Attendance Procedures Manual

User Guide

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PEIMS Data Quality, Compliance, and Accountability Department
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Table of Contents

Texas Education Agency Resources

2023-2024 Student Attendance Accounting Handbook:
https://tea.texas.gov/student-attendance-accounting-handbook

2023-2024 Texas Education Data Standards via TWEDS:
https://tealprod.tea.state.tx.us/TWEDS/94/0/0/0/Introduction/List/728

Trainings/Meetings

Attendance is required at all training/meetings. In the event you are unable to attend a scheduled training/meeting, you will need to email PEIMS Data Quality via department email tisdenroll@tomballisd.net before the scheduled meeting time.

Data Backup

All data is backed up nightly and stored by the Tomball ISD MIS/PEIMS Departments.

PEIMS Overview

What is PEIMS?
The Public Education Information Management System (PEIMS) encompasses all data requested and received by TEA about public education, including student demographic and academic performance, personnel, financial, and organizational information.1

PEIMS Data Standards
The Data Standards provide instructions on the submission of PEIMS data by school districts to the Texas Education Agency.[2]

Student Attendance Accounting Handbook (SAAH)
No school district official (or any other person in your school district) has the authority, either implied or actual, to change or alter any rules, regulations, or reporting requirements specified in this handbook.[3]

The Student Attendance Accounting Handbook (SAAH):
- Describes the Foundation School Program eligibility requirements for all students,
- Prescribes the minimum standards for all attendance accounting systems,
- Lists the documentation requirements for attendance audit purposes and
- Details the responsibilities of all district personnel involved in student attendance accounting.[4]

Senate Bill 124

Senate Bill 124 amends the Penal Code to include data required to be reported for a school district or open-enrollment charter school to the Texas Education Agency through the Public Education Information Management System (PEIMS) among the governmental records the tampering with which constitutes a third-degree felony and to enhance the penalty for the offense of official oppression by a public servant from a Class A misdemeanor to a third-degree felony if the public servant acted with the intent to impair the accuracy of such data.

General Audit Requirements

The district must make available and provide the Financial Compliance Division of TEA copies of all required attendance records **within 20 working days** of the agency's written request. Failure to provide all required attendance records (specific program[s], grant[s], or both) will result in TEA retaining 100 percent of your district's FSP allotment for the undocumented attendance for the school year(s) for which records have been requested.[5]

Student Attendance Accounting

Understanding Student Attendance Accounting

This manual will cover an array of information concerning the processing of student attendance accounting. Topics will include official attendance time, attendance reconciliation, six weeks of attendance verifications, audit documentation, and checklists.

About This Manual

Material contained in this manual is based on the Student Attendance Accounting Handbook, the PEIMS Data Standards, best practices, and district policy. As required by the Texas Education Agency, this procedures manual must include the following information:

1. How and when teachers are to take official attendance?
2. How attendance is entered into the attendance accounting system.
3. Which position or positions are responsible for the coding of special programs (such as career and technical education, special education, pregnancy-related services [PRS], etc.)
4. How changes to special programs are to be documented.
5. How student membership is to be reconciled between the teacher rosters and the attendance accounting database.
6. How your district will maintain attendance accounting records (including computerized records, period absence slips, and official calendar) after the completion of the school year?
7. What backup systems are in place to protect the attendance accounting records?
8. Which position is responsible for the maintenance and security of the attendance accounting records?

How and When Teachers Take Official Attendance

How Attendance is Recorded

Attendance will be recorded electronically through the district student information system. eSchoolPlus is the current student information system.

Recording Attendance During the Event of a Technical Outage

In the event that teachers are unable to take attendance due to a technical outage, the attendance must be taken on a paper roster. The paper class roster must be signed, dated, and submitted to the attendance clerk for manual entry. Documentation supporting the outage must be filed with the Daily Summary Reports.

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.). The selected time may vary from campus to campus within your district. Once a time has been selected, a campus may not change it during the school year.[7]

An attendance accounting system that allows teachers to enter attendance data directly into the automated system must provide security for the data that is entered. Systems must include the following safeguards and security features (this is not necessarily an exhaustive list of required features):

9. Requirement that teachers log on to the system using distinct secret passwords.
10. Timing out (automatic shutoff) if the program has not had an activity in an appropriately short period of time (for example, 10 minutes).
11. Ability to report the date, time, and identity of the teacher entering the absence data, upon request.
12. Ability to report the date, time, and identity of the individual making changes to the attendance report, upon request.
13. Provision of a positive confirmation for 100 percent of attendance (teacher submits "all present" rather than showing no one absent)[8].

Campus Official Attendance Recording Times

Prekindergarten Campus: Attendance will be taken each day in the homeroom class. Official snapshot attendance will be recorded each day at the following times for the listed programs:

>> **PK – Full Day 10:10 AM**
>> **PK (WCES/WES)/ECSE (EEA) – Morning Session 10:10 AM**
>> **PK (WCES/WES)/ECSE (EEA) – Afternoon Session 1:00 PM**

Elementary Campuses: Attendance will be taken each day in the homeroom class. Official (snapshot) attendance will be recorded each day.

>> **All Elementary Campuses 10:10 AM**

Secondary campuses: Attendance will be taken every period. Official (snapshot) attendance will be recorded each day during the times listed below:

>> **Tomball HS 9:55 AM**
>> **Tomball Memorial HS 10:10 AM**
>> **Tomball Star/Tomball Connections Academy 7:40 AM**
>> **Tomball JHS/Willow Wood JHS/Grand Lakes JHS 8:20 AM**
>> **Creekside Park JHS 9:10 AM**
>> **Tomball Intermediate 9:15 AM**
>> **Northpointe Intermediate/Oakcrest Intermediate 9:50 AM**

How Attendance is Entered into eSchoolPlus

Students who are on campus and in their classrooms at the time attendance is taken must have their official attendance taken and completed by the classroom teacher. **Attendance must not be taken by students or classroom aides and clerks who do not meet the requirements for paraprofessionals.** (For the requirements for paraprofessionals, see the TEA "Becoming an Educational Aide in Texas" web page located at: https://tea.texas.gov/texas-educators/certification/becoming-an-educational-aide-in-texas.)

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.[9]

Pre-entered Absences

The campus attendance clerks may pre-enter student attendance for students who are out of the classroom for field trips, UIL-sponsored activities, or other approved activities. The clerk may also pre-enter absences for students who are out of the classroom due to disciplinary placement (ISS, OSS, and D-Hall). Attendance that was pre-coded for a future date may be deleted/removed. Attendance previously posted may not be deleted/removed. **Legible student rosters must be provided to the office by the trip sponsor and/or discipline administrator in a timely manner. ALL PRE-ENTERED ATTENDANCE MUST BE RECONCILED UPON THE CONCLUSION OF THE SPECIFIED ACTIVITY (see acceptable documentation). All documentation before and after the approved activity must be kept on file for audit purposes.**

Campus Teacher Attendance

Campus teachers will submit attendance electronically through TAC (Teacher Access Center) at the official attendance time.

Substitute Teacher Attendance

Substitute teachers will take attendance on a TDAS-generated Substitute Roster at the official attendance time. The Attendance Worksheet will be signed and dated by the substitute teacher and submitted to the attendance clerk to be manually entered into eSchoolPlus. The paper roster will be kept for auditing purposes with the daily attendance documentation. Substitutes must verify attendance by marking A = "Absent" or P = "Present." For students not on the roster, add to the bottom of the attendance worksheet. Make sure to include last name, first name, and ID on the roster. Long-term substitutes will be granted access to record attendance upon receipt of the Staffing Budget Worksheet designating him/her as a long-term substitute.

Manual Entries or Corrections to Student Attendance Data

District staff members must always use ink to make manual entries or corrections in the attendance records, and on daily absence slips, on six-week absence reports, and 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 correcting must strike through the error, enter corrections nearby, and initial.[10]

Unrecorded Class Attendance

The Unrecorded Class Attendance report will automatically generate five minutes after the official attendance time each day. The report will be emailed via eSchoolPlus to all campus administrators for

appropriate action.

Homebound Attendance

When the homebound committee has approved a student to receive homebound services, the homebound instructor will submit an attendance log to the PEIMS/MIS Department on a weekly basis. Homebound attendance coding will be manually pre-entered on a monthly basis by the PEIMS/MIS Department. The PEIMS/MIS Department will enter the student as HAL (homebound absence) until the receipt of the homebound log from the teacher, which the PEIMS/MIS Department will manually enter the homebound attendance code HB (homebound presence) based on the attendance log submitted. The campus staff, Attendance Clerk, or Teacher will not enter any attendance on these students.

Office Logs

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.[12] Students arriving to school late or leaving school early **_must be checked in/out using the TISD Sign In/Sign Out Sheet._** Student-generated sign-in/sign-out logs are not appropriate supporting documentation.

Special Program Data Responsibilities

All special program specialists will be provided with a special program student list each six-week reporting period to review and verify. Special program specialists are responsible for reviewing reports and coordinating with the appropriate campus personnel for data changes. Each special program specialist will sign, date, and return the corrected special program student list to the campus Registrar no later than the end of the following week after the end of the six weeks. Please refer to the Six-Week Attendance Periods chart for exact dates.

Bilingual/English Language Learner(ELL)
The Bilingual Department is responsible for identifying and coding Bilingual/ELL students.
> **_Director, Bilingual/ESL Educational Department – Moreno, Dr. Paloma Phone: 281-357-3100 ext. 2016_**

Career and Technical Education (CTE)
The CTE Director/Coordinator is responsible for the upkeep of contact hours on the master schedule.
> **_Director of CTE – Sandoval, Karla_**　　　　　　　　**_Phone: 281-357-3100 ext. 2084_**
> **_Coordinator, CTE – Roman, Amanda_**　　　　　　　　**_Phone: 281-357-3100 ext. 6233_**

Pregnancy Related Services (PRS)
The campus counselors and nurses are responsible for identifying and coding any pregnancy-related data. Coding will be completed at the campus level under the oversight of the assigned campus coordinator/counselor. Supporting documentation (CEHI Logs and TISD PRS Checklist via RING) will be provided to the PEIMS/MIS Department for auditing purposes.
Questions regarding the program may be referred to:
> **_Director of Guidance and Counseling – Sheils, Steven_**　　　　　　**_Phone: 281-357-3140 ext. 4111_**

Special Education

The Special Education PEIMS clerk is responsible for entering into eSchoolPlus the Special Education data that is provided by the diagnosticians. Supporting documentation of all changes must be maintained in the Special Education Frontline System. The Special Education staff is responsible for generating, verifying, and correcting Special Education data every six weeks. The completed reports will be submitted to the Special Education Director for verification.

