SAN FELIPE DEL RIO CISD

Attendance Procedures Manual

PEIMS Data Quality, Compliance and Accountability Department

2022 - 2023

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PEIMS Data Quality & Accountability

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Texas Education Agency Resources

2022-2023 Student Attendance Accounting Handbook:
https://tea.texas.gov/finance-and-grants/financial-compliance/student-attendance-accounting-handbook

2022-2023 Texas Education Data Standards via TWEDS:
https://tealprod.tea.state.tx.us/TWEDS/94/0/0/0/Introduction/List/728

Trainings/Meetings

Attendance is required at all trainings/meetings. In the event you are unable to attend a scheduled training/meeting, you will need to email PEIMS Data Quality via department email assessment_accountability@sfdr-cisd.org prior to the scheduled meeting time.

Data Backup

All data is backed up nightly and stored by Skyward.

PEIMS Overview

What is PEIMS?

The Public Education Information Management System (PEIMS) encompasses all data requested and received by TEA about public education, including student demographic and academic performance, personnel, financial, and organizational information.[1]

PEIMS Data Standards

The Data Standards provide instructions on the submission of PEIMS data by school districts to the Texas Education Agency.[2]

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[1] https://tea.texas.gov/reports-and-data/data-submission/peims

[2] https://tea.texas.gov/reports-and-data/data-submission/peims/peims-data-standards

Student Attendance Accounting Handbook (SAAH)

No school district official (or any other person in your school district) has the authority, either implied or actual, to change or alter any rules, regulations, or reporting requirements specified in this handbook.[3]

The Student Attendance Accounting Handbook (SAAH):

- describes the Foundation School Program eligibility requirements of all students,
- prescribes the minimum standards for all attendance accounting systems,
- lists the documentation requirements for attendance audit purposes and
- details the responsibilities of all district personnel involved in student attendance accounting.[4]

Senate Bill 124

Senate Bill 124 amends the Penal Code to include data required to be reported for a school district or open-enrollment charter school to the Texas Education Agency through the Public Education Information Management System (PEIMS) among the governmental records the tampering with which constitutes a third degree felony and to enhance the penalty for the offense of official oppression by a public servant from a Class A misdemeanor to a third degree felony if the public servant acted with the intent to impair the accuracy of such data.

General Audit Requirements

The District must make available and provide to the Financial Compliance Division of TEA copies of all required attendance records within 20 working days of the agency's written request. Failure to provide all required attendance records (specific program[s], grant[s], or both) will result in TEA retaining 100 percent of your district's FSP allotment for the undocumented attendance for the school year(s) for which records have been requested.[5]

Student Attendance Accounting

Understanding Student Attendance Accounting

This manual will cover an array of information concerning the processing of student attendance accounting. Topics will include official attendance time, attendance reconciliation, six weeks' attendance verifications, audit documentation and checklists.

About This Manual

Material contained in this manual is based on the *Student Attendance Accounting Handbook*, the *PEIMS Data Standards*, best practices and district policy.

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[3] 2022-2023 StudentAttendanceAccountingHandbook, Section1 Overview

[4] 2022-2023 StudentAttendanceAccountingHandbook,Foreword

[5] 2022-2023 StudentAttendanceAccountingHandbook,Section2.1

As required by the Texas Education Agency, this procedures manual must include the following information:

- How and when teachers are to take official attendance
- How attendance is entered into the attendance accounting system
- Which position or positions are responsible for the coding of special programs (such as career and technical education, special education, pregnancy-related services[PRS], etc.)
- How changes to special programs are to be documented
- How student membership is to be reconciled between the teacher rosters and the attendance accounting database
- How your district will maintain attendance accounting records (including computerized records, period absence slips, and official calendar) after the completion of the school year
- What backup systems are in place to protect the attendance accounting records
- Which position is responsible for the maintenance and security of the attendance accounting records[6]

How and When Teachers Take Official Attendance

How Attendance is Recorded

Attendance will be recorded electronically through the district student information system. Skyward is the current student information system.

Recording Attendance During the Event of a Technical Outage

In the event that teachers are unable to take attendance due to a technical outage, the attendance must be taken on a paper roster. The paper class roster must be signed, dated and submitted to the attendance clerk for manual entry. Documentation supporting the outage must be filed with the Daily Summary Reports.

Time of Day for Attendance Taking

Each campus must determine attendance for all grades by the absences recorded at the one particular point in time the campus has chosen for roll to be taken (a snapshot, for example, 9:45 a.m.). The selected time may vary from campus to campus within your district. Once a time has been selected, a campus may not change it during the school year.[7]

An attendance accounting system that allows teachers to enter attendance data directly into the automated system must provide security to the data that are entered. Systems must include the following safeguards and security features (this is not necessarily an exhaustive list of required features):

- Requirement that teachers log on to the system using distinct secret passwords

- Timing out (automatic shutoff) if the program has not had an activity in an appropriately short period of time (for example, 10 minutes)

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[6] 2022-2023 StudentAttendanceAccountingHandbook,Section 2.2.5

[7] 2022-2023 StudentAttendanceAccountingHandbook,Section 3.6.2

- Ability to report the date, time and identity of the teacher entering the absence data, upon request
- Ability to report the date, time and identity of the individual making changes to the attendance report, upon request
- Provision of a positive confirmation for 100 percent of attendance (teacher submits "all present" rather than showing no one absent)[8]

Campus Official Attendance Recording Times

Prekindergarten Campus: Attendance will be taken each day in the homeroom class. Official snapshot attendance will be recorded each day at the following times for the listed programs:

PK – full day	10:00
PPCD/Language Lab – morning session	11:00
PPCD/Language Lab – afternoon session	1:00

Elementary Campuses: Attendance will be taken each day in the homeroom class. Official snapshot attendance will be recorded each day.

Secondary campuses: Attendance will be taken every period. Official (snapshot) attendance will be recorded each day during the times listed below:

Del Rio High School/Freshman Campus/Early College HS	10:00
Blended Academy	10:30
Del Rio Middle School -7th/8th	10:30
San Felipe Memorial Middle School	10:30

SGLC - Attendance will be taken each day and recorded in the assigned period.

How Attendance is entered into Skyward

Students who are on campus and in their classrooms at the time attendance is taken must have their official attendance taken and completed by the classroom teacher. **Attendance must not be taken by students or classroom aides and clerks that do not meet the requirements for paraprofessionals. (For the requirements for paraprofessionals, see the TEA "Becoming an Educational Aide in Texas" web page located at https://tea.texas.gov/Texas_Educators/Certification/Initial_Certification/Becoming _an_Educational_Aide_in_Texas/.) Using a student sign-in sheet to record attendance is not an acceptable method of taking roll and will result in the attendance being disallowed.[9]**

Pre-entered Absences

The campus attendance secretary may pre-enter student attendance for students who are out of the classroom for field trips, UIL sponsored activities, or other approved activities. The secretary may also pre-enter absences for students who are out of the classroom due to disciplinary placement (ISS, OSS, and D-Hall).

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[8] 2022-20223 Student Attendance Accounting Handbook, Section 2.2.3

[9] 2022-2023 Student Attendance Accounting Handbook, Section 3.6

Legible student rosters must be provided to the office by the trip sponsor and/or discipline administrator in a timely manner. ALL PRE-ENTERED ATTENDANCE MUST BE RECONCILED UPON CONCLUSION OF THE SPECIFIED ACTIVITY (see acceptable documentation). All documentation before and after the approved activity must be kept on file for audit purposes.

Campus Teacher Attendance

Campus teachers will submit attendance electronically through Skyward at the official attendance time.

Substitute Teacher Attendance

Substitute teachers will take attendance on a Skyward Generated Attendance Worksheet at the official attendance time. The Attendance Worksheet will be signed and dated by the substitute teacher and submitted to the attendance clerk to be manually entered into Skyward. The paper roster will be kept for auditing purposes with the daily attendance documentation. Substitutes must verify attendance by marking A = "Absent" or P = "Present." Students not on roster, add to bottom of attendance worksheet. Make sure to include last name, first name, and ID on roster.

Long-term substitutes will be granted access to record attendance upon receipt of the Staffing Budget Worksheet designating him/her as a long-term substitute.

Manual Entries or Corrections to Student Attendance Data

District staff members must **always use ink** to make manual entries or corrections in the attendance records, and on daily absence slips, on six-week absence reports, and daily summary sheets. Staff members must never record manual entries in pencil, use liquid correction fluid, or use a signature stamp. If errors are made on any official attendance document, the staff member making the correction must strike through the error, enter corrections nearby and initial.[10] Attendance that was pre-coded for a future date may be deleted/removed. Attendance previously posted may not be deleted/removed.

Unrecorded Class Attendance

The Unrecorded Class Attendance report will automatically generate five minutes after the official attendance time each day. The report will be emailed via Skyward Relay to all campus administrators for appropriate action.

Homebound Attendance

When the homebound committee has approved for a student to receive homebound services, the homebound instructor will submit an attendance log to the campus attendance secretary on a weekly basis. Homebound attendance coding will be pre-entered on a monthly basis (Q-awaiting services). Upon receipt of the homebound log from the teacher, the attendance secretary will manually enter the homebound attendance code (X) based on the chart below. Once the data is entered, keep a copy of the log in alpha order in the homebound folder.

Email the homebound teacher, campus administrator, appropriate program director/coordinator and Assessment and Accountability if the homebound log is not received by the end of the first school day following the week of instruction.

Homebound Teacher Instruction Log (GEH, SPED, CEHI)

The minimum documentation required in homebound logs (the attendance record maintained by a homebound teacher) includes:

- The name of the homebound teacher,
- The student's name and Texas Unique ID,
- The date that the homebound teacher visited the homebound student, and
- The specific time period that the student was served (for example, 10:00 a.m. until 1:00 p.m.)[11]

Amount of Time Served per Week	Eligible Days Present Earned per Week	Attendance Entry in Skyward
1 hour	1 day present	Monday = X Tuesday = A Wednesday = A Thursday = A Friday = A
2 hours	2 days present	Monday = X Tuesday = X Wednesday = A Thursday = A Friday = A
3 hours	3 days present	Monday = X Tuesday = X Wednesday = X Thursday = A Friday = A
4 hours	4 days present (if the week is a 4-day week) 5 days present (if the week is a 5-day week)	Monday = X Tuesday = X Wednesday = X Thursday = X Friday = X
More than 4 hours	4 days present (if the week is a 4-day week) 5 days present (if the week is a 5-day week)[12]	Monday = X Tuesday = X Wednesday = X Thursday = X Friday = X

Office Logs

Students who are on campus at the time attendance is taken but who are not in their assigned classroom are considered in attendance for FSP purposes provided they were with a campus official (nurse, counselor, principal, etc.). Class admit slips or other documentation supporting that a student was with a campus official must be retained for audit purposes.[12]

Students arriving to school late or leaving school early must be documented on the campus sign in/ sign out log and maintained by a campus staff member. At no time are student generated sign in/sign out logs appropriate supporting documentation.

[11]
2022-2023 Student Attendance Accounting Handbook, Section 3.7.2.1

[12]
2022-2023 Student Attendance Accounting Handbook, Section 3.6

Special Program Data Responsibilities

All special program directors will be provided a special program student list each six-week reporting period to review and verify. Special program directors are responsible for reviewing reports and coordinating with the appropriate campus personnel for data changes. Each special program director will sign, date and return the corrected special program student list to Assessment and Accountability no later than end of the following week after the end of the six-week period. Please refer to the Six Week Attendance Periods chart for exact dates.

Bilingual/English Language Learner (ELL)

The Bilingual Department is responsible for identifying and coding Bilingual/ELL students.

Director, Bilingual/ESL Educational Department – Shafer, Karen
Phone: 830-778-4099

Career and Technical Education(CTE)

The CTE Director/Coordinator is responsible for the upkeep of contact hours on the master schedule.

