

Student Attendance Procedures Manual

revised 6.23.2022



Table of Contents

Introduction	3
2.2.5 Attendance System Procedures Manual - excerpt from Student Attendance Accounting Handbook (SAAH)	3
Policies	4
Compulsory Attendance	4
Exceptions to Compulsory Attendance Law	4
Attendance Warning Notices	5
Types of Attendance	5
ADA Exemptions - SAAH 3.6.3	6
Instructional (Period) Attendance	8
Official Attendance-Taking Time (All Grade Levels)	9
Documentation after an Absence (All Grade Levels)	9
Doctor's Note after an Absence for Illness (All Grade Levels)	9
Attendance Taking Procedures	10
How and when teachers are to take official attendance	10
How attendance is entered into the attendance accounting system	10
Which position or positions are responsible for the coding of special programs (special education, pregnancy-related services [PRS], etc.)	12
How changes to special programs are to be documented	13
How student membership is to be reconciled between the teacher rosters and the attendance accounting database	13
How your district will maintain attendance accounting records (including computerized records, period absence slips, and official calendar) after the completion of the school year	13
What backup systems are in place to protect the attendance accounting records	13
Which position is responsible for the maintenance and security of the attendance accounting records	13
Attendance Resources	13

Introduction

Under state law, every Texas school district is required to adopt an attendance accounting system, whether manual or automated, that includes procedures that ensure the accurate taking, recording, and reporting of attendance accounting data. District staff members must report attendance information through the Public Education Information Management System (PEIMS) to the Texas Education Agency (TEA). The TEA then uses this attendance data to determine the allocation of Foundation School Program (FSP) funds (state funding) to your district.

The primary purpose for the TEA's collection of student attendance data is to ensure that FSP funds can be allocated to Texas's public schools. All public schools in Texas must maintain records to reflect the Average Daily Attendance (ADA) for the allocation of these and other funds by the TEA.

All eligible students are entitled to the benefits of the FSP. However, for your district to claim a student for funding purposes, complete documentation that proves the eligibility of the student for the FSP must first be on file. Furthermore, your district must report all eligible attendance according to provisions established by the TEA. For these reasons, the TEA has developed both a standardized attendance accounting system (described in this handbook) and a standardized reporting system (PEIMS).

For your district to receive the maximum amount of funding for all its students, the following personnel must be aware of their individual responsibilities and must work together to assemble required documentation as early as possible: administrators, special program staff, teachers, and attendance personnel.

In accordance with requirements outlined in the Texas Education Agency's Student Attendance Accounting Handbook, Section 2.2.5, the Waco Independent School District manual has been compiled to provide authorized school district personnel with specific, detailed information on the Spring ISD school attendance accounting system.

2.2.5 Attendance System Procedures Manual - excerpt from Student Attendance Accounting Handbook (SAAH)

Your district or charter school must maintain a procedures manual that provides specific, detailed information on the district's school attendance accounting system. This procedures manual must include the following information:

- how and when teachers are to take official attendance
- how attendance is entered into the attendance accounting system
- 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.)
- how changes to special programs are to be documented
- how student membership is to be reconciled between the teacher rosters and the attendance accounting database

- how your district will maintain attendance accounting records (including computerized records, period absence slips, and official calendar) after the completion of the school year
- what backup systems are in place to protect the attendance accounting records
- which position is responsible for the maintenance and security of the attendance accounting records

Policies

Compulsory Attendance

Texas Education Code §25.085: A child is required to attend a school each school day for the entire period the program of instruction is provided.

Unless specifically exempted by the TEC, §25.086, a child who is at least 6 years of age, or who is younger than 6 years of age and has previously been enrolled in first grade, and who has not yet reached his or her 19th birthday, shall attend school. FEA (LEGAL)

Pre-kindergarten and kindergarten students are subject to compulsory school attendance rules while they are enrolled in school. Upon enrollment in pre-kindergarten or kindergarten, a child must attend school. However, if a child has not reached mandatory compulsory attendance age (6 years old as of September 1 of the current school year) the child's parent or guardian may withdraw the student from school, and the child will not be in violation of compulsory attendance rules.

A person who is age 18 or older and is enrolled in public school is required to attend school each day. A school district's board of trustees may adopt a policy requiring a student who voluntarily enrolls in school or voluntarily attends school after his or her eighteenth birthday to attend school until the end of the school year if the student is under age 21. However, the offense of failure to attend does not apply to a student who is subject to the district policy. Adult students are beyond compulsory attendance and may not be charged with truancy.

