principal of the school the student attends;
- o be a US citizen; **and**
- o have completed any training course required by the entity holding the election.⁸⁴

To serve as an election clerk (as opposed to a student election clerk), a student must meet the requirements specified in the Texas Election Code, §32.051.

- misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for US citizenship, including traveling for that purpose.⁸⁵ Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site of the governmental office. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
- misses school for the purpose of taking part in the student's own US naturalization oath ceremony, including traveling for that purpose.⁸⁶ Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site of the ceremony. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.

"TEC, §25.087(b-1)

"TEC, §25.087(b)(1)(E)

"TEC, §25.087(e)

⁸⁴ Texas Election Code, §32.0511. and §83.012

⁸⁵; TEC, §25.087(b)(1)(C)

"TEC, §25.087(b)(1)(D)

- is temporarily absent because of a documented appointment for the student or the student's child that is with a health care professional licensed "to practice in the United States. A documented appointment with a health care professional includes an appointment of a student diagnosed with autism spectrum disorder with a health care practitioner" to receive a generally recognized service for persons with that disorder. To be considered temporarily absent, the student must begin classes or return to school on the same day of the appointment. The appointment should be supported by a document, such as a note from the health care professional.

The appointment must be a face-to-face consultation with a health care professional. A consultation over the phone or via video (telemedicine) is not considered an appointment with a health care professional.

- is in his or her junior or senior year of high school and misses school for the purpose of visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution." Your district 1) must not excuse for this purpose more than 2 days during a student's junior year and 2 days during a student's senior year and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a procedure for verifying students' visits to institutions of higher education.
- is absent to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. Your district is required to excuse up to 5 days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment.⁹⁴

Your school district must allow a student whose absence is excused for any of the previously listed reasons (with the exception of the first five reasons, for which this paragraph does not apply) a reasonable amount of time to make up school work missed on these days. If the student satisfactorily completes the school work, the day of absence is counted as a day of compulsory attendance.⁹⁵

If your school district excuses a student's absence for any of the previously listed purposes (counts the student as present for FSP purposes), the district must keep documentation related to the absence on file for audit purposes. Your school district should establish a local policy describing what constitutes acceptable documentation for each of the listed absences.

You can access the Texas Medical Board's searchable database of licensed physicians at http://reg.tmb.state.tx.us/OnlineVerif/Phys_NoticeVerif.asp.

"TEC, §25.087(b)(2)

See the Texas Insurance Code, §1355.015(b), for a description of the term *health care practitioner*.

Generally recognized services include, but are not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

TEC, §25.087(b-3) " 19

TAC §129.210) (3)

"TEC, §25.087(b-2)

"TEC, §25.087(b-4)

⁹⁵ TEC, §25.087(d)

Numerous absences, whether excused or unexcused, may jeopardize a student's ability to receive credit or final grades for classes (see the TEC, §25.092, for requirements related to minimum attendance for class credit or a final grade).

3.6.3.1 Early Graduation or Graduation Ceremonies and Attendance

Students Who Graduate Early: If a student has completed the requirements for a high school diploma before the last school day of the school year, the student is not eligible to continue to generate ADA for funding purposes for the remaining days of the school year. For example, if a high school's seniors graduate and receive their diplomas two days before the official end of the school year but return to school to "sign in" for those last two days, the students would not generate ADA for funding purposes for those days.

Students Who Have Not Yet Graduated but Who Have Attended Graduation Ceremonies: A student who attends a graduation ceremony before completing requirements for a high school diploma is eligible to continue to generate ADA funding as long as the student meets the minimum 2-through-4-hour requirement or is continuing to participate in an alternative attendance accounting program, such as the OFSDP. A senior who has attended graduation ceremonies before the end of the school year and who attends for the last days of the school year only to "sign in" has not met the minimum 2-through-4-hour requirement⁹⁶ for those days. A student must be provided the appropriate number of hours of instruction, be counted absent, or be withdrawn.

3.6.4 *Excused Absences for Compulsory Attendance Purposes*

A teacher, principal, or superintendent of the school in which a student is enrolled may excuse the temporary absence of the student for any reason acceptable to the teacher, principal, or superintendent. However, the student will not be counted as present for FSP (funding) purposes for the day(s) of the absence unless the absence is for one of the reasons specified in 3.6.3 Requirements for a Student to Be Considered Present for FSP (Funding) Purposes and meets applicable requirements.⁹⁷

Numerous absences, whether excused or unexcused, may jeopardize a student's ability to receive credit or final grades for classes (see the TEC, §25.092, for requirements related to minimum attendance for class credit or a final grade).

3.6.5 *Instruction Provided outside of the Regular School Day*

If selected students are required to attend school on Saturday to make up for absences, their attendance must not be counted for funding purposes (see 3.8.2 Makeup Days and Waivers for information on makeup days when all students are required to attend) (see also 3.6.4 Excused Absences for Compulsory Attendance Purposes). Also, for funding purposes, a student's attending school on a Saturday does not nullify any previously recorded absence.

If your school district provides instructional services for special education after school or on Saturday, the contact hours may be counted only if the services cannot be provided or are unavailable at any

⁹⁶ 19 TAC §129.21(g)

⁹⁷ TEC, §25.087

START OF SCHOOL

Attendance for the First Five (5) Days of School To Track No-Shows

These are the procedures to be followed for tracking student enrollment and attendance during the first five (5) days of the new school year. This will assist in identifying the no-show students.

1. Teachers will take attendance electronically or manually beginning the first day of school.
2. Attendance clerk will generate the attendance notification listing of absences for No-Shows verification in eSchoolPLUS.
 - a. This list will be the students who are no-shows and who will need to have a withdrawal date entered as of the first day of school. A student is never marked absent until they have been present for one day.
 - b. You will provide this list to your administrator and the registrar/data clerk responsible for input of entries/withdrawals.
 - c. Registrar will withdraw the No-Show student as of the first day of school, then add a new vector line with the new Entry Date on the first day the student is physically present.
 - d. All other absences for the first week of school will be cleared through appropriate execution of the Error Scan (see Daily Attendance Steps).

TEA RECONCILIATION

Enrollment/Membership Reconciliation 1st and 4th Six Weeks

Official TEA Requirement

The TEA Student Attendance Handbook mandates:

"Student membership from the teacher's roster is to be reconciled to the attendance accounting records at the end of the 1st and 4th six weeks reporting periods. The reconciliation is to verify that all students are reported on attendance records and that 'no show' students were purged from the attendance accounting system. District personnel are to develop a form to be used at the end of the 1st and 4th six weeks period to show the total number of students in membership in each teacher's class during the official attendance period. The total number of students in membership is to be reconciled to the total number of students listed in attendance accounting records. This document is to be certified by the district PEIMS coordinator and his/her supervisor by signature."

Each campus principal will ensure that the following procedures are completed at the end of the 1st and 4th six weeks. Principals are held accountable for data accuracy and required campus reports every six weeks.

Processes:

Reconciliations must be completed by the 5th working day following end of the 1st and 4th six weeks.

Elementary:

1. Be sure all homerooms are set correctly
2. Be sure all enrollments and withdrawals have been processed.
3. Generate Enrollment Verification Reports.
4. Generate Student Detail Report (SDR)/ ADA/ADM Report or COGNOS.
5. Balance signed Enrollment Verification Report to SDR and/or to COGNOS Reports
6. Send signed copy of Six Weeks Verification Form and COGNOS Report to the PEIMS Coordinator by 5th working day following the end of the six weeks.
7. Retain all copies of Enrollment Verification Reports at the campus for five (5) years.

Secondary:

1. Be sure all student schedules are current prior to verifying enrollment.
2. Be sure all enrollments and withdrawals have been processed.
3. Generate the Enrollment Verification Report Status Reports.
4. Generate SDR ADA/ADM or COGNOS Report.
5. Balance signed Enrollment Verification Report to SDR and/or to COGNOS Report.
6. Send signed copy of the Six Weeks Verification Form, teacher check-off list and COGNOS Report to the PEIMS Coordinator by the 5th working day following the end of the six weeks.
7. Retain all copies of the End-of-Day Teacher Status Reports at the campus for five (5) years.

MPISD Campus Procedures for TEA Enrollment Reconciliation

The **last Tuesday of the 1st and 4th Attendance Reporting Period** is designated as the day for completion of the TEA Enrollment Reconciliation procedure.

Use the Enrollment Verification Report in eSchoolPLUS for this Verification. The Menu Path is: Regulatory > Reports > Attendance > Enrollment Verification Report. The Criteria is: Your campus > Reporting Period (1 or 4) > As-Of-Date (corresponding date) > Scheduling Periods (Period 2 for all campuses except for High School which is period 3 and Wallace Period 4) > Include Teacher Signature (box checked) Task Report Name= Enrollment Verification Report > RUN. After the report builds it will be located in "My Recent Reports," print and distribute as per the below steps to follow.

Steps to Follow:

- 1) Distribute the Teacher Enrollment Verification Report on Monday, prior to the last Tuesday of the 1st and 4th Attendance Period, to each teacher /or sub that is in the classroom.
- 2) Announce to your staff prior to the enrollment verification date that this report must be completed on the designated Tuesday- for second period only or second period equivalent (this refers to half-day students) and third period for High School and 4th period for P. E. Wallace. On the designated Tuesday each teacher is to verify this information, list corrections if needed, sign where it says Teacher Signature, date it and return to you. Present or absent is not relevant- just enrollment count.
- 3) Go to COGNOS > eSchoolPLUS > Registration > Enrollment Totals > **A- TEA Reconciliation Required**, by 10:00 am the morning of the designated Tuesday and print the **{1} COGNOS report**. At the end of the Enrollment Verification Report there will be a **{2} List of teachers' names with Course number and Course Name and Student Count**. Check off each name as the report is received back to your office. The last page is the **{3} Campus report of Totals as of the designated Tuesday sign-off sheet**. This sheet must be signed by you and your campus principal.
- 4) Keep the teachers' individual sign-off sheets, a copy of the Teacher Totals sheet, a copy of the Totals as of the designated Tuesday sign-off sheet, and a COGNOS report. Place these with your current year attendance records for auditing purposes.
- 5) Send a copy of the three above numbered items to me. Do not forget to include the **COGNOS** report as this is the sheet that you must balance your numbers with. I do not need the individual teacher sheets.
- 6) Special Note: Remember Calendar 8 and Calendar 9 students will not appear on the teacher reports if the student does not have a schedule. You will add a calendar 8 and/or calendar 9 list to your collection and at the bottom of the Teacher Totals list add their numbers so that you will balance with the COGNOS report.

ATTENDANCE TIMES- MPISD

MPISD ATTENDANCE TIME FOR CAMPUSES

2017-2018

CDC

Attendance time: 10:00 am and 1:00pm

Early Release Attendance Time: 9:30am and 12:00 pm

Late Start Attendance Time: 10:30 am and 1:00pm

Testing/Final Exam Attendance Time: N/A

Elementary Campuses (Fowler, Brice, Sims and Corprew)

Attendance time: 10:00 am

Early Release Attendance Time: 10:00 am

Late Start Attendance Time: 10:30 am

Testing/Final Exam Attendance Time: 10:00 am

PE Wallace

Attendance time: 10:30 am

Early Release Attendance Time: 9:00 am Late

Start Attendance Time: 12:40 pm Testing/Final

Exam Attendance Time: 9:10am

Junior High

Attendance time: 9:15am

Early Release Attendance Time: 8:57 am

Late Start Attendance Time: 10:46 am

Testing Attendance Time: 8:15am

Final Exam Attendance Time: 9:26am

High School

Attendance time: 10:00 am

Early Release Attendance Time: 9:25 am

Late Start Attendance Time: 11:30 am

Testing Attendance Time: 8:30am

Final Exam Attendance Time: 10:00 am

Pep Rally Attendance Time: 9:55am

**TEA- ATTENDANCE,
ADMISSIONS, ENROLLMENT
RECORDS, AND TUITION**



1701 North Congress Avenue • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • tea.texas.gov

Michael Williams
Commissioner

August 11, 2015

TO THE ADMINISTRATOR ADDRESSED:

Re: Attendance, Admission, Enrollment Records, and Tuition

This letter summarizes important statutes relating to student attendance, public school admission, enrollment records, and tuition. Part I of the letter relates to compulsory attendance, Part II relates to attendance for course credit, Part III relates to public school admission, Part IV relates to enrollment records, and Part V relates to tuition. In each part, we have identified which statutes do or do not apply to open-enrollment charter schools.¹ We hope you will find this summary helpful as you begin the 2015-2016 school year.

