Sec. 1. RECORDS

Raul Yzaguirre Schools for Success (RYSS) shall maintain records to reflect the average daily attendance for the allocation of Foundation School Program ("FSP") and other funds allocated by the Texas Education Agency ("TEA"). RYSS must maintain records and make reports concerning student attendance and participation in special programs as required by the Commissioner of Education ("Commissioner"). The Superintendent, Principals, and teachers are responsible to the Board and the state to maintain accurate, current attendance records. *19 TAC 129.21(a), (e)*.

RYSS shall use the student attendance accounting standards established by the Commissioner to maintain records and make reports on student attendance and student participation in special programs. The official standards are described in TEA's *Student Attendance Accounting Handbook* ("SAAH"). *19 TAC 129.1025*.

The Superintendent is responsible for the safekeeping of all attendance records and reports. The Superintendent may determine whether the properly certified attendance records or reports for the school year are to be stored in the central office, on the respective school campuses, or at another secure location. Regardless of where such records are filed or stored, they must be readily available for audit by the TEA. *19 TAC 129.21(d)*.

Sec. 2. MINIMUM ENROLLMENT

A student must be enrolled for at least two hours of instruction to be considered in membership for one half day, and for at least four hours of instruction to be considered in membership for one full day. *19 TAC 129.21(g).*

a) *Full-Day Students*

Students enrolled on a full-day basis may earn one full day of attendance each school day. *19 TAC 129.21(h)(1).*

b) *Half-Day Students*

Students enrolled on a half-day basis may earn only one half day attendance each school day. Attendance is determined for these pupils by recording absences in a period during the half day they are scheduled to be present. *19 TAC 129.21(h)(1)*.

c) *Alternative Attendance Accounting Program*

Students who are enrolled in and participating in an alternative attendance accounting program approved by the Commissioner shall earn attendance according to the statutory and rule provisions applicable to that program. *19 TAC 129.21(h)(2).*

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Sec. 3. ATTENDANCE FOR STATE FUNDING PURPOSES

Attendance for all grades shall be determined by the absences recorded in the second or fifth period of the day, unless RYSS has obtained permission from the TEA for an alternate period to record absences, unless the Board adopts a policy for recording absences in an alternate period or hour, or unless the students for which attendance is being taken are enrolled in and participating in a Commissioner-approved alternative attendance accounting program.

The established period in which absences are recorded may not be changed during the school year.

Students absent during the daily period selected by RYSS for taking attendance shall be counted absent for the entire day, unless the students are enrolled in and participating in a Commissioner-approved alternative attendance accounting program. Students present at the time attendance is taken shall be counted present for the entire day, unless the students are enrolled in and participating in a Commissioner-approved alternative attendance accounting program.

19 TAC 129.21(h).

a) ***Funding for Off-Campus Programs***

Funding eligibility for a student participating in an off-campus program will include time instructed in the off-campus program. A campus may choose an alternate attendance-taking time for a group of students that is scheduled to be off-campus during the regular attendance-taking time. The alternate 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 (for example, for the semester or for the duration of employment). This alternate attendance-taking time may not be changed once it is selected for a particular group of students. If attendance is taken at an off-campus location, RYSS must ensure that attendance is taken in accordance with the attendance accounting handbook adopted under 19 TAC 1025.

For RYSS to receive FSP funding for a student participating in an off-campus program, RYSS must have documentation of an agreement between RYSS and the college. *19 TAC 129.1031(c), (d)*.

Sec. 4. EXCEPTIONS

A student not actually on campus when attendance is taken may be considered in attendance for FSP purposes if:

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a) *Board-Approved Activities*

The student is participating in a Board-approved activity under the direction of a member of RYSS's professional staff, or an adjunct staff member who has a bachelor's degree and is eligible for participation in Teacher Retirement System of Texas ("TRS").

b) *Mentorships*

The student is participating in a mentorship approved by RYSS personnel to serve as one or more of the advanced measures needed to complete the Advanced/Distinguished Achievement Program.

c) *Excused Absences*

The student is absent for one of the purposes listed in "Excused Absences for Compulsory Attendance Determinations" in Board Policy PG-3.202 (Compulsory Attendance).

d) *Other Absences*

The student's absence is permitted by other conditions related to off-campus instruction described in the TEA's SAAH.

19 TAC 129.21.

Sec. 5. PARENT CONSENT TO LEAVE CAMPUS

A student absent from school for any portion of a school day shall provide a note that describes the reason for the absence. The note shall be signed by the student's parent or, if the student is 18 or older or is an emancipated minor, by the student.

Sec. 6. REPORTS TO TEA

In accordance with Commissioner rule, RYSS will report the following through the Public Education Information Management System (PEIMS) information disaggregated by campus and grade regarding:

1. The number of students subject to compulsory attendance under TEC 25.085, who are not exempted from attendance under TEC 25.086, and fail to attend school without excuse on 10 or more days or parts of days within a six-month period in the same school year;
2. The number of students for whom RYSS initiates a truancy prevention measure under TEC 25.0915(a-4); and
3. The number of parents of students against whom an attendance officer or other appropriate school official has filed a complaint of parent contributing to nonattendance under TEC 25.093.

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