



MOUNT PLEASANT

INDEPENDENT SCHOOL DISTRICT

**Attendance Accounting
Procedure Manual
2026-2027**

Introduction

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. Campus staff members enter student attendance utilizing *eSchoolPlus*. District staff must report attendance information through the Public Education Information Management System (PEIMS) to the Texas Education Agency (TEA). TEA then uses this attendance data to determine the allocation of Foundation School Program (FSP) funds for attendance and special programs.

Purpose

As mandated by TEA, the *MPISD Attendance Accounting Procedures Manual* has been compiled by the PEIMS District Coordinator to provide authorized school district personnel with specific, detailed information on the MPISD school attendance system.

Resources

- Texas Education Data Standards (TEDS) (TEA Website)
- Student Attendance Accounting Handbook (TEA Website)
- MPISD Administrative Regulations and Board Policy

HB2610

HB2610 was passed by the state legislature in May, 2015. It stipulates that all school districts must develop a yearly calendar providing no less than 75,600 minutes of instruction per school year. There are no minimum days; however, the first day of school must be scheduled no earlier than the fourth Monday in August and the last day of school cannot be before May 15th. A school day must be 420 minutes. Funding will be reduced proportionately for any timeframe under 75,600. A school day must be 240 minutes before a waiver can be applied.

FSP funding and attendance will still be based on 'days' – not minutes.

Required Audit Documentation

Regardless of where attendance records are filed or stored, they must be readily available for audit by the Financial Compliance Division of TEA. Auditors have the authority to examine attendance records for any year for which your district is required to retain records. If auditors detect errors during an audit, the TEA will either assess an adjustment to subsequent allocations of state funds or require your district to refund the total amount of the adjustment when the audit is finalized. *SAAH – Section 2.1*

If auditors determine that original documentation was not created at the time of the attendance.....TEA will retain 100% of your district's FSP allotment. *SAAH – Section 2.1*

You must retain the following attendance documentation required for audit purposes for **5 years**. Failure to produce these records can result in 100% loss of attendance funding for the year in question.

Student Detail Report - signature pages - all students for all 6 week reporting periods

Campus Summary Report – print entire report including signature page - for all 6 week reporting periods

Enrollment Verification Report from the 1st and 4th six weeks, reviewed & signed by the teachers

Any parent/guardian/emergency contact sign-in/sign-out logs

All parent/doctors' attendance notes in chronological order

Substitute Attendance Rosters – signed and dated

Field trip rosters – signed and dated the day of the trip; teacher cannot pre-post attendance.

Call logs for state testing days with all information completed – signed and dated

Nurse/office/principal/counselor logs showing where student was during official attendance time – signed and dated

Attendance Log – signed by attendance clerk showing all day's attendance was not taken at the official attendance time (i.e. pep rallies, testing, early release days, etc.)

If the attendance records are kept for more than 5 years, they can be audited. Shred in the 6th year.

Manual Entries for or Corrections to Student Attendance Data

District staff members **must always use ink** to make manual entries or corrections in the attendance records, on daily absence slips, on 6-week absence reports, and on daily summary sheets. Staff members must **never** record manual entries in pencil, use liquid correction fluid, or use a signature stamp. If errors are made on any official attendance document, the staff member making the correction must strike through the error, enter corrections and Initial. (SAAH 2023 section 3.6.1)

Senate Bill 124: ...relating to the punishment for the offense of tampering with certain governmental records based on certain reporting for school districts...An offense under this section is a felony of the third degree if it is shown...that the...data reported for a school district...to TEA through PEIMS.

Data Integrity

Data integrity is of the utmost importance at all levels of the Mt. Pleasant Independent School District. All Student Data — demographics, membership (entries and withdrawals), absences, program eligibility, discipline, grades, etc., must be on file. Missing data results in a "Fatal Error" on PEIMS, and the student will not be counted for funding or program enrollment, resulting in a loss of program funds.

Impact of Inaccurate Data

- Financial - loss of state funds
- Accreditation status
- Compliance reprimand, etc.

The policies and procedures outlined in this manual should be carefully followed to ensure accurate posting of attendance data. If there are unresolved questions regarding the posting of data, the PEIMS Division is available to provide assistance.

Computer Security

Access to *eSchool* must be designated by the Campus Principal and will be provided through the Technology Director. Those 'new' to the *eSchool* system will be required to receive training prior to being given access to the software. All security requests and changes to staff members must be submitted by the Principal or Director through email.

Access is granted to areas related to position assignment. Passwords should be protected and should not be given out to other persons.