Waco ISD has adopted such a Board Policy requiring the attendance of students who are age 18 or older. The policy may be used for purposes of behavior and discipline, but not for court cases on the charge of failure to attend. FEA (LEGAL); TEC, §25.093, TEC, §25.094, GA0946

Exceptions to Compulsory Attendance Law

A child is exempt from the requirements of compulsory school attendance if the child TEC, §25.086:

- Attends a private or parochial school that includes in its course a study of good citizenship; includes children involved in a legitimate home schooling situation.
- Is eligible to participate in a school district's special education program under Section 29.003 and cannot be appropriately served by the resident district.
- Has a physical or mental condition of a temporary and remediable nature that makes the child's attendance infeasible and holds a certificate from a qualified physician specifying the temporary condition, indicating the treatment prescribed to remedy the temporary condition, and covering the anticipated period of the child's absence from school for the purpose of receiving and recuperating from that remedial treatment.
- Is 19 years old on September 1.

- Is at least 17 years old and attending a GED course may be exempted if they are court-ordered to take the course, have parental permission to take the course, are homeless, or have established a residence separate and apart from their parents or legal guardians.
- Has received a high school diploma or GED certificate.
- Is enrolled in the Texas Academy of Leadership in the Humanities.
- Is enrolled in the Texas Academy of Mathematics and Science.
- Is specifically exempted under another law.
- Is at least 16 years of age and attending a GED course only if the student is recommended to take the course by a public agency that has supervision or custody of the child under court order.

This section does not relieve a school district, in which a child eligible to participate in the district's special education program resides, of its fiscal and administrative responsibilities under Subchapter A, Chapter 29, or of its responsibility to provide a free appropriate public education to a child with a disability.

The provisions of the TEC concerning compulsory school attendance refer to a child's age on his birthday, whether the child reaches the age during or prior to the beginning of the scholastic year (September 1).

Attendance Warning Notices

Texas Education Code §25.095 requires the school district to notify a student's parent or legal guardian in writing at the beginning of the school year that if the student is absent from school three days or parts of days in a four-week period without parental consent or is absent without an excuse for more than 10 or more days or parts of days in a six-month period:

- The student's parent or legal guardian is subject to prosecution under TEC §25.093.
- The student may be subject to referral to truancy court pursuant to Texas House Bill 2398.

The notice must:

- Inform the parent that it is the parent's duty to monitor the student's attendance, require the student to attend school, and the parent is subject to prosecution under Section 25.093;
- For failure to require the child to attend school; and
- Request a conference between school officials and the parent to discuss the absences.

Types of Attendance

- Average Daily Attendance (ADA)
- Instructional (Period) Attendance
- Optional Flexible School Day Program (OFSDP)

ADA and OFSDP include attendance accounting protocols for the purpose of determining state funding for student attendance.

ADA is a snapshot of campus attendance which must be taken during the second instructional hour of the day at a time specified and posted by the campus. Certain adjustments to that time are allowable for specialized scheduling, however the established period in which absences are recorded may not be changed during the school year TAC 19, §129.21.

For official attendance accounting (ADA) purposes, "excused" and "unexcused" absences do not exist. Students present at the time the attendance snapshot is taken are counted present for funding purposes. Note that having students sign in is not an acceptable method of taking attendance. Students must be in attendance the majority of the school day in order to participate in school related activities on that day or evening. With the exception of any exemption listed in the following paragraphs, students who are absent at the time the attendance snapshot is taken are counted absent for funding purposes.

Students who are on campus at the time attendance is taken but who are not in their assigned classroom are considered in attendance for ADA purposes provided they were with a responsible campus official (e.g., nurse, counselor, principal, etc.). Class admit-slips or other documentation supporting that a student was with a responsible official must be retained for audit purposes.

ADA Exemptions - SAAH 3.6.3

A student not actually on campus at the time attendance is taken may be considered in attendance for ADA purposes if the student -

- is enrolled in and attending an off-campus dual credit program course.
- is participating in an activity that is approved by your local school board and is under the direction of a professional staff member of your school district or an adjunct staff member. The adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.
Students participating in any activity that is not approved by your local school board or without certified district personnel supervision must be counted absent. For attendance to qualify for funding purposes, the certified district staff member or adjunct staff member must be accompanying the students as an official of your school district for the specific purpose of supervising the students and must be approved by your school board to supervise the activity.
- is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 TAC §74.13(a)(3).
- is a Medicaid-eligible child participating in the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) programs implemented by the Texas Health and Human Services Commission. Such students may be excused for up to 1 day at a time without loss of ADA.
- misses school for the purpose of observing religious holy days, including traveling for that purpose. Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 day for travel from the site where the student will observe the holy days. The campus may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
- is in Grades 6 through 12 and misses school for the purpose of sounding "Taps" at a military honors funeral held in Texas for a deceased veteran.
- misses school for the purpose of attending a required court appearance, including traveling for that purpose. Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 day for travel from the site where the student is required to appear in court. Your school campus may elect to excuse additional travel days; however, the student would be considered absent, not exempt, for the additional travel days for attendance accounting purposes.

