

ALTERNATE RECORDING TIME	The following procedures will be used in establishing an alternate attendance recording time in accordance with TEA's <i>Student Attendance Accounting Handbook</i> .
ENTIRE CAMPUS	A principal wishing to establish an alternate recording time of attendance for the entire campus must obtain approval from the Superintendent by submitting the Request for Alternate Recording Time at least 14 days before the first day of instruction. Once approved, the alternate recording time for an entire campus cannot be changed during that school year.
CERTAIN STUDENT POPULATIONS	<p>A Request for Alternate Recording Time for certain student populations must be submitted to the Superintendent at least 14 days before the requested alternate recording time will begin.</p> <p>For auditing purposes, the principal will oversee documentation of the alternate recording time for each applicable group, the students who make up each group, and the attendance taken for the group each day.</p>
PARENTAL CONSENT TO LEAVE CAMPUS	<p>Before a student may leave campus during the school day, parental consent must be obtained.</p> <p>Upon leaving campus, all campus sign-out procedures must be followed.</p> <p>A student under the age of 18 must submit a note to the principal, signed by the parent, providing the parent's consent for the student to leave campus, the reason the student is leaving, and the time the student will leave and return to school.</p> <p>A student over the age of 18 who leaves campus during the school day must submit a note to the principal providing the reason he or she is leaving and the time the student will leave and return to school.</p>
CAREER-PREP AND / OR PRACTICUM COURSES	In accordance with TEA's <i>Student Attendance Accounting Handbook</i> , a student is expected to be enrolled in a career-prep and/or practicum course for the entire school year unless extenuating circumstances require the student to enter or exit the course at a different time. [See EHBF]
EXTENUATING CIRCUMSTANCES	<p>The District will consider the following to be extenuating circumstances:</p> <ol style="list-style-type: none">1. The student requires homebound instruction in accordance with EEH.2. The student does not have access to reliable transportation to attend the course.

3. Other circumstances as deemed appropriate by the Superintendent.