

# Tomball ISD

## Student Attendance Handbook

2023-2024



The [TEA Student Attendance Accounting Handbook \(SAAH\)](#) establishes attendance requirements and guidelines. Maximum funding for our students is only possible if administrators, special program staff, teachers, and attendance personnel are aware of their responsibilities. District personnel is required to report attendance and contact hours through the Public Education Information Management System (PEIMS).

**Important from TEA 2023-2024 Student Attendance Accounting Handbook:**

\*2023-2024 SAAH will be released in the 2024 School Year.

“If auditors detect errors during an audit, 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.” (pg. 20)

“Attendance will be considered undocumented if documentation of the attendance either is missing or so inadequate that a reasonable person could not conclude from the documentation that the attendance it is intended to support actually occurred. If attendance is undocumented at the days of attendance level, any special program attendance based on those days of attendance also will be considered undocumented. The adjustment to the FSP allotment for any undocumented attendance will apply to the time period for which documentation was missing or inadequate.” (pg. 23)

“As stated in previous sections, the district superintendent is ultimately responsible for the accuracy and safekeeping of all attendance records and reports. These records must be available for audit by the TEA Financial Compliance Division or for review by the State Funding Division.

The principal of each campus is responsible for reviewing his or her respective Campus Summary Reports for completeness and accuracy.

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.

The attendance personnel generating absence summaries and transcribing the absences or coding information into the accounting system are responsible for adhering to all laws and regulations pertaining to student attendance accounting.” (pg. 35)

## **Student Attendance**

Students in both in-person and remote programs are subject to compulsory attendance laws. All students enrolled in remote/online instruction must check-in and engage in learning activities in all classes daily. Students must be in attendance for at least 90 percent of the time the course is offered in order to receive credit or a final grade.

## Attendance Codes in eSchool

TISD has unified the attendance coding colors.

**Green** – First day at a Campus

**Red** – Absent Unexcused

**Gold** – Absent Excused

**Brown** – Absent Out of School Suspension

**Blue** – Present In School Suspension

**Grey** – Present

**Pink** – Present Late

**Black** – DO NOT USE – PEIMS/MIS ONLY USE

**Orange** – Absent No Show

Attendance Code	Description	District Group	State Group
<u>1</u>	<b>1st Day in Attendance</b>	PRES - Days Present	
<u>A</u>	<b>Absent (by Teacher)</b>	UNC - Unexcused Absences	ABS - State Absence
<u>ABS</u>	<b>Absent (Office)</b>	UNC - Unexcused Absences	ABS - State Absence
<u>AEP</u>	<b>Alternative Education Prog</b>	PRES - Days Present	
<u>AEXC</u>	<b>(DO NOT USE) Excused Absences</b>	EXC - Excused Absences	
<u>APC</u>	<b>Absent (Parent Contact)</b>	EXC - Excused Absences	ABS - State Absence
<u>AT1</u>	<b>Absence Tracking (MIS Use ONLY)</b>	EXC - Excused Absences	ABS - State Absence
<u>AT2</u>	<b>Absence Tracking (MIS Use ONLY)</b>	EXC - Excused Absences	ABS - State Absence
<u>AUNC</u>	<b>(DO NOT USE) Unexcused Absences</b>	UNC - Unexcused Absences	
<u>BAA</u>	<b>Board Approved Activity</b>	PRES - Days Present	
<u>CIT</u>	<b>Citizenship</b>	PRES - Days Present	
<u>COL</u>	<b>College Days</b>	PRES - Days Present	
<u>CRT</u>	<b>Court Ordered</b>	PRES - Days Present	
<u>DFPS</u>	<b>Dpt of Family &amp; Protective Services</b>	PRES - Days Present	
<u>ELC</u>	<b>Election Clerk</b>	PRES - Days Present	
<u>ENL</u>	<b>Pursuing Enlistment - 17 and older - 4 max</b>	PRES - Days Present	
<u>EXAM</u>	<b>Exempt from Exam (High School)</b>	UNC - Unexcused Absences	ABS - State Absence