A court appearance is considered to be required if the law (federal or state) or the court mandates an appearance by the student in a criminal, civil or traffic matter. Examples of required court appearances would be a jury summons in the name of the student, a subpoena in the name of the student, a traffic ticket marked "You Must Appear" or "Court Appearance Required," the student appears in court as a plaintiff or defendant, or the student is the subject of a court proceeding, such as an adoption or custody proceeding. Acceptable forms of documentation may be a copy of a pleading or other document filed with the court, a notice from the court clerk regarding a hearing or trial date, a jury summons, a subpoena, etc.

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).

Important: If a student is required to appear in court for truancy charges, the absence would qualify under this provision. However, if only the student's parent is required to appear in court but the parent takes the student, then the absence does not qualify for an ADA exemption, although the campus may decide to excuse the absence.

- misses school for the purpose of serving as an election clerk, including traveling for that purpose. Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 day for travel from the site where the student is serving as an electing clerk. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes FEA (LEGAL).
 - To serve as an election clerk, a student must be eligible to serve as an election clerk under the Texas Election Code, §32.051(c), or be at least 16 years of age, have the consent of the principal of the school the student attends, be a United States citizen, and have completed any training course required by the entity holding the election.
- misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship, including traveling for that purpose. Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 day for travel from the site of the governmental office. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes FEA (LEGAL).
- misses school for the purpose of taking part in a United States naturalization oath ceremony, including traveling for that purpose. Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 day for travel from the site of the ceremony. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes FEA (LEGAL).
- is temporarily absent because of a documented appointment with a healthcare professional. A documented appointment with a healthcare professional includes an appointment of a student diagnosed with autism spectrum disorder with a health care practitioner to receive a generally recognized service for persons with that disorder. To be considered temporarily absent, the student must begin classes or return to school on the same day of the appointment. The appointment should be supported by a document, such as a note from the health care professional FEA (LEGAL).
 - Note that this provision is only valid for face-to-face consultations and not for telephone or internet based consultations.

The Texas Health and Safety Code, § 105.003, requires the statewide health coordinating council to collect information on the following professionals, any of which would be considered examples of healthcare professionals:

- Audiologists
 - Chiropractors
 - Licensed Professional Counselors
 - Licensed Chemical Dependency Counselors
 - Dentists
 - Dental Hygienists
 - Emergency Medical Services Personnel
 - Marriage and Family Therapists
 - Medical Radiologic Technologists
 - Licensed Vocational Nurses
 - Registered Nurses
 - Certified Nurse Aides
 - Occupational Therapists
 - Optometrists
 - Pharmacists
 - Physical Therapists
 - Physicians
 - Physician Assistants
 - Psychologists
 - Social Workers
 - Speech-Language Pathologists
- 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 accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution. Your district 1) may not excuse for this purpose more than two days during a student's junior year and two days during a student's senior year, and 2) must adopt a) a policy stating when an absence will be excused for this purpose, and b) a procedure for verifying students' visits to institutions of higher education FEA (LEGAL).
 - A student whose absence is excused for any of the previously listed reasons will be allowed a reasonable amount of time to make up school work missed on these days, and if the student satisfactorily completes the school work, the day of absence is counted as a day of compulsory attendance. Certain special attendance codes related to ADA exemptions should be used to record the student's attendance status.
 - The above listed exemptions from ADA do NOT count as absences for the purpose of determining perfect attendance or other campus or district recognitions, rewards or incentives related to attendance. Atty. Gen. Op. JC-0099 (1999)

Instructional (Period) Attendance

Apart from ADA, student attendance is gathered for individual instructional periods at the secondary level. Schools are encouraged to have strong procedures and full faculty participation to avoid conflicting attendance reports. The law permits filing on students for missing "parts of days" which can be defined as individual periods. Incomplete or questionable records often result in the dismissal of truancy cases since it creates reasonable doubt. Instructional (period) attendance is also used in determining credit eligibility for individual courses.

In ADA accounting, there is no distinction between excused or unexcused absences. For official attendance accounting purposes, a "tardy" does not exist. A student is either present for the day or absent for the day depending on whether or not he is in class at the time the roll is checked, unless the absence meets the exemption criteria listed later in this section. Absences recorded during the official attendance accounting process are used only to determine ADA for state reporting purposes. Waco ISD official ADA snapshot time is taken within the second hour of the day:

- Secondary - 9:30 AM
- Elementary - 9:30 AM

Official Attendance-Taking Time (All Grade Levels)

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day.