I. Compulsory Attendance

The statutes described in this part apply to open-enrollment charter schools in addition to school districts.

Persons Subject to Compulsory Attendance

Under §25.085, compulsory attendance applies to students who are at least six years old as of September 1 of the applicable school year. The law requires a student to attend public school until the student's 19th birthday unless the student is exempt under §25.086.

Under §25.085(c), compulsory attendance also applies to students below the age for compulsory attendance during any period that the student is voluntarily enrolled in prekindergarten or kindergarten.

In addition, under §25.085(d), compulsory attendance applies to certain extended-year programs, tutorial classes, accelerated reading instruction programs, accelerated instruction programs, basic skills programs, and summer programs for students² subject to certain disciplinary removals.

¹ For additional information relating to open-enrollment charter schools, see the Charter Administrator Addressed letter regarding Admission, Enrollment, and Withdrawal.

² All statutory citations are to the Texas Education Code unless otherwise noted. The Texas Education Code and other Texas statutes are available at <http://www.statutes.jegis.state.tx.us>.

³ H.B. 2398, Acts of the 84th Legislature, Regular Session, 2015, effective September 1, 2015. All bills cited in this letter are available at <http://www.capitol.state.tx.us/>. The bills cited are currently in effect unless otherwise noted.

Compulsory attendance is enforced through §25.093 and new Chapter 65, Texas Family Code.⁴

Compulsory Attendance Exemptions

Section 25.086 lists the exemptions from compulsory attendance. Three of the exemptions are addressed below.

Expelled Students

The exemption from compulsory attendance for students who have been expelled applies only in a school district that does not participate in a mandatory juvenile justice alternative education program (JJAEP). With certain exceptions, counties with populations greater than 125,000 are required to have JJAEPs. In those counties, expelled students are subject to compulsory attendance. Expelled students must attend the JJAEP, if they are placed there, or another educational program provided by the school district. If an expelled student from a county that does not have a JJAEP moves to a county that has a mandatory JJAEP, the new school district may honor the expulsion under Chapter 37 but must assign the student to either the JJAEP or another educational program provided by the school district for expelled students. An open-enrollment charter school may deny admission to a student expelled from a school district if its charter so provides.⁹

Notwithstanding the above-described exemption from compulsory attendance, a school district has a continuing obligation under federal and state special education law to provide a free appropriate public education to a student with a disability who has been removed for disciplinary reasons from his or her current educational placement, regardless of the population of the county in which the school district is located.¹⁰

17year old in Preparation Course for High School Equivalency Examination!!

The exemption from compulsory attendance for a child attending a course to prepare for a high school equivalency examination who is at least 17 years of age applies if: 1) the child has the permission of the child's parent or guardian to attend the course; 2) the child is required by court order to attend the course; 3) the child has established a residence separate and apart from the child's parent, guardian, or other person having lawful control; or 4) the child is homeless. (For a discussion of the enrollment in a school district of children with separate residences or who are homeless see Pmi III, Admission.)

1-I.B. 2398, *d.* (See Judicial Enforcement page 4.)

⁵ The exemptions do not relieve a school district from its responsibility to provide a free appropriate public education to a child with a disability. §25.086(b).

⁶ A county with a population greater than 125,000 is not required to have a JJAEP if its population was 125,000 or less according to the 2000 federal census and the county enters into the memoranda of understanding required under §37.011(a-1).

⁷ Under §37.011(a-2), a county with a population greater than 125,000 is not required to have a JJAEP if the county has a population of 180,000 or less; is adjacent to two counties, each of which has a population of more than 1.7 million; and has seven or more school districts located wholly within the county's boundaries. This exception is currently applicable to Ellis County.

⁸ Under §37.011(a-3), a county with a population greater than 125,000 is considered to be a county with a population of 125,000 or less if the county has a population of more than 200,000 and less than 220,000; has five or more school districts located wholly within the county's boundaries; and has located in the county a juvenile justice alternative education program that, on May 1, 2011, served fewer than 15 students. The district must provide education services to expelled students as provided by §§37.011(a-4) and (a-5). This exception is currently applicable to Smith County.

^{*} Section 12.111(a)(5)(A).

^{***} 34 C.F.R. §300.530(d).

¹¹ As of the date of this letter, GED Testing Service, LLC, is the sole provider of high school equivalency testing in Texas. High school equivalency information is available at <http://tea.texas.gov/GED.html>

16year old in Preparation Course for High School Equivalency Examination

There is a separate exemption for a child attending a course to prepare for a high school equivalency examination who is at least 16 years old. This exemption applies if the child is enrolled in a Job Corps training program or the child is recommended to take the course by a public agency that has supervision or custody of the child under a court order. Under §65.103, Texas Family Code,¹² a truancy court¹³ that finds that a child who is at least 16 years of age has engaged in truant conduct¹⁴ may order the child to take a high school equivalency examination and to attend a preparatory course. These are the only conditions under which 16 year-olds are exempt from compulsory attendance due to attending a course to prepare for a high school equivalency examination. In addition, certain 16 year-olds may attend a high school equivalency program operated by a school district or open-enrollment charter school under §29.087.

Compulsory Attendance Enforcement; Persons under Age 19

Designation of School Attendance Officer

Under §25.088, the governing body of a school district or of an open-enrollment charter school may select an attendance officer to enforce the attendance of students. If an open-enrollment charter school does not select an attendance officer, §25.090 requires the county peace officers to perform the duties of an attendance officer with respect to students in the open-enrollment charter school.

Duties of School Attendance Officer

Section 25.091 lists the duties of a school attendance officer. The section lists separately the duties of attendance officers who are peace officers and the duties of those who are not peace officers. Please note that the statute authorizes an attendance officer to refer a student to truancy court only for "unexcused absences." Excused absences are not included in the number of absences required for a referral or complaint.¹⁵ In addition to enrolled students with unexcused absences, a school attendance officer's duties extend to persons within compulsory attendance age who are not exempt from compulsory attendance and are not enrolled in school.

Section 25.091(b-1) authorizes a peace officer who has probable cause to believe that a child is in violation of the compulsory school attendance law under §25.085 to take the child into custody for the purpose of returning the child to the child's school campus.¹⁶

An attendance officer is required to apply truancy prevention measures adopted by the district under §25.0915 and may make a referral to truancy court under §25.091 only if the truancy prevention measures fail to meaningfully address the student's conduct. Each referral must specify whether the student is eligible for or receives special education services and must be accompanied

¹² H.B. 2398, *supra*.

¹³ A list of courts designated as truancy courts is found in §65.004, Texas Family Code, as added by H.B. 2398, *supra*.

For the elements of truant conduct, see §65.003, Texas Family Code, as added by H.B. 2398, *supra*.

¹⁵ This issue is addressed further in an Administrator Addressed letter dated November 13, 2001. The letter can be found at <http://ritter.tea.state.tx.us/taallega/011113.html>. The analysis in the letter applied to enforcement provisions in §25.094 and in §51.03, Texas Family Code, prior to the effect of H.B. 2398, applies to §65.003, Texas Family Code, as enacted in H.B. 2398.

¹⁶ Additional statutes regarding delivery of a child to school by a law enforcement officer or a person authorized to take a child into custody include §§52.01(e), 52.02(a)(7), and 52.026(a), Texas Family Code.

by a statement from the student's school certifying that the school applied the truancy prevention measures and the measures failed to meaningfully address the student's school attendance.

Truancy Prevention Measures¹⁷

A school district is required to adopt truancy prevention measures under §25.0915.¹⁸ If a student has three or more unexcused absences for three or more days or parts of days within a four-week period but less than 10 or more days or parts of days within a six-month period, the district shall initiate truancy prevention measures. If the school determines that the student's absences are the result of pregnancy, being in the state foster program, homelessness, or being the principal income earner for the student's family, the district shall offer additional counseling to the student and may not refer the student to a truancy court. A district shall employ a truancy prevention facilitator or juvenile case manager to implement the truancy prevention measures. At least annually, the truancy prevention facilitator shall meet to discuss effective truancy prevention measures with a case manager or other individual designated by a truancy court to provide services to students of the district.

Section 25.095 requires school districts and open-enrollment charter schools to notify parents of attendance requirements at the beginning of the school year. An additional notice is required after a student has a certain number of unexcused absences. **Tardies are generally not considered absences** for purposes of compulsory attendance enforcement.¹⁹

Judicial Enforcement

Section 25.0951(a) and (b) provide two options for compulsory attendance enforcement.

The judicial process for truant conduct is governed by new Chapter 65, Texas Family Code.²⁰ Under §65.003, Texas Family Code, truant conduct is conduct committed by a student who is 12 years of age or older and younger than 19 years of age.²¹ A district may refer a student alleged to have engaged in truant conduct to a court designated as a truancy court under §65.004, Texas Family Code. A truancy court is required to dismiss a petition filed by a truant conduct prosecutor if the court determines that the district's referral does not meet certain conditions, including an accompanying statement regarding the district's application of truancy prevention measures and a statement regarding whether the student is eligible for special education services.²²

Under §25.0951(a), a referral for 10 or more unexcused absences within six months must be made within 10 school days from the date of the student's 10th absence. If a referral on which a petition for truant conduct is based is untimely, the court shall dismiss the petition unless the district has

¹⁷ In addition to the truancy prevention measures required in every district under §25.0915, committees in certain counties are required under §25.0916, as amended by H.B. 2398, *supra*, to adopt a uniform truancy policy not later than May 1, 2016, that establishes certain uniform policies and procedures for truancy cases in the county.

¹⁸ For requirements related to a district's truancy prevention measures see §25.0915(a-1) as added by H.B. 2398, *supra*. In addition, when rules are proposed under §25.0915(t) as added by H.B. 2398, they will be posted at [http://tea.texas.gov/About TEN Laws and Rules/Commissioner Rules <TACV Commissioner of Education Rules - Texas Administrative Code.](http://tea.texas.gov/About_TEN_Laws_and_Rules/Commissioner_Rules_TACV)

¹⁹ Sec letter referenced in footnote 15 and Op. Tex. Att'y Gen. No. DM-200 (1993).
<http://w\Y\l'.oag.state.tx.us/opinions/opinions/48morales/op/1993/pdf/dm0200.pdf>

²⁰ H.B. 2398, *supra*.

²¹ Section 65.002(a)(1) and 65.003, Texas Family Code, as added by H.B. 2398, *supra*.

²² Section 25.0915(c) as amended by H.B. 2398, *supra*.

delayed the referral because the district determines that truancy prevention measures are succeeding and the delay is in the student's best interest.²³

Section 25.093 is an offense for contributing to nonattendance, which is committed by a parent.²⁴ A district may file an action under that section in any justice precinct in the county in which the school is located or in which the person filed against resides.²⁵ Alternatively, an action may be filed in municipal court or, in a county with a population of 1.75 million or more, in a constitutional county court. Section 25.093 provides for the deposit of one-half of a fine collected under that section to the credit of the open-enrollment charter, JJAEP, or school district that the child attends.

It is an affirmative defense for both the parent and the student that an absence has been excused by a school official or the court.²⁶ For the student, there is also an affirmative defense for absences that are involuntary.²⁷ The affirmative defenses apply only if there are an insufficient number of absences remaining to constitute the offense or the truant conduct.