> *Director of Special Education – Williams, Keri*   *Phone: 281-357-3140 ext. 4101*
> *Assist Director of SPED – Arnold, Audra*   *Phone: 281-357-3140 ext. 4123*

Pre-Kindergarten and ECSE

Campus Administrators are responsible for verifying the eligibility of their students and the Registrar is responsible for maintaining the appropriate PEIMS coding in the Student Information System (SIS).

> *Director of Elem ELA/K-12 SS – Thompson, Lauren*   *Phone: 281-357-3290 ext. 2080*
> *Pre-K and ECSE EE Specialist – Elster, Catherine*   *Phone:281-357-3290 ext. 4064*

Discipline

Campus Administrators are responsible for entering, maintaining, and verifying the appropriate discipline data and discipline attendance coding in the Student Information System (SIS).

> *Director of District Support – Guerrero, Steve*   *Phone: 281-357-3100 ext. 2080*

Use of Attendance Codes and Documentation Requirements

A. A student not actually on campus at the time attendance is taken may be considered in attendance and eligible for FSP funding for the activities listed below:

1. Participation in an activity that is approved by TISD and is under the direction of a professional staff member. **Students participating in any activity that is not approved by TISD or without certified district personnel supervision must be counted absent**. *Acceptable documentation:* student rosters with student name, ID, or TSDS # (no nicknames) signed by the professional staff member verifying the presence of the students at the approved activity. Documentation will be held at the campus level.

   a. *Attendance Code FT*   *FIELD TRIP*
   b. *Attendance Code UIL*   *UIL*
   c. *Attendance Code BAA*   *BOARD APPROVED ACTIVITY*

2. Absent as the result of a serious or life-threatening illness or related treatment makes the student's attendance infeasible. Documentation from a health care professional licensed, certified, or registered to practice in Texas must be provided that specifies the student's illness and the anticipated period of the student's absence relating to the illness or related treatment.

   A student with a mental health or substance abuse condition who is being treated for a serious illness (TEC, §25.087(b)(3)) in an outpatient day treatment program or partial hospitalization program, under the care of a health care professional licensed, certified, or registered to practice in Texas, shall be excused for the authorized treatment period, and shall not be withdrawn from school. The discharge summary from the outpatient day treatment or partial hospitalization

program must include treatment admission and discharge dates to be provided to the school by the family upon return to school as documentation to excuse absences for the duration of the authorized outpatient treatment plan or partial hospitalization.

> ***a.   Attendance Code LTI   LIFE THREATENING ILLNESS***

3. Receiving general education homebound (GEH) services. *Acceptable documentation:* Student's eligibility for GEH services (SAAH Section 3.7), GEH committee decision, instructional plan, start and stop dates of homebound instruction, and the attendance record maintained by the homebound teacher (homebound log). Documentation and coding will be completed and held at the PEIMS/MIS office.

> ***a.   Attendance Code HAL   HOMEBOUND ABSENCE/CEHI***
> ***b.   Attendance Code HB   HOMEBOUND PRESENT/CEHI***

4. Observation of holy days, including days of travel to or from. Travel days for which the student is considered in attendance shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days. *Acceptable documentation:* Calendar indicating commonly designated holy days. Documentation will be held at the campus level. The student must be afforded a reasonable amount of time to make up the schoolwork missed on these days. If the student satisfactorily completes the schoolwork, the day of absence is counted as a day of compulsory attendance. Church retreats, camps, mission trips, and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days.

> ***a.   Attendance Code REL   RELIGIOUS HOLY DAY***

5. In grades 6 through 12 and misses school to sound "Taps" at a military honors funeral held in Texas for a deceased veteran. *Acceptable documentation:* Letter signed by detail commander requesting student's services. Documentation will be held at the campus level. The student must be afforded a reasonable amount of time to make up for the schoolwork missed on these days. If the student satisfactorily completes the schoolwork, the day of absence is counted as a day of compulsory attendance. Documentation will be held at the campus level.

> ***a.   Attendance Code TAPS   SOUNDING TAPS***

6. Is absent from school to attend a required court appearance, including traveling for that purpose. Excused days for traveling shall be limited to one day for travel to and one day for travel from the site where the student is required to appear in court. **Important: Absences to meet with probation officers do not qualify for funding but must be excused if they meet the criteria in the TEC 25.087(b)(1)(B).** *Acceptable documentation:* Copy of summons. Documentation will be held at the campus level.

> ***a.   Attendance Code CRT   COURT ORDERED***

7. Is 17 years of age or older and pursuing enlistment in a branch of the United States Armed Services or the National Guard. Your district: **1)** must not excuse the student for this purpose for more than four days of school during the period the student is enrolled in high school and **2)** must adopt **a)** a policy stating when an absence will be excused for this purpose and **b)** a policy that verifies the student's activities related to pursuing enlistment in a branch of the Armed Services or the Texas National Guard. *Acceptable documentation:* Documentation from the branch. Documentation will be held at the campus level.

> *a. Attendance Code ENL   PURSUING ENLISTMENT*

8. The student or the student's child has a face-to-face appointment with a health care professional licensed, certified, or registered by an appropriate agency of the State of Texas [1] to practice in the United States during regular school hours, if the student begins classes **OR** returns to class on the same day of the appointment. *Acceptable documentation:* A signed note from the US licensed health care professional. Documentation will be held at the campus level.

> *a. Attendance Code MDA   MEDICAL ABSENCE (Absence FULL DAY)*
> *b. Attendance Code MDP   MEDICAL ABSENCE (Present PARTIAL DAY)*

9. 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. Visits do not exceed two (2) school days during a student's junior year and 2 days during a student's senior year. Travel days are not included. *Acceptable documentation:* Dated program/ticket/brochure/letter. Signed parent note verifying campus visit.

> *a. Attendance Code COL   COLLEGE DAYS*

10. Is absent from school to serve as a student early voting clerk, election clerk, or student election clerk. *Acceptable documentation:* Signed documentation from the district/city/county/federal election clerk.

> *a. Attendance Code ELC   ELECTION CLERK*

11. Is in his or her junior or senior year of high school and misses school to visit a professional at the professional's workplace for career investigation to determine the student's interest in pursuing a career in the professional's field. Visits do not exceed two (2) school days during a student's junior year and two (2) days during a student's senior year. *Acceptable documentation:* Dated document from the career professional on official letterhead. The document should include the date of the visit, the student's name, and the signature of an official from the career professional.

> *a. Attendance Code CAR   CAREER INVESTIGATION DAY*

12. Is absent from school to appear at a governmental office to complete the paperwork required in connection with the student's application for US citizenship and/or take part in the **student's own** US naturalization **oath ceremony**, including travel for that purpose. *Acceptable documentation:* Copy of application/oath signed by an appropriate government official.

> *a. Attendance Code CIT   CITIZENSHIP*

13. 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 the continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. The 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. *Acceptable documentation:* Copy of official orders and/or signed

letter from an appropriate commanding officer.
> *a.* **Attendance Code MIL** **MILITARY**

14. Student placed in Juvenile Detention. *Acceptable Documentation:* Documentation of placement and Attendance/ Instructional Services Log.
    > *a.* **Attendance Code JDCA** **JUVENILE DETENTION CENTER ABSENCE**
    > *b.* **Attendance Code JDCP** **JUVENILE DETENTION CENTER PRESENT**

15. Is missing school to visit a driver's license office to obtain a driver's license or learner permit. The student must be enrolled in high school and 15 years of age or older. Your district may not excuse the student for more than one day of school during the period the student is enrolled in high school for each purpose (obtaining a driver's license and obtaining a learner's license). Your district must verify the student's visit to the driver's license office in accordance with the procedures adopted by your district.
    > *a.* **Attendance Code ODL** **OBTAINING DRIVER'S LICENSE OR LEARNERS PERMIT**

B. A student may be excused for temporary absences resulting from any cause listed below. **Funding is not generated.** *Acceptable documentation:* 1.) A note describing the reason for the absence signed by the student's parent or guardian. If the student is **18 or older** or has been declared by the court to be an emancipated minor, the student may sign in place of the parent or guardian 2.) Signed note by a doctor 3.) A discipline referral and/or 4.) Extenuating Circumstance. Documentation will be held at the campus level.
   > *a.* **Attendance Code APC** **Excused Absent with Documentation**
   > *b.* **Attendance Code OSS** **OSS (Out of School Suspension)**
   > *c.* **Attendance Code EXC** **Extenuating Circumstances**

C. The remaining codes are used for students who are on campus, but not in their assigned classroom when attendance is taken. **Funding may be generated**. *Acceptable documentation:* Attendance Correction Request Form **and/or** verified and signed testing rosters from the campus testing coordinator **and/or** signed and verified rosters from the ISS teacher with a copy of discipline referral.
   > a. **Attendance Code P or PRE** **PRESENT**
   > b. **Attendance Code ISS** **ISS (In-School Suspension)**
   > c. **Attendance Code TEST** **TESTING**

D. Students who bring documentation for an absence that does not meet the description of the attendance codes listed in the above sections **A, B, or C.**
   > *a.* **Attendance Code A or ABS** **ABSENT**

Absence Reason Codes

Reason Codes are to be used with appropriate attendance type codes.

Tardies

For official attendance accounting and FSP purposes, "tardies" do not exist (SAAH, Section 3.6.8) Excessive Tardies cannot be accumulated and converted to an absence. Tardies are **not** posted in the funding period.

Daily Attendance Reconciliation

To ensure that all attendance records are accurate, the Day Summary report must be reconciled with all other attendance documentation. Each day in six weeks must be reconciled before submitting the Attendance Verification Form for those six weeks. To reconcile daily attendance, the Day Summary report must be cross-referenced with the attendance documentation listed below.

- Sign-in / Sign-out Logs
- Attendance Worksheets from substitutes
- Nurse's Logs
- Main Office Visit Logs
- Counselor's Logs
- Discipline Logs
- Class Admit Slips
- Attendance Correction Request Forms
- Field Trip Rosters
- Homebound Log
- Parent Notes
- Doctor Notes
- Suspension Notifications
- Any other documentation that supports the attendance for the day

Six-Weeks Attendance Verification

Your district should balance all attendance reports for six weeks to ensure that all reports match. **If any attendance data is changed in the accounting system for a six-week period whose information was previously balanced, new reports must be generated and balanced.** Such changes should be documented.[15] New reports reflecting the changes will be generated at the end of each semester.

