

WHEN A STUDENT MAY BE COUNTED PRESENT

FSP Funding Quick Reference | 2026-2027 Student Attendance Accounting Handbook, 3.6.3

KEY RULE

A student absent at the official attendance-taking time is normally absent for FSP funding unless a provision below applies and required documentation is retained. Students on campus with a campus official may be counted present when supported by acceptable documentation.

Important: For rows 8-22, allow reasonable time to make up missed work. If satisfactorily completed, the day also counts for compulsory attendance. Keep absence documentation for audit purposes. These provisions do not apply to OFSDP, HSEP, or homebound programs; use the applicable SAAH sections.

REASON / SITUATION	LOCAL CODE	WHEN THE STUDENT MAY BE COUNTED PRESENT	LIMITS & CONDITIONS	DOCUMENTATION / LOCAL ACTION
1. Off-campus dual credit	P	Enrolled in and attending an off-campus dual credit course and not scheduled on campus during any part of the school day.	No day limit stated. If on campus for any part of the day, record attendance while the student is on campus; see 3.6.2.2 when applicable.	Keep the student schedule/enrollment and course participation records that support the attendance decision.
2. Off-campus work-based learning	P	Participating in an off-campus work-based learning opportunity and not scheduled on campus during any part of the school day.	No day limit stated. If on campus for any part of the day, record attendance while the student is on campus; see 3.6.2.2 when applicable.	Keep schedule and work-based-learning participation records that support the attendance decision.
3. Full-time virtual or hybrid campus		Enrolled in a full-time virtual or hybrid campus under TEC, Chapter 30B.	Attendance must be recorded under the daily-attendance requirements in SAAH 12.2.	Maintain records required by the applicable virtual/hybrid attendance method and local procedures.
4. Full-time virtual or hybrid program	P	Enrolled in a full-time virtual or hybrid program under TEC, Chapter 30B, and meets the school-system-approved instructional plan and policy.	For a student who also attends a regular campus, record attendance during the part of the day the student is on campus; see 3.6.2.2 and 12.2.	Maintain the approved instructional plan/policy and records supporting daily attendance.
5. Full-time TXVSN courses		Enrolled full-time in Texas Virtual School Network courses.	Follow SAAH 12.3. For a student who also attends a regular campus, record attendance during the part of the day the student is on campus; see 3.6.2.2.	Maintain TXVSN enrollment and attendance records required by the applicable attendance method.
6. Board-approved off-campus activity	SR	Participating in a local-board-approved activity under the direction of an approved professional, adjunct, or paraprofessional district staff member.	No day limit stated. The supervising person must accompany students as a district official. Adjunct staff: minimum bachelor's degree and TRS eligibility. Paraprofessional: must meet educational aide I, II, or III requirements.	Retain board approval and records showing the qualifying staff member supervised/accompanied the students.
7. TSBVI or TSD short-term class Texas School for the Blind and Visually Impaired or Texas School for the Deaf	P	Attending a board-approved short-term class provided by TSBVI or TSD away from the student's campus.	Class days may qualify. Travel-only days do not qualify for FSP attendance.	District must obtain documentation of class attendance from TSBVI or TSD.
8. Religious holy day	R	Observing a religious holy day, including qualifying travel.	Up to 1 travel day to and 1 travel day from. Additional locally excused travel days are absent for FSP. Retreats, camps, mission trips, and individual rites are not holy days under this provision.	A parent note is sufficient. Do not require documentation from clergy or a religious leader.
9. Playing Taps	MV	Student in grades 6-12 plays Taps at a military honors funeral in Texas for a deceased veteran.	No day limit stated in 3.6.3.	Keep documentation supporting the event, location, purpose, and student participation under local policy.
10. Required court appearance	CT	Attending a court appearance required by federal/state law or by the court in a criminal, civil, or traffic matter.	Up to 1 travel day to and 1 travel day from. Meetings with probation officers and court-ordered activities outside the courtroom do not qualify under this reason.	Examples: pleading/court filing, court clerk notice, jury summons, subpoena, or document marked that appearance is required.
11. DFPS conservatorship activity	CT	Student in DFPS conservatorship participates in a qualifying court-ordered activity that cannot practically occur outside school hours, or an activity under a Chapter 263 service plan.	Up to 1 travel day to and 1 travel day from the activity, appointment, or visitation.	Keep the court order or service-plan documentation and records supporting participation and travel under local policy.