Roles & Responsibilities

For districts to receive the maximum amount of funding for all their students, the following personnel must be aware of their individual responsibilities and must work together to assemble the required documentation at the earliest possible time: Superintendent, campus Principal, Assistant Principal, Teacher, Substitute Teacher, Truancy Officer, Counselor, Attendance Clerk(s)

This section provides information on the roles and responsibilities of district and campus personnel as it relates to the attendance accounting requirements. All personnel should comply with the process for the collection and reporting of student attendance in accordance with *Texas Education Association guidelines* and local policies published annually.

Superintendent of Schools

As mandated in the Texas Education Agency's, Student Attendance Accounting Handbook, the Superintendent of Schools is responsible for the accuracy and safekeeping of all attendance records and reports. These records must be readily available for audit by the Financial Audits Division of the Texas Education Agency (TEA) at all times.

IMPORTANT: In the event auditors detect errors during an audit, the TEA will either assess an adjustment to subsequent allocations of state funds or require your district to refund the total amount of the adjustment when the audit is finalized. [TEC, §42.255, 19 TAC §129.21(m)]

It must be emphasized that a student generates state funding only when a student meets all the eligibility requirements, and all documentation is complete and on file.

Campus Principals

- I. Ensure designated campus personnel have access to current documentation and publications that address rules, regulations, standards and reporting procedures regarding attendance records.
- II. Ensure designated campus personnel are notified of and attend necessary TRAINING sessions provided by the district through the PEIMS Division and/or other region or state agencies.
- III. Review, sign & date the Campus Summary & Student Detail reports every 6 weeks for completeness & accuracy.
 1. Scrutinize regular attendance totals and special program attendance totals based on approximate membership
 2. Investigate all data totals that have an exceptionally high value or a value of zero
 3. Compare current-year totals to prior-year totals to detect unreasonable differences
 - 4. By signing the Campus Summary Report...A principal affirms that he or she has checked...the accuracy & authenticity of the attendance data.**
- IV. Ensure that all procedures are implemented and that cooperation is promoted and maintained by all campus personnel to ensure prompt and accurate reporting of all attendance records.

Assistant Principals

- I. Communicate with the attendance clerk when a discipline assignment results in out-of-school suspension (OSS), in-school suspension (ISS), or assignment to Disciplinary Alternative Education Program (DAEP).
- II. Conduct review of attendance notification letters prior to mailing.
- III. Initiate truancy prevention measures as established by the district. (Board Policy FEA-Legal)

Counselors/PEIMS Clerks

- I. Be responsible for student schedule changes in *eSchool*.
- II. Notify appropriate teachers, assistant principals, and attendance clerks of schedule changes.
- III. Verify completed schedule changes. The integrity of attendance rosters/records is compromised when scheduling changes are not maintained correctly and/or when incorrect dates are entered.)

Teachers

- I. Teachers must take daily attendance and enter the student attendance information online using the TAC system. Teachers can only mark ABS or TDY. If all students are present, the teacher must mark the "All Present" box.
- II. Official attendance will be taken by the teacher at the time determined by the campus principal during the second or fifth instructional hour of the day. The selected time may vary from campus to campus. However, once a time has been selected, it cannot be changed.
- III. Teachers access the TAC software and post attendance using a unique User ID and Password. **Signing into TAC & posting attendance serves as the individual teacher's electronic signature.**
- IV. Review the Enrollment Verification Report; sign and date the 1st & 4th six weeks.

According to the Texas Education Agency, *Student Attendance Accounting Handbook*:

The teacher who initially records an absence is responsible for the accuracy of the report and attests to the validity of the data with his or her signature—or, in the case of a paperless attendance accounting system, with his or her entry of those data using the teacher's logon with a distinct secret password.¹

Substitute Teachers (not designated as long-term substitutes)

Substitute Teachers (that are not authorized long-term substitutes) are not allowed to access the *eSchool* software system for attendance posting.

- I. In the absence of the regular classroom teacher, the assigned Substitute Teacher must take a daily attendance on **the paper roll** sheet provided by the campus Attendance Clerk. Signature stamps and pencil are not acceptable.
- II. The paper roll sheet should be marked to reflect the student attendance, signed by the Substitute Teacher, dated and returned to the campus Attendance Clerk for posting.
- III. The campus Attendance Clerk will enter the absences in *eSchool* upon receipt of the paper roll.