Director of CTE – Gonzalez, Rogelio

Coordinator, Career & Technical Education– Barrera, Christi
Phone: 830-778-4367

Pregnancy Related Services (PRS)

The campus counselors and nurses are responsible for identifying and coding any pregnancy related data. Coding will be completed at the campus level under oversight of the assigned campus coordinator. Supporting documentation (CEHI and PEIMS Program Change Form) will be provided to the campus attendance secretary for auditing purposes.
Questions regarding the program may be referred to:

Del Rio Cares Coordinador –Zuniga, Alda
Phone: 830-778-4149

Special Education

The Special Education PEIMS clerk is responsible for entering into Skyward the Special Education data that is provided by the diagnosticians. Supporting documentation of all changes must be maintained in the student Special Education folder. The Special Education staff is responsible for generating, verifying and correcting Special Education data each six-week period. The completed reports will be submitted to the Special Education Director to verify.

Interim Director of Special Education – Luna, Monica
Phone: 830-778-4253

PK

Director of PK is responsible for verifying eligibility of students and maintaining appropriate PEIMS coding in the Student Information System (SIS).

Director, Head Start/Principal, Cardwell Elementary – Talamantez-Elizondo, Alanna
Phone: 830-778-4650

Use of Attendance Codes and Documentation Requirements

A. A student not actually on campus at the time attendance is taken may be considered in attendance and eligible for FSP funding for the activities listed below:

1. Participation in an activity that is approved by SFDRCISD and is under the direction of a professional staff member. **Students participating in any activity that is not approved by SFDRCISD or without certified district personnel supervision must be counted absent.** Acceptable documentation: student rosters with student name, ID or TSDS # (no nicknames) signed by the professional staff member verifying the presence of the students at the approved activity. Documentation will be held at the campus level.

   a.   **Attendance Code Z   SCHOOL TRIP**
   b.   **Attendance Code H   4-H**

2. Participation in a mentorship program approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program requirements. Acceptable documentation: copies of student work schedule, time sheets and letter of support from program director/sponsor. Documentation will be held at the campus level.

   a.   **Attendance Code M   MENTORSHIP**

3. Receiving general education homebound (GEH) services. Acceptable documentation: Student's eligibility for GEH services (SAAH Section 3.7), GEH committee decision, instructional plan, start and stop dates of homebound instruction, and the attendance record maintained by the homebound teacher (homebound log). Documentation will be held at the campus level.

   a.   **Attendance Code X   HOMEBOUND/CEHI**

4. Observation of holy days, including days of travel to or from. Travel days for which the student is considered in attendance shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days. <u>Acceptable documentation:</u> Calendar indicating commonly designated holy days. Documentation will be held at the campus level. The student must be afforded a reasonable amount of time to make up school work missed on these days. If the student satisfactorily completes the school work, the day of absence is counted as a day of compulsory attendance.

   a. **Attendance Code I   HOLY DAYS**

5. In grades 6 through 12 and misses school for the purpose of sounding "Taps" at a military honors funeral held in Texas for a deceased veteran. <u>Acceptable documentation:</u> Letter signed by detail commander requesting student's services. Documentation will be held at the campus level. The student must be afforded a reasonable amount of time to make up school work missed on these days. If the student satisfactorily completes the school work, the day of absence is counted as a day of compulsory attendance. Documentation will be held at the campus level.

   a. **Attendance Code 1   PLAYING OF TAPS**

6. Is absent from school for the purpose of attending a required court appearance, including traveling for that purpose. Excused days for traveling shall be limited to one day for travel to and one day for travel from the site the student is required to appear in court. **Important: Absences to meet with probation officers do not qualify for funding but must be excused if they meet the criteria in the TEC 25.087(b)(1)(B).** <u>Acceptable documentation:</u> Copy of summons. Documentation will be held at the campus level.

   a. **Attendance Code J   COURT**

7. Is 17 years of age or older and pursuing enlistment in a branch of the United States Armed Services or the National Guard. Your district: **1)** must not excuse the student for this purpose for more than four days of school during the period the student is enrolled in high school and **2)** must adopt **a)** a policy stating when an absence will be excused for this purpose and **b)** a policy that verifies the student's activities related to pursuing enlistment in a branch of the Armed Services or the Texas National Guard. <u>Acceptable documentation:</u> Documentation from branch. Documentation will be held at the campus level.

   a. **Attendance Code 8   ENLIST ACTIVITY**

8.   The student or the student's child has a face to face appointment with a health care professional licensed, certified, or registered by an appropriate agency of the State of Texas [1] to practice in the United States during regular school hours, if the student begins classes **OR** returns to class on the same day of the appointment. <u>Acceptable documentation:</u> Signed note from the US licensed health care professional. Documentation will be held at the campus level.

   a.   **Attendance Code O**   **MEDICALAPPT.W/DOC(Student)**
   b.   **Attendance Code K**   **APPT. STU CHILD (Student's Child)**

9.   Is in his or her junior or senior year of high school and misses school for the purpose of visiting an institution of higher education. Visits do not exceed two (2) school days during a student's junior year and 2 days during a student's senior year. Travel days are not included. <u>Acceptable documentation:</u> Dated program/ticket/brochure/letter. Signed parent note verifying campus visit.

   a.   **Attendance Code 3**   **VISIT HIGHER ED**

10.   Is absent from school for the purpose of serving as a student early voting clerk, election clerk or student election clerk. <u>Acceptable documentation:</u> Signed documentation from the district/city/county/federal election clerk.

   a.   **Attendance Code 5**   **ELECTION CLERK**

11.   Is absent from school for the purpose of appearing at a governmental office to complete paperwork required in connection with the **student's** application for US citizenship and/or taking part in the **student's own** US naturalization **oath ceremony**, including travel for that purpose. <u>Acceptable documentation:</u> Copy of application/oath signed by appropriate government official.

   a.   **Attendance Code 4**   **CITIZENSHIP**

12.   Is absent to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is <u>immediately</u> returned from continuous deployment of <u>at least four months outside the</u> locality where the parent, stepparent, or guardian regularly resides. The district is required to excuse up to 5 days for this purpose in a school year. An excused absence for this purpose must be taken <u>no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment</u>. <u>Acceptable documentation:</u> Copy of official orders and/or signed letter from appropriate commanding officer.

   a.   **Attendance Code 7**   **MILITARY**

13.   Student placed in Juvenile Detention. <u>Acceptable Documentation:</u> Documentation of placement and Attendance/ Instructional Services Log.

   a.   **Attendance Code R**   **JUVENILE DETENTION**

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[1] You can access the Texas Medical Board's searchable database of licensed physicians at http://reg.tmb.state.tx.us/OnLineVerif/Phys_NoticeVerif.asp.

B. A student may be excused for temporary absences resulting from any cause listed below. **Funding is not generated.** Acceptable documentation: 1) A note describing the reason for the absence signed by the student's parent or guardian. If the student is 18 or older, or has been declared by the court to be an emancipated minor, student may sign in place of the parent or guardian 2) a signed note by a doctor and/or 3) a discipline referral. Documentation will be held at the campus level.

    a.   **Attendance Code E   Excused**
    b.   **Attendance Code V   Suspended (OSS)**
    c.   **Attendance Code Q   Awaiting Services (Homebound/ Juvenile)**

C. The remaining codes are used for students who are on campus, but not in their

assigned classroom when attendance is taken. Funding may be generated.

Acceptable documentation:

1) Attendance Correction Request Form

2) Verified and signed testing rosters from the campus testing coordinator and/or

3) Signed and verified rosters from the ISS teacher with copy of discipline referral

    a. Attendance Code P   Present
    b. Attendance Code W   ISS (In School Suspension)
    c. Attendance Code Y   D-Hall (Lunch Period ONLY)

D. Students who bring documentation for an absence that does not meet the description of the attendance codes listed in the above sections **A, B or C.**

    a. Attendance Code A   Unexcused Absent Without Documentation
    b. Attendance Code U   Unexcused Absent with Documentation

Absence Reason Codes

Reason Codes are to be used with appropriate attendance types code.

Tardies

For official attendance accounting and FSP purposes, "tardies" do not exist (SAAH, Section 3.6.8) Excessive Tardies cannot be accumulated and converted to an absence.

Tardies are **not** posted in the funding period.

Daily Attendance Reconciliation

In order to ensure that all attendance records are accurate, the Day Summary report must be reconciled with all other attendance documentation. Each day in a six-week period must be reconciled prior to submitting the Attendance Verification Form for that six-week period. To reconcile daily attendance, the Day Summary report must be cross-referenced with the attendance documentation listed below.

- Sign in/Sign out Logs
- Attendance Worksheets from substitutes
- Nurse's Logs
- Main Office Visit Logs
- Counselor Logs
- Discipline Logs
- Class Admit Slips
- Attendance Correction Request Forms
- Field Trip Rosters
- Homebound Log
- Parent Notes
- Doctor Notes
- Suspension Notifications
- Any other documentation that supports the attendance for the day

Six Week Attendance Verification

Your district should balance all attendance reports by six-week period to ensure that all reports match. **If any attendance data are changed in the accounting system for a six-week period whose information previously balanced, new reports must be generated and balanced**. Such changes should be documented.[15] New reports reflecting the changes will be generated at the end of each semester.

Six Week Attendance Reconciliation Verification

Before the Attendance Reconciliation Verification Signature Form can be submitted for a six-week

period, the following tasks must be completed:

- Verify that all student notes have been entered into Skyward, and notes have been filed by date of absence.

- Day Summary reports have been generated and reconciled with all supporting documentation, including, but not limited to, Main Office Visit Logs, Discipline Office Logs, etc.

- Generate and review the Daily Register report for reasonableness. Make any necessary corrections and regenerate corrected report (will be monitored).

- Generate and review the Contact Hours Report for reasonableness. Make any necessary corrections and regenerate corrected report (will be monitored).

Daily Register Report

Each six-week reporting period, the campus personnel responsible for ensuring student attendance accounting codes are correct should generate Student Detail Reports and review them for reasonableness.[16]

District Summary Report

District Summary Reports should be generated each six week reporting period and reviewed by the superintendent or the superintendent's designee. The person reviewing the report should do the following:

- Scrutinize regular attendance totals and special program attendance totals based on approximate membership.

- Investigate all data totals that have an exceptionally high value or a value of zero.

- Compare current year totals to prior year totals to detect unreasonable differences.[17]

Upon receipt of the Attendance Verification Signature Forms from each campus, the PEIMS Department will generate the District Contact Hours Report in Skyward and provide to the superintendent and/or his designee.

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[16] 2022-2023 StudentAttendanceAccountingHandbook,Section 2.3.1

[17] 2022-2023 StudentAttendanceAccountingHandbook, Section 2.3.3

Maintaining Records

At the end of each year, all records associated with the official attendance period (including daily teacher logs, six-week reports, semester reports, notes from parents, documentation from principals/ counselors/nurses/ doctors/ dentists, sign-in/sign-out sheets, Attendance Correction Request Forms, etc.) will be boxed and clearly marked for storage in the District Warehouse. The documentation will be retained for five years for auditing purposes.

WITHDRAWAL PROCEDURES

Non-Attendance/Whereabouts Unknown

According to FEA (LOCAL), SFDRCISD may initiate withdrawal of a student under the age of 19 for non-attendance under the following conditions:

1. The student has been absent for ten **consecutive** school days; **and**

2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

Student Services will determine final student status for withdrawals under the above conditions. Once it has been determined that the student's whereabouts are unknown, and proper documentation has been received, *Student Services* will withdraw the student with a **Code UNK, which will convert to**

PEIMS Code 98 – Dropout. The effective withdrawal date is the day after the 10th consecutive day or the day paperwork from the campus was submitted to Student Services for final determination, whichever is later.

Not Entitled to Enrollment

Students not entitled to enrollment will be withdrawn by *Student Services* with a **Code 83** after due process has been afforded and all documentation is in place.

Temporary Absences and Withdrawal

The District must **not** withdraw a student who is temporarily absent (for example, as a result of illness or suspension) but still a member of the district (SAAH, Section 3.4.2)

3.4 Withdrawal Procedure

Your district should withdraw a student from the attendance accounting system on the date your district becomes aware the student is no longer a member of the district. With proof of enrollment in a different district or campus, retroactive withdrawals are permitted to the day a student enrolled in another school. Your district must update all attendance accounting records affected by such a change. (See also 3.3.5 Entry and Reentry Dates.)