Attendance Enforcement: Persons Age 19 or Older

Under §25.085(e), a person who voluntarily enrolls in or attends school after the person's 19th birthday is required to attend each school day for the entire period the program of instruction for which the student is enrolled is offered. This requirement is not enforceable through §25.093 or Chapter 65, Texas Family Code. However, if the person has more than five unexcused absences in a semester, the school district may revoke the person's enrollment for the remainder of the school year subject to certain conditions.

After the third unexcused absence, the district must issue the person a warning letter stating that the person's enrollment may be revoked for the remainder of the school year if the person has more than five unexcused absences in a semester.²⁸ The revocation may not occur on a day that the person is physically present at school.²⁹ The authority to revoke enrollment does not override the district's responsibility to provide a free appropriate public education to a person who is eligible for special education services. Also, please note that a person whose enrollment is revoked under this provision is considered a dropout for accountability purposes. As an alternative to revocation, a school district may impose a behavior improvement plan under §25.0915(a-1) (1).³⁰

Section 25.085(f) authorizes the board of trustees of a school district to adopt a policy requiring a person described by Subsection (e) who is under the age of 21 to attend school until the end of the school year. However, §65.003(a), Texas Family Code, does not apply to a person subject to the policy.³¹

¹³ Sections 25.0915(c)(3) and 25.0915(d), as amended by H.B. 2398, *supra*.

For purposes of §25.093, "parent" is defined to include "a person standing in parental relation."

²⁵ Op. Tex. Att'y Gen. No. GA-0701 (2009). <http://www.wag.state.tx.us/opinions/slopinions/50abbott/op/2009/odf/!a0701.pdf>

¹⁶ Sections 25.093(11), and §65.003(c), Texas Family Code.

²⁷ Section 65.003(c), Texas Family Code.

Section 25.085(g), as added by H.B. 2398, *supra*.

¹⁹ Section 25.085(e), as amended by H.B. 2398, *supra*.

¹⁷ Section 25.085(h), as added by H.B. 2398, *supra*.

Section 25.085(t), as amended by H.B. 2398, *supra*.

Excused Absences

Section 25.087 relates to excused absences. Subsection (a) provides that a person required to attend school under §25.085 "may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the person is enrolled." As discussed under "Duties of School Attendance Officer", excused absences are not counted when determining the number of absences that trigger a referral or complaint for failure to comply with the compulsory attendance requirement.³²

Under §25.087(b)(1), a school district is required to excuse a student's absence for observance of a religious holy day, for attending a required court appearance, to appear at a governmental office to complete paperwork required in connection with the student's application for United States citizenship, to take part in a United States naturalization oath ceremony, for service as an election clerk, or for an activity that is either required by a service plan under Subchapter B, Chapter 263, Texas Family Code,³³ or ordered by a court under Chapter 262 or 263, Texas Family Code, if the child is in the conservatorship of the Department of Family and Protective Services (DFPS). The absence for the child in the conservatorship of DFPS for a court-ordered activity must be excused if it is not practicable to schedule the activity outside of school hours. The period of an excused absence under §25.087(b)(1) includes travel time.³⁴

Under §25.087(b)(2), a school district must excuse a temporary absence for the purpose of an appointment with a health care professional for the student or the student's child if the student comes to school the day of the appointment, either before or after the appointment. According to §25.087(b-3), an absence subject to this provision includes the temporary absence of a student diagnosed with autism spectrum disorder for an appointment with a health care practitioner³⁵ to receive a generally recognized service for persons with autism spectrum disorder.³⁷

Under §25.087(b-1), a school district may adopt a policy excusing a student's absence for service as a student early voting clerk. Section 25.087(e) limits the total number of absences excused to serve as a student early voting clerk or as an election clerk under §25.087(b)(1) to two days in a school year.

Under §25.087(b-2), a district may excuse the absence of a student who is a junior or senior for the purpose of visiting an accredited institution of higher education if the district adopts a policy to determine when an absence will be excused for that purpose and a procedure to verify the visit.

³² As discussed in Part II of this letter, excused absences are counted in determining whether a student is in compliance with the attendance requirements for class credit, but local policies under §25.092 regarding the award of class credit may take into account whether an absence is excused.

³³ S.B. 206, Acts of the 84th Legislature, Regular Session (2015).

³⁴ For student attendance accounting for state funding, the number of excused days for travel under §25.087(b)(1) is limited to not more than one day to and one day from the site of the applicable event. 19 T.A.C. §129.21(j)(3).

³⁵ See §1355.015(b), Texas Insurance Code, for a description of health care practitioner".

³⁶ Under §25.087(b-3), "generally recognized service" includes applied behavioral analysis, speech therapy, and occupational therapy.

³⁷ For absences under §§25.087(b)(2) and (b-3) of students with disabilities, further information is available in the Texas Education Agency (TEA) guidance document regarding temporary absences at http://tea.texas.gov/www.tea.state.tx.us/SPED_State_Guidance.aspx.

Under §25.087(b-4), a school district must excuse a student to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services³⁸ and has been called to duty for, is on leave from, or immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. The absence must be taken not earlier than the 60th day before the date of deployment or not later than the 30th day after the date of return from deployment. The total number of absences excused for this purpose may not exceed five days in a school year.³⁹

Under §25.087(c), a school district may excuse a student in grades 6 through 12 for the purpose of sounding "Taps" at a military honors funeral held in this state for a deceased veteran.

A student whose absence is excused under Subsections (b)-(c) described above, may not be penalized for the absence. Also, the district must allow the student a reasonable time to make up missed school work. If an absence is excused under §25.087(b)-(c) and the student successfully completes the missed school work, the student is included in average daily attendance for that day. A student may not be included in average daily attendance for an absence that is excused for a reason that is not included under §25.087 (b)-(c) except as provided by 19 T.A.C. §129.21(j) or (k).⁴⁰

II. Attendance for Course Credit

Section 25.092⁴¹ contains the provision of law commonly referred to as "the 90 percent rule," which applies to a student in any grade level from kindergarten through grade 12. **Section 25.092 does not apply directly to open-enrollment charter schools.** However, some open-enrollment charter schools have included "the 90 percent rule" in their charters.

Section 25.092 conditions credit or a final grade for a class on a student's attendance for at least 90 percent of the days a class is offered. A student who is in attendance for at least 75 percent, but less than 90 percent, of the days a class is offered may be given credit or a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements of the class. If the student is under the jurisdiction of a court in a criminal or juvenile justice proceeding, the student may not receive credit or a final grade by completing such a plan without the consent of the presiding judge. The board of trustees is required to appoint one or more attendance committees to hear petitions from students who do not earn class credit or a final grade through a plan approved by the principal. An attendance committee may give class credit or a final grade due to extenuating circumstances. The board is also required to adopt policies establishing alternative ways for such students to make up work or regain credit or a final grade lost because of absences.

Under §25.092, a district may establish ways to make up work or regain credit or a final grade that are workable in consideration of the circumstances. The section does not require that students

³⁸ Under Chapter 162, The Interstate Compact on Educational Opportunity for Military Children, "uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard, as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services.

³⁹ See also Chapter 162,

⁴⁰ The Texas Administrative Code (T.A.C.) is available at <http://ritter.tea.state.tx.us/rules/tac/index.html>.

⁴¹ Under §25.092(a-2), §25.092(a) does not apply to a student who receives credit by examination for a class under §28.023.

spend a certain amount of time in a "Saturday school" or other educational setting equal to time missed during regular school hours. The district should be prepared with other options that give the student a reasonable opportunity to make up work or regain credit or a final grade even under challenging circumstances, including excessive absences that occur late in the school year. Additionally, this law is not intended to penalize students for not attending a class before the student was enrolled in the class.⁴² Students, including migrant students or transfer students, who could not have attended a class before enrollment should not have the days of class that occurred before their enrollment counted against them for purposes of "the 90 percent rule". As with any other student, to receive credit a student who enrolls after instruction for the year or semester has begun is required to demonstrate academic achievement and proficiency of the subject matter as required under §28.021 and 19 T.A.C. §74.26.

If a district offers an educational program outside of regular school hours as a means for students to make up work and meet the level of attendance required under §25.092, a district may charge a fee for such an education program under §11.158(a) (15) and (h) with restrictions. The school district may assess the fee only if the student returns a form signed by the student's parent or other legal guardian stating that the fee would not create a financial hardship or discourage the student from attending the program. The fee may not exceed \$50. Also, under §25.092(b) and (f), the board must provide at least one alternative for making up work or regaining credit or a final grade that does not require a student to pay a fee under §11.158(a) (15). The availability of that alternative must be substantially the same as the availability of an educational program for which a fee is charged.

III. Entitlement to Admission

Section 25.001 applies to an **open-enrollment charter school** for the purposes of determining whether the student meets the residency requirements for the open-enrollment charter school's designated geographical boundary. Also, the eligibility standards for prekindergarten programs, summarized in this part, apply to an **open-enrollment charter school**. For more information regarding **open-enrollment charter school** admissions, please see the separate To the Charter Administrator Addressed letter relating to admission, enrollment and withdrawal.

Age Provisions

If a district legally admits a school age Texas resident, the district may include the student in its average daily attendance, unless the student is a high school graduate.⁴³ To be eligible, the student must be at least five years of age on September 1 of the applicable school year or at least three years of age and eligible for prekindergarten enrollment. Except as provided in the following paragraph, the student must be a person under the age of 21 on September 1 of the applicable school year who is not a high school graduate or a person who is at least 21 years of age and under 26 years of age on September 1 of the school year and has been admitted to complete the requirements for a high school diploma.

² Lee v. Tarkington L.S.D., 167-RS-293 (Comm'r Educ. 1993).

³ A student who has received a high school equivalency certificate, or who has been court ordered to obtain a high school equivalency certificate, is still eligible to enroll to complete the requirements for a high school diploma if the student chooses; provided all other eligibility requirements are met. See Section 3.3.10 of the Student Attendance Accounting Handbook at <http://tea.texas.gov/index2.aspx?id=25769817607>.

An individual who is eligible for special education services and is not a high school graduate is eligible for enrollment and funding through the end of the school year or until graduation, whichever comes first, if the individual is under the age of 22 on September 1 of the applicable school year. A student who is eligible for special education services, and who has graduated from high school in accordance with 19 T.A.C. §89.1070(b)(2)(A), (B), or (C) or (f)(3)(A), (B), or (C)

⁴⁴ but meets the age eligibility requirements, may receive additional educational services (and be eligible for enrollment and funding) if the student's admission, review, and dismissal (ARD) committee determines that services need to be resumed. A student with a disability who has graduated in accordance with 19 T.A.C. §89.1070(b)(1)(b)(2)(D), (f)(1), (f)(2), or (f)(3)(D) is not eligible for special education services under state or federal law or for the benefits of the Foundation School Program.⁴⁵

Residency or Other Status for Enrollment

An age-eligible student is entitled to admission if any one (or more) of the bases for admission in §25.001(b), (f), (g), or (g-1) apply to the student. Most, but not all, of the bases require that the student live in the district. It is important to consider that most students are entitled to enrollment in at least one district regardless of with whom they live. The exceptions under §25.001(d) apply only if the sole basis for the student's entitlement to enroll is as a minor living in a different district than the student's parent, guardian, or other person with lawful control under a court order (for discussion of these exceptions, see §25.001(b)(4) below). Please remember that, under the United States Supreme Court decision in Phyllis v. Doe, 102 S. Ct. 2382 (1982), a student's immigration status is not a permissible basis for denying admission to a public school.⁴⁶

Parent and Student in District

Section 25.001(b)(1) entitles a student to admission if the student and either parent reside in the district. Although this subdivision applies only if the student and parent reside in the same district, it does not require that they live at the same address. (For a student living in a different district, separate and apart from a parent, guardian, or other person having lawful control of the student under a court order, see §25.001(b)(4).)

Parent Only in District

Section 25.001(b)(2) entitles a student who resides in Texas but does not reside in the district to admission if 1) a parent of the child resides in the district and 2) the parent is a joint managing conservator, sole managing conservator, or possessory conservator of the child. This provision does not apply to all parents living apart from their children. **It** applies only if the parent is a joint managing conservator, sole managing conservator, or possessory conservator. Those designations

HAs of the date of this letter, proposed revisions to 19 T.A.C. §89.1070 are pending. Please visit <http://tea.texas.gov/AboutTEA/LawsandRules/CommissionerRulesITACV> Commissioner of Education Rules - Texas Administrative Code to access both proposed and adopted rules.

