



**Campus ADA Time Declaration
2019-2020**

Campus Name:	Campus Number:
Official School Start Time:	Official School End Time:

The official attendance accounting time set by this campus for the 2019-2020 school year will be:

Time	Period
Track 1 (A Day):	Period:
Track 2 (B Day):	Period:
Half-Day AM:	Period:
Half-Day PM:	Period:

Secondary (Middle and High School): Please Include a Copy of the Bell Schedule

3.6.2 Time of Day for Attendance Taking

Each campus must determine attendance for all grades by the absences recorded at the one particular point in time the campus has chosen for roll to be taken (a snapshot, for example, 9:45 a.m.) during the **second** or **fifth** instructional hour of the day or its equivalent. The selected time may vary from campus to campus within your district. However, once a time has been created, a campus must not change it during the school year.

3.6 Attendance-Taking Rules-See SAAH 3.6 for further details and DISD Attendance Procedure Manual

Attendance must be conducted and completed by the classroom teacher. Attendance must not be taken by students, classroom aides, or clerks. Using a "sign-in" sheet to record attendance is not an acceptable method of taking roll and will result in attendance being disallowed.

At the secondary level, a student is marked absent if they are 30 minutes late to the class.

Required Signatures:

Attendance Clerk: _____

Campus Principal: _____