If a student withdraws before attendance is taken, the withdrawal date is that day. If a student withdraws after attendance is taken, the withdrawal date is the next school day. A student is not in membership on the withdrawal date. Deletion of attendance records will be completed at the district level with proper documentation.

Withdrawal Information: ST/TB/EW/EW (Student-Tab-Entry/With-Withdraw)

When withdrawing a student, please leave the Default Entity as YES.

Enter Code for withdrawal and <u>Comment</u> to note where student is moving to (include city, state, and name of school if available). Make sure Settings are set to Inactive for Current and Next Year Status.

For additional steps on the withdrawal process, please see page 43.

PLEASE NOTE:

When withdrawing a student, the following programs in **Special Program Withdrawal/Enrollment should not be withdrawn:** *Sp Ed, Bil/ESL, GT and PK.*

Program Departments need to be contacted when student is withdrawn.

Checklists

Attendance Secretary Daily Checklist

For auditing purposes, the following documentation and any other supporting information must be maintained in the Daily Attendance Folder.

- Make sure an Attendance Worksheet is returned for every absent teacher (for all course/sections). Use these paper rosters to enter appropriate attendance data through Entry by Class or Activity. All Attendance Worksheet's from substitutes must be signed and dated by the person that took attendance.
- Make necessary changes in Skyward based on parent notes, doctor notes, office visit reports, etc. All excuses are filed in student excuse folder.
- Generate a Day Summary/Multi-Period Attendance report, and reconcile the daily attendance report with all supporting documentation for that day.
- Generate a Recorded Class Attendance Report
- Generate an Unrecorded Class Attendance Report for all periods
- After all attendance entries and corrections have been made in Skyward, run the final Day Summary report/Multi-Period Attendance report.
- Enter any homebound attendance from the Homebound Attendance Log.

Attendance Secretary Weekly Checklist

For reconciliation purposes, generate and review the reports:

- On the first day of each week, generate a current set of Attendance Worksheets and save to your desktop. In the event of an internet outage, these rosters will be printed for manual attendance recording.
- Teacher Class Summary report every other week to review attendance entered from previous week.
- Blank Schedules Report (ghost students).

Attendance Secretary Six Week Checklist

- Verify that all student notes, office visit reports and other documentation have been entered into Skyward.
- Verify that all Day Summary reports have been reconciled.
- Verify that all daily folders and weekly folders are complete and in order.
  For auditing purposes, save the following by 6-week period:
- Generate and verify the Discipline/Attendance Reconciliation report.
- Generate and verify the Perfect Attendance report.
- Generate and verify the Daily Register report.
- Generate and verify the Contact Hours report.
- Attendance Verification Signature Form

Once all necessary changes have been made, generate a final Perfect Attendance report, Daily Register Report and District Summary Report and retain in the attendance audit box. Complete the Attendance Reconciliation Verification Signature Form, retain the original in the attendance audit box and email a copy to Assessment and Accountability.

Documentation Retention

General Audit Requirements

Your district must make available and provide to the Financial Compliance Division of TEA copies of all required attendance records **within 20 working days** of the agency's written request. Failure to provide all required attendance records (specific program[s], grant[s], or both) will result in TEA's retaining 100 percent of your district's FSP allotment for the undocumented attendance for the school year(s) for which records have been requested.[18]

The following documentation is retained in the attendance audit box for five years:

- Attendance Worksheets

- Daily Register Report

- Attendance excuse notes

- Office Visit Reports

- Homebound Attendance Logs

- Any other supporting documentation to justify attendance entries and/or changes

- Contact Hours Report

- Attendance Verification Form

- Perfect Attendance Report

[18]
2022-2023 Student Attendance Accounting Handbook Section 2.1

CODES

LEAVER REASON CROSSWALK
2022-2023

Students who drop out for the following reasons in 2020-2021 will be reported in the 2021- 2022 PEIMS Fall Submission 1 under the 2021-2022 PEIMS Data Standards.

Code	Short Description	Long Description	State Code
01	GRADUATED	STUDENT GRADUATED	01
03	STUDENT DIED	STUDENT DIED	03
08	PREGNANCY	PREGNANCY	
16	DOC-HOME COUNTR	DOC OF RETURN TO HOME COUNTRY	16
20	MEDICAL INJURY	MEDICAL INJURY	
24	COLLEGE-DEGREE	COLLEGE-WORK TOWARD DEGREE	24
33*	STATUS CHANGE	STATUS CHANGE	
40	IN DIST TRANS	IN DISTRICT TRANSFER	
44	NO SHOW	NO SHOW	
50	SPECIAL PRG	SPECIAL PROGRAM DISMISSAL	
60	HOME SCHOOLING	CURRENTLY BEING HOME SCHOOLED	60
66	REMOVED BY CPS	REMOVED BY CPS;NO CURRENT INFO	66
78	EXPELLED	THROUGHOUT TERM OF EXPULSION	78
79	AFTER EXPULSION	DID NOT RETURN AFTER EXPULSION	98
80	OTHER TX DIST	ENROLLED OTHER TX DISTRICT	
81	ENROLLED PRVT	TX PRVT/JOB CORPS DIPL PRGM	81
82	SCH OUTSIDE TX	ENROLLED IN SCH OUT TX	82
83*	ADMIN WITHDRAW	NOT ENTITLED TO ENROLLMENT	83
85	GRAD OUT TX RET	GRADUATE OUT TX-RETURN LEFT	85
86	GED OUTSIDE TX	GED OUTSIDE TEXAS	86
87	ENROLL UNIV HS	ENROLL UNIVERSITY HS DIPLOMA	87
88	COURT ORDER	COURT ORDER TO GED PROGRAM	88
89	INCARCERATED	INCARCERATED IN ST JAIL OR FED	89
90	NON TEXAS GRAD	GRAD FROM OTHER STATE-MIITARY	90
98	DROPOUT	DROPOUT	98
ADV*	ADVANCED	ADVANCED 1 OR MORE GR LEVELS	
ATN	POOR ATTENDANCE	POOR ATTENDANCE – **Head Start Only**	98
IRP*	INCOM REG PRO	INCOMPLETE REGISTRATION PROCESS	
NPE*	NOT ELIGIBLE	DOES NOT MEET PRGM ELIGIBILITY	
RET*	RETAINED	RETAINED FROM PREVIOUS YR	
SSE	SUMMER SCH END	SUMMER SCHOOL END	
UNK*	WHEREABOUTS UNK	WHEREABOUTS UNKNOWN	98
WLI*	WAIT LIST IDENT	WAIT LIST IDENTIFIED	
YE	YEAR END	YEAR END	

ABSENCE TYPE CODES
2022-2023

Type Code	Short Description	Long Description	Category	Count in Truancy	Include in Total Attendance	Affects Funding
1	Playing of TAPS	Playing of TAPS at Military	Excused	N	Y	N
3	Visit Higher Ed	Visit Higher Ed. Institution	Excused	N	Y	N
4	Citizenship	Citizenship/Paperwork/Ceremony	Excused	N	Y	N
5	Election Clerk	Act as Election Clerk	Excused	N	Y	N
7	MILITARY	ACTIVE DUTY LEAVE/DEPLOYMENT	Excused	N	Y	N
8	ENLIST ACTIVITY	PURSUE ENLISTMENT ACTIVITY 17+	Excused	N	Y	N
9	VAC	VOCATIONAL ADJUSTMENT CLASS	Excused	N	N	N
A	Absent	Non School Related-No Document	Unexcused	Y	Y	Y
E	EXCUSED	EXCUSED ABSENCE	Excused	N	Y	Y
H	4-H	4-H (W/PROPER DOCUMENTATION)	Excused	N	N	N
I	HOLY DAYS	HOLY DAYS W/DOCUMENTATION	Excused	N	Y	N
J	Court	Court (w/documentation)	Excused	N	Y	N
K	Appnt Stu Child	Med Appnt Stu Child Temp Abs	Excused	N	Y	N
M	MENTORSHIP	MENTORSHIP PROGRAM	Excused	N	N	N
O	Med Appnt W/Doc	Med Appnt W/Doc Temp Abs	Excused	N	Y	N
P	Present	Present	Other	N	N	N
Q	Awaiting Svcs	Awaiting Services	Excused	N	Y	Y
R	Juvenile Detent	Juvenile Detention	Excused	N	N	N
T	Tardy	Tardy	Tardy	N	N	Y
U	UNEXCUSED	UNEXCUSED ABSENCE w/DOCUMENT	Unexcused	Y	Y	Y
V	OSS	OSS	Excused	N	Y	Y
W	ISS	ISS	Excused	N	N	N
X	HOMEBOUND/CEHI	Homebound/CEHI w/Documentation	Excused	N	N	N
Y	D-HALL	LUNCH PERIOD ONLY	Excused	N	N	N
Z	SCHOOL TRIP	SCH RELATED-UIL/FIELD TRIP	Excused	N	N	N

ABSENCE REASON CODES
2022-2023

Reason Code	Short Description	Long Description	Category
48	PARENT NOTE	PARENT NOTE REC'D AFTER 48 HRS	Unexcused
AA	ADMIN APPROVAL	ADMINISTRATOR APPROVED ABSENCE	Excused
AD	ADMINISTRATOR	DISTRICT/CAMPUS ADMINISTRATOR	Excused
AP	AP TESTING	ADVANCED PLACEMENT TESTING	Excused
AT	ATHLETIC	ATHLETIC UIL	Excused
CC	COUNSELOR	DISTRICT/CAMPUS COUNSELOR	Excused
CT	CTE COMPETITION	CTE COMPETITION	Excused
CV	COVID W/ DOC	COVID WITH DOCUMENTAITON	Excused
DF	DEATH IN FAMLY	DEATH IN FAMLY	Excused
DO	DISC OFFICER	CAMPUS DISCIPLINE OFFICER	Excused
DR	DOCTOR NOTE	US PHYSICIAN-PROVIDED EXCUSE	Excused
EX	EXEMPT FINAL EX	EXEMPT FROM FINAL EXAM	Excused
FA	FINE ARTS	FINE ARTS UIL (BND,CHR,THTR)	Excused
FI	FAMILY ILLNES	IMMEDIATE FAMILY ILLNESS	Excused
FN	FUNERAL	FUNERAL	Excused
HB	HOMEBOUND	HOMEBOUND	Excused
IL	ILL	PERSONAL ILLNESS	Excused
JV	JUVENILE DET	JUVENILE DETENTION	Excused
LA	LOCAL ASSESSMEN	LOCAL ASSESSMENT	Excused
MC	CARE OF MINOR	CARE OF MINOR CHILD	Excused
NU	NURSE	DISTRICT/CAMPUS NURSE	Excused
O3	CON W/O DR EXC	CONSECUTIVE W/O DR EXCUSE	Unexcused
PR	PERSONAL	PERSONAL ABSENCE	Unexcused
QU	QUARANTINED	QUARANTINED	Excused
SA	STATE ASSMNT	STAAR/EOC TESTING	Excused
SC	SCHOLASTIC	SCHOLASTIC UIL	Excused
SE	IEP	IEP	Excused
SP	SP PRGM TESTING	TESTING (SPED, BIL, GT, ETC)	Excused
SR	SENIORS CLEARED	SENIORS THAT HAVE CLEARED	Excused
TP	TELPAS TESTING	TELPAS TESTING	Excused
TU	TCHR UNAVAILABL	HMBND TCHR UNAVAILABLE	Excused
VA	VACATION	VACATION-PERSONAL ABSENCE	Unexcused
VC	VAC	VOCATIONAL ADJUSTMENT CLASS	Excused
VT	VIRTUAL INSTR	VIRTUAL INSTRUCTION	Excused
WE	WEATHER	WEATHER EVENT	Excused
WT	TEACHER	WITH TEACHER	Excused

Truancy

TASB Legal Services:
Snapshot Truancy Guide beginning 2015

House Bill 2398, passed this 84th legislative session, made numerous sweeping changes to the landscape of truancy laws in the state of Texas. This piece of legislation, effective September 1, 2015, addresses a school district's responsibility to address student truant conduct, including additional requirements for implementation of truancy prevention measures, and referral of a student to truancy court. Heading into the 2015-16 school year, school attendance officers, principals, school resource officers, assistant principals, and other pertinent school officials will need to understand the landscape as it now exists in light of House Bill 2398. This overview will highlight the differences in the relevant truancy provisions found in the Texas Education Code.