Six-Week Attendance Reconciliation Verification
Before the Attendance Reconciliation Verification Signature Form can be submitted for six weeks, the following tasks must be completed:

- Verify that all student notes have been entered into eSchoolPlus, and notes have been filed by the date of absence.
- Day Summary reports have been generated and reconciled with all supporting documentation, including, but not limited to, Main Office Visit Logs, Discipline Office Logs, etc.
- Generate and review the Daily Register report for reasonableness. Make any

necessary corrections and regenerate the corrected report (will be monitored).
- Generate and review the Contact Hours Report for reasonableness. Make any necessary corrections and regenerate the corrected report (will be monitored).

Daily Register Report

Each six-week reporting period, the campus personnel responsible for ensuring student attendance accounting codes are correct should generate Student Detail Reports and review them for reasonableness.[16]

District Summary Report

District Summary Reports should be generated each six-week reporting period and reviewed by the superintendent or the superintendent's designee. The person reviewing the report should do the following:
- Scrutinize regular attendance totals and special program attendance totals based on approximate membership.
- Investigate all data totals that have an exceptionally high value or a value of zero.
- Compare current year totals to prior year totals to detect unreasonable differences.[17]

Upon receipt of the Attendance Verification Signature Forms from each campus, the PEIMS Department will generate the District Contact Hours Report in eSchoolPlus and provide it to the superintendent and/or his designer.

Maintaining Records

At the end of each year, all records associated with the official attendance period (including daily teacher logs, six- week reports, semester reports, notes from parents, documentation from principals/ counselors/nurses/ doctors/ dentists, sign-in/sign-out sheets, Attendance Correction Request Forms, etc.) will be boxed and clearly marked for storage in the District Warehouse. The documentation will be retained for five years for auditing purposes.

Withdrawal Procedures

Non-Attendance/Whereabouts Unknown

According to FEA (LOCAL), TISD may initiate withdrawal of a student under the age of 19 for non-attendance under the following conditions:

1. The student has been absent for ten **consecutive** school days (partial days are not included in the 10-day count*)*; **and**
2. **Repeated** efforts by the attendance officer and/or campus administration to locate the student have been unsuccessful.

Campus Administration/Student Services will determine final student status for withdrawals due to whereabouts unknown. Once it has been determined that the student's whereabouts are unknown, and proper documentation has been received, **the Registrar** will withdraw the student, with a **Code Other-Unknown or not listed, which will convert to PEIMS Code 98 – Dropout**. The campus will process the withdrawal paperwork and attach the email from campus Administration/Student Services confirming the whereabouts unknown status.

Not Entitled to Enrollment

Students not entitled to enrollment will be withdrawn by the campus with a Code 83 after due process has been afforded and all documentation is in place. Original documentation and withdrawal form will be retained in the student's Cum Folder.

Temporary Absences and Withdrawal

The district must **not** withdraw a student who is temporarily absent (for example, because of illness or suspension) but still a member of the district (SAAH, Section 3.4.2)

3.   4 Withdrawal Procedure

Your district should withdraw a student from the attendance accounting system _on the date your district becomes aware the student is no longer a member of the district_. With proof of enrollment in a different district or campus, retroactive withdrawals are permitted to the day a student is enrolled in another school. Your district must update all attendance accounting records affected by such a change. (See also 3.3.5 Entry and Reentry Dates.)

If a student withdraws before attendance is taken, the withdrawal date is that day. If a student withdraws after attendance is taken, the withdrawal date is the next school day. A student is not in membership on the withdrawal date. Deletion of attendance records will be completed at the district level with proper documentation.

Withdrawal Information:

When withdrawing a student, please enter the date of the student's last day of attendance.
Enter the code for withdrawal and Comment to note where the student is moving to (include city, state, and name of school if available). Make sure the schedule option is selected before saving.

For additional steps on the withdrawal process, please see the step-by-step section.

PLEASE NOTE:

> When withdrawing a student, the following programs should not be withdrawn: SpEd, Bil/ESL, GT, and PK.

Campus Personnel needs to be contacted when a student is withdrawn.

> Student's Teachers, Counselors, Assistant Principals, Diagnostician, Testing Coordinator, Nurse, Attendance Clerk, Librarian, Athletic Coordinator.

Campus Personnel need to sign the local TISD lever form as well as the withdrawal form printed from eSchoolPlus when a student is withdrawn.

Checklist

Attendance Clerk Daily Checklist

For auditing purposes, the following documentation and any other supporting information must be maintained in the Daily Attendance Folder.

- Make sure an Attendance Worksheet is returned for every absent teacher (for all courses/sections). Use these paper rosters to enter appropriate attendance data through Entry by Class or Activity. All Attendance Worksheets from substitutes must be signed and dated by the person who took attendance.
- Make necessary changes in eSchoolPlus based on parent notes, doctor notes, office visit reports, etc. All excuses are filed in the daily attendance folder.
- Generate a Day Summary/Multi-Period Attendance report and reconcile the daily attendance report with all supporting documentation for that day.
- Generate a Recorded Class Attendance Report
- Generate an Unrecorded Class Attendance Report for all periods.
- After all attendance entries and corrections have been made in eSchoolPlus, run the final Day Summary report/Multi-Period Attendance report.
- Enter any homebound attendance from the Homebound Attendance Log.

Attendance Clerk Weekly Checklist

For reconciliation purposes, generate and review the reports:

- On the first day of each week, generate a current set of Attendance Worksheets and save them to your desktop. In the event of an internet outage, these rosters will be printed for manual attendance recording.
- Teacher Class Summary report every other week to review attendance entered from the previous week.
- Blank Schedules Report (ghost students).

Attendance Clerk Six-Week Checklist

- Verify that all student notes, office visit reports, and other documentation have been entered into eSchoolPlus.
- Verify that all Day Summary reports have been reconciled.
- Verify that all daily folders and weekly folders are complete and in order. For auditing purposes, save the following by 6-week period:
- Generate and verify the Discipline/Attendance Reconciliation report.
- Generate and verify the Perfect Attendance report.
- Generate and verify the Daily Register report.
- Generate and verify the Contact Hours report.
- Attendance Verification Signature Form

Once all necessary changes have been made, generate a final Perfect Attendance report, Daily Register Report, and District Summary Report, and retain it in the attendance audit box. Complete the

Attendance Reconciliation Verification Signature Form, retain the original in the attendance audit box, and email a copy to Assessment and Accountability.

Documentation Retention

General Audit Requirements

Your district must make available and provide to the Financial Compliance Division of TEA copies of all required attendance records **within 20 working days** of the agency's written request. Failure to provide all required attendance records (specific program[s], grant[s], or both) will result in TEA's retaining 100 percent of your district's FSP allotment for the undocumented attendance for the school year(s) for which records have been requested.[18] The following documentation is retained in the attendance audit box for five years:

- Attendance Worksheets
- Daily Register Report
- Attendance excuse notes
- Office Visit Reports
- Any other supporting documentation to justify attendance entries and/or changes
- Contact Hours Report
- Attendance Verification Form
- Perfect Attendance Report

Tomball ISD Leaver Crosswalk Reasons

Students who drop out for the following reasons in the previous year will be reported in the current year PEIMS Fall Submission under the PEIMS Data Standards.

Code	Long Description	State Coded
01	Graduated From a Campus In This District	01
02	Pursue Job/Job Train	98
03	Student Died	03
04	Join the Military	98
08	Pregnancy	98
09	Marriage	98
14	Age	98
15	Homeless/Non-Permanent Resident	98
16	Return to Home Country	16
19	Failed TAKS – Met Requirements	98
195	ADA Eligibility and/or Calendar Change	
198	Another Tomball School	M
22	Enrolled in Alternative/GED/HSEP	98
24	College, Pursue associate or bachelor's Degree	24
30	Health Care Facility	M
31	Completed GED/HSEP	M
60	Homeschooling	60
61	Incarcerated Outside District (if not receiving services)	98

64	GED/HSEP/Returned/Left Again	*M*
66	Removed – Child Protective Services	*66*
72	Court Order/Alternate Program	*98*
78	Expelled For Offense Under TEC §37.007, Can't Return	*78*
79	Expelled, Can Return, Has Not	*98*
80	Enroll - Other Texas Public School	*M*
81	Enroll in Texas Private School	*81*
82	Enroll In School Outside Texas	*82*
83	Withdrawn By District Because Not Entitled to Enrollment	*83*
84	Academic Performance	*98*
85	Graduated Outside TX before entering TX Public School - Entered TX Public School - Left again	*85*
86	GED Outside of Texas	*86*
87	Enroll in University High School Diploma Program	*87*
88	Court-Ordered GED Program, Has Not Earned GED	*88*
89	Incarcerated In State Jail/ Federal Penitentiary as Adult	*89*
90	Graduated From Another State for Military Children	*90*
97	Grade Level Change	
98	Other - Unknown or not listed	*98*
CFIND	Child Find (ONLY FOR PEIMS USE)	
EJJ	Expelled to JJAEP	*M*
LOER	Limited Open Enrollment Revoked	*83*
SS	Summer School Rollover	
SSINC	Summer School Incomplete	
W29	Non-Eligible Special Ed	
YRE	End of Year (Rollover)	*98*

Tomball Attendance Codes

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

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

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

Truancy

TASB Legal Services: Snapshot Truancy Guide Beginning 2015

House Bill 2398, passed this 84th legislative session, made numerous sweeping changes to the landscape of truancy laws in the state of Texas. This piece of legislation, effective September 1, 2015, addresses a school district's responsibility to address student truant conduct, including additional requirements for the implementation of truancy prevention measures, and referral of a student to truancy court. Heading into the 2015-16 school year, school attendance officers, principals, school resource officers, assistant principals, and other pertinent school officials will need to understand the landscape as it now exists considering House Bill 2398. This overview will highlight the differences in the relevant truancy provisions found in the Texas Education Code.

