

Table of Contents

[Exhibit A—Request for Alternative Attendance-Taking Time](#)

[Exhibit B—Resolution of the Board to Delegate Approval of Off-Campus Activities to the Superintendent for Attendance Accounting Purposes](#)

[Exhibit C—Acceptable Documentation for Certain Student Absences](#)

Exhibit A—Request for Alternative Attendance –Taking Time

Note: For complete information on attendance accounting requirements, [Student Attendance Accounting Handbook](#)¹ (SAAH).

For more information on absences for compulsory attendance, see FEA

Please submit this form at least 14 days before the first day of instruction if an alternative attendance-taking time is requested for the entire campus or at least 14 days before an alternative attendance-taking time begins for certain student populations.

(Please print.)

Campus: _____

Grade levels: _____

Previous recording time: _____

Alternate attendance-taking time requested: _____

Duration of alternative attendance-taking time: _____

Request is for:

(Check only one.)

- Entire campus
- Certain groups of students

If request is only for certain students, please identify the group(s) of students:

Are these students enrolled and participating in a commissioner of education–approved alternative attendance accounting program?

- Yes
- No

Reason for requesting alternative recording time:

Principal's signature: _____

Date: _____

For Office Use Only

Request is:

Approved

Denied

Reason if denied: _____

Superintendent's signature: _____

Date: _____

¹ Student Attendance Accounting Handbook: https://tea.texas.gov/Finance_and_Grants/Financial_Compliance/Student_Attendance_Accounting_Handbook/

Exhibit B—Resolution of the Board to Approve Off-Campus Activities and Staff for Attendance Accounting Purposes

WHEREAS, 19 Administrative Code 129.21(j) provides that a student not actually on campus at the time attendance is taken may be considered in attendance for foundation school program funding purposes if the student is participating in an activity that is approved by the Board and is under the direction of a member of the professional or paraprofessional staff or an adjunct staff member of the District approved by the Board to supervise the activity; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Ector County Independent School District has approved for District students the following off-campus activities and supervising staff:

Board-Approved Activities	Board-Approved District Staff Member or Adjunct Staff Member

The authority granted by this resolution is effective for the 20__–__ school year.

Adopted this _____ (date) day of _____ (month), _____ (year), by the Board of Trustees.

Presiding officer's signature: _____

Board Secretary's signature: _____

Exhibit C—Acceptable Documentation for Certain Student Absences

Note: For complete information on attendance accounting requirements, see the *Student Attendance Accounting Handbook* (SAAH).²

For more information on absences for compulsory attendance, see FEA.

In accordance with the Texas Education Agency (TEA) *Student Attendance Accounting Handbook*, a student who is not on campus at the time attendance is taken may be considered in attendance under certain circumstances for a limited number of days, with appropriate documentation acceptable to the District. Below are acceptable forms of documentation for students to be considered in attendance:

Notice: Documentation related to a student's absence must be kept on file for auditing purposes.

Reason for Absence from Campus at the Time Attendance Is Taken	Acceptable or Required Documentation
A student is enrolled in and attending an off-campus dual credit program or an off-campus work-based learning opportunity and is not scheduled to be on campus during any part of the school day.	The completed and signed Request to Enroll in Dual Credit Courses form. [See EHDD(EXHIBIT) and approval forms]
A student is enrolled full time in courses through the Texas Virtual School Network (TXVSN).	All completed enrollment and approval forms from the TXVSN site coordinator. [See EHDE(EXHIBIT)]
A student is participating in a Board-approved activity under the direction of a Board-approved professional or paraprofessional District staff member or adjunct staff member.	Any appropriate approval forms or permission slips, completed and signed, to participate in the activity, including signature of the staff member who supervised the student.