Attendance Officers

The Truancy Officers are responsible to monitor and report violation of compulsory school attendance and serves as a liaison between the school and the community. AR FEA(R2)

- I. Assist campus personnel, parents and students with resolving acute attendance issues
- II. Make home visits as necessary in support of the Districts' attendance policies
- III. Execute responsibilities as outlined in MPISD Truancy Prevention process.
- IV. Prepare documents necessary for filing with the appropriate court regarding students and/or parents who have violated state and local attendance policies
- V. Participate in court proceedings regarding students and/or parents in violation of state & local attendance policies

Attendance Clerks

The actual responsibilities of attendance personnel may vary from campus to campus, but may encompass the following duties:

- I. Maintain attendance entries on a daily basis
- II. Secure and store student documentation pertaining to absences, etc.
 - a. Student aides **cannot** file student doctor notes
- III. Run daily, six weeks, and annual reports as directed in this document
- IV. Generate and track truancy for students with 3 or more and 10 or more absences. Provide this information to the designated campus administrator for implementation of truancy prevention measures.
- V. Comply with all written campus/district attendance accounting procedures

Never delete attendance. You may correct or change attendance, per documentation, but never delete a code and then leave the field blank. Only make changes when you have a paper trail.

General Attendance Rules

- I. For early release days, attendance will be taken according to the MPISD Attendance times for Campuses
- II. Teachers are provided training on how to use the TAC attendance module. In the event that the TAC System is unavailable, the teacher is to mark the attendance information on a paper roll sheet and submit the paper roll to campus Attendance Clerk. The campus Attendance Clerk will then enter the absence in *eSchool* once the system becomes available.
- III. Signature stamps and pencil are not acceptable.
- IV. Attendance must **not** be taken by students, classroom aides, or clerks. Using a student "sign-in" sheet to record attendance is not an acceptable method of taking roll and will result in the attendance being disallowed. (SAAH 2015, section 3.6)
- V. 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. (SAAH 2015, section 3)
- VI. **It must be emphasized that a student generates state funding only when said student meets all eligibility requirements and all documentation is complete and on file.**

PEIMS Department

- I. Print and distribute copies of PEIMS reports (student information) to appropriate campus and special program personnel
- II. Obtain signed verification sheets from special program personnel and campus principals prior to final submission of the fall PEIMS data

Attendance Data is submitted in the third PEIMS submission in June of each year.

Persons Subject to Compulsory Attendance

Under §25.085,2 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.

Compulsory attendance is enforced through §25.093 and Chapter 65, Texas Family Code.³

Daily Procedures for Attendance Clerks

Step		Description	
1	Generate Rosters for Substitutes	Short-term subs will not have security access to TAC. You will need to generate a Substitute Class Roster. Manually enter the attendance from this roster into <i>eSchoolPlus</i> (ESP)	<i>eSchool</i> >Attendance Center>Reports> Substitute Attendance Sheet Report
2	Teachers submit attendance via <i>Teacher Access Center (TAC)</i>	Be sure the teachers have submitted attendance in <i>TAC</i> . <i>MPISD</i> receives funding based on the official attendance time	<i>eSchool</i> >Attendance Center>Reports> Attendance Missing Submission Report
3	Enter/Update Attendance in <i>eSchoolPlus</i> (ESP)	Corrections will be entered after the ADA time upon receipt of supporting documentation (i.e. parent/doctor notes, logs) and updates for any attendance submitted in hard copy (i.e. from substitute teachers)	
4	Run Error Scan and/or Clean up Student Attendance	The Error Scan must be run before: • Calculating attendance letters • Running the Day Totals • Running state reports • Prior to report card generation	
5	Generate Attendance Letters	Run the calculation weekly. Attendance letters will be sent once a student has accumulated 3 or more absences without documentation (ABS) or truancy (TRU) days in a 4 week period.	

* Any changes or corrections made to any printed documents must be made in ink and initialed.