Before House Bill 2398	2015 school year and forward
Compulsory attendance: children ages 6-17 are required to attend school. Excludes students who are 18 years of age. Education Code § 25.085	**Compulsory attendance:** children ages 6-18 are required to attend school. This bill adds 18-year-olds to compulsory attendance requirements. Education Code § 25.085
Older students: a referral to truancy court is prohibited for students attending school after their 18th birthday. Education Code § 25.094	**Older students:** a referral to truancy court is prohibited for students attending school after their 19th birthday. School districts may issue a warning letter to a student attending school after age 19 and may revoke enrollment for the student if the person has more than 5 unexcused absences in one semester; or as an alternative, impose a behavior improvement plan on the student (see below). A school district cannot revoke the enrollment of an older student on a day on which the student is physically present at school. Education Code § 25.085; Family Code § 65.002
Truant conduct is defined: as if a student is absent from school on 10 or more days or parts of days within six months in the same school year, or on three or more days or parts of days within four weeks.	**Truant conduct is defined: as** if a student is absent from school on 10 or more days or parts of days within six months in the same school year.
Education Code § 25.094	**Note: truant conduct eligible for referral to truant court does not include a student's failure to attend school on three or more days or parts of days within four weeks.** **Family Code § 65.003**

Warning notice: at the beginning of the school year notice must be sent to students' parents that if the student is absent on 10 or more days or parts of days within six months, or on three or more days or parts of days within four weeks, the student's parent is subject to prosecution and the student is subject to referral to court for criminal prosecution of truancy conduct. Education Code § 25.095	Warning notice: at the beginning of the school year, a district must send notice to students' parents that if the student is absent on 10 or more days or parts of days within six months, the student's parent is subject to prosecution and the student is subject to referral to a truancy court. If a student has been absent without excuse on three days or parts of days within four weeks, the school district shall issue a warning notice to inform the parent that the student is subject to truancy prevention measures in addition to other statutory requirements in existence. Education Code § 25.095
Attendance officer duties: a licensed peace officer serving as an attendance officer may take necessary measures to enforce compulsory attendance requirements, including, but not limited to taking a student into custody with the permission of the student's parent or in obedience to a court-ordered legal process Education Code § 25.091	Attendance officer duties: a licensed officer serving as an attendance officer may no longer take a student into custody even if the parent provides permission or according to a court-ordered legal process Note: all other duties and powers related to an attendance officer are left intact, including, escorting a student, at the request of a parent, to a school campus to ensure attendance Education Code § 25.091
Truancy prevention measures: a school district is required to adopt truancy prevention measures (TPMs) to address conduct related to truancy. Education Code § 25.0915	Truancy prevention measures: a school district is required to adopt at a minimum the following TPMs: • **Impose a behavior improvement plan including the specific behavior required or prohibited by the student** and the period of time the plan will be in place;
	• **Impose school-based community service.** • **Refer the student to counseling, mediation, mentoring, teen court, or other in-school or out-of-school services aimed at addressing the truant behavior** Note: guidance on sample truancy prevention measures is included in Appendix A. Education Code § 25.0915
Application of TPMs: school district discretion on when to begin applying TPMs to an absent student, but common practice has been to apply TPMs as early as the third absence within four weeks No Education Code provision	Application of TPMs: a school district must begin application of TPMs if a student fails to attend school without excuse on three or more days or parts of days within four weeks Note: a school district may apply TPMs to all age students required to attend school under compulsory attendance requirements Education Code § 25.0915 (a-4)

Failure to Attend School B 2398 has removed Section 25.094 (Failure to Attend School) from the Texas Education Code. This means that a student who is absent from school for 10 or more days or parts of days within a six-month period cannot be referred to court for criminal prosecution of the offense of failure to attend school.

Referral to court for Failure to Attend School: if a student fails to attend school without excuse on 10 or more days or parts of a day within six months, the school district *shall* file a complaint against the student or student's parent or both for failure to attend school. The school district is required to file on the student or parent or both within 10 days of the student's 10th absence. If the student is absent from school without excuse on three or more days or parts of days within four weeks, the school district *may* file a complaint against the	**Referral to court for truant conduct**: if a student fails to attend school without excuse on 10 or more days or parts of days within six months, a school district shall refer a student to truancy court within 10 school days of the student's 10th absence. A district may delay referral to truancy court if the district is applying TPMs and the TPMs are succeeding, or if it is not in the best interest of the student to refer the student to truancy court. A school district may refer a student ages 12- 18 to truancy court.
student, parent, or both for failure to attend school. **A school district may refer a student ages 12- 17 to a court for failure to attend school.** **Education Code §§ 25.0951, 25.094, 25.093**	**A school district is prohibited from referring the following students to truancy court for truant conduct and must provide counseling:** **Pregnant students.** **Students in foster care programs.** **Homeless students.** **Students who are principal income earners for their family** **Note: The Texas Office of Courts Administration's Truancy Reform Website offers additional resources for school administrators implementing HB 2398, including flowcharts for truancy court procedures and school responsibilities, available at:** **www.txcourts.gov/publications- training/training- materials/truancy- reform.aspx.** **Education Code §§ 25.0951, 25.0915. Family Code § 65.002.**

Court referral documentation: referral to court for failure to attend school must include a statement from the school certifying that: TPMs were applied but failed to address attendance; specify whether the student is eligible for special education services. Education Code § 25.0915, 25.0951	Court referral documentation: referral to truancy court must still be accompanied by a statement from the school certifying that TPMs were applied but failed; and specify whether the student is eligible for or receives special education services. Changes to the law have increased the discretion that prosecutors and courts must dismiss a petition filed by a school district alleging truant conduct for varying reasons, including but not limited to: • **Does not include information required.** • **Conduct does not satisfy the elements of truant conduct.** • **Not a timely filed.** • **Prosecutor's discretion** Education Code §§ 25.0951, 25.0915. Family Code § 65.053
Parent contributing to non-attendance: a school district may file a complaint for criminal prosecution against a parent in court for contributing to the non-attendance of a student. Education Code § 25.093	Parent contributing to non-attendance: a school district may still file a complaint for criminal prosecution against a parent. State law has been amended to include that this offense may be punishable by fine only with fines ranging from $100 for the first offense to $500 for fifth or subsequent offenses. State law has been amended to require a school district to provide evidence of the parent's "criminal negligence" in contributing to the non-attendance of the student. Note: evidence of "criminal negligence" can include documentation of warning notices, implementation of a behavior improvement contract signed by a parent and student, and any other information contained by the school district demonstrating an attempt to work with the student's parents. Education Code §§ 25.093, 25.0951, 25.0952
Truancy prevention facilitator: no requirement to have a truancy prevention facilitator. No Education Code provision	Truancy prevention facilitator: a school district shall employ a truancy prevention facilitator to: • **Implement TPMs.** • **Meet annually with a court case manager to discuss the effectiveness of TPMs** A school district is allowed to appoint an existing district employee to serve as a truancy prevention facilitator. Note: School districts have likely required attendance officers to perform this function in the past. Education Code §25.0915

Truancy court: a student referred to court for failure to attend school may be processed in one of two ways depending on the size of the county the school district is located in and the court the student's case is filed in:	Truancy court: a student between the ages of 12-18 alleged to have missed 10 or more days or parts of days within six months in the same school year shall be referred to truancy court for civil processing only.
• **Criminal processing: addressed by a justice of the peace court or municipal court with a criminal conviction if found guilty of a class C misdemeanor.** • **Civil processing: addressed by juvenile courts as civil cases without resulting in a criminal conviction.** **Education Code § 25.094. Family Code § 51.03, 51.04**	**A referral of a student for truant conduct shall be to specific courts designated as truancy courts: 1) constitutional county courts (in counties with a population of 1.75 million or more); all justice courts; and 3) all municipal courts.** **Family Code §§ 65.003, 65.004**

With the removal of the offense of Failure to Attend School (Texas Education Code § 25.094), House Bill 2398 requires the expunction of all records and documents relating to a conviction or complaint of the offense, including any in the possession of a school district. A school district is not required to expunge or destroy any records of this nature until an order from a court has been provided to the school district instructing the district on the process for the exposition of the records.

Appendix A: Truancy Prevention Measures, Guidance, and Examples

Truancy prevention measures (TPMs) are programs or services that promote consistent school attendance while addressing the underlying risk factors that may lead to truancy. Since 2011, the Texas Education Code has required districts to adopt TPMs. Tex. Educ. Code § 25.0915. The 2011 amendments to the Texas Education Code did not describe what TPMs were required, however, so districts were left to figure out the appropriate measures on their own. In 2015, the Texas Legislature enacted HB 2398, adding specific examples of TPMs to the existing law.

State law does not specifically define what TPMs are required. Districts should adopt and implement TPMs considering the legislative intent to reduce criminal penalties for truancy and to promote alternatives to exclusionary methods of school discipline. At a minimum, Texas Education Code section 25.0915, as amended by HB 2398, requires a district to take at least one of the following actions as a TPM:

- Impose a behavior improvement plan on the student that must be signed by an employee of the school, that the district has made a good faith effort to have signed by the student and the student's parent or guardian, and that includes the elements discussed below.
- Impose school-based community service.
- Refer the student to counseling, mediation, mentoring, teen court, or other in-school or out-of-school services aimed at addressing truant behavior.

Behavior improvement plan

Section 25.0915 requires the behavior improvement plan to include: (1) a specific description of the behavior that is required or prohibited for the student.
(2) the period for which the plan is effective, not to exceed 45 school days: or (3) the penalties for additional absences, including disciplinary action or referral to truancy court. Ideally, a behavior improvement plan would include all three elements. In addition, the plan should set out measurable goals to improve attendance. The goals should be appropriately based on the student's age and the factors that are contributing to nonattendance (e.g., using an alarm clock, going to bed

earlier, arriving at the bus stop on time). The plan could require the student to check in regularly with an employee mentor at the school. The plan could also restrict certain privileges, such as off-campus lunch until the student meets specific attendance goals. The plan must be signed by an employee of the school, and the school must make a good-faith effort to have the plan signed by the student or the student's parent or guardian.

School-based community service

Behavior contracts with students are a familiar administrative tool to address attendance issues. Other forms of truancy prevention may require the district to experiment with, such as school-based community service. School-based community service is not defined in the statute. This term, while not widely known, is not new in state law. School-based community service was included in the Texas Education Code in the 83rd legislative session with the requirement for certain school districts to impose graduated sanctions before referral of a student to court for a criminal complaint. See Tex. Educ. Code §37.144 (detailing a list of graduated sanctions required, including school-based community service). For school districts that have not created school-based community service, information about such services should come from discussions with school district administrators and experts in the study of truancy prevention measures.

Other in-school or out-of-school services aimed at addressing truant behavior

If an issue is identified as preventing a student from attending school, appropriate district employees should determine whether there is any school-based or community service that can address the issue. For example, the district may offer parenting programs or meetings to ensure parents understand attendance requirements and have a plan to get students to school. The district could refer a student to counseling to deal with drug and alcohol issues or after-school tutoring to increase student engagement. (Note that Section 25.0915 *requires* a district to offer counseling if a student is determined to be truant due to pregnancy, being in the state foster program, homelessness, or being the principal income earner for the student's family.) Many factors could contribute to truancy, some of which overlap with the district's legal obligations to serve students with needs. Therefore, the truancy prevention facilitator and other employees responsible for implementing TPMs should be familiar with the district's policies regarding bullying and harassment, students with disabilities, and homeless students, and should be prepared to offer relevant services.

