Sec. 1. UNIFORM SYSTEM

Academy of Accelerated Learning, Inc. (AAL) shall use a uniform accounting system adopted by the Commissioner of Education ("Commissioner") for the data required to be reported for the Public Education Information Management System ("PEIMS"). *Tex. Educ. Code § 48.008(b)*.

Sec. 2. RECORDS

AAL shall comply with the *Student Attendance Accounting Handbook*, except that the school shall report its actual student attendance data to the Texas Education Agency ("TEA") at six-week intervals or as directed by TEA. *19 Tex. Admin. Code § 100.1067(d)*.

The Superintendent, Principals, and teachers are responsible to the Board and the state to maintain accurate, current attendance records. 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.

Sec. 3. ATTENDANCE ACCOUNTING

The Superintendent shall be responsible for designating the official attendance-taking time during the instructional day and maintaining a student accounting system in accordance with law and TEA requirements.

The Superintendent is authorized to establish written procedures permitting a campus to record absences in an alternative hour from AAL's official attendance-taking time or for a designated group of students at a campus. Any alternative attendance-taking time shall be determined in accordance with the *Student Attendance Accounting Handbook* and administrative regulations.

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, AAL must ensure that attendance is taken in accordance with the *Student Attendance Accounting Handbook*. For AAL to receive FSP funding for a student participating in an off-campus program, AAL must have documentation of an agreement between AAL and the college. *19 Tex. Admin. Code § 129.1031(c), (d)*.

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Sec. 4. PARENT CONSENT TO LEAVE CAMPUS

The Superintendent shall develop procedures regarding parent consent for a student to leave campus, including procedures for documenting a student's absence. These procedures will be communicated in the employee and student handbooks.

A student absence 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 guardian or, if the student is 18 or older or is an emancipated minor, by the student.

Sec. 5. REPORTS TO TEA

In accordance with Commissioner rule, AAL will report through PEIMS information disaggregated by campus and grade regarding:

1. The number of students subject to compulsory attendance under Texas Education Code § 25.085, who are not exempted from attendance under section 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, in total and disaggregated by whether the child is receiving instructional services under Texas Education Code § 29.081;
2. The number of students for whom AAL initiates a truancy prevention measure under Texas Education Code § 25.0915(a-4); and
3. Parents of students against whom an attendance officer or other appropriate school official has filed a complaint of parent contributing to nonattendance under Texas Education Code § 25.093.

Tex. Educ. Code § 48.009(b).

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