Six Weeks Procedures for Attendance Clerks

1	Six Weeks Attendance Entered and Correct	- All attendance updated and correct - All enrollments/withdrawals up-to-date - work with registrar - Changes to Start & End Date for special programs corrected. (Verify with PEIMS Data Entry Clerk) - Run error scan	
2	Attendance Calculations will be run	You cannot proceed until calculations are done. PEIMS Coordinator will run all required attendance calculations the weekend after the end of the six weeks reporting period.	
3	Generate Student Detail Report	At the end of each six weeks you will <u>generate and save</u> the report to a flash drive. You will <u>print the signature page</u> for the attendance clerk and the campus principal to sign.	*retain 5 yrs.
4	Campus Summary Report	Approximately 1 week after the end of each six weeks <u>generate and save</u> the CSR report to a flash drive. <u>Print the report & Principal & Attendance Clerk sign signature page.</u> Send copy of report to District PEIMS Coordinator.	*retain 5 yrs.
5	1st and 4 th Six Weeks Attendance Verification	Per dates provided by PEIMS District Coordinator for the 1st and 4th six weeks only - print <u>Enrollment Verification Report</u>. - Teachers verify & sign the Enrollment Verification Report. - Compare your totals page with their Verification Report they have turned in at the official attendance period. - Send a signed copy of report to the PEIMS Coordinator. - PEIMS coordinator will verify enrollment totals and sign along with Chief Financial Officer.	Maintain both reports and the verification form for 5 years.
6	Discipline-Attendance Verification	Print Discipline Attendance Verification Report. Print the Incident Report Check attendance data against OSS assignments & Discipline Clerk. Changes to attendance or the discipline report should be made to bring attendance and discipline into alignment.	
7	Sub Rosters	At the end of each six weeks run the Enrollment Verification Report and save to flash drive so they are available in the event of a disaster or system going down. eSchool>State Center>Texas>Reports>Attendance Report>Enrollment Verification Report	
8	Credit Denial – Excessive Absences	<u>High School only</u> run every six weeks to review with Assistant Principal for Saturday School.	
9	400 Attendance Verification Report	This report reflects students whose enrollment date on the Entry/Withdrawal screen does not match the ADA date on the PEIMS Demographic screen. You will generate this report from State Center>Texas>Reports>Verification Reports	

End of Year Procedures

1	Have all attendance for the year entered and correct by the last day of school	For end of year be sure you have: All attendance updated and correct All enrollments/withdrawals up-to-date (work with registrar) Any enrollments/changes to Start and End Date for any special program corrected. (work with PEIMS Data Entry Clerk) Run Error Scan	Exact date will be indicated on End-Of-Year Procedures document
2	Attendance Calculations will be run	PEIMS Coordinator will run necessary attendance calculations. You cannot proceed until these calculations are done.	
3	Generate Student Detail Report	Generate Student Detail Report to include all 6 six weeks. Save final report for the year to a flash drive. Print signature page for attendance clerk & principal signature. Scan the signature page and save to the flash drive	Student Detail Report *retain 5 yrs.
4	Generate Campus Summary Report	Generate Campus Summary Report to include all 6 six weeks. Save final report to flash drive. Print the signature page for the principal & attendance clerk to review and sign. Scan the signature page and save to flash drive.	Campus Summary Report *retain 5 yrs.
5	Prepare Attendance Record Storage	Store in labeled box/file cabinet: All parent/doctors notes – by date in chronological order Any document supporting daily attendance coding – i.e. phone logs, sign-in/out sheets, raptor, Substitute rosters, etc. Flash drive with final Student Detail & Campus Summary Report Signature pages signed by attendance clerk & principal 1 st & 4 th Six weeks Enrollment Verification reports	*retain 5 yrs.

Attendance Timeline

If a student was at your school by your official attendance time, the enrollment date is the day they arrived.

Students arriving after your official attendance time they will have an enrollment date of the next day.

Enrollment/ADA date is the first day the student is sitting in a chair at the official attendance time for your campus. No one is absent on the first day of enrollment.

Attendance Reporting

Attendance reporting is very important. The district receives state funds based on this information, thus accuracy and completeness are extremely important. District-wide reports are run daily and used by administrative offices to check the activity and student movement in the district. At the Secondary level it is important to maintain period absence accuracy. Students may lose credit for classes or taken to court for classes with excessive absences.

The Student Attendance Accounting Handbook (SAAH) on the TEA website (www.tea.state.tx.us/peims) can be downloaded and printed for written documentation of accounting procedures. Every attendance clerk should read the SAAH before school begins.

Remember - funds are generated by the official accounting period. An absence in the official accounting period generates no funds. If an absence is incorrectly reported, MPISD loses funds!

All campuses should comply with the process for collections and reporting of attendance in accordance with the *Texas Education Student Attendance Accounting Handbook* and local policies published annually.

Attendance Credit

Students are expected to be in attendance a minimum of 90% of all school days. 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 if the student completes a plan approved by the principal (i.e. Saturday school that provides for the student to meet the instructional requirement of the class). Failure to meet the 90% rule may cause a student to lose credit unless absences are considered TEA/MPISD recognized absences. Absences that exceed the 90% rule will be referred to the campus attendance committee for review. Attendance committee will consider all factors relevant in determining promotion/retention. Absences are either recognized or non-recognized. Recognized absences do not count toward the 90% attendance rule while non-recognized absences do count toward the 90% attendance requirement.

Recognized Absences

Health Care appointments. Student 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 to be considered temporarily absent, **the student must begin classes or return to school on the same day of the appointment.** Student must return with a note from the physician either on the same day or next day. **The appointment must be a face-to-face consultation with a health care professional. A consultation over the phone or via video (telemedicine or teledoc) is considered an appointment with a health care professional.**

Pursuing Military Enlistment Age 17 or older can be absent up to 4 days if pursuing enlistment in the US uniformed services or the Texas National Guard.