Relationships with community organizations

Many districts already have established relationships with external organizations with programs designed to promote consistent school attendance. Some commonly known organizations that can address truancy through mentoring programs or other types of partnerships include Communities in Schools and Big Brothers Big Sisters of America. The truancy prevention facilitator should be aware of local options for mentoring, counseling, and other community-based services or programs. For example, Communities in Schools offers family engagement services, including parenting classes and support groups, as well as mentoring programs, tutoring, and community service opportunities for students. The goal of an integrated approach that draws on community, school, and family resources is to surround students with the support they need to stay focused on school.

A Comprehensive Approach to Attendance

Beyond providing TPM to a student in a specific instance, districts should take a universal approach to promoting a culture of attendance.   This includes training staff to talk meaningfully with students and parents about the attendance policy and the root causes of unexcused absences. Teachers and administrators should set out attendance expectations when school begins and address concerns promptly; there is no need to wait for a problem to develop. Districts should develop attendance procedures that encourage campus staff to reach out to families and determine the root causes of failure to attend school. For example, parents should be immediately notified of any unexplained absence, followed by other interventions (e.g., phone calls and/or home visits) to find out what is the issue behind repeated unexcused absences. Once the issue is identified, the district can begin to apply TPMs designed to meet the student's needs. A truly comprehensive approach includes routine internal procedures to enforce attendance laws, collaborating with external partners (community organizations, law enforcement, courts), and offering services and programs to a student's family as appropriate.
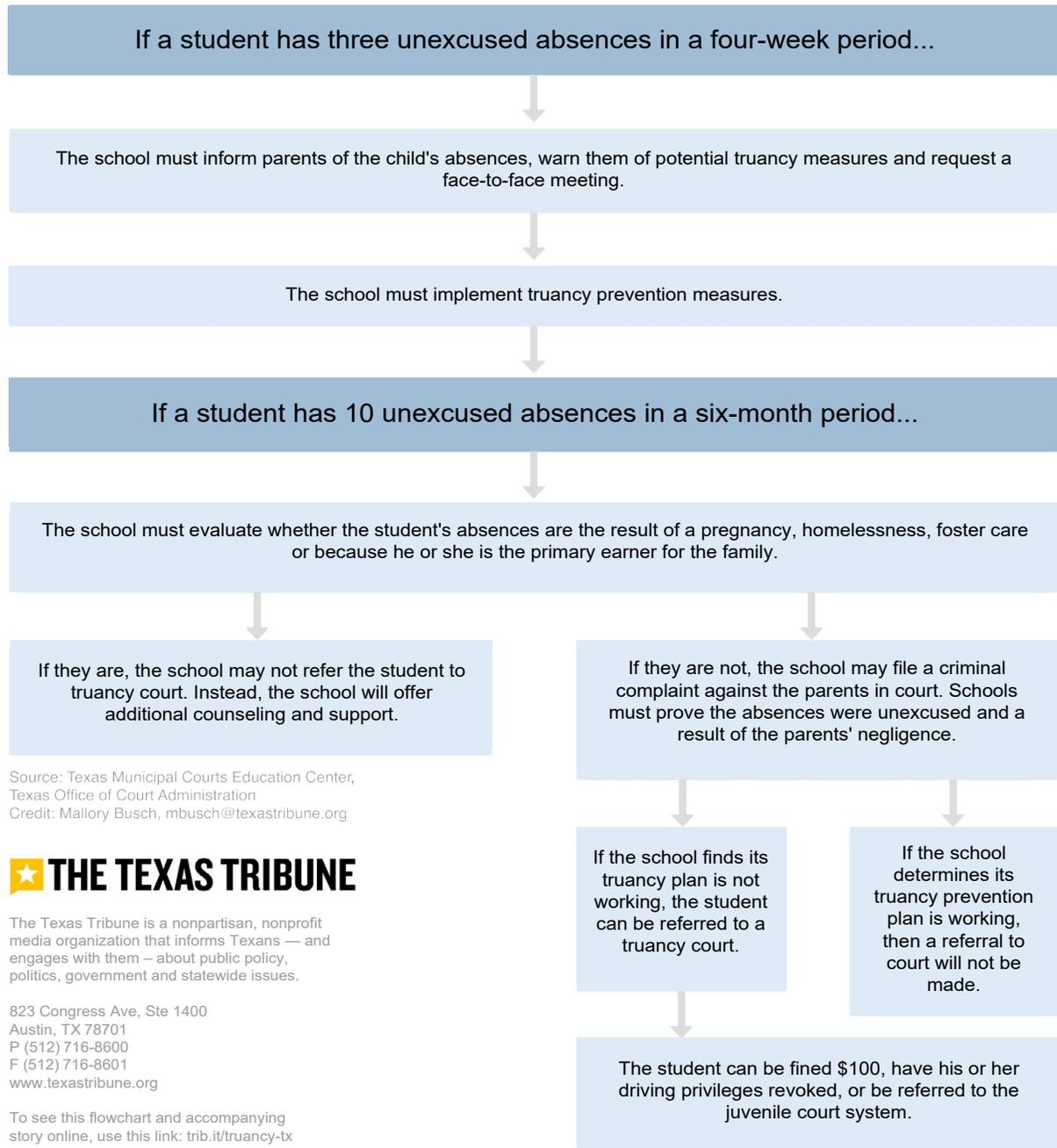
A Last Resort

When TPMs fail to solve the problem, referral to a truancy court that can impose civil (not criminal) consequences is still an option for students between the ages of 12 and 18, unless the failure to attend school is the result of pregnancy, being in the foster care program, homelessness, or being the principal income earner for the student's family. When a district refers a student to truancy court, the district must provide a statement documenting that TPMs were applied but failed and specifying whether the student is eligible for or receives special education. Tex. Educ. Code §§ 25.0915, .0951. This requirement existed before HB 2398; however, the new law provides additional reasons for the court to dismiss the referral. As such, documentation of the actions taken by the district is more important than ever before. Moreover, by enacting HB 2398 and other legislation in recent years, Texas lawmakers have demonstrated a strong commitment to reforming disciplinary practices that resulted in criminal consequences and could have the effect of further excluding students who were already at risk. Referring a student to court for failure to attend school should always be a district's last resort.

A New Approach to Targeting Truancy

On Sept. 1, 2015, new rules addressing truancy take effect. Use this flowchart to see the new process that will send a truant student to court.

If a student has three unexcused absences in a four-week period...

⬇

The school must inform parents of the child's absences, warn them of potential truancy measures and request a face-to-face meeting.

⬇

The school must implement truancy prevention measures.

⬇

If a student has 10 unexcused absences in a six-month period...

⬇

The school must evaluate whether the student's absences are the result of a pregnancy, homelessness, foster care or because he or she is the primary earner for the family.

⬇ ⬇

If they are, the school may not refer the student to truancy court. Instead, the school will offer additional counseling and support.

If they are not, the school may file a criminal complaint against the parents in court. Schools must prove the absences were unexcused and a result of the parents' negligence.

⬇ ⬇

If the school finds its truancy plan is not working, the student can be referred to a truancy court.

If the school determines its truancy prevention plan is working, then a referral to court will not be made.

⬇

The student can be fined $100, have his or her driving privileges revoked, or be referred to the juvenile court system.

Source: Texas Municipal Courts Education Center, Texas Office of Court Administration
Credit: Mallory Busch, mbusch@texastribune.org

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To see this flowchart and accompanying story online, use this link: trib.it/truancy-tx

Compulsory Attendance & Truancy

Published online in [TASB School Law eSource](#)

In 2015, the Texas legislature removed the criminal offense of failure to attend school from the Texas Education Code. Instead, districts are expected to address student truancy by implementing prevention measures, identifying circumstances contributing to a student's unexcused absences, and taking specific action. Although truancy is no longer a criminal offense, districts may still refer a student to truancy court. However, the law intends that court referrals will be used as a last resort. School attendance officers, principals and assistant principals, school resource officers, and other pertinent school officials need to understand how to navigate the specific laws and rules created to address student truancy. This overview will highlight some of the required actions a district must take to enforce the compulsory attendance law in Texas.

Truancy Under the Texas Education Code

Absent an exemption such as attendance at a private school or homeschool, Texas law requires students aged 6-19 to attend school each day that instruction is provided. Compulsory attendance also applies to students who are younger than six and have previously been enrolled in first grade and to students below the age of six who are voluntarily enrolled in pre-kindergarten or kindergarten. For students over the age of 19, truancy may result in revocation of enrollment in certain circumstances. Tex. Educ. Code §§ 25.085-.086.

School districts are required to notify parents of attendance requirements at the beginning of the school year. This notice must state that the parent may be subject to prosecution and the student may be referred to truancy court if the student is absent 10 or more days or parts of days within six months. Tex. Educ. Code § 25.095.

If a student has unexcused absences on three days or parts of days within four weeks, the district must send a warning notice to inform the parent that the student is subject to truancy prevention measures (TPMs). Generally, tardies are not considered absences. Unexcused absences do not include absences that are excused by state law and local school district policy. Tex. Educ. Code §§ 25.086-.087, .095; Tex. Educ. Agency, To the Administrator Addressed Letter Re: Attendance, (Aug. 18, 2017). For a list of excused absences, see TASB Policies FEA (LEGAL) and (LOCAL).

Court Referral
This step is only after TPMs were applied and failed to solve the student's truancy. The district should have documentation of actions taken and circumstances considered.

Truancy Prevention Measures
Districts should consider the student's particular circumstances and look to state standards and best practices for guidance.

Inform Parents
The law requires parents to be informed at the beginning of the school year, but effective communication is year-long.

Monitor Student Attendance
A district has a legal obligation to provide written notice that the district will commence TPMs when students are absent a prescribed number of days.

Hire and Train Staff
Although an effective truancy prevention facilitator can help reduce truancy, all staff should learn to identify the root causes of unexcused absences and how to communicate with students and parents about the attendance expectations and procedures.

Start with a Plan
A truly comprehensive approach to truancy prevention includes routine internal procedures to enforce attendance laws, collaborating with external partners (community organizations, law enforcement, courts), and offering services and programs to a student's family.

District Action

Appoint an Attendance Officer

The Texas Education Code allows the school board to appoint school attendance officers. If the school board does not select a school attendance officer, the superintendent and the peace officers in the district will perform the duties of the attendance officer. The Texas Education Code also describes the powers and duties of an attendance officer, including investigations, home visits, court referrals, and taking a child into custody or escorting a child to campus. Tex. Educ. Code §§ 25.088-.091. For more information on the powers and duties of an attendance officer, see TASB policy FED (LEGAL).