REASON / SITUATION	LOCAL CODE	WHEN THE STUDENT MAY BE COUNTED PRESENT	LIMITS & CONDITIONS	DOCUMENTATION / LOCAL ACTION
12. Election-related service	EC	Serving as a student early voting clerk when allowed by district policy, or as an election clerk/student election clerk, while meeting statutory eligibility and training requirements.	Maximum 2 days per school year. Election clerk/student election clerk: up to 1 travel day to and 1 from; no travel days for a student early voting clerk. Travel days do not count toward the 2-day maximum.	Keep documentation of service, eligibility/training, principal consent, and any required local-policy approval.
13. US citizenship application	USC	Appearing at a governmental office to complete paperwork required for the student's US citizenship application.	Up to 1 travel day to and 1 travel day from. Additional locally excused travel days are absent for FSP.	Keep governmental-office or application documentation verifying the required visit and date.
14. Naturalization oath ceremony	USC	Participating in the student's own US naturalization oath ceremony.	Up to 1 travel day to and 1 travel day from. Additional locally excused travel days are absent for FSP.	Keep ceremony documentation verifying the student's participation and date.
15. Health or mental-health appointment	DR	Temporarily absent for a documented appointment for the student or the student's child with a qualifying US-licensed, certified, or registered health or mental-health professional. Telemedicine may qualify.	Student must begin classes or return to class on the same day. A school-nurse visit does not qualify under this provision.	Note or other documentation from the health-care professional. Autism-related generally recognized services may qualify as described in 3.6.3.
16. Serious or life-threatening illness	LT	Absent because a serious or life-threatening illness or related treatment makes attendance infeasible.	No maximum stated. This provision depends on the required physician certification; the district may not request more information than 3.6.3 lists.	Parent/guardian provides the district-adopted form completed by a Texas-licensed physician, including the illness, required statements, and anticipated absence period.
17. College visit	CV	Junior or senior visits an accredited institution of higher education to determine interest in attending.	Maximum 2 days in junior year and 2 days in senior year.	District policy and verification procedure are required. Keep documentation verifying each visit.
18. Military or National Guard enlistment	MV	Student age 17 or older pursues enlistment in a branch of the US uniformed services or the Texas Army National Guard.	Maximum 4 school days during the period the student is enrolled in high school.	District policy and verification procedure are required. Keep documentation of enlistment-related activities.
19. Visit with deployed military parent/guardian	MV	Visits a parent, stepparent, or legal guardian on active duty who is called to duty, on leave from, or immediately returned from a continuous deployment of at least 4 months outside the home locality.	Up to 5 days per school year; absence must occur no earlier than 60 days before deployment or no later than 30 days after return.	Keep documentation supporting the relationship, deployment/leave/return, dates, and qualifying absence under local policy.
20. Driver's license or learner permit	DL	High-school student age 15 or older visits a driver's license office to obtain a driver's license or learner permit.	Maximum 1 day for obtaining a learner permit and 1 day for obtaining a driver's license during high-school enrollment.	District verification procedures are required. Keep documentation verifying the office visit and purpose.
21. Career investigation visit	JV	Junior or senior visits a professional at the professional's workplace to investigate interest in that career field.	Maximum 2 days in junior year and 2 days in senior year.	District policy and verification procedure are required. Keep documentation verifying each workplace visit.
22. Released time course	RI	Participates in qualifying off-campus religious instruction provided by a third party.	At least 1 but not more than 5 hours per week; district policy must meet TEC 25.0875.	Keep the parent/guardian request and ensure third-party attendance records are available to the district/campus.