Drivers License/Permit Must be 15 or older and misses for the purpose of getting a Driver License or Permit – 1 Day

Observing religious holy days that may include 1 day travel to and 1 day of travel from the event, and requires notification from the parent to a designated school representative.

Mentorship to fulfill an Advanced Measure to complete Distinguished Achievement Program (DAP) - Applies to high school students only.

School related activity examples include a field trip or an athletic event with designated school employee(s).

Court Appearance - Attendance at a required court appearance including travel for that purpose. Student should provide documentation of required appearance prior to date of absence.

Sounding Taps - (Grade 6-12 only) absence for the purpose of sounding Taps at a military honors funeral for a deceased veteran. Requires parental documentation.

College Visit (RCV) limited to two days a year for 12th graders and 11th graders. Should have document from college/university or parent note. When a student exceeds the 2 RCV visits, additional visits may be coded with CLG, which is a non-recognized absence.

DFPS Activity ordered by a court under Texas Family Code.

Early Voting Clerk – student (16 years of age or older) is serving as an early voting clerk. This is limited to 2 days per school year.

Naturalization Paperwork – student is required to appear at a governmental office to complete paperwork required for an application for US Citizenship.

Naturalization Oath – student or parent/guardian is taking part in the US Naturalization Oath Ceremony.

Active Military Parent – student can be excused for up to 5 days to visit with an active military parent who is either within 30 days of deployment or return from military service for 4 months or more outside of the location where the student resides

If a student is absent for a reason not listed above, the absence is non-recognized.

Non-Recognized Absences

These Absences DO count toward the 90% Rule AR FEA(R1).

- Any normal absence documented by parent/guardian due to illness or other non-recognized absences
- Undocumented student absences (truancy absences)

- Absences due to an out-of-school suspension
- Attendance at a funeral, which may include 1 day for travel to, 1 day for funeral, and 1 day travel from funeral for a maximum of 3 days per single occurrence.
- Any other absence that is not one of the recognized absences.

IDENTIFICATION OF NO-SHOWS – START OF SCHOOL

On the first day of school, each campus will identify the **NO SHOWS**. A student that was expected to be present on the first day of school but was not present is called a "NO SHOW"

Attendance Clerks:

1. Teachers will take attendance electronically beginning the first day of school. They will mark those students not in a seat in their classroom at the official attendance time as ABS – absent. Secondary teachers will take period attendance for each period of that day.
2. Attendance clerk will run the Morning Bulletin or Attendance Trends by Period (Summary) the first day. Parent/Guardians of those students on the report will be contacted per the procedures established by your campus. You will need to work with the registrar to ensure the correct enrollment date is reflected.
3. On the sixth (6th) day of school the Attendance clerk will run the 5 consecutive absences report in *eSchool*. This list will be those students who have been absent the first five days of school and we have not received any communication from a parent/guardian authorizing us to withdraw. You will provide this list to your administrator and the registrar.
4. On the first Friday in September absences entered for the first day of school only will be mass deleted by the PEIMS Department.
5. Attendance clerks will run the Error Scan to clear deleted absences caused by withdrawals for any dates after the first day of school.

Registrars:

1. Students CANNOT be absent the first day of school/enrollment. The entry date for the student is the first day the student was physically present at the official attendance time for your campus. You will need to work with the attendance clerk to ensure the correct enrollment date is reflected.
2. You will withdraw any students for which you have received verification (either written or verbal) that the student is not returning to your campus.
3. You will change the enrollment date and the ADA Start Date (on the 146 PEIMS Demographic screen) for any student for which you have received communication (either written or verbal) that they will be starting school at a later date (i.e. parents stated they will be returning from their home country and will be in school on 9/20 – you will change the entry date and ADA Start Date to 9/20).
4. Once the attendance clerk provides the 5 consecutive absence report you will work with your campus administration to locate the students on the list using the established campus procedures.
5. You will have all no-show students withdrawn from eSchool by the first week of September.

Homebound Attendance Procedures

Any student who is served through the homebound program must meet the following three criteria:

- The student is expected to be confined at home or hospital bedside for a minimum of 4 weeks. The weeks **need not** be consecutive.
- The student is confined at home or hospital bedside for medical reasons only.

- The student's medical condition is documented by a physician licensed to practice in the United States.

A student served through homebound at home/hospital bedside must be served by a certified general education teacher or by a certified special education teacher if student is receiving special education services. Over the period of his or her confinement, the student must be provided instruction in all the courses, including elective courses, in which that student is enrolled.

