ATTENDANCE ACCOUNTING EXHIBITS

Exhibit A – Alternative Attendance Time Request Form

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Purpose:
This form is used to request approval for an alternative daily attendance recording time in accordance with Texas attendance accounting requirements.

Requests must be submitted to SIS

Campus Name: _____

Grade Level(s): _____

Current Attendance Recording Time: _____

Proposed Attendance Recording Time: _____

Effective Dates: From _____ To _____

Scope of Request (check one):

☐ Entire Campus

☐ Specific Student(s) or Student Group(s): _____

Are students participating in a Commissioner-approved alternative program?

☐ Yes ☐ No

Reason for Request:

Principal/Executive Director Name: _____ Date: _____

Principal/ Executive Director Signature: _____

District Approval:

☐ Approved ☐ Denied

Superintendent/Designee: _____ Date: _____

APPROVED: FEBRUARY 2026

Record Retention and Audit Compliance

All supporting documentation must be maintained in the student's attendance record, retained in accordance with district retention schedules, and made available during audit review.