Appoint Facilitators

Districts are required to employ a truancy prevention facilitator or juvenile case manager to implement the district's TPMs and meet annually with a court case manager to discuss the measures' effectiveness. Districts may designate an existing employee, such as an attendance officer, to serve in this role. Tex. Educ. Code § 25.0915(d), (e).

Adopt Truancy Prevention Measures

Generally speaking, TPMs are programs or services that promote consistent school attendance while addressing the underlying risk factors that may lead to truancy. Tex. Educ. Code § 25.0915. At a minimum, Texas Education Code section 25.0915 requires a district to take at least one of the following actions as a TPM:

- **Impose a behavior improvement plan.** The district may impose a behavior improvement plan that must be signed by an employee of the school, that the district has made a good faith effort to have signed by the student and the student's parent or guardian, and that includes the elements described in Texas Education Code section 25.0915.
- **Impose school-based community service.** School-based community service might include trash pick-up, tutoring other students, or other forms of service to the school. Most districts generally assign a certain number of hours that the student must meet to satisfy the sanction.

- **Refer the student to counseling, mediation, mentoring, teen court, or other in-school or out-of-school services aimed at addressing truant behavior.** If an issue is identified as preventing a student from attending school, appropriate district employees should determine whether there is any in-school or out-of-school service that can address the issue. For example, the district may offer parenting programs or meetings to ensure parents understand attendance requirements and have a plan to get students to school. The district could refer a student to counseling to deal with drug and alcohol issues or after-school tutoring to increase student engagement.

Best Practices for Truancy Prevention

TEA has created minimum standards for TPMs implemented by a district. TPMs, at a minimum, should identify the root cause of the student's unexcused absences and identify actions to address each cause. The measures should include maintaining ongoing communication with students and parents on the actions to be taken to improve attendance. The district should also establish reasonable timelines for completing the TPMs. For a student with a disability, the district should establish procedures to notify the admission, review, and dismissal (ARD) committee or the Section 504 committee of attendance issues. For a student receiving special education, a pattern of unexcused absences may be a reason to develop or revise a behavior improvement plan. Tex. Educ. Code § 29.005. The Texas Administrative Code lists several best practices that schools should consider while implementing TPMs. 19 Tex. Admin. Code § 129.1045(a). School districts, by rule, are also required to consider other services offered to students, including an optional flexible school day program and evening and online alternatives; working with businesses that employ students to help students coordinate job and school responsibilities; and offering before-school, after- school, and/or Saturday prevention or intervention programs or services that implement best and promising practices. 19 Tex. Admin. Code § 129.1045(b).

Relationships with community organizations. Many districts already have established relationships with external organizations that have programs designed to promote consistent school attendance. Some commonly known organizations that can address truancy through mentoring programs or other types of partnerships include Communities in Schools and Big Brothers Big Sisters of America

Consider special circumstances. If a school district determines that a student's truancy is the result of pregnancy, being in the state foster program, homelessness, or being the principal income earner for the student's family, the district is required to offer additional counseling to a student and may not refer the student to truancy court.

Parent Liability

Districts have the option of filing a complaint for criminal prosecution of a parent for contributing to a student's failure to attend school if the parent fails to require the student to attend school on 10 or more parts of days within six months. A complaint against a student's parent can be made in the county, justice, or municipal court if the district provides evidence and meets the statute's other requirements. The offense of contributing to a student's failure to attend school is a misdemeanor, punishable by a fine. Tex. Educ. Code § 25.093.

Student Referral to Court

When TPMs fail to solve the problem, referral to a truancy court that can impose civil (not criminal) consequences is an option for students between the ages of 12 and 18, unless the failure to attend school is the result of pregnancy, being in the foster care program, homelessness, or being the principal income earner for the student's family. A referral for 10 or more unexcused absences within 6 months must be made within 10 school days from the date of the student's 10th absence. A district may delay the referral if the truancy prevention measures are succeeding, and the delay is in the student's best interest. Tex. Educ. Code §§ 25.0915, .0951.

When a district refers a student to truancy court, the district must provide a statement documenting that TPMs were applied but failed and specifying whether the student is eligible for or receives special education. The law requires a truancy court to dismiss a referral that fails to comply with the statutory requirements. In addition, it is an affirmative defense to an allegation of truancy that one of more of the absences that caused the student to be truant was involuntary or voluntary but due to abuse, as defined by the Texas Family Code. A student could also assert an affirmative defense for absences that should have been excused by the school or court. As such, documentation of the actions taken by the district is more important than ever. Tex. Educ. Code § 25.0915; Tex. Fam. Code § 65.003.

In recent years, Texas educators and lawmakers have demonstrated a strong commitment to reforming disciplinary practices that resulted in criminal consequences and could have the effect of further excluding students who were already at risk. Referring a student to court for failure to attend school should always be a district's last resort.

Entering Attendance

Enter Attendance for Individual Students

1. Select **Attendance** from the main menu, select **All** submenu, select **Office**, and then select **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**.

Enter Attendance for a Class

1. Select **Attendance** from the main menu, select **All** submenu, select **Office**, and then select **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 **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** from the main menu, select **All** submenu, select **Office**, and then select **Attendance Entry**.
2. Click **Activity**.
3. Enter the relevant Building and Attendance Dates.
4. Select an Activity.
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**.
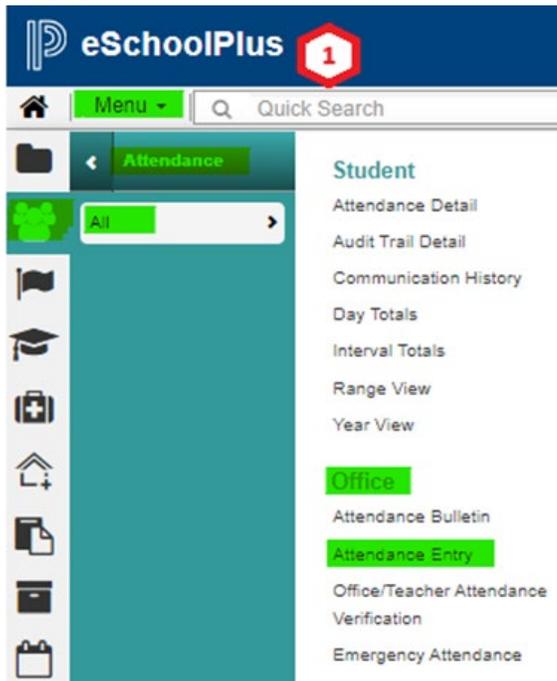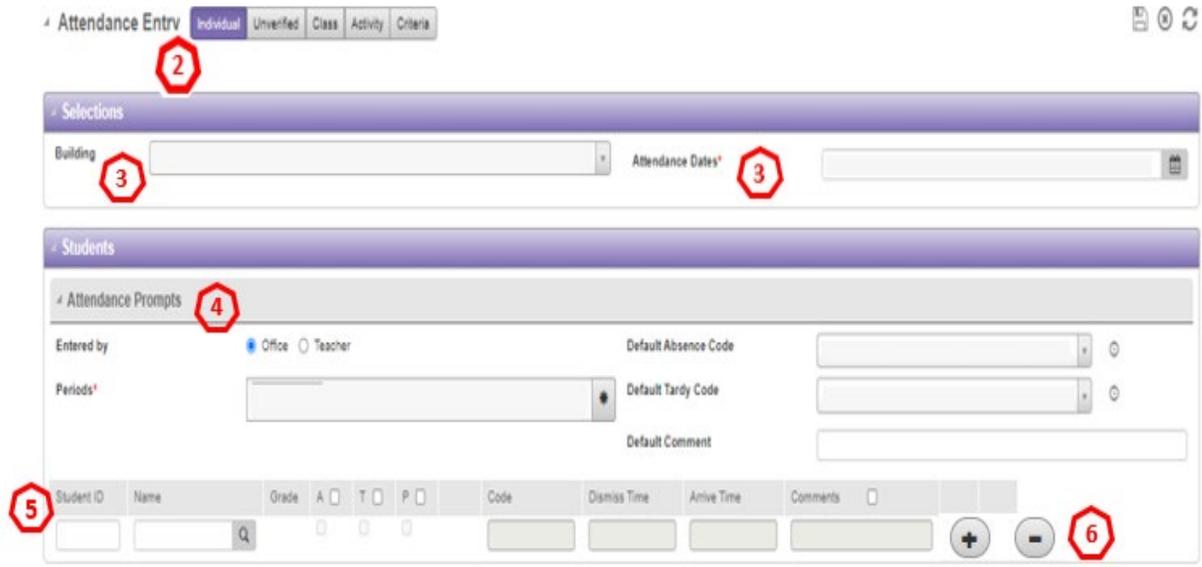
STEP-BY-STEP PROCESSES

Attendance Year View Page

On this Page: Use this page to view a student's attendance for the entire year. The Year View page is useful for viewing attendance trends for a student. For example, you can see at a glance that the student is frequently tardy on Friday mornings.

The View Type field's options depend on how attendance is taken in your building:

- If taken by class, you can select to view by course, period, or day.
- If taken by homeroom, you can select to view by period or day.

When the student has attendance for a date, the date's background will display a color from the Color Legend. You can move the mouse pointer over a day that has attendance entered to see details for the selected attendance periods. For example:

You can use the page's Printable option on the ⊙ (Additional Options) menu to run the Student Attendance Report, which shows the student's attendance for the current year.

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.
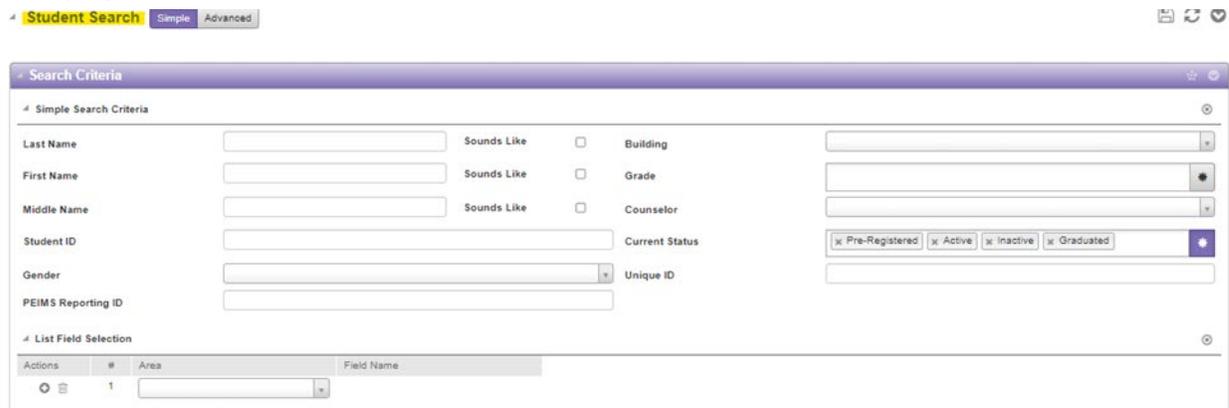
4. Click on dates to select them.

