



CARRIZO SPRINGS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Administrative Procedures

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STUDENT ATTENDANCE ACCOUNTING

Student attendance has three dimensions: (1) compliance with compulsory school attendance, (2) accounting for state funding purposes (ADA), and (3) awarding of credit for courses. This procedure focuses on the first two dimensions.

The PEIMS Department will publish a district *Student Attendance Accounting Procedures Manual* each year as required by the Texas Education Agency's (TEA) *Student Attendance Accounting Handbook*. The *Student Attendance Accounting Procedures Manual* provides very specific details to the district's attendance accounting system. All school personnel are required to follow the instructions in the *Student Attendance Accounting Procedures Manual*.

Each school must accurately monitor and enter student attendance to ensure that credit for attendance is awarded for state funding purposes. Each campus must also focus on intervening when a student accumulates absences. Key personnel involved in the process, which ultimately aims at getting the child in school on a daily basis, include the attendance/data clerk, counselors, the principal or designee, teachers, community liaison, social worker, and the student attendance officer assigned to that campus. Should a child not attend school, the principal shall consider options, including filing a complaint against the parent/guardian for obstructing the compulsory attendance law, filing a complaint against the student for failure to attend school, or referring to the juvenile probation department any truant student who has absences constituting conduct indicating a need for supervision.

This procedure does not address student tardies.

Elementary data clerks generally function as attendance clerks and will be referred to as attendance clerks in this document.

CAMPUS ATTENDANCE PROCEDURES:

The principal shall assure that attendance is taken at: see CSC ISD Student Attendance Accounting Procedures Manual, Page 7, in accordance with Board Policy (FEB) LEGAL. Specific attention shall be established in accordance with the Campus Improvement Plan to coordinate efforts for monitoring daily attendance of all students.

1. All campus administration and the attendance clerk shall be knowledgeable of the attendance laws and regulations [*Texas Education Code §25*] as well as the *TEA Student Attendance Accounting Handbook*.
2. Official attendance for all grade levels shall be determined by absences recorded at the time designated by the district. All teachers will post attendance at: see CSC ISD Student Attendance Accounting Procedures Manual, Page 7 for each instructional day.
3. Teachers shall take attendance each school day using the electronic grade book system. Attendance rosters will be used only for substitute teachers or system problems.

4. Accurate attendance accounting shall be coordinated by the attendance clerk working in conjunction with the teachers and campus administrators.
5. Teachers shall, in accordance with the Campus Improvement Plan, promote and monitor attendance of students in their assigned classes. Such efforts may include contacting parents by telephone, home visits, and conferencing with parents and reporting concerns about the student's absences to the attendance/data clerk, counselor, and other campus professions.
6. The attendance clerk shall monitor teacher attendance postings and make required attendance corrections on a daily basis.
 - a. Procedures shall be put in place to account for student who are not in their regular classrooms at the time attendance is recorded by the teacher because they are with a campus official (e.g.; nurse, counselor, assistant principal, principal, etc.) **Class admission slips or other documentation supporting the student was with a campus official must be retained for audit purposes.**

COMPULSORY SCHOOL ATTENDANCE:

The principal shall inform all faculty and staff of the requirements of the Compulsory School Attendance Law: all students are required to attend school each school day for the entire period the program of instruction is provided unless specifically exempted. Exemptions are listed in Board policy FEA (LEGAL) and *Texas Education Code §25.086*.

LEGALLY PRESENT FOR ATTENDANCE:

Care shall be taken to count students present in the exceptional cases noted in *Texas Education Code §25.086(b)* and Board policy FEB (LEGAL). In such cases, the student is not considered absent in computing the student's average daily attendance (ADA), they are considered Legally Present. The student is allowed a reasonable time for completing make-up work; if the work is completed, the work shall be accepted without penalty and the student shall be awarded credit for attendance (not counted absent) for the compulsory attendance.