Before House Bill 2398	2015 Year Forward
Compulsory attendance: children ages 6-17 are required to attend school. Excludes students who are 18 years of age. Education Code § 25.085	Compulsory attendance: children ages 6-18 are required to attend school. This bill adds 18 year olds to compulsory attendance requirements. Education Code § 25.085
Older students: a referral to truancy court is prohibited for students attending school after their 18th birthday. Education Code § 25.094	Older students: a referral to truancy court is prohibited for students attending school after their 19th birthday. School districts may issue a warning letter to a student attending school after age 19 and may revoke enrollment for the student if the person has more than 5 unexcused absences in one semester; or as an alternative, impose a behavior improvement plan on the student (see below). A school district cannot revoke the enrollment of an older student on a day on which the student is physically present at school. Education Code § 25.085; Family Code § 65.002
Truant conduct defined: if a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year, or on three or more days or parts of days within a four-week period.	Truant conduct defined: if a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year.

Education Code § 25.094	*Note: truant conduct eligible for referral to truant court does not include a student's failure to attend school on three or more days or parts of days within a four-week period.* Family Code § 65.003
Warning notice: at the beginning of the school year notice must be sent to students' parents that if the student is absent on 10 or more days or parts of days within a six month period, or on three or more days or parts of days within a four-week period, the student's parent is subject to prosecution and the student is subject to referral to court for criminal prosecution of truancy conduct. Education Code § 25.095	**Warning notice:** at the beginning of the school year, a district must send notice to students' parents that if the student is absent on 10 or more days or parts of days within a six month period, the student's parent is subject to prosecution and the student is subject to referral to a truancy court. If a student has been absent without excuse on three days or parts of days within a four-week period, the school district shall issue a warning notice to inform the parent that the student is subject to truancy prevention measures in addition to other statutory requirements in existence. Education Code § 25.095
Attendance officer duties: a licensed peace officer serving as an attendance officer may take necessary measures to enforce compulsory attendance requirements, including, but not limited to taking a student into custody with the permission of the student's parent or in obedience to a court-ordered legal process Education Code § 25.091	**Attendance officer duties:** a licensed officer serving as an attendance officer may no longer take a student into custody even if the parent provides permission or pursuant to a court-ordered legal process *Note: all other duties and powers related to an attendance officer are left intact, including, escorting a student, at the request of a parent, to a school campus to ensure attendance* Education Code § 25.091
Truancy prevention measures: a school district is required to adopt truancy prevention measures (TPM) to address conduct related to truancy. Education Code § 25.0915	**Truancy prevention measures:** a school district is required to adopt <u>at a minimum</u> the following TPM's: • Impose a behavior improvement plan including the specific behavior required or prohibited of the student and the period of time the plan will be in place;

	• Impose school-based community service; • Refer the student to counseling, mediation, mentoring, teen-court, or other in-school or out-of-school service aimed at addressing the truant behavior *Note: guidance on sample truancy prevention measures is included in Appendix A.* Education Code § 25.0915
Application of TPM: school district discretion on when to begin applying TPM's to a student who has been absent, but common practice has been to apply TPM's as early as the third absence within a four-week period No Education Code provision	**Application of TPM:** a school district must begin application of TPM's if a student fails to attend school without excuse on three or more days or parts of days within a four-week period *Note: a school district may apply TPM's to all age students required to attend school under compulsory attendance requirements* Education Code § 25.0915 (a-4)

Failure to Attend School
HB 2398 has removed Section 25.094 (Failure to Attend School) from the Texas Education Code. This means that a student who is absent from school for 10 or more days or parts of days within a six-month period cannot be referred to court for criminal prosecution of the offense of failure to attend school.

Referral to court for Failure to Attend School: if a student fails to attend school without excuse on 10 or more days or parts of day within a six-month period, the school district *shall* file a complaint against the student or student's parent or both for failure to attend school. The school district is required to file on the student or parent or both within 10 days of the student's 10th absence. If the student is absent from school without excuse on three or more days or parts of days within a four-week period, the school district *may* file a complaint against the	**Referral to court for truant conduct:** if a student fails to attend school without excuse on 10 or more days or parts of days within a six-month period, a school district shall refer a student to truancy court within 10 school days of the student's 10th absence. A district may delay referral to truancy court if the district is applying TPM's and the TPM's are succeeding, or it is not in the best interest of the student to refer the student to truancy court. A school district may refer a student ages 12-18 to truancy court.

student, parent, or both for failure to attend school. A school district may refer a student ages 12-17 to a court for failure to attend school. Education Code §§ 25.0951, 25.094, 25.093	A school district is prohibited from referring the following students to truancy court for truant conduct and must provide counseling: • Pregnant students; • Students in foster care program; • Homeless students; • Students who are principal income earners for their family *Note: The Texas Office of Courts Administration's Truancy Reform Website offers additional resources for school administrators implementing HB 2398, including flowcharts for truancy court procedures and school responsibilities, available at:* www.txcourts.gov/publications-training/training-materials/truancy-reform.aspx. Education Code §§ 25.0951, 25.0915. Family Code § 65.002.
Court referral documentation: referral to court for failure to attend school must include a statement from the school certifying that: TPM's were applied but failed to address attendance; specify whether the student is eligible for special education services. Education Code § 25.0915, 25.0951	**Court referral documentation:** referral to truancy court must still be accompanied by a statement from the school certifying that TPM's were applied but failed; and specify whether the student is eligible for or receives special education services. Changes to the law have increased the discretion that prosecutors and courts have to dismiss a petition filed by a school district alleging truant conduct for varying reasons, including but not limited to: • Does not include information required; • Conduct does not satisfy the elements of truant conduct; • Not timely filed; • Prosecutor's discretion Education Code §§ 25.0951, 25.0915. Family Code § 65.053

Parent contributing to non-attendance: a school district may file a complaint for criminal prosecution against a parent in court for contributing to the non-attendance of a student. Education Code § 25.093	**Parent contributing to non-attendance:** a school district may still file a complaint for criminal prosecution against a parent. State law has been amended to include that this offense may be punishable by fine only with fines ranging from: $100 for first offense to $500 for fifth or subsequent offenses. State law has been amended to require a school district to provide evidence of the parent's "criminal negligence" in contributing to the non-attendance of the student. *Note: evidence of "criminal negligence" can include documentation of warning notices, implementation of a behavior improvement contract signed by a parent and student, and any other information contained by the school district demonstrating an attempt to work with the student's parents.* Education Code §§ 25.093, 25.0951, 25.0952
Truancy prevention facilitator: no requirement to have a truancy prevention facilitator. No Education Code provision	**Truancy prevention facilitator:** a school district shall employ a truancy prevention facilitator to: - Implement TPM's; - Meet annually with a court case manager to discuss effectiveness of TPM's A school district is allowed to appoint an existing district employee to serve as a truancy prevention facilitator. *Note: School districts have likely required attendance officers to perform this function in the past.* Education Code §25.0915
Truancy court: a student referred to court for failure to attend school may be processed in one of two ways depending on the size of the county the school district is located in and the court the student's case is filed in:	**Truancy court:** a student between the ages of 12-18 alleged to have missed 10 or more days or parts of days within a six-month period in the same school year shall be referred to truancy court for civil processing only.

Appendix A: Truancy Prevention Measures, Guidance, and Examples

Generally speaking, truancy prevention measures (TPM) are programs or services that promote consistent school attendance while addressing the underlying risk factors that may lead to truancy. Since 2011, the Texas Education Code has required districts to adopt TPM. Tex. Educ. Code § 25.0915. The 2011 amendments to the Texas Education Code did not describe what TPM were required, however, so districts were left to figure out the appropriate measures on their own. In 2015, the Texas Legislature enacted HB 2398, adding specific examples of TPM to the existing law.

State law does not define the terms used to describe required TPM. However, each term must be interpreted in light of the legislative intent to reduce criminal penalties for truancy.

Behavior improvement plan. As written, HB 2398 requires the behavior improvement plan to include: (1) a specific description of the behavior that is required or prohibited for the student; (2) the period for which the plan is effective, not to exceed 45 school days; or (3) the penalties for additional absences, including disciplinary action or referral to truancy court. Ideally, a behavior improvement plan would include all three elements. In addition, the plan should set out measurable goals to improve attendance. The goals should be appropriately based on the student's age and the factors that are contributing to nonattendance (e.g., using an alarm clock, going to bed earlier, arriving at the bus stop on time). The plan could require the student to check in regularly with an employee mentor at the school. The plan could also restrict certain privileges, such as off-campus lunch, until the student meets specific attendance goals.

School-based programs. Districts should develop attendance procedures that encourage campus staff to reach out to families and determine the root causes of failure to attend school. For example, parents should be immediately notified of any unexplained absence, followed by other interventions (e.g., phone calls and/or home visits) to find out what is the issue behind repeated unexcused absences. If an issue is identified as preventing a student from attending school, appropriate district employees should determine whether there is any school-based community service that can address the issue. For example, the district may offer parenting programs or meetings to ensure parents understand attendance requirements and have a plan to get students to school. As stated above, HB 2398 permits a district to *impose* a school-based community service when a student is absent without excuse on three or more days during a four-week period. As such, it appears a district may require a student's participation in the service. The district could require a student to attend counseling to deal with drug and alcohol issues or after-school tutoring to increase student engagement. (Note that HB 2398 *requires* a district to offer counseling if a student is determined to be truant due to pregnancy, being in the state foster program, homelessness, or being the principal income earner for the student's family.) Many factors could contribute to truancy, some of which overlap with the district's legal obligations to serve students with particular needs. Therefore, the truancy prevention facilitator and other employees responsible for implementing TPM should be familiar with the district's policies regarding bullying and harassment, students with disabilities, and homeless students, and should be prepared to offer relevant services.

Community-based programs. Many districts already have established relationships with external organizations with programs designed to promote consistent school attendance. Some commonly known organizations that can address truancy through mentoring programs or other types of partnerships include Communities in Schools and Big Brothers Big Sisters of America. The truancy prevention facilitator should be aware of local options for mentoring, counseling, and other community-based services or programs.

A COMPREHENSIVE APPROACH TO ATTENDANCE

Beyond providing TPM to a student in a specific instance, districts should take a universal approach to promoting a culture of attendance.   This includes training staff to talk meaningfully with students and parents about the attendance policy and the root causes of unexcused absences. Set out attendance expectations when school begins; don't wait for a problem. A truly comprehensive approach includes collaborating with external partners (community organizations, law enforcement, courts) as well as offering services and programs to a student's family as appropriate.

For more information on this and other school law topics,
visit TASB School Law eSource online at schoollawesource.tasb.org.

This document is provided for educational purposes only and contains information to facilitate a general understanding of the law. It is not an exhaustive treatment of the law on this subject nor is it intended to substitute for the advice of an attorney. Consult with your own attorneys to apply these legal principles to specific fact situations.