⁶ A joint letter issued by the U.S. Department of Justice and the U.S. Department of Education advises public schools to refrain from inquiring into students' citizenship or immigration status or that of their parents or guardians. The letter and additional information are available at <http://www.justice.gov/crt/aboutledu/documents/plvler.ptu;1>. Also, a U.S. Department of Education fact sheet regarding educational services for immigrant children, including recently arrived unaccompanied children, is available at <http://www.v2.ed.gov/policy/rights/guide/unaccompanied-children.pdf>.

are established by the order of a court in a suit affecting the parent-child relationship under Title 5 of the Texas Family Code. If the parent's relationship with the child has not been the subject of such a suit, this provision of §25.001(b) does not apply. The designation by a court of a parent as a joint managing conservator, sole managing conservator, or possessory conservator can occur under a number of different circumstances, but occurs most commonly in relationship to a divorce proceeding. A temporary order pending final disposition of a divorce action would qualify a student for enrollment under this provision.

Student and Guardian or Person with Lawful Control in District

Section 25.001(b)(3) entitles a student to admission if the student and the student's "guardian or other person having lawful control of the [student] under a court order reside within the school district." Although this subdivision applies only if the student and the guardian or other person having lawful control of the student under a court order reside in the same district, it does not require that they live at the same address. (For a student living separate and apart from a parent, guardian, or other person having lawful control of the student, see §25.001(b)(4).)

To determine a student's entitlement under §25.001(b)(3), a district must determine if a court order exists that identifies a guardian or other person with lawful control residing in the district. A child is entitled to admission if a court orders the placement of the child with a person or in a facility in the district or if, pursuant to a court order, an entity such as the DFPS or the Texas Juvenile Justice Department places a child in the district. If such a court order exists, the child is entitled to admission under this provision regardless of whether the student would be ineligible under the exclusions of §25.001(d), which are discussed below.

Student Only in District

Section 25.001(b)(4), by reference to §25.001(d), allows a student under 18 years of age to "establish a residence for the purpose of attending the public schools separate and apart from the [student's] parent, guardian, or other person having lawful control of the [student] under a court order. ..." ⁴⁷ However, the student's presence in the district may not be "for the primary purpose of participation in extracurricular activities." ⁴⁸ The district is not required to admit a student under §25.001(b)(4) and (d) if the student:

- (1) has engaged in conduct or misbehavior within the preceding year that has resulted in:
 - (A) removal to a disciplinary alternative education program (DAEP); or
 - (B) expulsion;
- (2) has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
- (3) has been convicted of a criminal offense and is on probation or other conditional release. ⁴⁹

⁴⁷ Section 25.001(d).

These exceptions apply only if a student is living in a different district than the student's parent, guardian, or other person with lawful control of the child under a court order. The exceptions cannot be used to prevent a student eligible for admission under a different provision of §25.001 from being enrolled, including homeless students. Please consult this entire part to determine if another basis for eligibility applies.

Proof of Residency

Under §25.001(d), "The board of trustees shall determine whether an applicant for admission is a resident . . . for purposes of attending the public schools" under that subsection and "may adopt reasonable guidelines for making a determination as necessary to protect the best interests of students (*emphasis added*)."⁵⁰

This ability to adopt guidelines should not be misinterpreted as the ability to redefine the legal concept of residency established by our state law. The traditional, basic residence criteria are living in the district and having the present intention to remain there. See, Martinez v. Bynum, 461 U.S. 321,330-333 (1983), Arredondo v. Brockette, 648 F.2d 425 (5th Cir. 1981). The board of trustees' authority is to provide guidelines that will enable a student to substantiate his or her residency and enable the board to determine if the student is a resident of the district. Residency is not defined by an address on a driver's license, a signature on a lease, or the address on a utility bill. These are indicators that may expedite verifying residency, but the absence of such indicators is not conclusive that the student is not a resident. Furthermore, the fact that a student is living in a household that is leased or owned by someone outside the student's immediate family may be an indicator that the student is homeless and entitled to admission under §25.001(b)(5).

Homeless Student

Section 25.001(b)(5) entitles a person who is "homeless" under 42 U.S.C. §11302 to admission "regardless of the residence of the person, of either parent of the person, or of the person's guardian or other person having lawful control of the person." Therefore, a person who is homeless is entitled to admission in any Texas school district.⁵¹ The definition in 42 U.S.C. §11302 is similar, but not identical, to the definition of "homeless children and youths" enacted in the federal No Child Left Behind (NCLB) legislation in 2002. As the definition in the NCLB legislation applies specifically under federal law to the enrollment of homeless children and youth, the Texas Education Agency advises that school districts apply the NCLB definition, in addition to the definition in 42 U.S.C. §11302, when determining if a student is eligible for enrollment under §25.001(b)(5). Both definitions are set out below. Under federal law, homeless students may not be segregated from students who are not homeless, prohibiting assignments to a "shelter school" or other segregated setting. Limited exceptions are provided for a short period to deal with a health and safety emergency or to provide temporary, special, and supplementary services that are unique to the needs of homeless children.⁵²

42 U.S.C. §11302(a) provides:

⁵⁰ See also §25.001(c) (board may require evidence of residency, may establish minimum proof of residency, and may make reasonable inquiries to verify eligibility for admission).

⁵¹ For additional information regarding homeless students, please refer to the homeless education webpage at <http://tea.texas.gov/index4.aspx?id=2147503685> and the Texas Homeless Education Office website at <http://www.utdanacenter.org/thco/>.

⁵² 42 U.S.C. §§11432(e)(3)(A) and 11433(a)(2)(B).

For purposes of this chapter, the terms "homeless", "homeless individual", and "homeless person" means--

- (1) an individual or family who lacks a fixed, regular, and adequate nighttime residence;
- (2) an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground
- (3) an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);
- (4) an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
- (5) an individual or family who--
 - (A) will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by--
 - (i) a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
 - (ii) the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
 - (iii) credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;
 - (B) has no subsequent residence identified; and
 - (C) lacks the resources or support networks needed to obtain other permanent housing; and
- (6) unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who--
 - (A) have experienced a long term period without living independently in permanent housing,
 - (B) have experienced persistent instability as measured by frequent moves over such period, and
 - (C) can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions,

substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

42 U.S.C. §11434a provides:

* * * * *

(2) The term "homeless children and youths"--

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 11302(a)(1) of this title); and

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 11302(a)(2)(C)⁵³ of this title);

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 6399 of Title 20) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii).

Under 42 U.S.C. §11432(g)(3)(A), the child must be allowed to attend either the student's "school of origin" as defined in 42 U.S.C. §11432(g)(3)(G) ("the school that the [student] attended when permanently housed or the school in which the [student] was last enrolled") or the school serving the attendance area where he or she is now located. Eligibility to enroll in any other school in any school district is determined by local policy.⁵⁴ A student attending his or her "school of origin" who becomes permanently housed during the school year is entitled to continue to attend that school for the remainder of the school year.

Foreign Exchange Student

Section 25.001(b)(6) entitles a foreign exchange student to admission if the student is placed with a host family that resides in the school district by a nationally recognized foreign exchange program. The only exception is under the terms of a waiver granted by the commissioner on application of a district under §25.001(e). For a waiver to be granted, the admission of a foreign exchange student must create one of three possible conditions. It must 1) create a financial or staffing hardship for the district, 2) diminish the district's ability to provide high quality educational services for the district's domestic students, or 3) require domestic students to compete

⁵³ Due to the amendment of § 11302(a), currently the correct cross reference is §11302(a)(2).

⁵⁴ Eligibility to enroll in a Texas Virtual School Network (TxVSN) course or Online School (OLS) is determined under state law. See Section 12 of the Student Attendance Accounting Handbook at <http://tca.texas.gov/index2.aspx?id=25769817607>.

with foreign exchange students for educational resources. The period of a waiver may not exceed three years.⁵⁵

A student who holds a J-1 foreign exchange visa is not required to pay tuition. For information regarding tuition for a secondary school student as a condition of holding a F-1 visa, see Part V of this letter regarding tuition.

Student in Residential Facility

Section 25.001(b)(7) entitles a student residing at a residential facility located in the district to admission. A "residential facility" is defined in §5.001(8) as follows:

"Residential facility" means:

- (A) a facility operated by a state agency or political subdivision, including a child placement agency, that provides 24-hour custody or care of a person 22 years of age or younger, if the person resides in the facility for detention, treatment, foster care, or any non-educational purpose; and
- (B) any person or entity that contracts with or is funded, licensed, certified, or regulated by a state agency or political subdivision to provide custody or care for a person under Paragraph (A).

Under §29.012, a residential facility is required to notify the school district in which the facility is located of the placement of a person three years of age or older.⁵⁶ The facility is required to give the notice not later than the third day after the date of placement. A district should contact residential facilities in the district to coordinate implementation of this notice provision. In general, students placed in residential facilities are entitled to admission under other provisions of §25.001. However, §25.001(b)(7) provides a uniform admissions provision for children in such facilities. Additionally, the notice requirement should generate communication between the facilities and school districts that will promote efficiency in the provision of educational services to these children.

Adult Student

Section 25.001(b)(8) entitles a student residing in the district to admission if the student is over 18 years of age or if the student is less than 18 years of age and has had the disabilities of minority removed through marriage or as otherwise permitted by law.

Grandparent in District

Section 25.001(b)(9) entitles a student who resides in Texas but does not reside in the district to admission if a grandparent of the student resides in the district and the grandparent provides a substantial amount of after-school care for the student as determined by the local school board.

⁵⁵ For additional information regarding foreign exchange waivers, please refer to the Foreign Exchange Guidelines and FAQ accessible at <http://www.tea.state.tx>.
Section 29.012 does not apply to a residential treatment facility for juveniles established under §221.056, Texas Human Resources Code.

Foster Care

Section 25.001(f) and (g) establishes special provisions for children in foster care.⁵⁷ Subsection (f) provides for tuition-free admission in the district in which the foster parents reside. In addition, the subsection forbids the use of a durational residence requirement to prohibit a foster child from participating in any school-sponsored activity. Subsections (g) and (g-1) specifically provide a student placed in the conservatorship of the DFPS with the option of continuing to attend, without payment of tuition, the school in which the student was enrolled immediately before entering conservatorship or any other school in which the student enrolls while the student is in DFPS conservatorship until the student successfully completes the highest grade level offered by the school, regardless of the location of the student's residence or of whether the student remains in conservatorship for the duration of the student's enrollment.⁵⁸

Prekindergarten

Section 29.153 establishes additional eligibility criteria for prekindergarten programs for three and four year olds. A child of the appropriate age is eligible for a prekindergarten program if the child:

- (1) is unable to speak and comprehend the English language;
- (2) is educationally disadvantaged
- (3) is a homeless child⁶⁰;
- (4) is the child or stepchild of an active duty member of the armed forces, including state military forces or a reserve component of the armed forces, who is ordered to active duty;
- (5) is the child or stepchild of a member of the armed forces, including state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty; or
- (6) is or ever has been in the conservatorship of the DFPS following an adversary hearing under §262.201 of the Texas Family Code.⁶¹

A district is required to offer prekindergarten classes if the district identifies 15 or more children who are eligible and are at least four years of age.⁶² A school district may offer prekindergarten classes if the district identifies 15 or more eligible children who are at least three years of age. A district may not charge tuition for a prekindergarten class except as provided by §29.1531. Please see Part V of this letter for information regarding tuition for additional prekindergarten services.

⁵⁷ Under §33.904, each school district and open enrollment charter school is required to appoint at least one employee as a liaison officer to facilitate the enrollment in or transfer to a public school of a child in the district who is in the conservatorship of the state. Information for liaison officers is available at <http://www.tca.state.tx.us/FosterCareStudentSuccess/>.