The minimum documentation required in homebound logs:

- The name of the homebound teacher
- The student's name & TX Unique ID
- The date that the homebound teacher visited the homebound student an
- The specific time period that the student was served (example, 10:00am until 12:00pm). *SAAH 3.7.2.1*

A student who is served through the homebound program retains the same ADA eligibility code he or she had before receiving homebound services, regardless of how many hours the student will be served through the homebound program.

Homebound Funding Chart

Amount of Time Served per Week	Eligible Days Present Earned per Week
1 hour	1 day present
2 hours	2 days present
3 hours	3 days present
4 hours	4 days present (if the week is a 4-day week) 5 days present (if the week is a 5-day week)

This table applies to both Special Ed and General Ed Homebound students.

- You must have a homebound log from the homebound teacher each week showing hours served.
- A week starts Sunday and ends Saturday.
- Homebound service hours may not be accumulated and carried forward from one week to the next, nor may service hours be applied to a previous week.
- You cannot use the Homebound (HB) attendance code until the day the student begins receiving Homebound services – 1st day teacher actually goes to the home. Student is marked absent until this occurs.

A student receiving HB services **who returns to his or her campus to take a state-required assessment instrument (e.g., TAKS) must have a medical release** from a medical or nurse practitioner licensed² to practice in the United States to do so.

While a student is in transition between homebound and attending school they will remain a homebound student and the table above will still apply.

Cessation of CTE Contact Hour – high school students receiving homebound services cannot continue to accrue CTE contact hours unless a CTE certified teacher is provided homebound service for the CTE courses. If there is not a CTE certified teacher providing services, the CTE contact hours must be adjusted in eSchool (contact the PEIMS Department for assistance).

Correcting Student Absences

Students that have signed in or out during the day on a written log will need their absence record in *eSchool* modified to indicate reason absent. Middle & High school attendance clerks will correct attendance for all periods.

Never delete an entry, correct it with the proper attendance code, per documentation.

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.). **Documentation supporting that a student was with a campus official must be retained for audit purposes. SAAH 3.6.3**

State Testing

Accurate attendance collection is important on these days. Have a plan in place. We can set the official attendance period for a different period on those days. This can also be applied to those days when you are having special assemblies, pep rallies, etc. that meet during the official attendance hour. Please notify the PEIMS Analyst five (5) days in advance of your request.

Verification of Enrollment (VOE)

VOE is the form for students to take to the DMV for their permit or license. It is issued by the attendance clerk at the High School. Eligibility is based on attendance for the most recent completed semester. If a student has 9 or more unexcused absences they are ineligible until they make up the time with seat time. Any VOE form issued during the school year is good for 30 days. A form issued the last 5 days of school is good all summer.

Note: Only the campus where the student is currently enrolled can issue these. Central Administration will not provide this form to a student.

Tardies

All students are expected to be on time and prepared to start the school day. The following procedures will be in place regarding student tardies at the beginning of the school day.

- A student will be tardy immediately after the last bell rings to begin the school day.
- If a pattern of morning tardies develops for the beginning of the school day, a student may be referred to campus administration or the campus attendance committee to review possible action, intervention or consequences.
- Additional consequences associated with morning tardies and subsequent actions will be treated as a campus administrative decision.
- Tardies resulting from inclement weather may be waived at the discretion of the campus principal.

All students are expected to remain in class during the instructional day. If a pattern of early leave at the end of the school day develops, a student may be referred to campus administration or the campus attendance committee to review possible action, intervention or consequences. Tardies are not considered absences for purposes of compulsory attendance enforcement. *SAAH 3.5*

Truancy

A school district is required to adopt truancy prevention measures under TEC 25.9015. Any student absence without parent/guardian or school permission and or documentation can be truant. If a student has three or more absences (ABS) for 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. Please refer to MPISD Online Policy/FEA.

Attendance Clerks will:

1. Generate, consult with the AP prior to mailing a letter or email to the parents once the student has accumulated 10 absences.
2. Make copies of letters mailed for attendance files
3. Provide a list or the letters to the campus administrator of those students receiving the attendance letter.
4. Provide additional data to the Campus Administrator or Truancy Officer as requested.

Campus Administrator will:

1. Determine and advise the attendance clerk if they require additional information and at what intervals (i.e. clerk to provide a list again at 11 absences or other predetermined threshold, etc).
2. Oversee Attendance Committee meetings to vote on truancy
3. Advise the district Truancy Officers of the need to initiate truancy procedures on behalf of a student.