A New Approach to Targeting Truancy

On Sept. 1, 2015, new rules addressing truancy take effect. Use this flowchart to see the new process that will send a truant student to court.
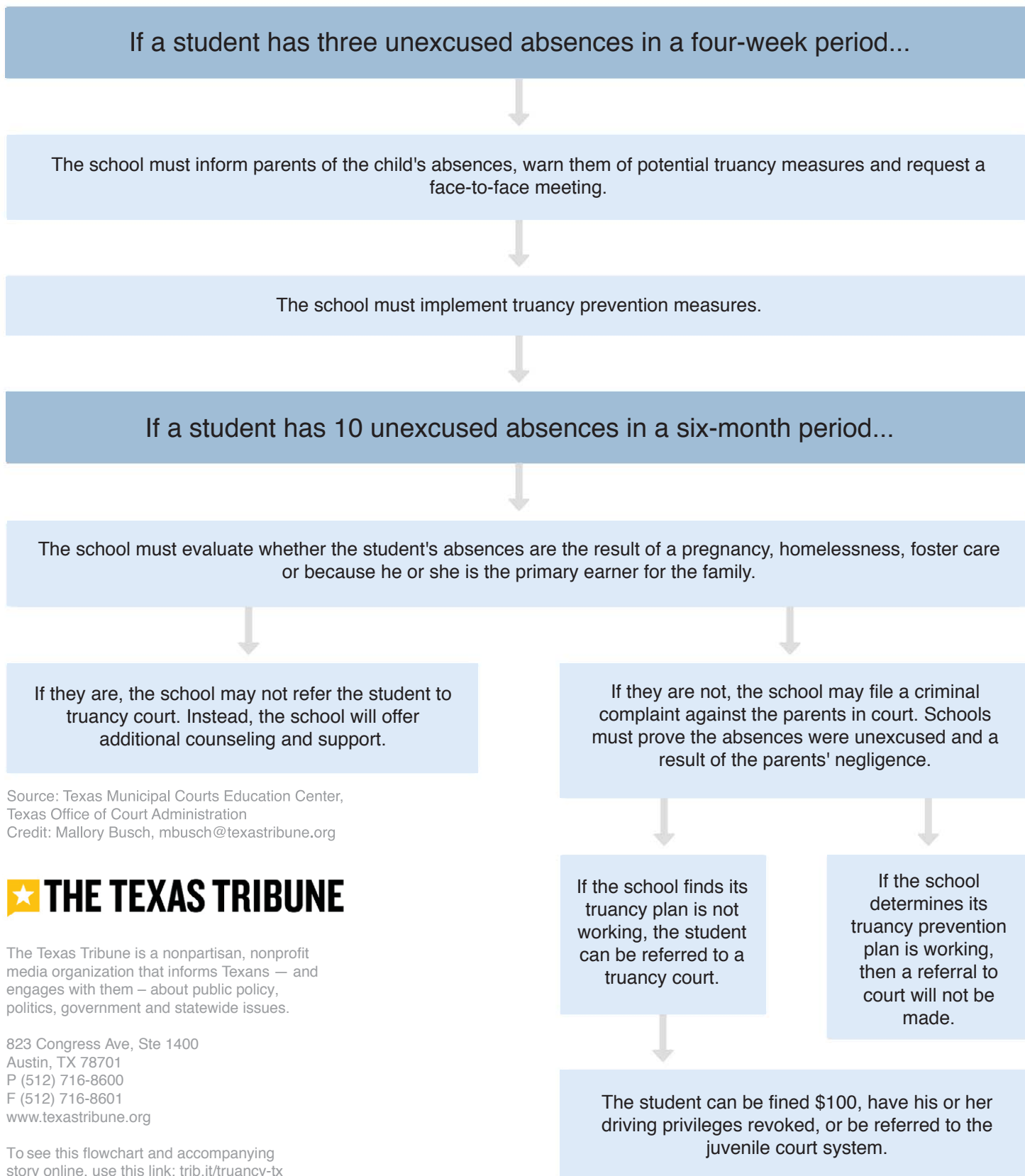
If a student has three unexcused absences in a four-week period...

The school must inform parents of the child's absences, warn them of potential truancy measures and request a face-to-face meeting.

The school must implement truancy prevention measures.

If a student has 10 unexcused absences in a six-month period...

The school must evaluate whether the student's absences are the result of a pregnancy, homelessness, foster care or because he or she is the primary earner for the family.

If they are, the school may not refer the student to truancy court. Instead, the school will offer additional counseling and support.

If they are not, the school may file a criminal complaint against the parents in court. Schools must prove the absences were unexcused and a result of the parents' negligence.

If the school finds its truancy plan is not working, the student can be referred to a truancy court.

If the school determines its truancy prevention plan is working, then a referral to court will not be made.

The student can be fined $100, have his or her driving privileges revoked, or be referred to the juvenile court system.

COMPULSORY ATTENDANCE & TRUANCY

In 2015, the Texas legislature removed the criminal offense of failure to attend school from the Texas Education Code. Instead, districts are expected to address student truancy by implementing prevention measures, identifying circumstances contributing to a student's unexcused absences, and taking specific action. Although truancy is no longer a criminal offense, districts may still refer a student to truancy court. However, the intent of the law is that court referrals will be used as a last resort.

School attendance officers, principals and assistant principals, school resource officers, and other pertinent school officials need to understand how to navigate the specific laws and rules created to address student truancy. This overview will highlight some of the required actions a district must take to enforce compulsory attendance law in Texas.

TRUANCY UNDER THE TEXAS EDUCATION CODE

Absent an exemption such as attendance at a private school or homeschool, Texas law requires students age 6-19 to attend school each day that instruction is provided. Compulsory attendance also applies to students who are younger than six who have previously been enrolled in first grade and to students below the age of six who are voluntarily enrolled in pre-kindergarten or kindergarten. For students over the age of 19, truancy may result in revocation of enrollment in certain circumstances. Tex. Educ. Code §§ 25.085-.086.

School districts are required to notify parents of attendance requirements at the beginning of the school year. This notice must state that the parent may be subject to prosecution and the student may be referred to truancy court if the student is absent 10 or more days or parts of days within a six-month period. Tex. Educ. Code § 25.095.

If a student has unexcused absences on three days or parts of days within a four-week period, the district must send a warning notice to inform the parent that the student is subject to truancy prevention measures (TPMs). Generally, tardies are not considered absences. Unexcused absences do not include absences that are excused by state law and local school district policy. Tex. Educ. Code §§ 25.086-.087, .095; Tex. Educ. Agency, To the Administrator Addressed Letter Re: Attendance, (Aug. 18, 2017). For a list of excused absences, see TASB Policies FEA(LEGAL) and (LOCAL).

Court Referral

This step is only after TPMs were applied and failed to solve the student's truancy. The district should have documentation of actions taken and circumstances considered.

Truancy Prevention Measures

Districts should consider the student's particular circumstances and look to state standards and best practices for guidance.

Inform Parents

The law requires parents to be informed at the beginning of the school year, but effective communication is year-long.

Monitor Student Attendance

A district has a legal obligation to provide written notice that the district will commence TPMs when students are absent a prescribed number of days.

Hire and Train Staff

Although an effective truancy prevention facilitator can help reduce truancy, all staff should learn to identify the root causes of unexcused absences and how to communicate with students and parents about the attendance expectations and procedures.

Start with a Plan

A truly comprehensive approach to truancy prevention includes routine internal procedures to enforce attendance laws, collaborating with external partners (community organizations, law enforcement, courts), and offering services and programs to a student's family.

DISTRICT ACTION

Appoint an Attendance Officer

The Texas Education Code allows the school board to appoint school attendance officers. If the school board does not select a school attendance officer, the superintendent and the peace officers in the district will perform the duties of the attendance officer. The Texas Education Code also describes the powers and duties of an attendance officer, including investigations, home visits, court referrals, and taking a child into custody or escorting a child to campus. Tex. Educ. Code §§ 25.088-.091. For more information on the powers and duties of an attendance officer, see TASB policy FED(LEGAL).

Appoint Facilitators

Districts are required to employ a truancy prevention facilitator or juvenile case manager to implement the district's TPMs and meet annually with a court case manager to discuss the measures' effectiveness. Districts may designate an existing employee, such as an attendance officer, to serve in this role. Tex. Educ. Code § 25.0915(d), (e).

Adopt Truancy Prevention Measures

Generally speaking, TPMs are programs or services that promote consistent school attendance while addressing the underlying risk factors that may lead to truancy. Tex. Educ. Code § 25.0915. At a minimum, Texas Education Code section 25.0915 requires a district to take at least one of the following actions as a TPM:

- **Impose a behavior improvement plan.** The district may impose a behavior improvement plan that must be signed by an employee of the school, that the district has made a good faith effort to have signed by the student and the student's parent or guardian, and that includes the elements described in Texas Education Code section 25.0915.

- **Impose school-based community service.** School-based community service might include trash pick-up, tutoring other students, or other forms of service to the school. Most districts generally assign a certain number of hours that the student must meet to satisfy the sanction.

- **Refer the student to counseling, mediation, mentoring, teen court, or other in-school or out-of-school service aimed at addressing the truant behavior.** If an issue is identified as preventing a student from attending school, appropriate district employees should determine whether there is any in-school or out-of-school service that can address the issue. For example, the district may offer parenting programs or meetings to ensure parents understand attendance requirements and have a plan to get students to school. The district could refer a student to counseling to deal with drug and alcohol issues or after-school tutoring to increase student engagement.

BEST PRACTICES FOR TRUANCY PREVENTION

TEA has created minimum standards for TPMs implemented by a district. TPMs, at a minimum, should identify the root cause of the student's unexcused absences and identify actions to address each cause. The measures should include maintaining ongoing communication with students and parents on the actions to be taken to improve attendance. The district should also establish reasonable timelines for completing the TPMs. For a student with a disability, the district should establish procedures to notify the admission, review, and dismissal (ARD) committee or the Section 504 committee of attendance issues. For a student receiving special education, a pattern of unexcused absences may be a reason to develop or revise a behavior improvement plan. Tex. Educ. Code § 29.005.

The Texas Administrative Code lists several best practices that schools should consider while implementing TPMs. 19 Tex. Admin. Code § 129.1045(a). School districts, by rule, are also required to consider other services offered to students, including an optional flexible school day program and evening and online alternatives; working with businesses that employ students to help students coordinate job and school responsibilities; and offering before-school, after-school, and/or Saturday prevention or intervention programs or services that implement best and promising practices. 19 Tex. Admin. Code § 129.1045(b).

Relationships with community organizations. Many districts already have established relationships with external organizations that have programs designed to promote consistent school attendance. Some commonly known organizations that can address truancy through mentoring programs or other types of partnerships include Communities in Schools and Big Brothers Big Sisters of America.

Consider special circumstances. If a school district determines that a student's truancy is the result of pregnancy, being in the state foster program, homelessness, or being the principal income earner for the student's family, the district is required to offer additional counseling to a student and may not refer the student to truancy court.

PARENT LIABILITY

Districts have the option of filing a complaint for criminal prosecution of a parent for contributing to a student's failure to attend school if the parent fails to require the student to attend school on 10 or more parts of days within a six-month period. A complaint against a student's parent can be made in the county, justice, or municipal court if the district provides evidence and meets the statute's other requirements. The offense of contributing to a student's failure to attend school is a misdemeanor, punishable by fine. Tex. Educ. Code § 25.093.

STUDENT REFERRAL TO COURT

When TPMs fail to solve the problem, referral to a truancy court that can impose civil (not criminal) consequences is an option for students between the ages of 12 and 18, unless the failure to attend school is the result of pregnancy, being in the foster care program, homelessness, or being the principal income earner for the student's family. A referral for 10 or more unexcused absences within 6 months must be made within 10 school days from the date of the student's 10th absence. A district may delay the referral if the truancy prevention measures are succeeding and the delay is in the student's best interest. Tex. Educ. Code §§ 25.0915, .0951.

When a district refers a student to truancy court, the district must provide a statement documenting that TPMs were applied but failed and specifying whether the student is eligible for or receives special education. The law requires a truancy court to dismiss a referral that fails to comply with the statutory requirements. In addition, it is an affirmative defense to an allegation of truancy that one of more of the absences that caused the student to be truant were involuntary or voluntary but due to abuse, as defined by the Texas Family Code. A student could also assert an affirmative defense for absences that should have been excused by the school or court. As such, documentation of the actions taken by the district are more important than ever. Tex. Educ. Code § 25.0915; Tex. Fam. Code § 65.003.

In recent years, Texas educators and lawmakers have demonstrated a strong commitment to reforming disciplinary practices that resulted in criminal consequences and could have the effect of further excluding students who were already at risk. Referring a student to court for failure to attend school should always be a district's last resort.

This document is continually updated at tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Students/documents/compulsory_attendance_and_truancy.pdf. For more information on school law topics, visit TASB School Law eSource at schoollawesource.tasb.org.

This document is provided for educational purposes and contains information to facilitate a general understanding of the law. References to judicial or other official proceedings are intended to be a fair and impartial account of public records, which may contain allegations that are not true. This publication is not an exhaustive treatment of the law, nor is it intended to substitute for the advice of an attorney. Consult your own attorney to apply these legal principles to specific fact situations.