⁵⁸ S.B. 206, *supra*.

⁵⁹ "Educationally disadvantaged" means "eligible to participate in the national free or reduced price lunch program". See §5.001(4).

⁶⁰ As defined in 42 U.S.C. §11434a (2). See discussion of §25.001(b)(5) above.

⁶¹ Additional information regarding prekindergarten eligibility is available on the TEA Early Childhood Education webpage at http://www.tea.state.tx.us/index2.aspx?id=2147495267&menu_id=2147483 and in the Prekindergarten section of the Student Attendance Accounting Handbook at <http://tea.texas.gov/index2.aspx?id=25769817607>.

⁶² For information on implementation in the 2016-2017 school year of H.B. 4, Acts of the 84th Legislature, Regular Session (2015), regarding high-quality prekindergarten for four-year olds, see the agency correspondence at [http://tea.texas.gov/AboutTENNewsandMultimedia/Correspondence/TAA Letters/House Bill 4 and High-Quality Prekindergarten Programs/](http://tea.texas.gov/AboutTENNewsandMultimedia/Correspondence/TAA%20Letters/House%20Bill%204%20and%20High-Quality%20Prekindergarten%20Programs/).

Appeal

A school district board of trustees' decision to deny admission that violates the school laws of this state may be appealed to the commissioner of education under §7.057(a). In an appeal under that section, the commissioner will review the record developed at the district level to determine if the decision is supported by substantial evidence.

Students at Least Age 21 but under Age 26

Section 25.001(b-1) grants districts discretionary authority to admit students who are at least 21 years of age and under 26 years of age on September 1 of the school year and are admitted to complete the requirements for a high school diploma.

These older students are not eligible for placement in a DAEP or a JJAEP. If a student admitted under this discretionary authority engages in conduct that would require such placement for a student under age 21, the district shall revoke the student's admission into the public schools of the district.

Under §25.001(b-2), if a student admitted under Subsection (b-1) has not attended school in the three preceding school years, the student may not be placed with a student who is 18 years of age or younger in a classroom setting, a cafeteria, or another district-sanctioned school activity. However, the student may attend a school-sponsored event that is open to the public as a member of the public.

An older student admitted under §25.001(b-1) is entitled to Foundation School Program funding under §42.003(a)(1). However, a student with a disability is not eligible for either federal or state special education programs or funding unless the student was under the age of 22 on September 1 of the applicable school year. A student with a disability who no longer qualifies for special education due to the student's age and who has not graduated must meet the regular state graduation requirements regardless of whether the student previously could have graduated under an IEP with different requirements. Generally, students with disabilities will qualify for §504,⁶³ but that law does not allow modification of graduation requirements or provide any additional funding. A public school may not deny admission based on the presence of a disability, prior special education status, or §504 status.

Inter-district Transfers

A district may choose to accept, as transfers, students who are not entitled to enroll in the district under §25.001. Under §25.036, a transfer is for a period of one school year.⁶⁴ The district may charge tuition under a transfer agreement to the extent permitted under §25.038.

Address Confidentiality Program

The Address Confidentiality Program (ACP) is mandated by Subchapter C, Chapter 56, Texas Code of Criminal Procedure. The rules of the Attorney General regarding the program are in I T.A.C. Chapter 61, Subchapter K.⁶⁵

⁶³ Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794.

⁶⁴ Child v. Skidmore Tynan Independent School District 026-RS-1110 (Comm'r Educ. 2013).

⁶⁵ Information regarding the ACP is available on the website of the Office of Attorney General at <https://www.oag.state.tx.us/victims/aco.shtml> and on the TEA website at <http://w.sw.tca.state.tx.us/index2.aspx?id=2147485600>.

The ACP is available to a person who is a victim of domestic violence, trafficking of persons, sexual assault, or stalking. The goal of the program is keep the victim's location confidential through the use of a substitute address and mail-forwarding service. A substitute legal address (P.O. Box) is established for the participant and is displayed on a participation card issued by the Office of Attorney General. On presentment of a participant's card, the statute and the rules require that state and local agencies accept the substitute post office address in lieu of the person's actual address. The substitute address has no relation to the participant's actual location within the state.

IV. Enrollment Records

The statutes described in this part apply to open-enrollment charter schools in addition to school districts.

Record Requirements for Enrollment

Section 25.002 requires that a child's prior school district or the person enrolling the child provide certain records. The required records are 1) a birth certificate or other proof of identity, 2) the child's records from the school most recently attended, and 3) immunization records.⁶⁶

These are the only records statutorily required for enrollment. Student social security numbers are used for purposes of the Public Education Information Management System; however, a district or open-enrollment charter will assign the student a state-approved alternative student identification number if the student's social security number is not provided.

The prior school district should promptly provide records to the enrolling district that are needed for the appropriate placement and continued education of the student, including records relating to §504 or to special education services under the Individuals with Disabilities Education Act. Under §25.002, the prior district must provide the records not later than the 10th working day after the date a request for the records is received.⁶⁷ This requirement also applies to the transfer of records to or from other public schools, including open-enrollment charter schools and JJAEPs.⁶⁸

School districts and open-enrollment charter schools are required to participate in the electronic transfer of student records through the Texas Records Exchange (TREx). More information regarding TREx is available at <http://tea.texas.gov/index4.aspx?id=25769817556>.

Records furnished by a parent or other person with legal control of a child under a court order must be furnished not later than the 30th day after the date the child is enrolled. The 30-day provision

is duplicated in Subsection (g) in relation to a child taken into possession by the DFPS⁶⁹ under Chapter 262 of the Texas Family Code. A school district is specifically required to accept the

On enrollment, a school district is required to request food allergy information under §25.0022, but provision of the information is not required for enrollment.

In addition, §25.007(b)(1) provides that the school records of students who are homeless or who are in foster care must be provided not later than the 10th working day after the date the student begins enrollment at a new school. (Reference to homeless students added by S.B. 1494, Acts of the 84th Legislature, Regular Session (2015)).

⁶⁶ The requirements of §25.002 apply regardless of whether the student has unreturned instructional materials or technological equipment. Under §31.104(d), a school district has discretion to withhold the records of a student if the student has not returned or paid for instructional materials or technological equipment. This discretionary authority does not exempt a school district from the mandatory provision in §25.002 to send records to another public school in which the student is enrolling. In situations in which there is not a conflicting mandate, the district may implement the discretionary authority under §31.104(d). For definitions of instructional materials and "technical equipment", see §31.002.

⁶⁹ The statute refers to the Department of Protective and Regulatory Services, which is the predecessor to DFPS.

child for enrollment without the records required under §25.002, but the DFPS is required to furnish such records not later than the 30th day after the date the child is enrolled.⁷⁰

A school district or open-enrollment charter school may not prohibit a student from attending school pending receipt of transcripts or records from the school district the student previously attended.⁷¹ Additionally, the failure of a prior district or the person enrolling the student to provide identification or school records under §25.002 does not constitute grounds for refusing to admit an eligible student. However, if identifying records are not furnished within the 30-day period, §25.002(c) requires the district to notify law enforcement and request a determination of whether the student has been reported as missing. This requirement applies regardless of the student's age. If a student is enrolled under a name other than the name in the identifying documents, the school district is required to notify the missing children and missing person's information clearinghouse under §25.002(b). The notice is confidential. (Please note that a student must be enrolled under the student's legal surname; see subsequent summary of §25.0021.)

With respect to homeless students, a school district or open-enrollment charter school is required under federal law to enroll a homeless student immediately, even if the student is unable to produce records normally required for enrollment.⁷²

Absence of Parent or Guardian

During the 1995-1996 and 1996-1997 school years, a school district was required under §25.002(f) to notify the Department of Protective and Regulatory Services (DPRS)⁷³ if a child was enrolled by a person other than the child's parent, guardian, or other person with legal control of the child under a court order. The district was then to send parental communication regarding that child to DPRS or whomever DPRS directed. During the 1997 legislative session, the section was amended by removing the requirement to notify DPRS. The amendment did not remove the first sentence of §25.002(f), but that sentence is no longer effective because the referenced exception was removed. The district must determine with whom communication regarding the child is appropriate as the DPRS is no longer a default. The absence of a parent, guardian, or other person with legal control of a child under a court order is not grounds for refusing admission to which a child is entitled under §25.001.

Regardless of whether or not a child's parent, guardian, or other person with legal control of the child under a court order is enrolling a child, under §25.002(f) as amended in 2001, a district is required to record the name, address, and date of birth of the person enrolling a child.⁷⁴

Immunization Records

Subject to the exceptions in §38.00(c), a student is required to be fully immunized against certain diseases. However, under §38.001 a student may be provisionally admitted if the student has

⁷⁰ If the child was previously enrolled in a Texas public school, the school is required to forward records through TREx in the same manner as for any other student within the same time period of 10 working days.

⁷¹ 19. T.A.C. §74.26(a)(1).

⁷² 42 U.S.C. §11432(g)(3)(C)(i).

⁷³ The department's name has changed to Department of Family and Protective Services.

⁷⁴ Certain close relatives who are not a child's legal guardian may have express authority to enroll a child in school pursuant to an authorization agreement under Chapter 34, Texas Family Code. The form required for this purpose is State of Texas Form 2638 available on the DFPS website at <http://www.dfns.state.tx.us/Forms/fom1s.asp>.

begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible. Except as provided by §38.001(c), a student who is not fully immunized and has not begun the required immunizations may not attend school.¹⁵

Under §38.019, a school district that maintains an Internet website is required to post prominently on the website, in English and Spanish, lists of the immunizations required for admission to public school, any additional immunizations recommended by the Department of State Health Services (DSHS), and health clinics in the district that offer influenza vaccine. The district must also post a link to the DSHS website information relating to claiming an exemption from immunization requirements. This information is available at www.dshs.state.tx.us/immunize/school/default.shtm.

Use of Legal Surname

Section 25.0021 requires that a public school identify a student by that student's legal surname as it appears on the student's birth certificate or other document suitable as proof of the student's identity or in a court order changing the student's name.

Texas Code of Criminal Procedure School Records Requirements

There are additional requirements relating to school records in Chapter 63 of the Texas Code of Criminal Procedure, which relates to the missing children and missing person information clearing house in the Department of Public Safety. The requirements apply to the records maintained by primary schools for children under the age of 11.

Enrollment Procedure

When a child under the age of 11 initially enrolls in a primary school, the school is required to take the following steps:

1. Request from the person enrolling the child the name of each previous school attended by the child.
2. Request from each school the school records for the child or, if the person enrolling the child provides the records, request verification from the school of the child's name, address, birth date, and grades and dates attended.
3. Notify the person enrolling the student that not later than the 30th day after enrollment, or the 90th day if the child was not born in the United States, the person must provide a certified copy of the child's birth certificate or other reliable proof of the child's identity and age with a signed statement explaining the inability to produce a copy of the birth certificate.⁷⁶
4. If the person enrolling the child does not provide valid prior school information or the required documentation, the school shall notify the appropriate law enforcement agency before the 31st day after the person fails to comply. The failure to provide records does not constitute grounds for refusing to admit an eligible student.

⁷⁵ For further information regarding immunization requirements, immunization exemptions, and immunization documentation, please contact the Department of State Health Services. Information about immunization and the department's Immunization Branch is available at <http://www.dshs.state.tx.us/immunize/default.shtm>.

⁷⁶ If a school district has documentation that a certified birth certificate was provided when a student initially enrolled in the district, the original may be returned to the person enrolling the child. Also, it is not necessary for the birth certificate to be provided again in the event the student transfers to another school in the same district.