A referral for 10 or more unexcused absences within six months must be made **within 10 school days from the date of the students 10th absence.**

Attendance Officer will:

1. Assist campus personnel, parents and students with resolving acute attendance issues
2. Make home visits as necessary in support of the District attendance policies
3. Prepare documents necessary for filing with the appropriate court regarding students and/or parents in violation of state and local attendance policies
4. Participate in court proceedings regarding students and/or parents in violation of state and local attendance policies
5. Truancy Officer will notify campus of court decision

Only the Campus Administrator will advise the truancy officer to initiate truancy procedures, not the Attendance Clerk.

Withdrawals for Nonattendance

MPISD may initiate withdrawal of a student for nonattendance under the following conditions:

1. The student has been absent for 10 or more consecutive days
2. Repeated efforts by the truancy officer, attendance clerk or Assistant Principal to locate the student have been unsuccessful
3. there is no truancy case pending
4. contact your registrar to withdraw the student, code as 98 (dropout)

Every attempt to locate this student must be made. The withdrawal date will be 10 days after he or she last attended.

Refer to Administrative Regulation FEA (Local).

Attendance Committee

Per the district each campus committee will consist of the following members as appointed by the campus principal or designee:

- * At least one campus administrator.
- * At least one (or more) teacher(s) representing each grade level represented in the school.
- * Any additional professional staff members as deemed necessary by the campus principal or designee.
- * The campus principal or designee will serve as leader of each campus attendance committee.

Duties of the Attendance Committee:

Each campus will establish an attendance committee in accordance with Board Policy FEC (Local). The committee is empowered with the following duties:

- * Review any student's attendance when in danger of falling below the 90 percent threshold and make decisions regarding appropriate intervention.
- * Review the attendance records of students who have fallen below the 90% threshold and determine if awarding class credit is appropriate because of extenuating circumstances associated with their absences. The committee may also assign additional ways in accordance with board policies to regain credit.
- * The committee may also choose to meet with students and/or their parents to find ways to improve their attendance and academic performance.

Guidelines for the Attendance Committee to Award Credit

- * In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student.
- * All non-recognized absences shall be considered in determining whether a student has attended the required percentage of days.
- * A transfer or migrant student incurs absences only after his or her enrollment in the District.
- * The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.

Attendance for Various Discipline Actions

Attendance personnel should receive a notice DAILY of all students who are being disciplined so that their absences may be entered into the computer correctly. If this information is not being received in the attendance office in a timely manner, the administrator in charge of attendance at the campus should be notified.

Students who are present in ISS are marked absent by the teacher of record but calculated as present for PEIMS funding by use of the appropriate absence reason code. Students who are suspended are marked with an excused absence using the OSS code. DAEP will assign attendance for students being served at this facility weekly on Monday for the upcoming week. Absences are adjusted accordingly during the course of the week.

Special Education or ELL students who are removed from their designated IEP setting or language setting for 5 or more days must continue to receive services.

The use of OSS is limited to 3 school days per offense event. A partial day of suspension counts as one of the three allowed. *SAAH Glossary*

ATTENDANCE CODES

A	ABSENT	NO ADA	
ABS	ABSENT HOMEBOUND	NO ADA	HOMEBOUND TEACHER RECORD
ADMIL	PARENT MILITRAY VISIT	NO LOSS OF ADA	
AIS	ABSENT ISS	NO ADA	PARENTAL DOCUMENTATION
ALT	PRESENT ALT SCHOOL	NO LOSS OF ADA	
BRV	BEREAVEMENT	NO ADA	PARENTAL DOCUMENTATION
CIT	AQUIRING CITIZENSHIP	NO LOSS OF ADA	CORRESPONDENCE FROM INS
COL	COLLEGE DAYS	NO LOSS OF ADA	DOCUMENTATION FROM COLLEGE
CRT	COURT APPEARANCE	NO LOSS OF ADA	DOCUMENTATION FRO COURT CLERK
DCP	ENROLLED IN A OFF CAMPUS DUAL PROGRAM ALL DAY	NO LOSS OF ADA	
DFPS	UNDER CONSERVATORSHIP OF DFPS AND MISSESFOR COURT ORDERED ACTIVITY	NO LOSS OF ADA	
DLO	DRIVER LICENNSE OFFICE	NO LOSS OF ADA	DOCUMENTATION FROM TDPS
E	EXCUSED ABSENCE	NO ADA	DOCUMENTATION RECEIVED
ELE	ELECTION CLERK	NO LOSS OF ADA	DOCUMENTATION FROM ELECTION CLERKS OFFICE
EX	EXTRACURRICULAR ACTIVITIES	NO LOSS OF ADA	DISTRICT EMPLOYEE PROVIDES DOCUMENTATION
EXP	EXPELLED	NO ADA	DISCIPLINE REFERRAL
F	FIELD TRIP	NO LOSS OF ADA	DISTRICT EMPLOYEE PROVIDES DOCUMENTATION
HB	HOMEBOUND	NO LOSS OF ADA	COPY OF HB TEACHERS LOG
ISS	IN SCHOOL SUSPENSION	NO LOSS OF ADA	DISCIPLINE REFERRAL
MED	MEDICAL ABSENCE	NO ADA	MEDICAL DOCUMENTATION

