

ATTENDANCE  
ATTENDANCE ACCOUNTING

FEB  
(REGULATION)

Official Attendance - Taking Time	<p>The Superintendent designates the official attendance-taking time during the campus's instructional day, except for otherwise approved alternative attendance-taking times.</p> <p>9:30 am Elementary / Early Childhood Centers</p> <p>9:40 am (2<sup>nd</sup> Period) Middle School</p> <p>9:40 am (2<sup>nd</sup> Period) High School</p> <p>9:45 am (3<sup>rd</sup>/4<sup>th</sup> Period) Early College High School</p> <p>10:05 am (2<sup>nd</sup> Period) Alternative Center/Youth Center</p>
Alternative Attendance-Taking Time	<p>The following procedures will be used in establishing an alternative attendance-taking time in accordance with TEA's <u><i>Student Attendance Accounting Handbook</i></u>.<sup>1</sup></p>
Entire Campus	<p>A principal wishing to establish an alternative attendance-taking time for the entire campus must obtain approval from the Superintendent by submitting the Request for Alternative Attendance-Taking Time at least 30 (<i>number of</i>) days before the first day of instruction. Once approved, the alternative attendance-taking time for an entire campus cannot be changed during that school year.</p>
Certain Student Populations	<p>A Request for Alternative Attendance-Taking Time for certain student populations must be submitted to the Superintendent at least 30 (<i>number of</i>) days before the requested alternative attendance-taking time will begin. The alternative attendance-taking time will be in effect for the period of days or weeks for which the group is scheduled to be off campus during the regular attendance-taking time. Once selected, the alternative attendance-taking time for a particular group for a particular period must not be changed.</p> <p>An alternative attendance-taking time must not be used for any student who is scheduled to be on campus during the regular attendance-taking time.</p> <p>For auditing purposes, the principal will oversee documentation of the alternative attendance-taking time for each applicable group, the students who make up each group, and the attendance taken for the group each day.</p>
Parental Consent to Leave Campus	<p>State rules require parental consent before any student leaves campus for any part of the school day. Information regarding leaving campus is addressed in the student handbook.</p>
Career-Prep and / or Practicum Courses	<p>In accordance with TEA's <i>Student Attendance Accounting Handbook</i>, a student is expected to be enrolled in a career-prep and/or</p>

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practicum course for the entire school year unless extenuating circumstances require the student to enter or exit the course at a different time. [See EHBF]

Extenuating  
Circumstances

The District will consider the following to be extenuating circumstances:

1. The student requires homebound instruction in accordance with EEH.
2. The student does not have access to reliable transportation to attend the course.
3. Other circumstances as deemed appropriate by the Superintendent.

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<sup>1</sup>TEA's *Student Attendance Accounting Handbook*: <https://tea.texas.gov/finance-and-grants/financial-compliance/student-attendance-accounting-handbook>