ATTENDANCE
ATTENDANCE ACCOUNTING

FEB
(EXHIBIT)

Reason for Absence from Campus at the Time Attendance Is Taken	Acceptable or Required Documentation
A student is participating in a mentorship approved by the District to serve as one or more of the advanced measures needed to complete the Advanced/Distinguished Achievement Program.	A form or note signed by the mentorship sponsor stating that the student is permitted to participate.
A student misses school for the purpose of observing religious holy day(s), including up to two days traveling for that purpose.	A signed note from the student's parent, stating the holiday the student will be observing, as well as the specific travel days required.
A student is participating in an off-campus work-based learning opportunity and is not on campus during any part of the school day.	The completed and approved forms to participate in such program.
A student in grades 6–12 misses school in order to sound "Taps" at a military honors funeral held in Texas for a deceased veteran.	A signed note from the student's parent or a copy of an obituary or funeral program.
A student misses school to attend a required court appearance, including up to two days of traveling for that purpose.	A copy of a subpoena (if applicable) or other court documents stating that the student's appearance was required.
A student misses school to serve as an election clerk, including up to two days per school year of traveling for that purpose.	A signed note from the head election clerk at the polling location at which the student is working. [See FEA(EXHIBIT)]
A student misses school to serve as an early voting clerk, if allowed by FEA(LOCAL), including up to two days of traveling for that purpose.	A signed note from the head election clerk at the polling location at which the student is working. [See FEA(EXHIBIT)]

Reason for Absence from Campus at the Time Attendance Is Taken	Acceptable or Required Documentation
A student misses school to appear at a government office in order to complete paperwork required for the student's application for U.S. citizenship, including up to two days of traveling for that purpose.	A signed letter from the student's legal representative or other documentation from the U.S. Citizenship and Immigration Service, affirming that the student's absence was associated with the application for citizenship.
A student misses school to take part in the student's own U.S. naturalization oath ceremony, including up to two days of traveling for that purpose.	A copy of the letter detailing when the student's ceremony will take place, as well as a signed letter from the student's parent specifying the travel dates.
A student is temporarily absent within the school day because of a documented appointment for the student or the student's child with a health-care professional licensed to practice in the United States.	A signed note from the doctor's office.
A student in the conservatorship of the Department of Family and Protective Services (DFPS) is absent to attend a court-ordered mental health appointment, therapy appointment, family visitation, or any other activity ordered by a court, including up to two days of traveling for that purpose.	A statement signed by the student's caseworker or other education decision-maker or a copy of relevant sections of the court order.
A student is visiting his or her parent, step-parent, or legal guardian who has been called to duty for, is on leave from, or has immediately returned from continuous deployment of at least four months, and the student meets the requirements in FEA(LEGAL). A district must excuse up to five days for this purpose each school year.	A copy of the deployment orders or other corroborating information.
A student is a junior or senior visiting an accredited institution of higher education, for up to two days during junior year and up to two days during senior year.	The completed and signed Verification of Higher Education Visit. [See FEA(EXHIBIT)]
For up to four days during high school enrollment, a student who is 17 years of age or older is pursuing enlistment in the military.	Paperwork signed by the relevant military branch showing that the student's absence was related to enlistment. [See FEA(EXHIBIT)]

ATTENDANCE
ATTENDANCE ACCOUNTING

FEB
(EXHIBIT)

Reason for Absence from Campus at the Time Attendance Is Taken	Acceptable or Required Documentation
If allowed by FEA(LOCAL), a high school student who is at least 15 years of age and is absent for no more than a day to obtain a learner license and no more than one day to obtain a driver's license.	The completed and signed Verification of Absence to Obtain a Learner License or Driver's License [See FEA(EXHIBIT)]
For the duration of a student's absence if the absence is the result of a serious or life threatening illness or related treatment that makes the student's attendance infeasible, if the student or the student's parent or guardian provides required documentation.	Certification from a physician licensed to practice medicine in Texas specifying the student's illness and the anticipated period of the student's absence relating to the illness or related treatment.
A student is participating, with Board approval, in a short-term, off-campus class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD), including any traveling day between the District and the class location on which the student is attending class.	Documentation of the student's class attendance from the TSBVI or TSD.

ⁱ Student Attendance Accounting Handbook: https://tea.texas.gov/Finance_and_Grants/Financial_Compliance/Student_Attendance_Accounting_Handbook/