MEN	MENTORSHIP APPROVED BY DISTRICT	NO LOSS OF ADA	
MEX	MEDICAL EXCUSE	NO LOSS OF ADA	DOCTORS NOTE
MIL	PURSUIING ENLISTMENT IN MILITARY	NO LOSS OF ADA	
NAT	NATURALIZATION CEREMONY	NO LOSS OF ADA	DOCUMENTATION OF TAKING OATH
OCW	OFF CAMPUS WORK BASED LEARNING OPPORTUNITY	NO LOSS OF ADA	
ONC	ON CAMPUS BUT OUT OF CLASS	NO LOSS OF ADA	DOCUMENT FROM SCHOOL STAFF
PDA	PAST DATE ABSENCE SUBMITTED	NO ADA	DOCUMENTATION RECEIVED TOO LATE
PNA	PAREN TNOTE ABSENCE	NO ADA	PARENTAL DOCUMENTATION
PRE	PRESENT	NO LOSS OF ADA	DOCUMENTATION NEEDED FOR CORRECTION
REL	RELIGIOUS HOLY DAY	NO LOSS OF ADA	STATEMENT FROM RELIGIOUS ORG
S	SUSPENDED	NO ADA	DISCIPLINE REFERRAL
SKC	SKIPPED CLASS	NO LOSS OF ADA	DISCIPLINE REFERRAL
T	TARDY	NO LOSS OF ADA	TEACHER DOCUMENT IN TAC
TAPS	MISSED SCHOOL TO PERFORM TAPS AT FUNERAL 6-12	NO LOSS OF ADA	
TIS	TARDY IN SCHOOL SUSPENSION	NO LOSS OF ADA	TEACHER DOCUMENT IN TAC
TRU	TRUANT	NO ADA	
TSBVI	PARTICIPATE IN SHORT TERM CLASS PROVIDED BY TSBVI	NO LOSS OF ADA	
TSD	PARTICIPATE IN SHORT TERM CLASS PROVIDED BY TEXAS SCHOOL OF DEAF	NO LOSS OF ADA	
TST	TESTING	NO LOSS OF ADA	
TXVSN	ENROLLED FULL TIME IN TXVSN CLASSES	NO LOSS OF ADA	
U	UNEXCUSED	NO ADA	NO DOCUMENTATION RECEIVED

Glossary of Acronyms

ADA	Average Daily Attendance - # of students in average daily attendance. ADA is based on the # of days attended divided by # of days of instruction in the school year. ADA is used in the formula to distribute funding to TX public/charter schools.
CPS	Child Protective Services
CTE	Career & Technical Education
DAEP	Disciplinary Alternative Education Program
EB	Emergent Bilingual
EE	Early Education- A grade level for students 0 through 5 years of age who have not been placed in prekindergarten or kindergarten. These students include students receiving special education services
ELL	English Language Learner
ESL	English as a Second Language
FERPA	Family Educational Rights & Privacy Act
FSP	Foundation School Program - The program under which Texas public school districts receive resources to provide a basic instructional program and facilities to eligible students.
GT	Gifted Talented
ISS	In-School Suspension
JJAEF	Juvenile Justice Alternative Education Program
OSS	Out of School Suspension - The use of out-of school suspension is limited, without exception, to 3 school days per offense event. A partial day of suspension counts as one of the three allowed.
PEIMS	Public Education Information Management System
PK	Prekindergarten - A grade level for children aged 3 and 4 years
PRS	Pregnancy Related Services - Support services provided to a pregnant student during the pregnancy and post-partum periods
SAAH	Student Attendance Accounting Handbook
SIS	Student Information System
TEA	Texas Education Agency
TREx	Texas Records Exchange

Frequently Asked Questions

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 MEX?

The student would be coded MEX if a doctor's note is provided. 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)

How do I know at what point to take a child's attendance issue before the attendance committee (at what number of absences)?

Your campus administrator will set this guideline based on the 90% rule. At 11 or more absences notify your campus administrator.



**DO NOT DELETE
ATTENDANCE**