   A ✔ (Checkmark) displays to indicate a date is selected.
5. Click 🗐 (View detail) 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 eSchoolPlus SIS Administrator Online Help, Student Attendance
   Detail.
8. Click **Save**.
9. Click **Back** to return to the Year View page.

Delete 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 🗐 (View detail) 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.

For a procedure on how to view and delete invalid attendance, refer to eSchoolPlus SIS Administrator Online Help, Delete Invalid Attendance.
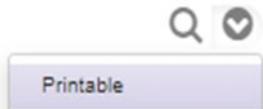
View the Color Key for Attendance Codes

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 is displayed in a new browser tab in PDF format. You can save the report to your computer or run a printout.

Viewing the student summary (demographics)

1. Ensure you are in the student simple search screen. Another way to search for a student is to enter their student ID or name in the 'Quick Search' box.
2. Enter the student's name or student ID.
3. Select the student. This will take you to the student summary screen for that student.
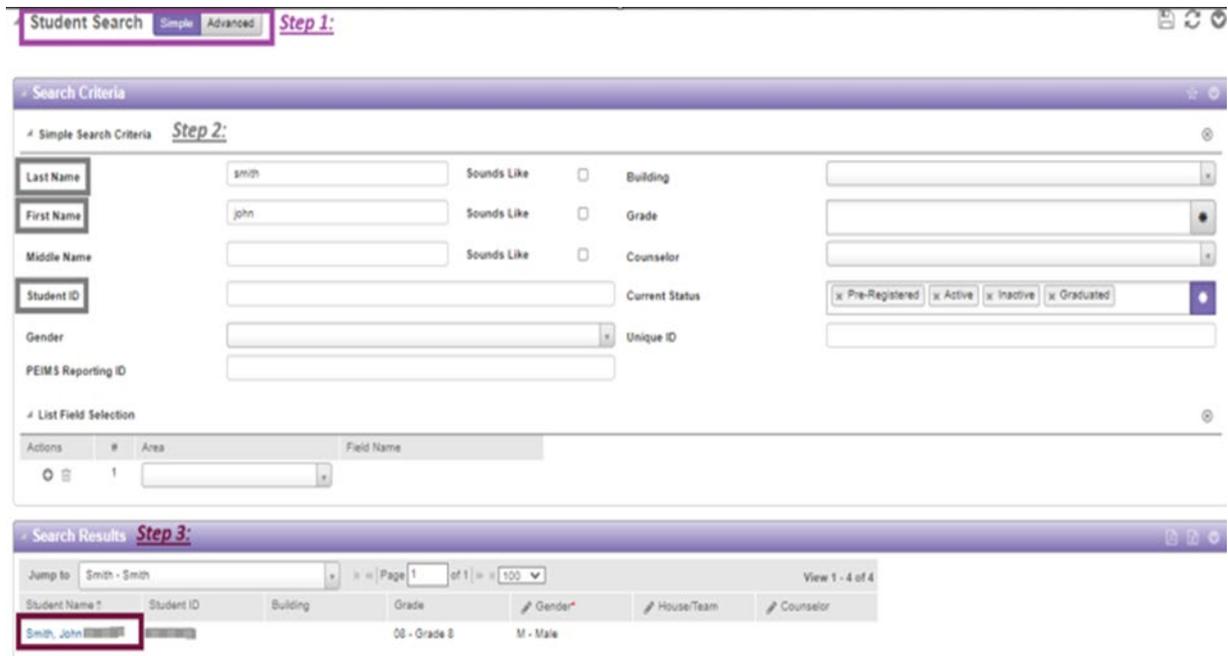
Once the student summary screen is open, this is where all the demographics of the student is located at a glance. The following information for the student will be found on this screen.

- Full Name
- Date of Birth
- Enrollment Info
- Student Address/Phone/Email
- Guardian Info
- Student Attendance
- Student Schedule
- Student's Program Info

Any section that has a lightning bolt on the right side of the title bar, will take you directly to that screen in eSchoolPlus.

- Privacy
- Contacts
- Medical Alerts
- Disabilities
- Attendance
- Schedule
- Student's Enrolled Programs

Student Summary

Entry/Withdrawal Information

		Student Information			Entry Information		Withdrawal Information	
	Grade	Building	Calendar	Entry Code	Entry Date	Withdrawal Code	Withdrawal Date
	09	1	F	O	4/3/2023		

Current Year Demographics

Building		Counselor	Primary Homeroom	Secondary Homeroom
Calendar	F	House Team	Primary Homeroom Teacher	Secondary Homeroom Teacher

District Registration Information

Family/Census Number	Alternate Building	US Enrollment Date
County of Residence	Alt Accountability Building	Date Entered Grade 9
District of Residence	State Building of Residence	District Enrollment Date 4/3/2023
Alternate District		State Enrollment Date
Attending District	Home Language 98 - English	
	Native Language 98 - English	

General Personal

Residency
City of Birth
State of Birth
Country of Birth
Social Security Number
Mother's Maiden Name
Building Transferred From
PEIMS Reporting ID
Unique ID
Previous ID
Gender   M - Male
Gender Identity M - Male
Nickname

Educational Factors

Classification
Meal Status
Academically Disadvantaged
Homeless
504 Plan   No
ESL   No
Current Student Success Plan   No
At Risk   No
At Risk Calculation Ovr No
IEP   No
IEP Status

Privacy

FERPA Flags
☐ Student's Address
☐ Student's Name ID
☐ Student's Phone
☐ Student's Photo
Do Not Release Information
☐ Military
☐ Higher Education
☐ Companies
☐ Organizations
☐ Individuals

Federal

Federal Code	6 - White
ELL Years	
Migrant	No
Migrant ID	
Immigrant	No
Country of Origin	
Citizen Status	

Locker

Locker Number
Locker Combination

Contacts

Mickey Mouse
Mailing
Address   123 Main
           Tomball, TX 77355

Mickey Mouse
Physical
Address   123 Main
           Tomball, TX 77355

Physician, Hospital, and Insurance Information

Physician Name
Physician Phone
Physician Phone Extension
Hospital Code
Insurance Company
Insurance ID Number
Group Number
Group Name
Subscriber's Name

Medical Alerts

Student does not have any medical alerts.

Disabilities

Student does not have any disabilities.

Attendance

Either the student is not registered on 12/18/2023, or it is not an attendance date.

Schedule

Today's Schedule | Full Schedule

The student is not enrolled in any courses for today

Student's Enrolled Programs

Program	Status
145 - PEIMS Demographics (Program)	Active

Student Withdrawal

1. Ensure you are in the student simple search screen.
2. Enter the student's name or student ID.
3. Select the student.

4. Once the student summary screen is open, then type in the quick search box 'entry/withdrawal.' This will take you to the entry/withdrawal screen.

5. Click on the current school year blue link. This will take you to the entry/withdrawal detail screen.

⊿ Entry/Withdrawal

6. Enter the correct W/D code, W/D date, and schedule option.
7. Enter a W/D comment indicating the reason for withdrawal (e.g., moving to school name, district name, or state).
8. Save.

9. The student's Entry/Withdrawal record will now reflect the withdrawal information.

Generating Withdrawal Form

1. Ensure you are in the student simple search screen.
2. Enter the student's name or student ID.
3. Select the student.
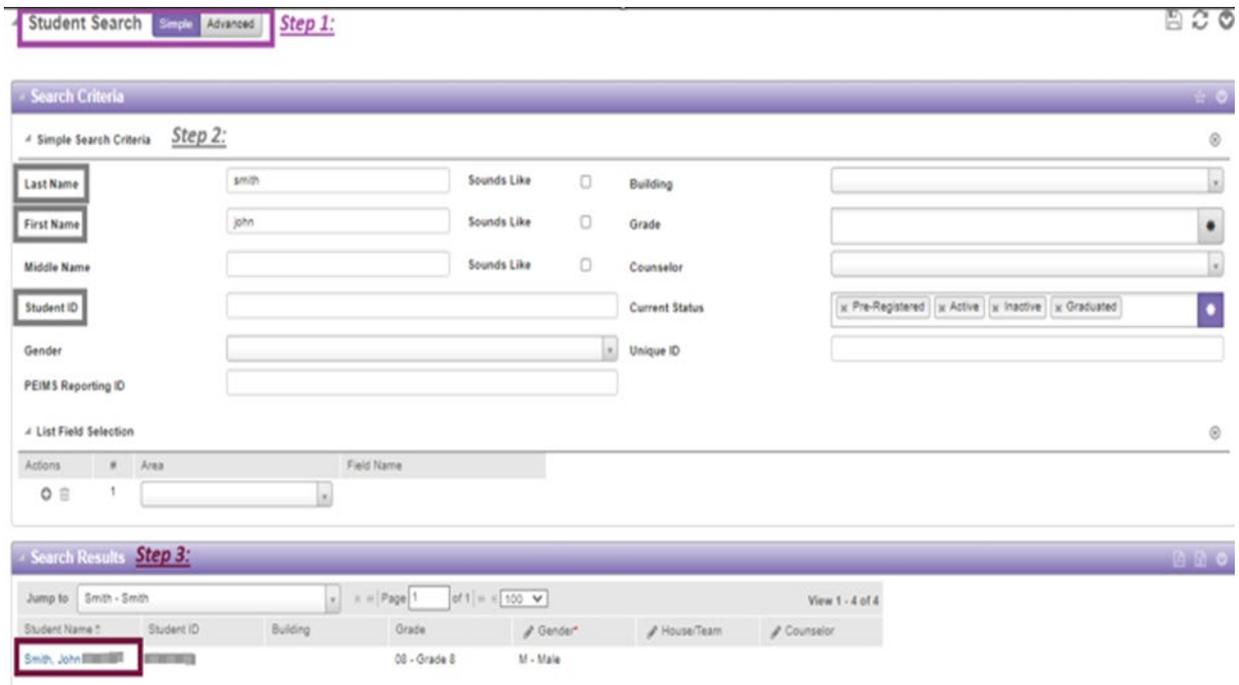
4. Once the student summary screen is open, then type in the quick search box 'entry/withdrawal.' This will go to the entry/withdrawal screen.