Official attendance is taken every day during the second hour of instruction for all campuses. Brazos High School will take attendance for the afternoon session at 1:30 p.m.

If a student is absent for any portion of the day, including the official attendance-taking time, they should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

Doctor's Note after an Absence for Illness (All Grade Levels)

Within three days of returning to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

[See policy FEC(LOCAL) for more information.]

Attendance Taking Procedures

How and when teachers are to take official attendance

- Official Attendance Taking Time - **9:30 am Completed by Classroom Teacher or Substitute Teacher**
- Absence Reason Codes
 - Absence Reason Codes will default to **A-U**
 - All other Absence Reason Codes will be entered by the campus PEIMS Specialist/Attendance Clerk based on the receipt of the appropriate documentation

Absence Reason	Description
ABS	Absences Unverified
C	Court
COL	College
COV	Covid
DAP	Partcp DAP ADV Measure
DFP	Student in DFPS activity or appt
DUA	Stu in dual credit course off ca
DUT	Visit an active duty person
E	Excused
ELC	Stu is serving as app elec clerk
G	Govt/Complete App US Citizenship
HB	Homebound
JD	Juvenile Detention
M	Medical
MIL	17 or older pursuing enlistment
NS	No Show
O	Out Of School Suspension
OAT	Stu US naturalization oath
PRE	Present
R	Religious
RAL	Remote Asynchronous Learning
RCA	Report Card Absences
S	School Related
TAP	Playing Taps
TP	Tardy Present
TSB	Class provided by TX B&VI
TSD	Class provided by TX Sch Deaf
TXA	Appt Agency of State of TX
TxV	Stu enrolled in TxVSN full time
U	Unexcused
X	In School Suspension

How attendance is entered into the attendance accounting system

Classroom Attendance

1. Navigate to the Frontline SIS platform, <https://waco.teams.hosting>, and search for the Take Classroom Attendance entry point on the main screen.


TCH - Attendance and Grading

- Take Classroom Attendance
- Enter Classroom Grading
- Teacher Connect Sections
- Maintain Teacher Gradebook Category
- ELOs for Sponsors

TCH - Discipline

- Discipline Fast Form
- Discipline Incident Search
- Student Discipline Incident

My Accounts



- Select the appropriate course and period to complete the attendance and click the Select option at the bottom of the window.

Attendance Date: ★ 📅 Tuesday

Section Periods

Campus	Posted	Period	Alias	Description
SS002	✗	01		ENG 1
SS002	✗	02		ALG1
SS002	✗	03		GOVT
SS002	✗	03		ECO-FE
SS002	✗	04		BIO
SS002	✗	HRM		HRM

- In your classroom attendance, the **ONLY** students who will be marked as **P** for present will be the students sitting physically in your classroom at the time of attendance.

HRM - SSHRM
Section: 5
Term: S1
Day: T

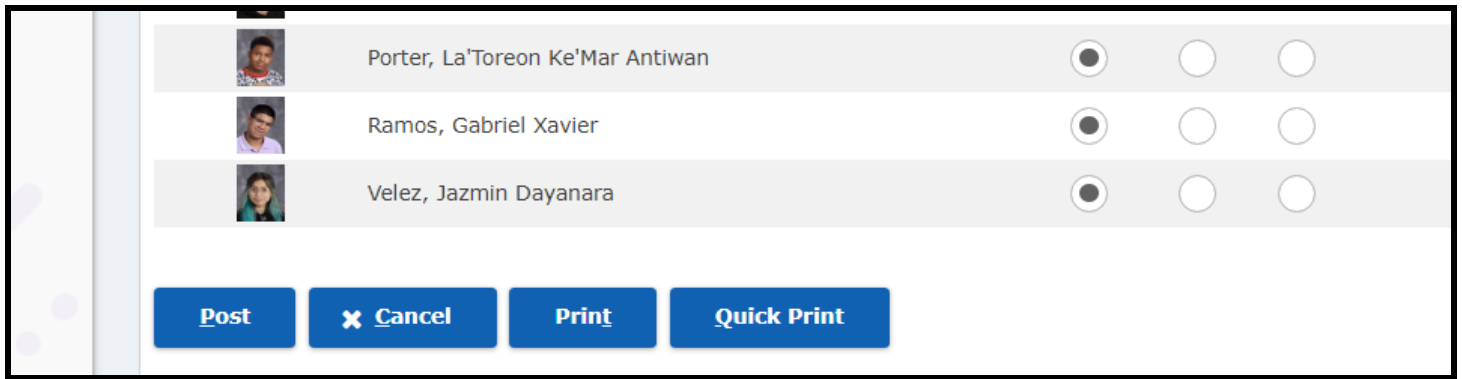
View: Course/Section: T/HRM - SSHRM/5-HRM-S1