Note: If your school excuses a student's absence for any of the following listed Legally Present purposes, the school must keep documentation related to the absence on file for audit purposes.

PARTIAL DAY ABSENCE COUNTED AS LEGALLY PRESENT

- a. The student is temporarily absent due to a documented appointment with a health care professional for the student or the student's child if the student commences classes or returns to school on the same day of the appointment.

Documentation Required: A note from the health care professional on the health care professional's letterhead confirming that the student has attended the appointment and a school sign in/out sheet must support the appointment. The student must be in class for part of the school day to be counted as legally present for the entire school day.

FULL DAY ABSENCE COUNTED AS LEGALLY PRESENT

- a. The student is participating in an activity that is approved by the local school board and is under the direction of a professional staff member of the school district.

Documentation Required: A note from the professional staff member accompanying the student. (e.g.; student listing of student on a field trip, UIL event, etc.). The note must be signed and dated by the professional staff member.
- b. The student is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 TAC 74.13(a) (3).

Documentation Required: A note from the appropriate mentor representative. The note must be signed and dated by the mentor representative.
- c. The student is enrolled in and attending an off-campus dual credit program courses and is not scheduled to be on campus during any part of the school day.

- a. This is an example of a group of students who may have their attendance taken during an Alternative Attendance-Taken time if they are on campus during any part of the school day

Documentation Required: Signed and dated attendance from off-campus dual credit program teacher/officer.

- d. The student is enrolled full-time in Texas Virtual School Network (TxVSN).
 - a. This is an example of a group of students who may have their attendance taken during an Alternative Attendance-Taken time if they are on campus during any part of the school day

Documentation Required: Signed and dated attendance from TxVSN teacher/officer.

- e. The student is participating, with local school board approval, in a short-term (example, five (5) day class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) of the Texas School for the Deaf (TSD) at a location other than the student's campus.

Documentation Required: Signed and dated student attendance participation list from school official.

- f. The student misses' school for the purpose of observing religious holy days. To be considered a religious holy day, the day should be one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, camps, and mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days for this purpose.

- a. These absences may be count present for up to three (3) days: one day to travel to, one day for observance, and one day to travel from.

Documentation Required: Signed and dated documentation by religious clergy, pastor, or other religious person.

- g. The student is absent for the purpose of a required court appearance. A court appearance is considered to be required if the law (federal or state) or the court mandates an appearance by the student in a criminal, civil or traffic matter.

- a. These absences may be count present for up to three (3) days: one day to travel to, one day for the court appearance, and one day to travel from.

Documentation Required: Examples of required acceptable documentation are a jury summons in the student's name, a subpoena in the student's name, or a traffic ticket marked "You Must Appear" or "Court Appearance Required."

- h. The student is in the conservatorship of the Department of Family and Protective Services and misses school:

- a. To participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or 263, provided that scheduling the participation outside of school hours is not practicable or

- b. To attend a mental health or therapy appointment of family visitation as ordered by a court under the Texas Family Code, Chapter 262 or 263.

- c. These absences may be count present for up to three (3) days: one day to travel to, one day for the court participate in activity/attend the activity, and one day to travel from.

Documentation Required: Notice from the Department of Family and Protective Services stating required court appearance or court ordered appointment.

- i. The student is in grades 6-12 and is absent for the purpose of sounding "Taps" at a military honors funeral held in this state for a deceased veteran.

Documentation Required: Signed and dated documentation from funeral director or military official stating the student's name.