5. Once on the entry/withdrawal screen, click on the drop-down arrow on the right-hand side of the E/W banner. Select TX Withdrawal Form. This will go to the Texas Withdrawal Form Screen.

6. Once on the Texas Withdrawal Form Screen, the student ID will be auto-populated already.

Continue to fill out the required information and then click the play button ⊙ on the top right side of the screen. After clicking the play button, there will be a message that says, 'Task Scheduled'.

7. The withdrawal form will be processed in Tasks and Reports. Click on the 'Tasks/Reports' section from the top menu bar to the right under the notification icon, this will take you to the area where all the reports are scheduled to run and completed.
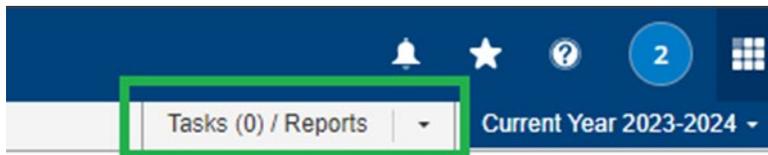
8. Once the Texas Withdrawal Form is finished processing, it will be under the 'Report' section. There will be two reports that are generated with the withdrawal form. The first one is the log to show the prompts that were selected and if there were any errors encountered. The second is the actual withdrawal form. Click on the blue hyperlink to pull up the withdrawal form for printing.

Tasks and Reports

Reports

	Total Reports:4819		Using: 2.89 Gb	
File Name		Modified Date ⬍	Size	🗑
TX Withdrawal Log		12/01/2023 08:41:37 AM	2.82 kb	☐
Texas Withdrawal Form		12/01/2023 08:41:36 AM	8.57 kb	☐

9. Print the withdrawal form. The withdrawal form is two pages long and shows the following student's information.
   - Demographic
   - Withdrawal
   - Special programs
   - ADA
   - Immunization
   - Schedule
   - Grades

   The withdrawal form will need to be signed and dated by the following personnel.
   - Registrar – School Personnel Signature
   - Nurse – Nurse Signature
   - Administrator – Campus Administrator Signature

After the withdrawal form is signed and dated, the TISD lever form that was signed by the guardian and the campus administrator along with the guardian's ID will be put together and filed in the student's file.

Note: If the withdrawal form is printed after entering the withdrawal information on the E/W details screen, the schedule will not print out on the withdrawal form. To have the schedule printed on the withdrawal form, print the withdrawal form before entering the withdrawal information on the E/W details screen.

Student Withdrawal / Record Transfer Form

District Name: Tomball ISD
County-District-Campus: 101921001
Campus Name: Tomball High School
Campus Phone Number: (281) 357-3220(L)

LEGAL NAME		*ID NUMBERS*	*Family Contact*
First:	Date of Birth:	State ID:	
Middle:	Sex:	SSN:	
Last:	Curr Grade:	Local ID:	
Gen:	Cohort Year:	Unique ID:	
Hispanic/Latino:	Ethnicities:		

Grade	Entry Date	Withdraw Date	Withdraw Code	Suspension/Removal	
09	8/30/2023	1/11/2024	80 - Enroll - Other Texas Public School	Emergency Removal:	No
				Out of School Suspension:	No
Original Leaver Reason		Withdrawal Code	Leaver Code	Alternative Program:	No
				Expulsion:	No
Updated Leaver Reason		Withdrawal Code	Leaver Code		

Special Program Information

Program	Program Name	Value	Start	End
E0790	EB Indicator	1	8/30/2023	
E0896	Parental Permission	K	8/30/2023	
E0919	AT RISK INDICATOR	Y	8/30/2023	
E1043	ESL Program Type Code	3	8/30/2023	
E1528	Foster Care Indicator	0	8/30/2023	
E1529	Military Connected Student	0	8/30/2023	
E1651	Bilingual/ESL Funding Code	BE	8/30/2023	
E1337	Student Program Type	29	8/30/2023	
E0787	ADA Eligibility	1	8/30/2023	1/11/2024

School Personnel Signature   **Date**

ADA Elig	Report Period	Start Date	End Date	Days Taught	Days Memb	Abs	Elig	Inelig
1	1	8/30/2023	9/22/2023	28	17	8	9	0
1	2	9/25/2023	11/3/2023	28	28	3	25	0
1	3	11/6/2023	12/20/2023	26	26	3	23	0
1	4	1/4/2024	1/10/2024	27	3	1	2	0

School Personnel Signature   **Date**

Immunization Disease/Testing

Diphtheria/Tetanus/Acellularpertussis   Had Disease: N
5/7/2009   7/20/2009   8/16/2010   12/27/2010   3/7/2013

Haemophilus Influenzae Type B   Had Disease: N
5/7/2009   7/20/2009   9/17/2009   8/16/2010

Hepatitis A   Had Disease: N
8/16/2010   12/27/2010

Hepatitis B   Had Disease: N
3/7/2009   4/30/2009   7/20/2009

Influenza   Had Disease: N
10/16/2012

Measles/Mumps/Rubella   Had Disease: N
8/16/2010   3/7/2013

Meningococcal (Quadrivalent)   Had Disease: N
4/15/2020

Pneumococcal   Had Disease: N
5/7/2009   7/20/2009   9/17/2009   12/27/2010

Polio   Had Disease: N
5/7/2009   7/20/2009   9/17/2009   3/7/2013

Rotavirus   Had Disease: N
7/20/2009   9/17/2009

Tetanus/Diphtheria/Acellularpertussis   Had Disease: N
4/15/2020

Varicella   Had Disease: N
12/27/2010   3/7/2013

Nurse Signature   **Date**

Student Withdrawal / Record Transfer Form

District Name: Tomball ISD
County-District-Campus: 101921001

Campus Name: Tomball High School
Campus Phone Number: (281) 357-3220(L)

LEGAL NAME		ID NUMBERS	Family Contact
First:	Date of Birth:	State ID:	
Middle:	Sex:	SSN:	
Last:	Curr Grade:	Local ID:	
Gen:	Cohort Year:	Unique ID:	
Hispanic/Latino:	Ethnicities:		

Marks

Per	Course	Sem Prev	Cur	Teacher	Curren Total	Notes
1	Biology	1				
2	Art 1	1				
3	Span Natv 1	1				
41-42	PE 1 Girls	1				
52-53	World Geography	1				
6	English 1	1				
7	Algebra 1	1				

School Personnel Signature _____ **Date** _____

Campus Administrator Signature _____ **Date** _____

District Administrator Signature _____ **Date** _____

According to TEC §25.002(a-1), all information concerning student records will be provided within 10 days.

PARENT/GUARDIAN USE

___ I CERTIFY THAT MY CHILD IS WITHDRAWING AND WILL ENROLL IN A TEXAS PUBLIC OR CHARTER SCHOOL.

___ I CERTIFY THAT MY CHILD IS WITHDRAWING AND WILL ENROLL IN A TEXAS PRIVATE SCHOOL OR OTHER STATE APPROVED PROGRAM.

___ I CERTIFY THAT MY CHILD IS WITHDRAWING AND WILL ENROLL IN A PUBLIC OR PRIVATE SCHOOL OUT OF TEXAS.

___ I CERTIFY THAT MY CHILD IS RETURNING TO HOME COUNTRY. COUNTRY: _____

___ I CERTIFY THAT MY CHILD IS WITHDRAWING FOR THE FOLLOWING REASON: _____

Parent/Guardian or Student if older than 18 _____ **Date** _____

Transferring To: _____

School/School District: _____

Address, City, State: _____

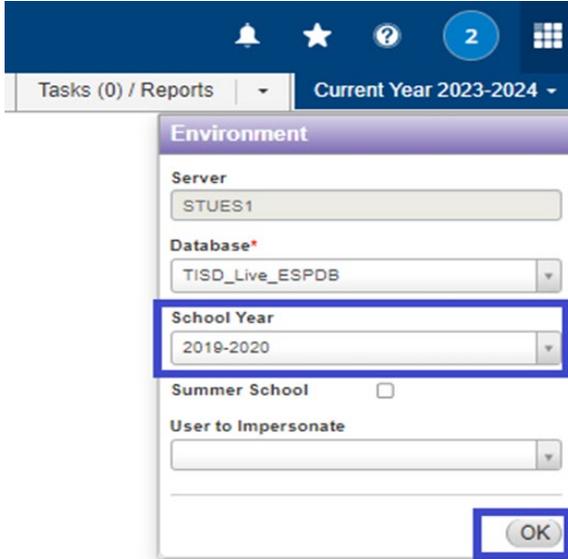| Library	Clear	Owes the following:
Cafeteria	Clear	Has a balance of:
Devices	Clear	Owes the following:

Viewing Historical Attendance
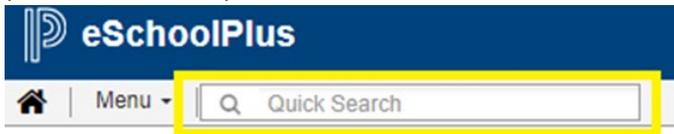
Search for attendance from previous years

1. Click on the 'Current Year' drop-down. A drop-down menu will show.

2. Click on the down arrow under 'School Year' and select the past year's date. Click 'OK,' this will go directly to the school year requested.

3. In the 'Quick Search' box enter the local Student ID to pull up the student's summary. Once on the student summary, type in the 'Quick Search' box, 'Year View,' this will go to the attendance year view for that year on the student.

4. To print out the year view attendance, click on the drop-down arrow ⊙ on the top right side next to the magnifying glass 🔍 . Select Printable in the drop-down menu.
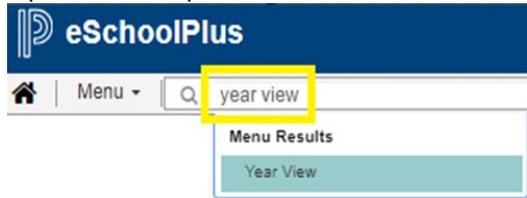
Viewing attendance from previous campus current year

1. In the 'Quick Search' box enter the local Student ID to pull up the student's summary.

2. Once on the student summary, type in the 'Quick Search' box 'Year View' and select the 'Year View' option. Once on the year view screen for the student, the whole year will show. This will show the previous campus' attendance as well.

3. Select a date from the previous campus, hover the cursor over the days that are marked with attendance, and it will show the building number from where the attendance was coded.

4. After the date is selected, click the page icon on the year view ribbon, [icon], it will open up that day for viewing only, updates/corrections cannot be made.