

RECORDS

The School shall maintain records to reflect the average daily attendance (ADA), as required by the Commissioner. The Superintendent, principals, and teachers shall be responsible to the Board and the state to maintain accurate, current attendance records. 19 TAC 129.21(a)

The School shall use the student attendance accounting standards established by the Commissioner to maintain records and make reports on student attendance and student participation in special programs. The official standards are described in TEA's Student Attendance Accounting Handbook. 19 TAC 129.1023–1025

The Superintendent is responsible for the safekeeping of attendance records and reports. The Superintendent may determine where the properly certified attendance records or reports for the School will be stored. Regardless of where such records are filed or stored, they must be readily available for audit by TEA. 19 TAC 129.21(b)

MINIMUM  
ENROLLMENT

A student must be enrolled for at least two hours of instruction to be considered in membership for a half-day, and for at least four hours of instruction to be considered in membership for one full day.

FULL-DAY STUDENTS

Students enrolled on a full-day basis may earn one full day of attendance each school day.

HALF-DAY  
STUDENTS

Students enrolled on a half-day basis may earn only half-day attendance each school day. Attendance is determined for these pupils by recording absences in a period during the half-day they are scheduled to be present.

ATTENDANCE FOR  
STATE FUNDING  
PURPOSES

Attendance for all grades shall be determined by the absences recorded at the official attendance-taking time during the School's instructional day, unless the Board adopts a policy, or delegates to the Superintendent the authority to establish procedures for recording absences in an alternate hour.

The established period in which absences are recorded may not be changed during the school year.

Students absent during the daily period selected by the School for taking attendance shall be counted absent for the entire day. Students present at the time attendance is taken shall be counted present for the entire day.

19 TAC 129.21

A student in a disciplinary alternative education program shall be counted in computing the average daily attendance of students in the School for the student's time in actual attendance in the program.

Education Code 37.008(f)

EXCEPTIONS

A student not actually on campus when attendance is taken may be considered in attendance for Foundation School Program purposes if:

BOARDAPPROVED  
ACTIVITIES

1. The student is participating in a Board-approved activity under the direction of a member of the School's professional staff, or an adjunct staff member who has a bachelor's degree and is eligible for participation in TRS.

MENTORSHIPS

2. The student is participating in a mentorship approved by School 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).

RELIGIOUS HOLY  
DAYS

3. The student is observing religious holy days, including days of travel to or from a site where the student will observe holy days. A student who is observing holy days is allowed up to one day of excused travel for traveling to the site where the student will observe the holy days and up to one day of excused travel for traveling from that site.

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**ATTENDANCE  
ATTENDANCE ACCOUNTING**

**FEB**

**COURT  
APPEARANCE**

4. The student is attending a required court appearance, including travel for that purpose. A student who is attending a required court appearance is allowed up to one day of excused travel for traveling to the site where the student will attend the required court appearance and up to one day of excused travel for traveling from that site.

**CITIZENSHIP  
PROCEEDINGS**

5. The student is appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship. A student who is appearing at a governmental office to complete such paperwork is allowed up to one day of excused travel for traveling to the site where the student will complete the paperwork and up to one day of excused travel for traveling from that site.
6. The student is taking part in a United States naturalization oath ceremony. A student who is taking part in such a ceremony is allowed up to one day of excused travel for traveling to the site where the student will take part in the ceremony and up to one day of excused travel for traveling from that site. [See FEA]

**ELECTION  
CLERKS**

7. The student is serving as an election clerk. A student who is serving as an election clerk is allowed up to one day of excused travel for traveling to the site where the student will serve as an election clerk and up to one day of excused travel for traveling from that site. [See FEA]

**EARLY VOTING  
CLERKS**

8. The student is serving as a student early voting clerk in an election. The School may excuse a student for serving as an early voting clerk for a maximum of two days in a school year. [See FEA]
9. The student is in the conservatorship of DFPS, and is participating, as determined and documented by DFPS, in an activity ordered by a court under Family Code Chapter 262 or 263, provided that it is not practicable to schedule the participation outside of school hours, or required under a service plan under Family Code Chapter 263, Subchapter B. [See FEA]

**HEALTH CARE  
APPOINTMENTS**

10. The student has a documented appointment with a health care professional during regular school hours, if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional.

“Temporary absence” includes the temporary absence of a student diagnosed with autism spectrum disorder on the day of the student’s appointment with a health-care practitioner to receive a generally recognized service for persons with autism spectrum disorder, including applied behavioral analysis, speech therapy, and occupational therapy.

HIGHER  
EDUCATION  
VISITS

11. The student is in attendance at a dropout recovery education program.

12. The student is visiting an institution of higher education accredited by a generally recognized accrediting organization during the student’s junior and senior years of high school for the purpose of determining the student’s interest in attending the institution of higher education, provided that:

a. The School may not excuse for this purpose more than two days during the student’s junior year and two days during the student’s senior year.

b. The School adopts:

(1) A policy to determine when an absence will be excused for this purpose; and

(2) A procedure to verify the student’s visit at the institution of higher education. [See FEA]

DROPOUT  
RECOVERY  
EDUCATION  
PROGRAM

13. The student is in attendance at a dropout recovery education program, including a program operated by a public junior college under Education Code 29.402

TAPS AT MILITARY  
FUNERAL

14. The student is sounding “Taps” at a military honors funeral held in this state for a deceased veteran, provided that the student is enrolled in grade 6 or higher.

OFF-CAMPUS  
INSTRUCTION

15. The student’s absence is permitted by other conditions related to off-campus instruction described in the *Student Attendance Accounting Handbook*.

16. The student’s parent, stepparent, or legal guardian is an active duty member of the uniformed services and has been

called to duty for, is on leave from, or immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides, to visit with the student's parent, stepparent, or guardian. The School may not excuse a student under this provision more than five days in a school year. An excused absence under this provision must be taken not earlier than the 60<sup>th</sup> day before the date of deployment or not later than the 30<sup>th</sup> day after the date of return from deployment.

**INCENTIVE FOR  
ADDITIONAL  
INSTRUCTIONAL  
DAYS**

The Commissioner shall adjust the average daily attendance of a district under Education Code 48.005 in the manner provided by Education Code 48.0051(b) if the district:

1. Provides the minimum number of minutes of operational and instructional time required under Education Code 25.081 and commissioner rules adopted under that section over at least 180 days of instruction; and
2. Offers an additional 30 days of half-day instruction for students enrolled in prekindergarten through fifth grade.

*Education Code 48.0051(a)*

**DISASTERS**

The Commissioner shall adjust the average daily attendance of the School in an area declared a disaster area by the governor under Government Code Chapter 418 if the School experiences a decline in average daily attendance that is reasonably attributable to the impact of the disaster.

The Commissioner shall make the adjustment required by this section for the two-year period following the date of the governor's initial proclamation or executive order declaring the state of disaster.

*Education Code 42.0051*

**PARENTAL CONSENT  
TO LEAVE CAMPUS**

A student absent from school for any portion of a school day shall require an email, phone call or written, signed communication from the student's parent or guardian that describes the reason for the absence. For a student who is 18 or older, the Principal will review the reason for the absence with the student to determine if

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the absence is excused.

19 TAC 129.21(l)

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