- j. The student misses' school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for US citizenship.
- a. These absences may be count present for up to three (3) days: one day to travel to, one day to complete paperwork, and one day to travel from.
- Documentation Required:** Signed and dated documentation from governmental office.
- k. The student is appearing at a governmental office to take part in the student's own United States naturalization oath ceremony.
- a. These absences may be count present for up to three (3) days: one day to travel to, one day to take oath, and one day to travel from.
- Documentation Required:** Documentation with student's name from governmental office conducting the ceremony.
- l. The high school student is at least sixteen years of age, is a US citizen and has completed training for serving as an election clerk or student election clerk and has the permission of the principal to serve as a student election clerk or student early voting clerk for a maximum of two days in a school year.
- Documentation Required:** Signed and dated documentation from officials of the election office and approval of the principal.
- m. The student is visiting an institution of higher education for up to two days during the student's junior year and up to two days during the student's senior year.
- Documentation Required:** Signed and dated verification of the visit from the college/university's admissions office.
- n. The student is absent due to a visit with a parent, stepparent, or legal guardian who is an active-duty member of the military services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or legal guardian regularly resides.
- a. A maximum of five (5) days in a school year may be excused for this purpose. An excuses absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment.
- Documentation Required:** A notice of deployment/leave from military official.
- o. The student misses' school for the purpose of visiting a driver's license office to obtain a driver's license or learner permit. The student must be enrolled in high school and 15 years of age or older. The district may not excuse the student for more than one day of school during the period the student is enrolled in high school.
- Documentation Required:** Official documentation from the Texas Department of Public Safety.

EXCUSED AND UNEXCUSED ABSENCES:

Whether an absence is excused or unexcused has an impact on the principal's decision to file a court case against a parent and/or the student for not complying with the compulsory attendance law. Determining whether an absence is excused or unexcused is primarily a campus function. With some specific situations noted in the current law and Board policy.

1. **School Decisions:** The Texas Education Code states that a child "may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent of the school."
 - a. Principals shall establish "acceptable" causes on their campus and may review the topic with the Campus Leadership Team.
 - b. Reasons which the principal can consider adopting include those in the Family Code §51.03(d) which states that students may be excused for temporary absences resulting from "illnesses of the child, death in the family of the child, quarantine of the child

and family, weather or road conditions making travel dangerous, . . . or circumstances found reasonable and proper.”

2. **Requirements for Documentation of Absences:** Documentation submitted for absences must meet the following requirements:
 - a. Documentation for absences must be submitted to the school within five (5) days after the student returns to school after the absence.
 - b. Absences due to “Legally Present” reasons are not subject to the five (5) day rule. This documentation must be presented on or before the end of the six weeks attendance cycle in which the absence(s) occur.
 - c. All notes submitted for absence documentation must contain the following information: Student’s legal name and identification number, date(s) and reason for the absence, printed name, telephone/cellular number and signature of the person completing the note.
 - d. Notes received after the required timeframe will be retained in the student’s attendance folder but will not be used to update the student’s absences in the Student Information System.
3. **Recording Excused or Unexcused Absences:** The teacher will take and post attendance utilizing the electronic grade book. Students who are not in class when official attendance is taken will be coded absent by the teacher. When teachers post attendance, all absences are recoded as unexcused. When an absence note is received, the principal or designee will write the absence code on the note’s upper right-hand corner. The attendance clerk will update the absence posting in the Student Information System. It is imperative that absence notes be coded and posted in the Student Information System immediately as this data is used as legal documentation in court hearings. Upon receipt of absence documentation, absence codes are:

TYPE CODE	DESCRIPTION	CATEGORY
A	Excused Absence	E – Excused
B	Excused Absence: Parent Note	E – Excused
C	Excused Absence: Court Related	O – Other
D	Excused Absence: Mentorship	E – Excused
E	School Related: UIL Related	O – Other
F	School Related: Non UIL Related	O – Other
G	Military Deployment	O – Other
H	Homebound Present	O – Other
I	In School Suspension	O – Other
J	DAEP	O – Other
K	Act As Election Clerk	O – Other
L	Dept Of Fam & Prot. Svs Con	O – Other
M	Medical Excuse: Part Day	E - Excused
N	Not In Class: But In School	O – Other
O	Out Of School Suspension	E - Excused
P	Present	O – Other
Q	College Visit	O – Other
R	Excused Absence: Religious	O – Other
S	Screening: Medicaid Absence	O – Other
T	Tardy	T – Tardy
TA	Teacher Absence	U – Unexcused
TT	Teacher Tardy	T – Tardy
U	Unexcused Absence	U – Unexcused