Updated February 2022

ENTERING ATTENDANCE

Attendance Entry from Student Profile

Set Filter to display Current Year Only

Click the **Add** button to enter absences for a student. Select an existing absence record and click the **Edit** button to change an absence type code with supporting documentation.

Expand **( )** the absence record to view comments for that date. **Note:** The period that is designated as the funding period for that date will be highlighted.

Click the **Totals** button to view the total days in membership, total days present, total unexcused absences and total excused absences

Click **Atn Notes** button to enter a note regarding overall attendance for the student. The number in parenthesis indicates how many notes are on file for the student.

Adding an absence record:

Secondary campuses will have multiple periods of attendance to enter. Elementary campuses will have only one period to enter (period 02).

Be sure to use the Tab key to move through the screen so no information is omitted.

Periods to Fill: Enter the periods the student is to be marked absent. For elementary it will be just one period for daily attendance as indicated above. For secondary schools it can be from one to how ever many period ds the campus has classes assigned.

Absence Type: Select an Absence Type by clicking on the button and selecting the appropriate absence.

Absence Reason: Select the Absence Reason button to get the list of reasons and select the reason appropriate for the absence type (see chart at the beginning of this document).

Start and End dates: Enter the appropriate date range. It can be one day or a range of dates.

Attendance: The Absence Type and Absence Reason will default into these fields based on the information you have entered.

Comment: Enter any appropriate comment as needed. Do **NOT** use punctuation.

When complete, click the **Save and Add Another** button (if additional entries need to be made) or click the **Save and Back** button to enter a single attendance record.

Note: Changing a reason does not change the type. You must have the correct absence type in order for the absence to be reported to PEIMS correctly.

Attendance by Class/Activity

Use this process when entering attendance for a substitute or if it is necessary to update an entire class. You could also use this module for entering absences for students on a field trip or school activity.
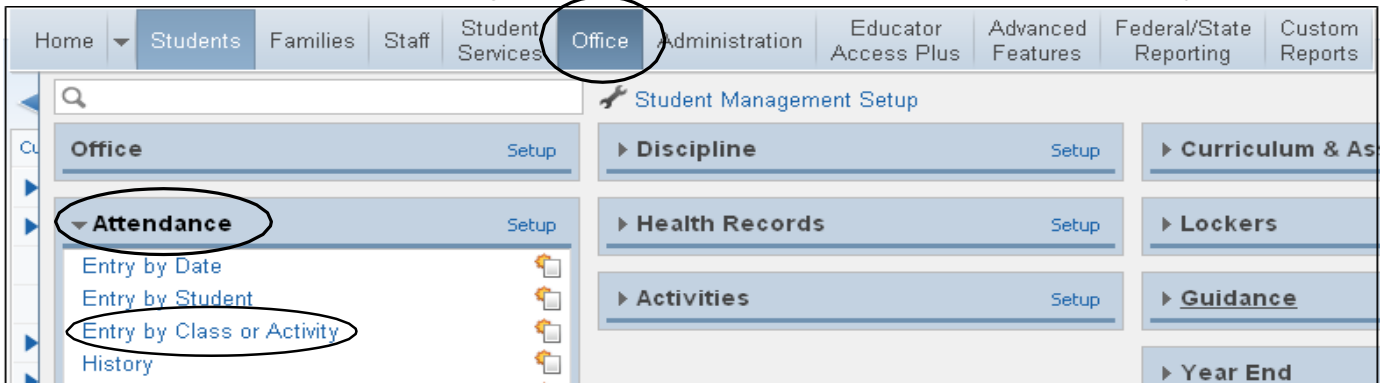
Complete the following information on the attendance screen:

Absence Date – verify it is for the correct date of attendance

Select the class needed by clicking the **Class** link and selecting the class from the list.

Note ... You can search for a course by entering the course id in the field at the bottom right corner labeled "Code". Or you can begin typing the course in the Class field which will bring up a list from which to select.

Complete the following information:

1. Select **Include Enrolled Students Only**
2. Enter the **Absence Type** and **REASON**
3. Select **Whole Class** if entering attendance for a field trip. Select **Individual** if entering attendance taken by a substitute.
4. Select **Class Period or Range of Periods** to update
5. De-Select **Overwrite Existing Attendance**
6. Select **Update Attendance for Whole Class.**

2-Enter the Absence Type and Reason

1-Be sure Include Enrolled Students Only is selected

3-Select Whole Class

-select Overwrite Existing Attendance

4-Enter the Period or Periods to update

6-Click Update Attendance for Whole Class

Note: If certain students in the mass change need a different absence type and reason, go to the Attendance by Student module and make the change for the individual student.

REPORTS

Run this report daily a few minutes after snapshot attendance has been submitted for the funding period. Anyone appearing on the report should be reminded to submit attendance. For teachers that are absent document on the form. Run report again 10 minutes after snapshot.
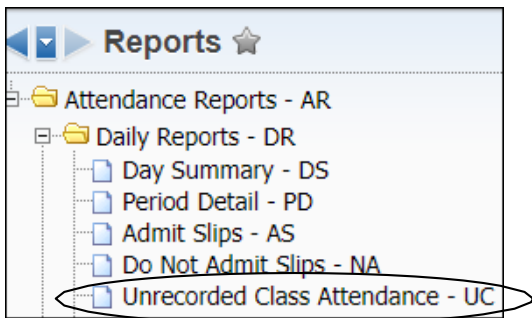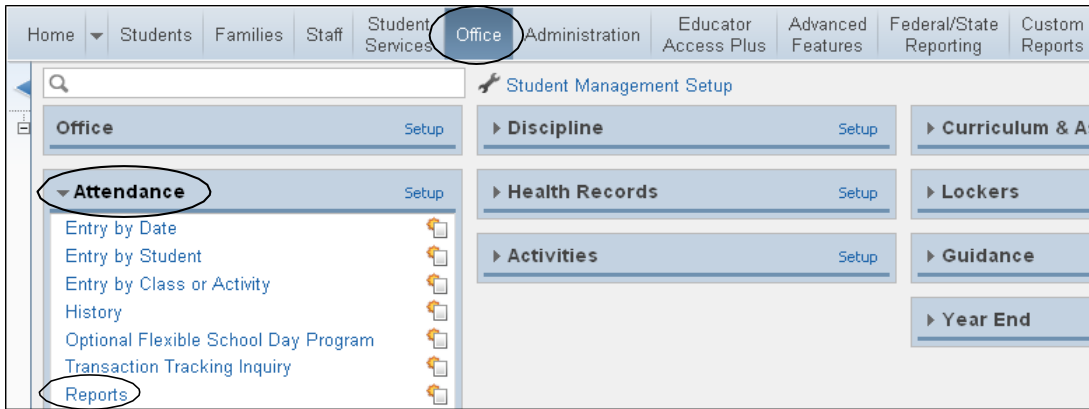
Click the **Add** button to create an Unrecorded Class Attendance Report.
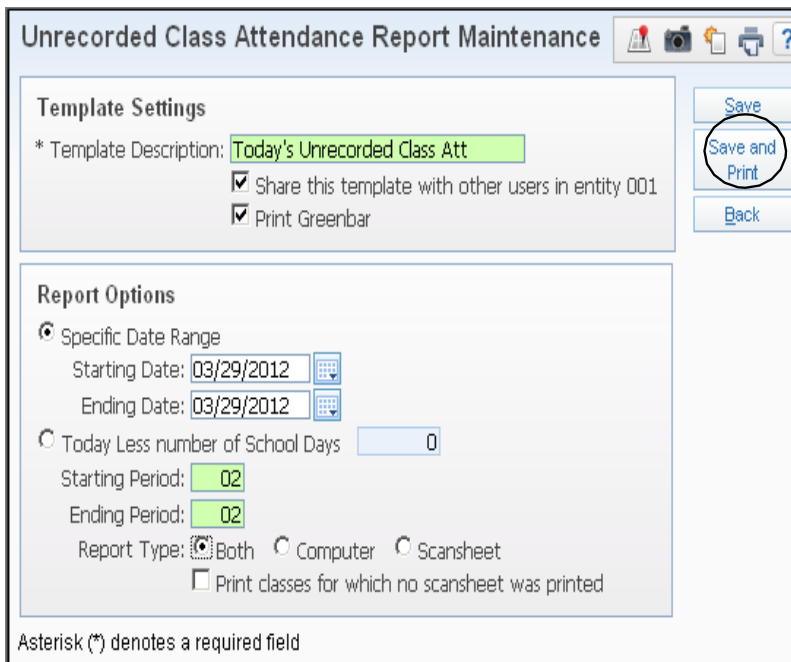
Template Description: Name your report. Click the box to share with other users. Click the box to print the report as Greenbar.

Report Options: Enter the specific date range for which you want to run the report. Date will automatically update to today's date. You do not have to change dates each time in the template.

Enter the period range for which you want to print the report. Elementary period range is 02 to 02.

Select Both for Report Type.

Click the **Save and Print** button.

Note: Be sure to change the period range from the default (00-40). Running the report for this large of a range increases processing time.

Recorded Class Attendance Report - WS\OF\AT\RE\AR\DR\RC

Run this report daily after attendance has been submitted for the funding period. This is a list of teachers that have submitted their attendance. Keep a copy of this report for the daily attendance reconciliation documentation.
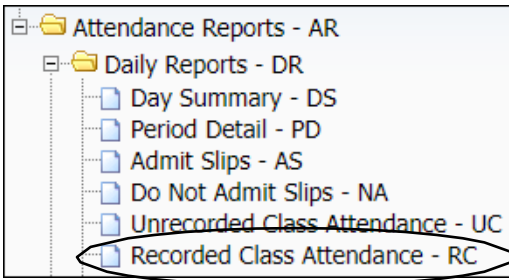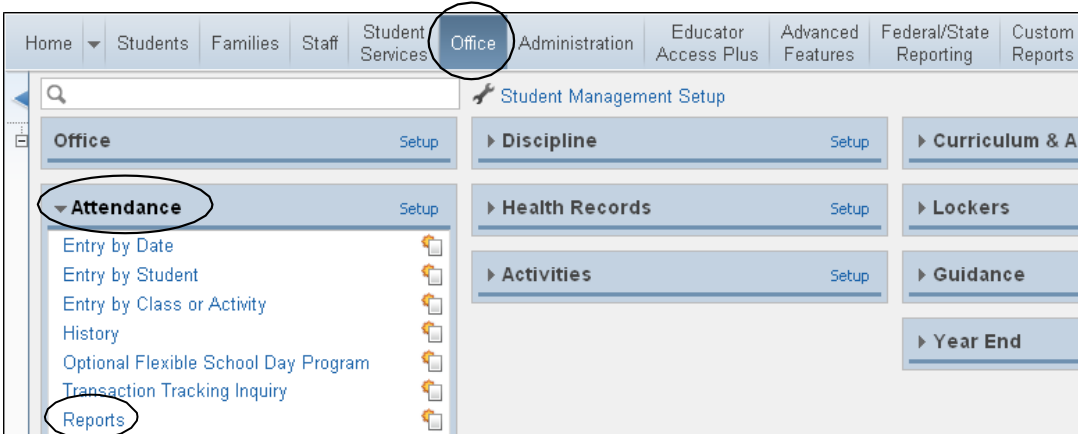
  Click the **Add** button to create a Recorded Class Attendance Report.
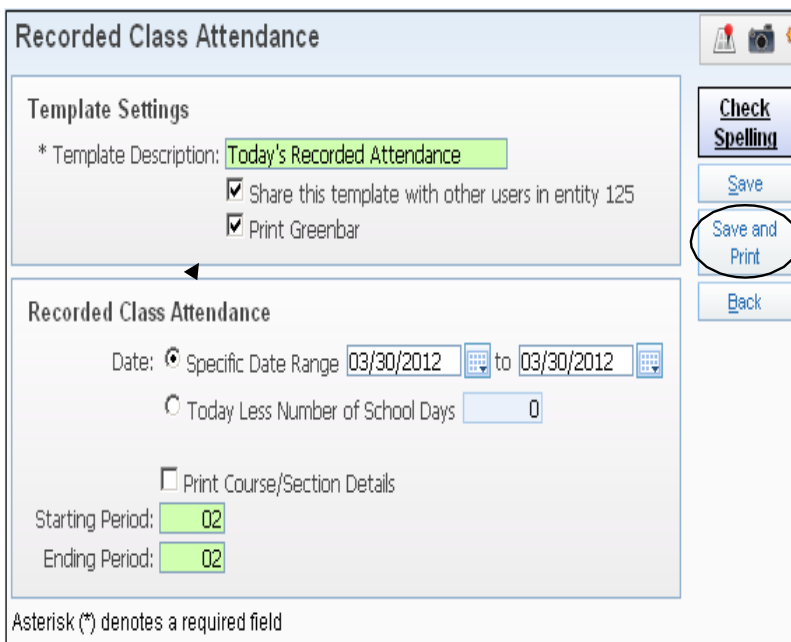
Template Description: Name your report. Click the box to share with other users. Click the box to print the report as Greenbar.