Attendance Code	Description	District Group	State Group
<a href="#">EXC</a>	<b>Extenuating Circumstances</b>	EXC - Excused Absences	ABS - State Absence
<a href="#">FT</a>	Field Trip	PRES - Days Present	
<a href="#">HAL</a>	<b>(DO NOT USE) HB Attendance Log</b>	EXC - Excused Absences	ABS - State Absence
<a href="#">HB</a>	<b>Homebound</b>	PRES - Days Present	
<a href="#">ISS</a>	<b>In-School Suspension</b>	PRES - Days Present	
<a href="#">LATE</a>	<b>Late Arrival - Office</b>	LA - Late Arrival	
<a href="#">LTI</a>	Life-Threatening Illness	AEXC - Total Excused	ABS - State Absence
<a href="#">MDA</a>	<b>Medical Absence (Full Day)</b>	EXC - Excused Absences	ABS - State Absence
<a href="#">MDP</a>	Medical Absence (Partial Day)	PRES - Days Present	
<a href="#">MIL</a>	Military - 5 days per school year	PRES - Days Present	
<a href="#">NCA</a>	<b>No Call Absence</b>	UNC - Unexcused Absences	ABS - State Absence
<a href="#">NPK</a>	<b>No PK or PPCD (Early Dismissal Day)</b>	EXC - Excused Absences	ABS - State Absence
<a href="#">NS</a>	<b>No-Show</b>	NS - No Shows	ABS - State Absence
<a href="#">NT</a>	<b>(DO NOT USE) No Test - Gr12 only</b>	EXC - Excused Absences	ABS - State Absence
<a href="#">ODL</a>	Obtain Driver's License or Learner's License	PRES - Days Present	
<a href="#">OSS</a>	<b>Out of School Suspension</b>	UNC - Unexcused Absences	ABS - State Absence
<a href="#">P</a>	Present by Teacher	PRES - Days Present	
<a href="#">PRE</a>	Present (Office)	PRES - Days Present	
<a href="#">RAE</a>	<b>(DO NOT USE) Remote Attendance Engaged</b>	PRES - Days Present	
<a href="#">RAP</a>	<b>(DO NOT USE) Remote Attendance - Present</b>	PRES - Days Present	
<a href="#">RAU</a>	<b>(DO NOT USE) Remote Attendance Unengaged</b>	UNC - Unexcused Absences	ABS - State Absence
<a href="#">REL</a>	Religious Holiday	PRES - Days Present	
<a href="#">TAPS</a>	Sounding TAPS	PRES - Days Present	
<a href="#">TEST</a>	Testing	PRES - Days Present	
<a href="#">TRU</a>	<b>Truant</b>	UNC - Unexcused Absences	ABS - State Absence
<a href="#">UIL</a>	UIL Absence	PRES - Days Present	
<a href="#">VAC</a>	<b>Vacation Days (Notified by Parent)</b>	UNC - Unexcused Absences	ABS - State Absence

## **How and When Teachers Take Official Attendance Face 2 Face (F2F on Campus):**

The official attendance time:

- Elementary campuses are 10:10 am.  
Afternoon Pre-K & EE 1:30pm
- Intermediate ranges between 09:05 am and 9:15 am.
- Junior High ranges between 8:40 am and 09:25 am.
- High School ranges between 8:55 am and 9:10 am.

## **How Attendance is Entered into the Attendance Accounting System:**

Teachers enter Attendance into TAC (Teacher Access Center). If student attendance needs to be corrected, the teacher can correct it for the current day or the teacher may notify the campus Attendance Clerk/PEIMS Clerk of the change. The data teachers enter is automatically updated in eSchool.

## **Positions Responsibility for the Coding of Special Programs:**

Positions responsible for the Coding of Special Program data varies campus to campus. These positions include Counselors, Special Ed Diagnosticians, Program Specialist, Registrars, Assistant Principals, and Principals. District PEIMS personnel enter Pregnancy Related Services (PRS) & Homeless.

## **How Changes to Special Programs are Documented:**

All changes are made in eSchool. Clerks are not to make any changes to Special Program information without appropriate documentation. If changes are required, they are put in the form they receive (i/e. LEP Revision Form to change a parent permission code). The forms are kept in the Audit boxes (file storage varies from campus to campus). Changes to At Risk, 504, and other programs.

## **How Student Membership is Reconciled between Teacher Rosters and the Attendance Accounting Database**

Tomball ISD generates Student Detail Reports, Campus Summary Reports, and District Summary reports for every 6-week reporting period. The signature page of the Student Detail Report is signed by the Principal and the PEIMS/Attendance Clerk.

Attendance is recorded by:

- Teachers or approved Administrators/Clerks during their district-approved campus time at the campus.

## **How TISD Maintains Attendance Accounting Records After the Completion of a School Year**

The Campus Summary and Student Detail reports are run by the District PEIMS office at the end of each 6 weeks. These reports are sent to the campuses and the signature pages are kept in the District PEIMS office. The registrar and attendance staff will tally the numbers on the rosters and compares that number with the grand total of students shown on the Campus Summary report. Audit boxes kept at the campuses typically contain Campus Summary Reports, Student Detail Reports, and any paperwork they bring to the quarterly audits. All campuses will keep their attendance notes and sig- in and out sheets on campus for 2 years before going to storage. Some campuses will keep first-day folders/forms, registration and withdrawal forms, leaver reports, TEA snapshot data, and membership day paperwork.

### **Backup Systems in Place to Protect the Attendance Accounting Records**

Tomball ISD has hourly transaction logs, nightly backups as well as nightly off-site backups to our vendor.

### **Positions responsible for the Maintenance and Security of the Attendance Accounting Records**

The PEIMS Clerks, Counselor secretaries, Attendance Clerks, and Registrars (positions vary depending on the campus) are responsible for maintaining their audit boxes. Signature pages of the Campus Summary and Student Detail reports are held in the district office by the. The principal is ultimately responsible for his or her designee.