V	Excused Absence: Funeral/TAPS	O – Other
W	Citizenship	O – Other
X	Military Enlistment	O – Other
Y	COVID Remote Conferencing 20 Days	O - Other
Z	Driver’s License	O - Other

FILING A COURT CASE: ELEMENTARY DIVISION

1. **Warning Phase:** to initiate the serving of a warning notice, these steps are to be followed:
 - a. The Student Information System will generate warning notices on all students violating compulsory attendance laws. (Unexcused absences for three (3) or more days or parts of days within a four-week period.
 - b. All students that receive a warning letter as a result of any Tardy and/or Part of Day absence, *Tardy or Missing Part of Day Notice [Form F39-B]* must be completed and included in the warning notice mail.
 - c. The warning notices will be mailed by the office of Attendance Accountability.
2. **Filing Phase:** To file the case in court, these steps are to be followed:
 - a. The Attendance Officer will approve cases daily that the Student Information System generates regarding students whom have violated the compulsory Attendance laws. (Unexcused absences for ten (10) or more days or parts of days within a six (6) month period.
 - b. A court case may be filed manually by the Attendance Officer (with the approval of the Director of Attendance Accountability). If there are three (3) unexcused absences or parts of day absences within a four (4) week period after the Warning Notice has been served.
3. **Court Phase:** To act effectively in court, these steps are to be followed:
 - a. The Attendance Clerk shall provide the Attendance Officer with documentation regarding the schools’ efforts to contact the parents and improve school attendance.
 - b. The Attendance Officer will prepare the case for court using the court referral system and the Carrizo Springs CISD’s Student Information System’s cumulative attendance inquiry by student.
 - c. The school may send an administrator or designee to the court hearing to provide specific school information to the judge. The Attendance Officer will present the attendance record in court.
4. **After the court hearing,** the Attendance Officer may refile a court case if the student has accumulated additional unexcused absences for three (3) or more days or parts of days within a four-week period. The procedures continue as above.

FILING A COURT CASE: SECONDARY DIVISION

1. **Warning Phase:** to initiate the serving of a warning notice, these steps are to be followed:
 - a. The Student Information System will generate warning notices on all students violating compulsory attendance laws. (Unexcused absences for three (3) or more days or parts of days within a four-week period.
 - b. The warning notices will be mailed by the office of Attendance Accountability.
2. **Filing Phase:** To file the case in court, these steps are to be followed:
 - a. The Attendance Officer will approve cases daily that the Student Information System generates regarding students whom have violated the compulsory Attendance laws. (Unexcused absences for ten (10) or more days or parts of days within a six (6) month period.
 - b. A court case may be filed manually by the Attendance Officer (with the approval of the Director of Attendance Accountability). If there are three (3) unexcused absences or

parts of day absences within a four (4) week period after the Warning Notice has been served.

3. **Court Phase:** To act effectively in court, these steps are to be followed:
 - a. The Attendance Officer will conference with the school principal regarding their efforts to solve the student's attendance issues. The Attendance Officer will prepare and present the court case in precinct or municipal court.
4. **After the court hearing,** the Attendance Officer may refile a court case if the student has accumulated additional unexcused absences for three (3) or more days or parts of days within a four-week period. The procedures continue as above.

See these INDEX references for related procedures: minimum attendance for credit, student tardies

References: Board Policy FEB (LEGAL); FEA (LOCAL), FEB (LOCAL); FEC (LEGAL); FEC (LOCAL); FM (LEGAL); Texas Education Code §25.085-§25.096; Family Code 51.03(b)(2)

Questions regarding this procedure should be addressed to the PEIMS Coordinator, 300 North 7th Street, Carrizo Springs, Texas 78834: Telephone number (830) 876-3503.