Report Options: Enter the specific date range for which you want to run the rport. Dates will automatically update to today's date. You do not have to change dates each time in the template.

Enter the period range for which you want to print the report. Elementary period range is 02 to 02.

Click the **Save and Print** button.

Note: Be sure to change the period range from the default (00-40). Running the report for this large of a range increases processing time.

Day Summary Report - WS\OF\AT\RE\AR\DR\DS

Use this report to print attendance for one day. Use for a 'call' report if you are going to call parents whose child is not there.
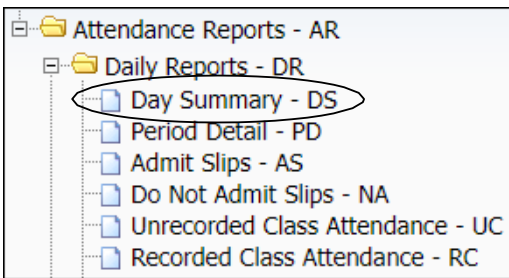
Click the **Add** button to create a Day Summary Report.

Template Description: Name your report. Click the box to share with other users. Click the box to print the report as Greenbar.

Report Ranges:
Select by Date and then click Specific Date and enter the date for your report.

Attendance period fields: Enter the Funding Period for your campus. (02-02 for Elementary Campuses)

Student Status: Select Active unless running for a prior date, then, select Both. Select the Absence Types for which you want to run the report by clicking the **Absence Types** button.

Report Options:
Select what type of report you want to run.

Printing Options:
Select the fields that you want printed on the report. Be sure to check Print Confidential Phone Numbers so that unlisted numbers print on the report.

Print Attendance Detail: Select the attendance that you want printed.

Print Guardian's Name: Select how you want the Guardian name printed.

Name Format: Last Name/First Name is the default. Click the **Save and Print** button.

Absence Type Selection

Available Excused Types
- E – 4-H (w/proper documentation)
- V – OSS
- X – Homebound/CEHI w/Documentation
- Y – LUNCH PERIOD ONLY
- Z – UIL

Add All | Add | Remove | Remove All

Selected Excused Types
- B – ILL – Full Day Absence
- C – Funeral
- F – Immediate Family Illness
- G – Death in Family
- H – ADMIN PERMISSION
- I – Holy Days w/documentation
- J – Court (w/documentation)

Save | Back

Available Unexcused Types

Add All | Add | Remove | Remove All

Selected Unexcused Types
- A – Non School Related/Personal

Available Tardy Types
- T – Tardy

Add All | Add | Remove | Remove All

Selected Tardy Types

Available Other Types
- P – Present

Add All | Add | Remove | Remove All

Selected Other Types

When you click the Absence **Type button**, you will need to select the absence types for which you want to run this report.

Highlight the Absence Type in the 'Available Box' and click the **Add** button. The type you highlighted will be moved to the 'Selected Box'. When all types have been selected, click the **Save** button.

Note: To add all types to the 'Selected Box', click the **Add All** button.

To remove a type from the 'Selected Box', highlight the type you want removed and click the Remove button.

To remove all types from the 'Selected Box', click the **Remove All** button.

ABSENT DATE: 01/27/2015

STUDENT	GR	NOTES	FP	1 2 3 4 5 6 7 8 9	PN
CANTU, JOSHUA	08	_____	2	- W - - - - - - -	N
COLUNGA, CAITLAN	08	_____	2	- W - - - - - - -	N
GARCIA, JOSE JR.	08	_____	2	- W - - - - - - -	N
GARZA, ADRIAN	08	_____	2	- W - - - - - - -	N
GARZA, ANDRU	08	_____	2	- W - - - - - - -	N
GARZA, HECTOR	08	_____	2	- W - - - - - - -	N
GONZALES, ANDREW	08		2	- W - - - - - - -	N

Print Attendance Detail
- ○ All Periods in Day ● Only Periods in Range
- ○ All Types in Day ● Only Types used for Selection

Displays only selected period postings.

05.14.10.00.02   Day Summary (Morning Report)   3:48 PM

ABSENT DATE: 01/27/2015

STUDENT	GR	NOTES	FP	1 2 3 4 5 6 7 8 9	PN
CANTU, JOSHUA	08	_____	2	- W W W - - - - W	N
COLUNGA, CAITLAN	08	_____	2	- W - W W W - W W	N
GARCIA, JOSE JR.	08	_____	2	- W W - - - - W W	N
GARZA, ADRIAN	08	_____	2	W W W W - W - W W	N
GARZA, ANDRU	08	_____	2	W W W W - W - W -	N
GARZA, HECTOR	08		2	- W - W - W - W -	N

Print Attendance Detail
- ● All Periods in Day ○ Only Periods in Range
- ● All Types in Day ○ Only Types used for Selection

Displays all period postings

Run this report to verify campus counts. Compare the enrollment numbers on this report to the campus membership count or class rosters.
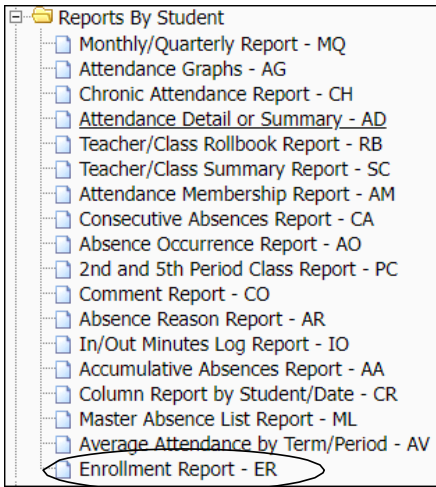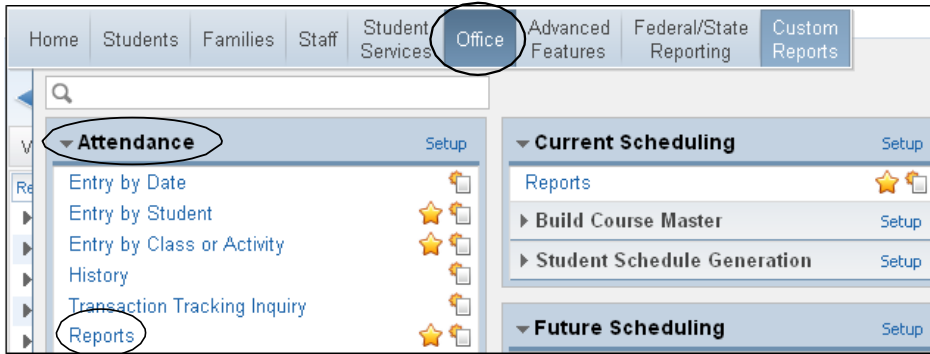
Click the **Add** button to create an Enrollment Report.

Template Description: Name your report. Click the box to share with other users. Click the box to print the report as Greenbar.

Report Ranges: Select the Attendance Date Range. Select the Attendance Period Range.

Enrollment as of: Enter the date for which you want to run the report.

Printing Options:
Select how you want the report printed. Print Student Detail with Other ID if the total numbers do not reconcile with the Class Rosters.

Click the **Save and Print** button.

Run this report for teachers verify the absences marked in the funding period once all corrections have been made/verified.
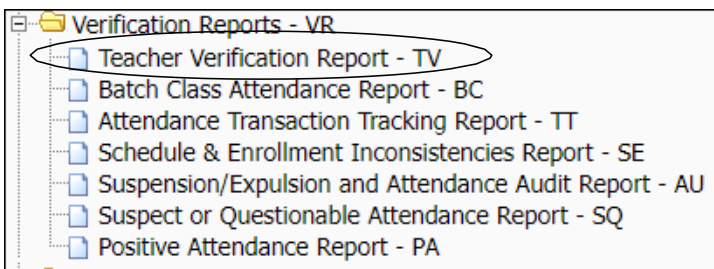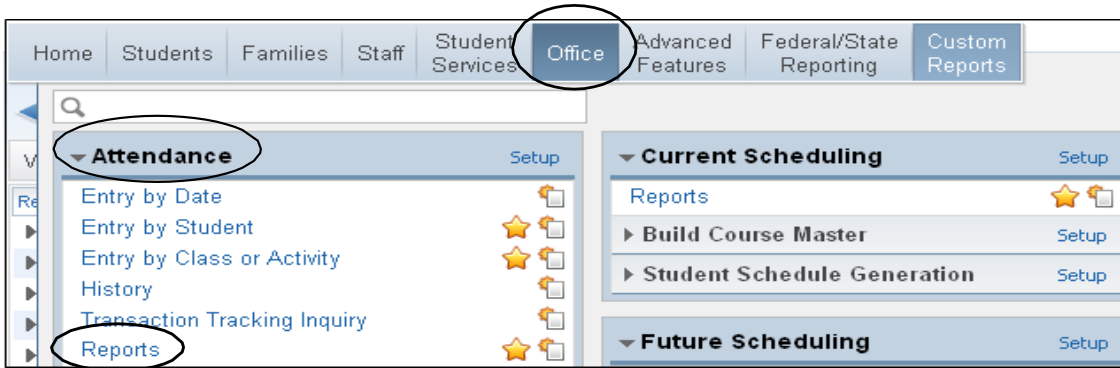
Click the **Add** button to create a Teacher Verification Report.

Template Description: Name your report. Click the box to share with other users.

Report Ranges: Report On: Funding Period. You may choose to Only Print Primary Teachers.

Reporting Period:
Select Six Week Period and enter the number for that period or enter a Date Range. You may choose to Exclude Dropped Students

Absences:
Minimum – 0; Maximum – 999. This will cause all students to print on the report.
Cover ages optional
Select Print Cover Pages and include a signature line for Attendance Clerk and Principal. Teacher Signature line automatically prints.

Sort Options:
Click the **Select Sorts button** for sorting criteria. If you want to change the sort order, hold down the arrow icon under the move column and change the order of the fields.

Click the **Save and Print Button**

Suspect or Questionable Attendance Report - WS\OF\AT\RE\VR\SQ

Use this report to find students that are not absent for consecutive periods (for example, absent 1st and 3rd period but not 2nd period). **This report is for secondary campuses only.**
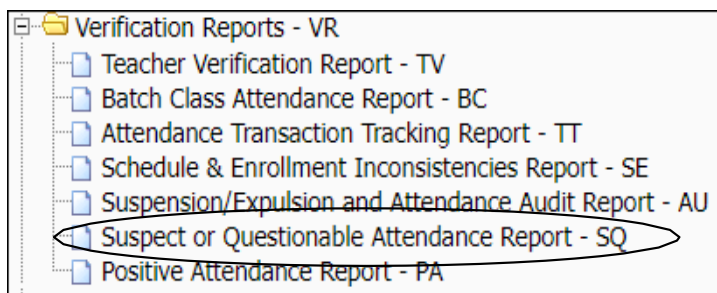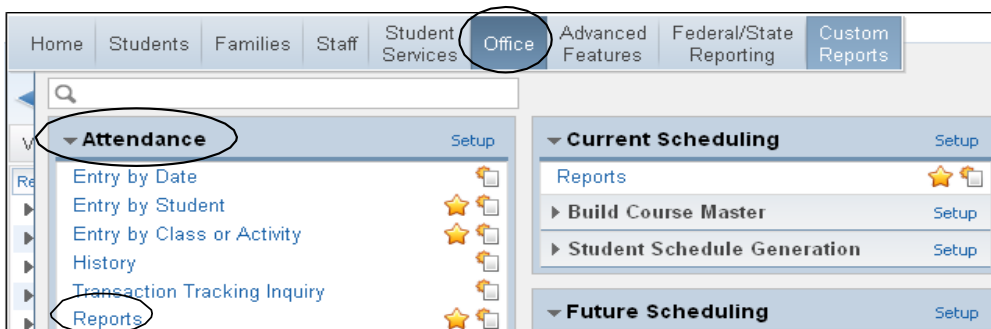
Click the **Add** button to create a Suspect or Questionable Attendance Report.

