

ATTENDANCE:
ATTENDANCE ACCOUNTING

FEB
(REGULATION)

PURPOSE	The purpose of this administrative regulation is to establish written procedures permitting a campus to specify an alternative time for taking attendance other than the second or fifth instructional hour, as provided by FEB (Local).
OFF-CAMPUS PROGRAMS	Funding eligibility for a student participating in an off-campus program will include time instructed in the off-campus program. These off-campus programs may include dual-credit courses taught at a college campus; CTE programs requiring experiences off-campus at a worksite, practicum, or internship; and other programs approved by the Superintendent.
CHOOSING AN ALTERNATE ATTENDANCE-TAKING TIME	A principal may choose an alternate attendance-taking time for a student or group of students scheduled to be off campus for an off-campus program during the regular attendance-taking time (also referred to as the snapshot time), in accordance with the Texas Education Agency's guidelines for student attendance accounting. An alternative attendance-taking time may not be used for a student who is on campus during the school's regular snapshot time.
ALTERNATING DAYS	When programs require off-campus time only on certain days of the week (for example, a work-based program that meets off campus on Tuesdays and Thursdays, and on campus the other days of the week), an alternate attendance-taking time may be established for those students for the off-campus days only.
DURATION	The alternate attendance-taking time will be in effect for the period of days or weeks for which the group is scheduled to be off campus during the regular attendance-taking time (for example, for the semester or for the duration of employment). The alternate attendance-taking time may not be changed once it is selected for a particular student or group of students.
WRITTEN NOTIFICATION	<p>Once the alternate attendance-taking time is selected, the principal must notify in writing the District PEIMS Coordinator and the appropriate Executive Director of Elementary Education or Secondary Education of the following:</p> <ol style="list-style-type: none">1. Student or group of students having an alternate attendance-taking time;2. Off-campus program in which the student or group will participate;3. The alternate attendance-taking time; and4. Duration of the alternate attendance-taking time. <p>The principal and PEIMS Coordinator will keep record of the written notification for 6 years for audit purposes.</p>
EFFECTIVE DATE	This regulation is retroactive to August 27, 2018.