Records of Children Identified as Missing

When a law enforcement agency receives a report that a child under **11** years of age is missing, the law enforcement agency or the clearinghouse will notify each primary school in which the child has been enrolled or has attended. When the school receives the notice, the school is required to take the following steps:

1. Flag the child's records that are maintained by the school.
2. On receipt of a request regarding the child made in person:
 - (a) require the requesting party to complete a form stating the person's name, address, telephone number, and relationship to the child and the name, address, and birth date of the child;
 - (b) obtain a copy of the requesting party's driver's license or other photographic identification, if possible; and
 - (c) notify law enforcement or the clearinghouse that a request for a flagged record has been made, enclosing a physical description of the requesting party, the identity and address of the requesting party, and a copy of the requesting party's driver's license or other photographic identification.
3. On receipt of a request regarding a child that is made in writing, notify law enforcement or the clearinghouse and include a copy of the request.
4. Do not disclose to the requesting party that the request concerns a missing child.
5. After notifying law enforcement, mail a copy of the requested record to the requesting party on or after the 21st day after the date of the request.

Removal of Flag

On the return of a missing child whose records have been flagged, the law enforcement agency or the clearinghouse will notify each primary school the child has attended. On receipt of that notification, the school shall remove the flag from the records. A school that has reason to believe a missing child has been recovered may request confirmation of that from the appropriate law enforcement agency or the clearinghouse. If a response is not received after the 45th day after the date of the request for confirmation, the school may remove the flag from the record and notify the law enforcement agency or the clearinghouse that the flag has been removed.

Relationship to FERPA

When a school receives a request for records, the school first needs to consider whether the information may be released at all. The provisions in the Texas Code of Criminal Procedure do not replace the limitations on the disclosure of educational records that are found in the federal Family Educational Rights and Privacy Act (FERPA).⁷⁷ FERPA prohibits the disclosure of educational records to persons other than the student's parent, guardian, or an individual acting as a parent in the absence of a parent or guardian or, if age 18 or older, the student, unless the

⁷⁷ 20 U.S.C. §1232g and 34 C.F.R. Part 99.

disclosure comes within certain exceptions provided under FERPA.⁷⁸ If the requestor is someone other than the student's parent or guardian, an individual acting as a parent in the absence of a parent or guardian, or the student, if age 18 or older, the district should still notify law enforcement of the request but may not release the records to the requestor unless consent to the release is obtained or a FERPA exception to the general requirement for consent applies. Whether or not the information is released, the school may not disclose to any requestor (including a parent, guardian, individual acting as a parent, or student) that the request concerns a missing child.⁷⁹

Relationship to Public Information Act

Article 63.021(c) of the Texas Code of Criminal Procedure requires that a school wait 21 days before mailing copies of flagged records to a requestor. However, the Public Information Act provides that "[i]f an officer for public information cannot produce public information for inspection or duplication within 10 business days after the date the information is requested . . . , the officer shall certify that fact in writing to the requestor and set a date and hour within a reasonable time when the information will be available for inspection or duplication."⁸⁰ Due to this provision, a district should notify a requestor within 10 business days that the records will be mailed on a certain date that is on or after the 21st day after the request is received.

V. Tuition

Prekindergarten

Eligibility for free prekindergarten is determined under §29.153. In addition to free prekindergarten, under §29.1531 a school district or an open-enrollment charter school may provide, on a tuition basis⁸¹ or using district funds, an additional half-day of prekindergarten for children eligible for classes under §29.153 or offer prekindergarten classes for children not eligible under §29.153.⁸²

A district that offers a prekindergarten program on a tuition basis must submit the proposed tuition rate to the commissioner for approval. The tuition rate may not exceed the amount necessary to cover the added costs of providing the program, including any costs associated with collecting, reporting, and analyzing certain related data.

F-1 or Other Visa Requiring Payment of Tuition

Section 25.0031 authorizes a school district or open-enrollment charter school to charge tuition equal to the full unsubsidized per capita cost of providing a student's education to a student who is required to pay such costs as a condition of obtaining or holding an appropriate United States

⁷⁸ A FERPA exception, found in 34 C.F.R. §99.31(a)(2), permits disclosure to another school in which the student is enrolling, which is required by §25.002.

⁷⁹ Article 63.021(d), Texas Code of Criminal Procedure.

⁸⁰ Section 552.221(d), Texas Government Code.

⁸¹ Tuition may not be charged under §29.1531 for a student, including an eligible student served a full day, whose attendance is funded through a prekindergarten grant awarded by the commissioner under §29.155. However, no grants are available under §29.155 for the 2015-2016 school year due to lack of funding for that purpose.

Additional information regarding tuition for prekindergarten is available on the TEA Early Childhood Education webpage at http://www.tea.state.tx.us/index2.aspx?id=2147495267&menu_id=2147483 and in the Prekindergarten section of the Student Attendance Accounting Handbook at <http://tea.texas.gov/index2.aspx?id=25769817607>.

⁸² The data is described in §29.1532(c). For information on implementation in the 2016-2017 school year of amendments to §29.1532(c) by H.B. 4, *supra*, see the agency correspondence at http://tea.texas.gov/About_TENNews_and_Multimedia/Correspondence/HB4_Letters/House_Bill_4_and_High-Quality_Prekindergarten_Programs/.

student visa. The amount of the tuition may not be greater than the amount computed under commissioner guidelines unless the commissioner approves a greater amount as a more accurate computation of the costs. The student is not counted for purposes of allocating state funds to the school district or open-enrollment charter school.⁸⁴

This authority applies to a secondary school student holding an F-1 visa. Federal law permits a nonimmigrant F-1 immigration status for public secondary school if the aggregate period of study' at the school will not exceed twelve months and the student reimburses the secondary school for the full unsubsidized per capita cost of the student's education.⁸⁵ Under federal law, a nonimmigrant may not be granted an F-1 visa in order to pursue a public elementary or publicly- funded adult education program.⁸⁶

Other

Other than tuition related to prekindergarten or to certain visas discussed above, an open- enrollment charter school may not charge tuition.⁸⁷ A school district may charge tuition only if it is specifically authorized to do so by statute or under the constitution. If your district is charging tuition for any purpose, please review the statutes to determine if there is authority for the tuition. Statutes authorizing tuition under certain limited circumstances include §§25.003 (Certain Children from Other States), 25.038 (Transfer Students), 25.039 (Contract for Education Outside District)⁸⁸, 25.041 (Children of State School Employees), and 25.042⁸⁹ (Children of Employees of Texas Juvenile Justice Department Facilities).

We hope this summary is helpful to you in preparing for the 2017-2018 school year. If you have questions about the statutory provisions summarized in this letter, you are welcome to contact the Office of Legal Services by phone at (512) 463-9720 or by email at tealegal@tea.texas.gov.

Sincerely,

Von Byer, General Counsel
Texas Education Agency

⁸⁴ For purposes of student attendance accounting codes, the appropriate code for the student is "ineligible full-day" or "ineligible half-day," depending on the student's schedule. See Section 3 of the Student Attendance Accounting Handbook, which is available at <http://tea.texas.gov/index2.aspx?id=25769817607>.

⁸⁵ A school district or open-enrollment charter school may not provide a signature on an I-20 certificate of eligibility for a student seeking a F-1 visa unless the student is paying the tuition authorized under §25.0031.

⁸⁶ 8 U.S.C. §1184(m).

⁸⁷ Section 12.108.

⁸⁸ The maximum tuition under this section is affected by 19 'f.A.C. §61.1012.

⁸⁹ As amended by H.B. 1549, Acts of the 84th Legislature, Regular Session (2015).

ESchoolPLUS ATTENDANCE PROCEDURES



Attendance

Software Version: 4.0 Service Pack 1

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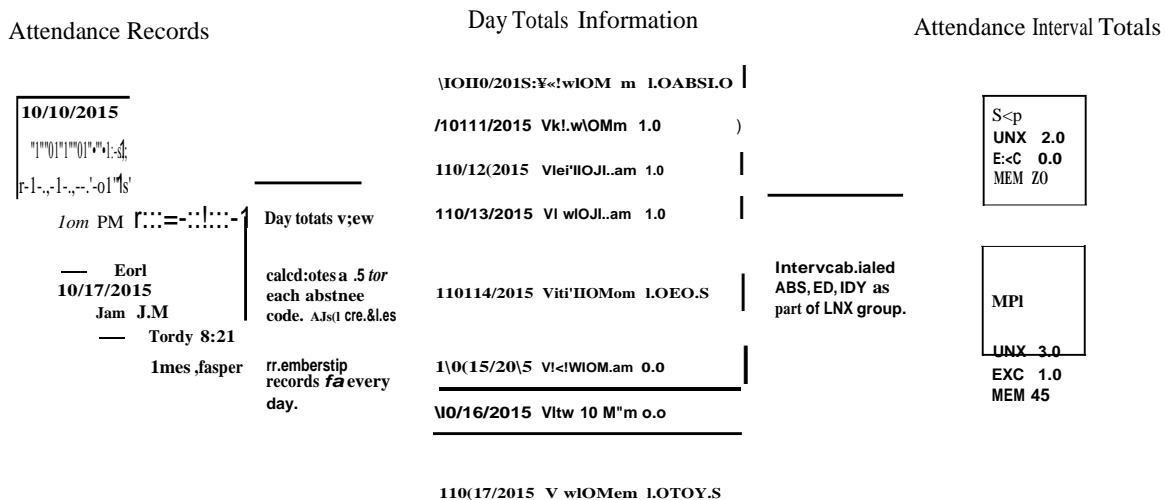
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Overview of Attendance Records

The Attendance system stores attendance records by attendance period for the absences entered by teachers or office personnel. The Attendance Day Totals calculation converts the attendance records into day total records that store attendance information for the day. Finally, the Interval Totals Calculation totals the attendance in the day totals records for each interval (or reporting period) to create attendance interval totals records.

The following graphic illustrates the types of records in the Attendance System.



The following standard reports display information from the attendance records:

- Attendance Bulletin Page
- Teacher Attendance Listing Page
- Office Attendance Listing Page
- Missing Submission Report Page
- End-of-Day Teacher Status Report Page
- Activity Absence Report Page
- Trends By Course (Detail) Page
- Trends By Course (Summary) Page
- Trends By Period (Detail) Page
- Trends By Period (Summary) Page
- Perfect Attendance Report Page (page 17)
- Audit Trail Summary Report Page

The following standard reports display information from the day totals records:

- Full Student Attendance Register Report Page
- Attendance Register Summary Report Page
- Student Detail Attendance Register Report Page
- Student Totals Attendance Register Report Page
- ADA/ADM Statistics Report Page

The following standard reports display information from the attendance interval totals records:

[Print Progress Reports Page](#)

, [Print Report Cards Page](#)

[Print Transcripts Page](#)

The following standard reports display registration enrollment information often used in tandem with attendance:

[Enrollment Statistics Report Page](#)

[Headcount Statistics Report Page](#)

Attendance System Initial Procedures

The initial procedures identified below are usually performed by your system administrator or building personnel.

1. Set up the security resources for the Attendance System. Use the Security Profile option to designate which users may access which options (1111 Administration > Security> Users> Security Profile).
2. Set up the Attendance System's State Group and District Group validation tables (1111 Administration > General Setup > District >Validation Tables) as needed.
3. Define the attendance codes for your district, using the Attendance Code option (1111 Administration >Attendance Setup> Setup> Attendance Codes). You can assign specific buildings to codes that are not valid for other buildings. If needed, you can select a building that does not have an attendance configuration.
4. Set up the Attendance Building Configuration for every building that takes attendance: Administration > Attendance Setup > Setup >Attendance Building Configuration). The configurations must be set up for each building by year.
5. For each building that reports attendance totals, use the Attendance Intervals page to define the intervals for calculating the totals (Administration >Attendance Setup> Setup> Attendance Intervals). For example, if you need to report totals to the state monthly, create an attendance interval for every month.
6. For each building, use the Attendance Periods page to define the periods for storing attendance (Administration >Attendance Setup > Setup> Attendance Periods). You may define periods based on homeroom or scheduled courses.
7. For each building that reports totals, define the view types used by the Day Totals Calculation to convert attendance entries into attendance totals (Administration > Attendance Setup > Setup > Attendance View Setup). For example, if your building takes attendance by course, create a view to convert course attendance into a single daily attendance record.
8. For each building using attendance letters, set up the groups of letters needed, using the Attendance Criteria Groups option (Attendance >All >Attendance Communications > Attendance Criteria Groups). Groups allow you to set up multiple criteria and ensure that students only receive a letter for the first criteria met.
9. For each building using attendance letters, use the Attendance Criteria Setup option to define the criteria for determining which students should receive letters (Attendance > All >Attendance Communications> Attendance Criteria Setup). This option also can be used to determine whether students are at risk, whether behavior incidents should be created for students, and whether students should be deemed ineligible for athletics.
10. Use Microsoft Word software to create attendance form letters for your buildings.
11. For each building that has teachers entering attendance in Teacher Access Center, set up a schedule to run the Missing Submission report (Attendance> All> Reports >Missing Submission). The report can be set up to automatically notify teachers who have not submitted attendance.