Template Description: Name your report. Click the box to share with other users.

Report Ranges:
Select the Attendance Date Range.
Select the Attendance Period Range.

Report Options:
Validate Limited Student Presence: Click the? **Icon** to determine if this is the condition you want to check.
Validate Limited Student Absence: Click the? **Icon** to determine if this is the condition you want to check. Click the Absence Types button to select the absence types, you wish to validate.
Validate Attendance Type: Click the? **Icon** to determine if this is the condition you want to check.

Sorting/ Grouping Options:
Click the **Select Sorts** button for sort criteria.

Click the **Save and Print** button.

ADA Report - WS\SR\TX\RE\AT\AD

Running the ADA Report will give you the average daily attendance count for a range of days or for one day only. Percent of Attendance is also on this report. This report should be run daily and a summary of this report will be run each six weeks.
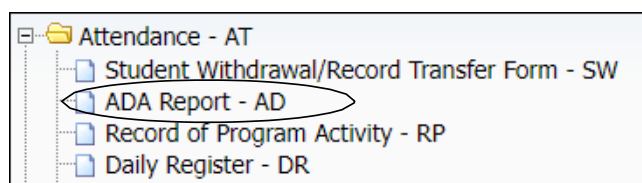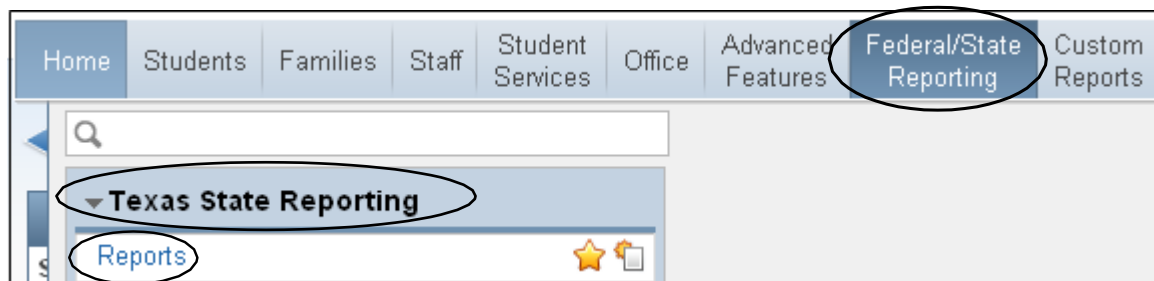
Click the **Add** button to create an ADA Report.

Template Description: Name your report. Click the box to share with other users. Click the box to print the report as Greenbar.

Report Ranges:
Select and enter the Date Range.

Totals: Select either by Entity & Grade or by Entity.

Report Type: Select either Report for Each Date, Summary Only or Both.

Click the **Save and Print** button.

Print this report when there is a substitute teacher that needs to take attendance.
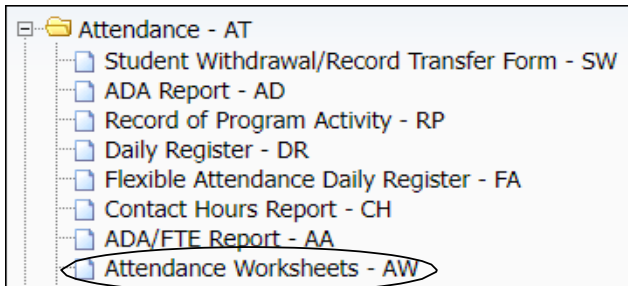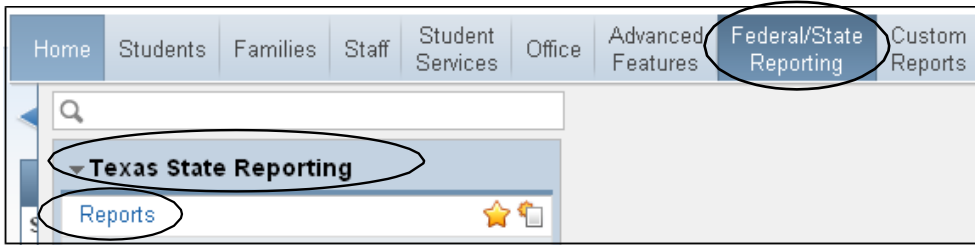
Click the **Add** button to create an Attendance Worksheet.
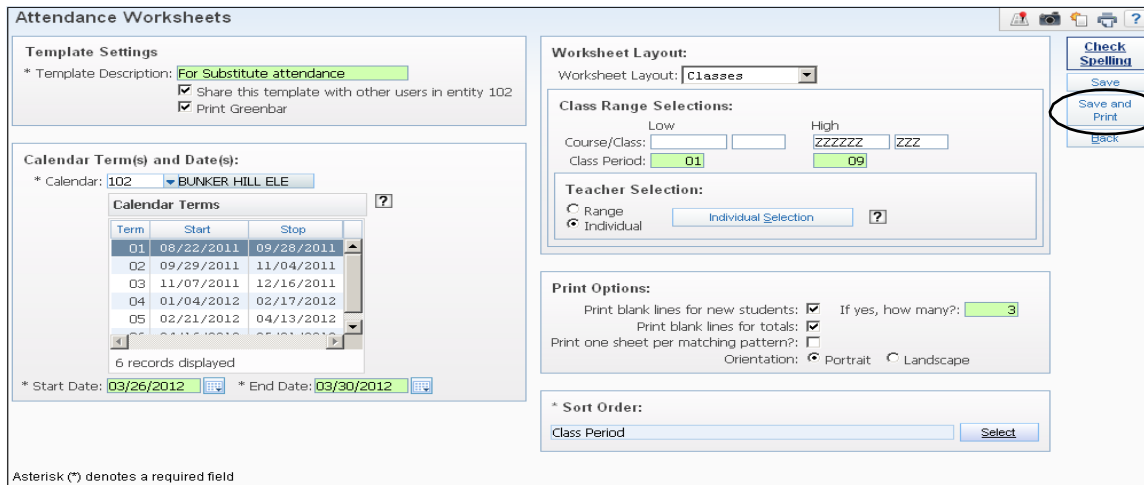
Template Description: Name your report. Click the box to share with other users. Click the box to print the report as Greenbar.

Calendar Terms: Select the six-weeks reporting period for which you want to print the report. Enter the Start and End dates that should print on the report.

Worksheet Layout: Select classes.

Class Range Selections: Enter the Course/Class, Period or Individual Teacher for which you want to print the worksheets. Click the Individual Selection button to select the teacher's sections for which you need to print worksheets.

Print Options: Select the way in which you want the worksheets to be formatted.

Sort Order: Click the **Select** button to enter the sort order for the worksheets.

Click the **Save and Print** button.
Note: Instruct substitutes to enter a 'P' for Present or an 'A' for Absent for each student, in blue or black ink. Sign/date form and turn in to office after attendance is taken for each period.

Run this report to display the total number of absences for students.

Template Description: Name your report. Click the box to share with other users.

Report Options: Select option by Period and date range for report. Enter Attendance Period and number of absences to generate. Select the Absence Types for which you want to run the report by clicking the Absence Types button.

Report Ranges: Select Active for Student Status

Click Save and Print button

STEP BY STEP PROCESSES

Viewing all students at the "000" Level –

Step 1
On the homepage of gradebook, ensure the Entity is set to (000).
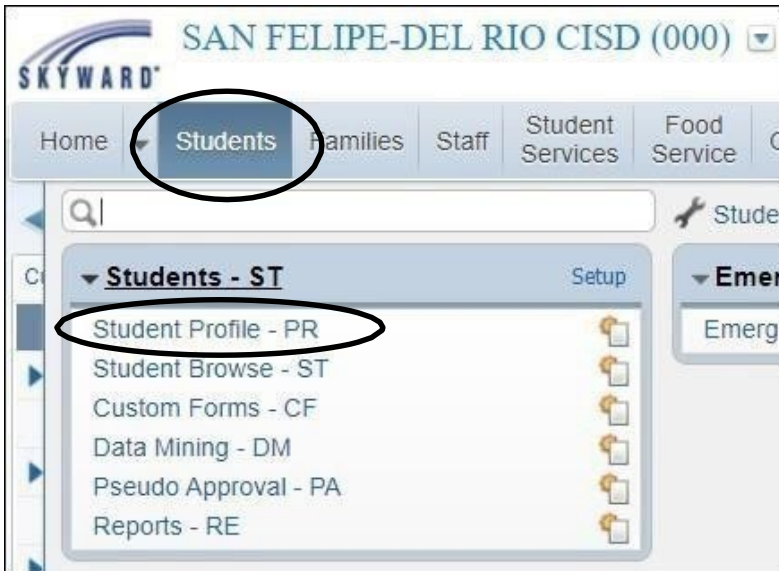
Step 2
Select the Students tab located at the top of the page. Proceed with selecting *Student Profile-PR* when the drop down appears.

Step 3
Once on the student profile page, ensure you are under the Entry/With tab located to the left of the student data.
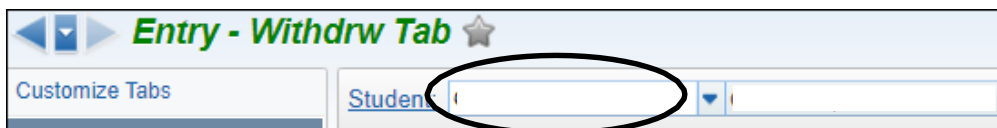
Step 4
Enter Student Name Key/ or Other ID.

Student data will populate showing which school the student is located at in the District.

Student Withdrawal – WS/ST/TB/EW/EW

Step 1
Enter the student name key or other ID.

Step 2
Ensure you are under the Entry/With tab.

Step 3
Select the students most current entry date.

Step 4
Select the Withdraw button

Step 5
Verify the correct *Date is listed (this will reflect as the student's withdrawal date).

Step 6
Enter the correct W/D code.

Step 7 Enter
a W/D comment indicating the reason for withdrawal.

Step 8
Set the Current Year Status to Inactive & Next Year Status to Inactive.

Step 9
Save.

Step 10
Select Drop/Inactivate for both options listed.

Step 11 Verify the scheduling transaction effective date.

Step 12
Select Continue Withdrawal.

Step 13
The students Entry/Withdrawal record will now reflect the withdrawal.

Generating Withdrawal Form – WS/SR/TX/RE/AT/SW

Step 1
Select Federal/State Reporting tab

Step 2
Select Reports

Step 3
Select Student Withdrawal/Record Transfer Form

Step 4
Select Add

Step 5
Set Ranges in template to preference.

NOTE; Other ID, Last PEIMS Submission, Withdrawal date, and Print last withdrawal code must be included.

Step 6
Save and Print

Step 7
Print Withdrawal form from Print Queue.

Viewing Historical Attendance –

Search for attendance from previous years

Search for attendance from previous campus current year
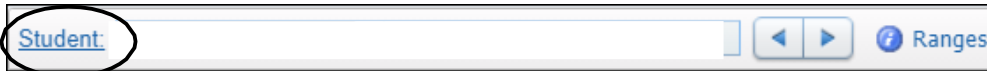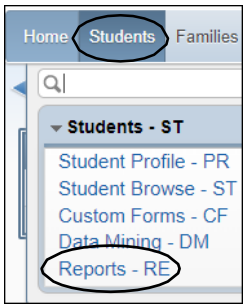
Viewing Historical Attendance –

Student Filters:
Must fill in as many filters possible,

Look for student then Search