Scheduled Students

Student Name	P	A/R	T	Reason
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All
Butler, Chassity Cheyanne	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Edit"/>
Calvin, Damaudrick Leemon	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Edit"/>
Campbell, Donte Rossario Lamont	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Edit"/>
Gonzalez, Robert Gene	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Edit"/>
Goode, Kaylynn Mariah	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Edit"/>
Hawthorne, Ronatay	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Edit"/>

- All other students will be marked in the **A/R** column for absent or the **T** column for tardy if your respective campus utilizes this option in Frontline.

5. Once attendance has been marked, select the Post option at the bottom of the window.



The screenshot shows a user interface for marking attendance. It features a list of three students, each with a small profile picture, their name, and three radio buttons for marking their status. Below the list are four blue buttons: 'Post', 'Cancel', 'Print', and 'Quick Print'.

Student Name	Radio 1	Radio 2	Radio 3
Porter, La'Toreon Ke'Mar Antiwan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ramos, Gabriel Xavier	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Velez, Jazmin Dayanara	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Buttons: **Post**, **Cancel**, **Print**, **Quick Print**

6. For attendance corrections after posting, all requests must be submitted to the attendance personnel on the proper attendance correction form.

Which position or positions are responsible for the coding of special programs (special education, pregnancy-related services [PRS], etc.)

- **Special Education**
 - SPPI-14 Coding - Cathy Parker, cathy.parker@wacoisd.org
 - **Residential Facility (RF) Tracker** - Cathy Parker, cathy.parker@wacoisd.org
 - **Extended Year School (EYS)** - Christy Freeman, christy.freeman@wacoisd.org
 - **Transfer of Special Education Coding from SuccessEd to Frontline** - Barbara Ridings, barbara.ridings@wacoisd.org
- **Pregnancy Related Services (PRS)** - Suzanne Hamilton, suzanne.hamilton@wacoisd.org
 - University HS - Shannon Dunn, shannon.dunn@wacoisd.org
 - Waco HS - Joyce Hartford, joyce.hartford@wacoisd.org
 - CEHI Teacher - Deedra Torres, deedra.torres@wacoisd.org
- **Special Programs/Coding**
 - **At-Risk Indicator** - PEIMS Specialists under guidance from At-Risk Coordinator
 - **Economically Disadvantaged (EcoDis 2)** - PEIMS Specialist/Registrars
 - **Early Reading Indicator** - PEIMS Specialist based on assessment results provided
 - **Homeless/Family Protective Services** - Kathy Wigtil, kathy.wigtil@wacoisd.org
 - **Intervention Strategy (Rtl)** - PEIMS Specialist/Registrar based on documentation provided by Rtl Coordinator
 - **Leaver Codes** - PEIMS Specialist/Registrar only when complete documentation with Principal Signature is received

How changes to special programs are to be documented

All changes made by the PEIMS Specialist/Registrar to special programs require a written request backed by the appropriate documentation to support the change. (written request can be in the form of email as well, no verbal request will be accepted). Written/email request needs to include name of student, effective date/end date of program and reason if required.

How student membership is to be reconciled between the teacher rosters and the attendance accounting database

Teacher Weekly Attendance Verification reports
Six Weeks Attendance reports
1st and 4th Six Weeks Enrollment Verification reports
Teacher Absence Correction form
Class Rosters (if any substitute)

How your district will maintain attendance accounting records (including computerized records, period absence slips, and official calendar) after the completion of the school year

Notes: accept all notes from parents and students regarding absences to use as documentation in the reconciliation process. Every student that brings a note will need to have their own attendance folders. All original Medical notes and (or) anything that adds or removes an absence is required to be filed in the daily attendance folder. A copy is made to be filed in the student's folder. At the end of year they filed all the Attendance reports and students folders in the box.


What backup systems are in place to protect the attendance accounting records

Physical documentation is kept on campuses and provided to the central office staff as well. All online records are maintained in the AWS Cloud Services in the Frontline Platform which includes appropriate back-up and audit reports for attendance accounting records.

Which position is responsible for the maintenance and security of the attendance accounting records

- Director of PEIMS - Patrick Uptmore, patrick.uptmore@wacoisd.org

Attendance Resources

-  First Day Procedures
-