For more information, refer to the appropriate topics in the Attendance System documentation.

Attendance Entry Procedures

Following are the procedures that can be performed in the Attendance Entry page. For field descriptions and other information on the page, refer to Attendance Entry.

View class attendance for students

1. Select **Attendance** > All > Office > Attendance Entry.
2. Click **Class**.
3. Enter the relevant Building and Attendance Dates.
4. Select a class in the Course and Section fields.
5. Click **C** (Load) to display students.
Attendance has been entered and saved for students who display the (Detail Page) icon in the untitled column to the left of the Code field.
6. Click (Detail Page) to display the Student Attendance Detail window to view the student's attendance.
7. Click **OK** to close the window.
8. Repeat Steps 6-7 to view attendance for another student.

Enter attendance for individual students

1. Select Attendance> All > Office >Attendance Entry.
2. Click **Individual**.
3. Enter the relevant Building and Attendance Dates.
4. For the Attendance Prompts, enter or change the default values as needed.
5. Select a student by Student ID or Name, then enter the student's attendance.
6. To insert an additional row for a student, click the+ button on the far right, then enter the attendance. For example, you would need an extra row if a student arrived late and then was dismissed early.
or
To remove an attendance row, click the- button on the far right.
7. Repeat Steps 5-6 for each student.
8. Click (Save).

Verify unverified attendance

1. Select Attendance > All > Office > Attendance Entry.
2. Click **Unverified**.
3. Enter the relevant Building and Attendance Dates and if needed, the Periods. The dates determine the students whose attendance will display.
4. Click **C** (Load).
5. For the Attendance Prompts, enter or change the default values as needed.

6. For each student in the list, enter or change attendance information.
7. If needed, add students in the blank fields below the list, and enter their attendance.
8. Click **ill** (Save).

Enter attendance for a class

1. Select Attendance > All > Office > Attendance Entry.
2. Click **Class**.
3. Enter the relevant Building and Attendance Dates.
4. Select a class in the Course and Section fields.
5. Click **C** (Load).
6. For the Attendance Prompts, enter or change the default values as needed.
7. For each student in the list, enter or change attendance information.

To insert an additional row for a student, click the+ button on the far right, then enter the attendance. For example, you would need an extra row if a student arrived late and then was dismissed early.

or

To remove an attendance row, click the- button on the far right.

8. If needed, add students in the blank fields below the list, and enter their attendance.
9. Click (Save).

Enter attendance by activity

1. Select Attendance> All > Office > Attendance Entry.
2. Click **Activity**.
3. Enter the relevant Building and Attendance Dates.
4. Select an Activity.
5. Click **C** (Load).
6. For the Attendance Prompts, enter or change the default values as needed.
7. For each student in the list, enter or change attendance information.

To insert an additional row for a student, click the+ button on the far right, then enter the attendance. For example, you would need an extra row if a student arrived late and then was dismissed early.

or

To remove an attendance row, click the- button on the far right.

8. If needed, add students in the blank fields below the list, and enter their attendance.
9. Click (Save).

Enter attendance by criteria

1. Select Attendance> All > Office > Attendance Entry.
2. Click **Criteria**.
3. Enter the relevant Building and Attendance Dates.
4. On the Criteria panel, enter criteria to identify the students.
5. Click (Load).
6. For the Attendance Prompts, enter or change the default values as needed.
7. For each student in the list, enter or change attendance information.

To insert an additional row for a student, click the+ button on the far right, then enter the attendance. For example, you would need an extra row if a student arrived late and then was dismissed early.

or

To remove an attendance row, click the- button on the far right.

8. If needed, add students in the blank fields below the list, and enter their attendance.
9. Click (Save).

Verifying Unverified Absences

Use this procedure to display students whose attendance information must be verified. For example, if your district requires attendance to be verified by the office, you can display a list of students where only teacher entries exist. After contacting parents to verify the absences, you can update bottomline attendance per your district's standards. Remember that your district selects whether Teacher or Office is bottom line.

The View Unverified Absences button is a utility to help districts that require bottomline attendance verification. Make sure you understand your district's attendance policies before using this procedure. For more information, refer to Understanding BottomLine Attendance.

Verify unverified attendance information

1. Select **Attendance > All > Office > Attendance Entry**.
2. Click **Unverified**.
3. In the Selections panel, select the Building, Periods, and Attendance Dates, then click (Load) to display students whose attendance information needs to be verified.

For field descriptions, refer to Attendance Entry Page.

4. In the Students panel, enter Default Absence and Tardy codes.

Caution

If you do not want default codes applied to the students with unverified absences, select No Default. This is especially important if you do not want default information to overwrite attendance information already in the system.

5. Enter the verified bottom line attendance as needed.
 - To mark the student present, select the checkbox in the P column.
To enter a specific absence code, make sure the checkboxes in the A, T, and P columns are not selected, then select the appropriate attendance code in the Code field.
 - To mark the student tardy, select the checkbox in the T column.
6. When you are done entering attendance information, click (Save).

Student Attendance Detail Procedures

Following are the procedures that can be performed from the Student Attendance Detail page. For field descriptions and other information, refer to Student Attendance Detail Page.

Add attendance

1. Select Attendance > All > Student > Attendance Detail.
2. If the Student Search page displays, search for the appropriate student, then click the student's name link.
3. On the Selection panel, complete the fields, which will be applied to all records.

After you enter a date in the Attendance Date field and leave the field, the student's periods should display on the Attendance panel. If no periods display, then the student is not scheduled for classes on the selected date.
4. To set defaults for all attendance periods (optional), use the Attendance panel's Mass Update Attendance section as follows:
 - Click (Expand) to expand the section.
Select an Attendance Code to use as the default for each period.
 - If needed, complete the Dismiss Time and Arrive Time.
Click (Load) on the Mass Update Attendance bar to apply
5. Enter attendance for each period.
6. To add a row for entering an additional Attendance Code for a period, click (Add) in the period's Add Code column.
7. Click (Save).

Change attendance

1. Select Attendance > All > Student > Attendance Detail.
2. If the Student Search page displays, search for the appropriate student, then click the student's name link.
3. On the Selection panel, complete the fields, which will be applied to all records.

After you enter a date in the Attendance Date field and leave the field, the student's periods should display on the Attendance panel. If no periods display, then the student is not scheduled for classes on the selected date.
4. To set defaults for all attendance periods (optional), use the Attendance panel's Mass Update Attendance section as follows:
 - Click (Expand) to expand the section.
Select an Attendance Code to use as the default for each period.
 - If needed, complete the Dismiss Time and Arrive Time.
Click (Load) on the Mass Update Attendance bar to apply
5. On the Attendance panel, change the entries as needed.
6. Click (Save).

Delete attendance

1. Select Attendance > All > Student > Attendance Detail.
2. If the Student Search page displays, search for the appropriate student, then click the student's name link.
3. On the Selection panel, complete the fields, which will be applied to all records.

After you enter a date in the Attendance Date field and leave the field, the student's periods should display on the Attendance panel. If no periods display, then the student is not scheduled for classes on the selected date.
4. Select the (Delete) checkbox for each record to delete.
5. Click (Save).

View the Audit Trail Summary

1. Complete the procedure for adding attendance. You must click (Save) to view your entries in the Audit Trail Summary.
2. Click (Additional options) at the upper right of the Student Attendance Detail page, then select **Audit Trail**.

The Audit Trail Summary window displays.
3. Review the student's attendance entries.
4. To download the audit trail data to a spreadsheet, select (Additional options) at the upper right, then select **Export to Excel**.
5. Click close the window.

Year View Procedures

Following are the procedures that can be performed from the Year View page and Student Attendance Detail page. For field descriptions and other information, refer to Year View Page and Student Attendance Detail Page.

View attendance

1. Select Attendance > All > Student > Year View.
2. If the Student Search page displays, search for the appropriate student, then click the student's name link.
3. Select the appropriate view in the View Type

Add or change attendance for selected dates

1. Select Attendance > All > Student > Year View.
2. If the Student Search page displays, search for the appropriate student, then click the student's name link.
3. Select the appropriate view in the View Type field to display attendance by course, period, or day. The page may take a few moments to refresh.
4. Click on dates to select them.
A {Checkmark} displays to indicate a date is selected.
5. Click {Detail Page} on the Year View panel to display the Attendance Detail page.
The page displays the dates selected and their attendance periods. Attendance has been entered for a period if a code displays in its Code field.
6. On the Selection panel, select Office or Teacher as the source, then select Apply to All Periods if you want to use the same source for all of your entries.
7. On the Attendance panel, enter or change attendance as needed. For field descriptions and other information, refer to Student Attendance Detail.
8. Click {Save}.
9. Click {Back} to return to the Year View page.

Delete invalid attendance records


1. Select Attendance > All > Student > Year View.
2. If the Student Search page displays, search for the appropriate student, then click the student's name link.
3. Select the appropriate view in the View Type field to display attendance by course, period, or day. The page may take a few moments to refresh.
4. Click on dates to select them.
A {Checkmark} displays to indicate a date is selected.
5. Click {Detail Page} on the Year View panel to display the Student Attendance Detail page.
The page displays the dates selected and their attendance periods. Attendance has been entered for a period if a code displays in its Code field.

6. On the Attendance panel, select the (Delete) checkbox for each record you want to delete.
7. Click (Save).
8. Click (Back) to return to the Year View page.

View day totals

1. Verify that the Day Totals Calculation was run for the building, view, and intervals that apply to the totals you want to display.
2. Select Attendance > All > Student >Year View
3. Click (Additional options), then select **Day totals**.
4. On the Student Day Totals page, select the Only Show Dates with Attendance checkbox to limit the display to dates when attendance was entered.
5. Specify the time period by Interval, Date Range, or Selected Dates.
6. Click (Load) to display the totals.

View the color key for attendance codes

On the Color Legend section's bar, click  (Expand) to expand the section and view the color key.

Run a report

1. Select Attendance > All > Student >Year View.
2. If the Student Search page displays, search for the appropriate student, then click the student's name link.
3. Click (Additional options), then select **Printable**.
4. The report displays in a new browser tab in PDF format. You can save the report to your computer or run a printout.

Attendance Error Scan Page

Use this page to specify criteria for running the Error Scan. The scan verifies attendance against setup and student data, such as Entry/Withdrawal and Scheduling information.

The Error Scan can be set up to:

Detect attendance data for a non-attendance day or non-calendar day.

Detect a student with attendance information in a building for a date when the student is not enrolled in that building.

- List invalid absences in the attendance files, if you have the proper security, you can update or delete invalid attendance as needed.

Absences are considered invalid for the following reasons, among others:

A student is not enrolled in a building for the date of absence.

- The course the student was in for the period is defined not to take attendance.

The date of absence is not in the calendar of the building where the student is enrolled.

The student does not have a course scheduled for the period/day of absence.

For a complete listing of possible errors and reasons, refer to [Attendance Error Scan Messages](#).

The Error Scan must be run before:

Calculating attendance letters.


- Transferring absences to Report Cards or Interim Progress Reports.

Running the Day Totals or Interval Totals Calculations.


Running all cumulative reports.

Running state reports.

Additionally, you may use the Error Scan before running daily reports, although this is not required.

Menu Path:  Attendance > All > Utilities > Attendance Error Scan

Run Error Scan

1. Select  Attendance > All > Utilities > Attendance Error Scan.
2. Specify the calculation options.
3. Click® (Run).

Day Totals Calculation Page

Use this page to run the attendance day totals calculation for the views and time or date interval selected. The calculation converts attendance information into day totals records for selected students who meet the absence criteria in the specified views.

Register reports use these totals to report student attendance information. Additionally, the calculated day totals and membership totals are used in some state reporting options and also can be used for attendance notifications.

You must run this program before running the Interval Totals Calculation.

For an illustration of how attendance records translate into day totals information, refer to Overview of Attendance Records.

Note

If your building takes attendance based on scheduling periods or timeslots, day totals information will generate only for students who are scheduled.

Menu Path: Attendance> All> Utilities> Day Totals Calculation

Prerequisites

1. Verify that all attendance information you want to include in the calculation has been entered. If teachers enter attendance in Teacher Access Center, run Attendance> All> Reports> Missing Submission to see who has not submitted data.
2. Run Attendance> All> Utilities> Attendance Error Scan for all buildings and dates included in your calculation.
3. Correct invalid attendance, if necessary.
4. Rerun the Error Scan to ensure attendance changes are valid.

Run Day Totals Calculation

1. Make sure you are in the correct environment. You can run the calculation for the regular school year or summer school.
2. Select Attendance> All> Utilities> Day Totals Calculation.
3. Specify the calculation options.
4. Click® (Run).

Interval Totals Calculation Page

Use this page to run the Interval Totals Calculation for attendance for the views and intervals selected. The totals are used for printing attendance information on report cards and transcripts.

The system calculates the totals based on attendance code, district group, or state group, whichever applies, depending on your Attendance Intervals setup (fill Administration > Attendance > Setup > Intervals). The totals also depend on the converted day total codes created by Attendance's Day Totals Calculation (Attendance > All > Utilities > Day Totals Calculation).

For an attendance interval set up to sum by

Attendance code: The calculation creates totals for each code designated in the Convert to Code field in the selected attendance views.

State or District group: The calculation creates totals for each converted code (from the attendance view) that is included in a state or district group. An attendance code is associated with a state group and district group in Attendance Codes (Administration > Attendance > Setup > Attendance Codes). The results are totaled into the state or district group name.

Example: An attendance view could have two converted codes, EXC and UNX. These might be totaled into two district groups, EXC and UNX, but only one state group, ABS.

Menu Path: Attendance > All > Utilities > Interval Totals Calculation

Prerequisites

1. Verify that all attendance information related to the calculation has been entered. If teachers enter attendance in Teacher Access Center, run Attendance > All > Reports > Missing Submission to see who has not submitted data.
2. Run Attendance > All > Utilities > Attendance Error Scan for all buildings and dates included in your calculation.
3. Correct invalid attendance, if necessary.
4. Rerun the Error Scan to ensure attendance changes are valid.
5. Run Attendance > All > Utilities > Day Totals Calculation.

Run Interval Totals Calculation

1. Make sure you are in the correct environment. You can run the calculation for the regular school year or summer school.
2. Select Attendance > All > Utilities > Interval Totals Calculation.
3. Specify the calculation options.
4. Click®(Run).

Perfect Attendance Report Page

This report lists students who do not have any absences for the attendance codes, time period, days, and class periods selected. The report includes the student ID, name, grade, and gender of each student listed. You can generate the report in PDF (Adobe) or XLS (Microsoft Excel) format.

Menu Path: Attendance > All > Reports > Perfect Attendance

Run Perfect Attendance Report

1. Select Attendance > All > Reports > Perfect Attendance.
2. Specify the report options.
3. Click (Run).
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

HELPFUL HINTS

Daily Attendance Steps

Step		Description	Documentation
1	Generate Rosters for Substitutes	Short-term subs will not have security access to the teacher's gradebook. You will need to generate a Substitute Class Roster. You will manually enter the attendance from this roster into <i>eSchoolPlus</i> (ESP)	Generating Attendance Rosters for Substitute Teachers
2	Teachers submit attendance via <i>Teacher Access Center</i>	Be sure the teachers have submitted attendance in <i>TAC</i> . MPISD receives funding based on the official attendance times: Elementary 10:00 am PM PreK 1:00pm Intermediate School 4 th period Junior High 2nd Period High Schools 3rd period	Verifying Teacher Submission of Daily/Period Attendance
3	Enter/Update Attendance in <i>eSchoolPlus</i> (ESP)	Corrections will be entered upon receipt of supporting documentation (i.e. parent/doctor notes, logs) and updates for any attendance submitted in hard copy (i.e. from substitute	Entering Attendance in <i>eSchoolPlus+</i> Attendance Entry Elem/Intermediate
4	Run Error Scan and/or Clean up Student Attendance	The Error Scan must be run before: <ul style="list-style-type: none"> • Calculating attendance letters • Running the Day Totals • Running state reports • Prior to report card generation 	Attendance Error Scan Student Attendance Cleanup
5	Sign and file the Official Daily Attendance Report *	After you have verified that the attendance is correct for a given day, you will sign this report and file it in chronological order. NOTE: You will not have one for the P' day of school since students are not absent on the 1 st day. You will keep these reports for 5 years.	Official Daily Attendance Report
6	Generate Attendance Letters	Attendance letters will be sent once a student has accumulated 4 absences.	Generating Attendance Letters

* Any changes or corrections made to the Official Daily Attendance Report after it has been generated must be made in ink and initialed.

Reminders and Helpful Tips

1. No student is absent the first day of school/enrollment. If student is not present, he/she with withdrawn with the appropriate Leaver reason. A new enrollment date vector line is added to correspond to the first day the student is physically present in school.
2. Students must be in attendance at least 90% of the days' classes are offered. Students absent more than 18 days a year are subject to lose credit or be retained. Absences that exceed the 90% rule will be referred to the campus attendance committee for review.
3. A parent/guardian has 3 days from the date of an absence (with a note, phone call, fax, or e-mail) to provide the school with documentation as to the reason for the absence. Failure to notify the school within 3 days may result in the absences converting to truancy.
4. **Never** delete any attendance entry in *eSchoolPlus+* (ESP). This keeps the *TAC* interface correct.
5. In ESP you always enter attendance as 'Office'.
6. Attendance clerks never enter attendance into *TAC*
7. Middle and high school attendance will be corrected for all periods in order to correctly assess test exemption status.
8. Perfect Attendance Reports are optional and are generated at the end of each marking period.
9. The Official Daily Attendance Report can be generated approximately 1 week later to allow time to make corrections.
10. Final Year Attendance Verification Report PEIMS Campus Summary Report

Menu Path: Regulatory/Reports/ District/Campus Summary Report

Campus (Principal's Report)

Your Campus #

Reporting Periods 1,2,3,4,5,6 and 1-6

State Attendance

Print Signature- Check Box

Log Statistics

Run

Daily Attendance Checklist

- 0** Have Sub Rosters generated for all substitute teachers for the day as needed either by self or by other campus designated staff
- 0** Verify that all teachers have entered attendance by campus attendance time
- 0** Make attendance corrections in eSchoolPLUS
- 0** Run Error Scan – clean all errors run again to delete invalid errors
- 0** Run Official Daily Attendance Office Report
- 0** Verify accuracy of Official Daily Attendance Report with the ADA/ADM Statistics report to proof enrollment count and absences daily
- 0** Sign, date, and file (chronologically) the Official Daily Attendance Report

Attendance Steps for Each Six Weeks

1	Six Weeks Attendance Entered and Correct	<p>For the six weeks just completed be sure you have:</p> <ul style="list-style-type: none"> • All attendance updated and correct • All enrollments/withdrawals up-to-date • Any enrollments/changes to Start and End Date for any special program corrected. 	
2	Generate Student Detail Report	<p>Approximately 1 week after the end of each six weeks you will generate program specific Student Detail Reports. You will email the report(s) to the special program coordinators or diagnosticians for your campus. They will review and advise corrections or acceptance in a responding email.</p> <p>At the end of the 1st and 4th six weeks you will print the SDR. This will be used to for the Enrollment/Membership Reconciliation referenced on pg. 3.</p> <p>At the end of each six weeks after you have received approval on the program specific reports. You will generate and save the report to CD. You will print the signature page for the attendance clerk and the campus principal to sign.</p>	<p>Student Detail Report-Program Specific</p> <p>Student Detail Report</p>
3	Generate Campus Summary Report	<p>Approximately 1 week after the end of each six weeks you will generate and print the CSR to give to the campus principal for review. You will print the signature page for the principal and attendance clerk to review.</p> <p>Save a copy of the report to CD (it can be saved to the same CD with the Student Detail Report)</p>	Campus Summary Report
4	Generate Teacher Attendance Verification Reports	<p>For each six weeks you will generate the Attendance Verification Reports; the teachers will sign the reports, return to you. You will retain these reports for 5 years</p>	Attendance Verification Report
5	1st and 4th Six Weeks Attendance Verification	<p>At the end of the 1st and 4th six weeks only you will generate the Enrollment Verification Report and reconcile those reports to the Student Detail Reports.</p> <p>Once you have reconciled the teacher report to the SDR, you will complete the Six Weeks Verification Form and return it to the PEIMS Coordinator.</p>	<p>Enrollment Verification Report</p> <p>Six Weeks Verification Form</p>

FREQUENTLY ASKED QUESTIONS

Attendance Frequently Asked Questions

Question	Answer
Do we need a note from the religious institution if a student is stating absence in observance of a holy day?	A review of MPISD board policy and the Student Attendance Accounting Handbook (SAAH) substantiates that a parent note is acceptable documentation for this attendance code.
Can a required appearance at Immigration and Naturalization Services (INS) for the purpose of the student becoming a naturalized citizen be a recognized absence?	<p>Yes, as stated in the SAAH, we will receive funding if a student "misses school for the purpose of appearing at the governmental office to complete paperwork required in connection with the student's application for United States citizenship."</p> <p>We will also receive funding if a student is absent "for the purpose of taking part in a United States naturalization oath ceremony".</p> <p>In both instances MPISD will receive funding (recognized absence) for up to 2 days. MPISD may elect to excuse additional travel days; however, the student would be considered absent (non-recognized) for the additional travel days for attendance accounting purposes.</p>
If a social worker arranges a health care appointment for the student in which the student is absent for the entire day can we code this under the Medicaid screening?	Yes, IF the student is already receiving Medicaid services. If the student is not already receiving Medicaid services, the student is absent.
Will we accept an invoice/bill from the health care provider's office as documentation for a health care appointment?	Yes, as long as the student's name and the date they were absent is noted on the statement/bill.
What absences are to be reported on the Official Daily Attendance Report?	Any attendance marked for a student on a given day should be reflected on the Official Daily Attendance Report.
At what point do we notify the truancy officer of student absences? After I send a campus letter at 4 absences is it my responsibility to notify the truancy officer?	A campus administrator will be advised of the truancy and the attendance clerk will follow State and local policy and proceed with filing on offending student/s as necessary.
When a student is signed out before 10:00 AM are they considered absent, coded A, since you have a signature from the parent on the early withdrawal.	The student would be coded A. Per the SAAH "students who are absent at the time the attendance snapshot is taken are counted absent for funding purposes."

<p>If they go to the doctor because they left sick and return tomorrow is it considered a MEX? Is there a certain amount of time the student must be present for it to be considered a DRA?</p>	<p>The student would be coded MEX. To date TEA has not specified a certain amount of time the student must be present. "To be considered temporarily absent, the student must begin classes or return to school on the same day of the appointment." (SAAH)</p>
<p>If a student leaves before 10:00 AM and comes back at some point on the same day after 10:00 AM without a note-how do we code them?</p>	<p>The student will be coded U – Absent for the periods that the student did not attend. For elementary campus student is considered absent if not present at 10:00 AM.</p>
<p>How do I know at what point to take a child's attendance issue before the attendance committee (at what number of absences)?</p>	<p>The campus administrator will set this guidelines based on the 90% rule.</p>