

# Hallsville Independent School District



## Attendance and Truancy Policy and Procedure Manual 2024-25



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### **Compulsory Attendance**

PK and kindergarten students are subject to compulsory school attendance while they are enrolled in school. On enrollment in PK or kindergarten, a child must attend school. However, if the child has not reached mandatory compulsory attendance age (6 years old as of September 1, of the current school year) the child's parent or guardian may withdraw the student from school, and the child will not be in violation of compulsory attendance.

Unless specifically exempted by the TEC, §25.086, a child who is at least 6 years of age or younger than 6 years of age and has previously been enrolled in first grade, and who has not yet reached his or her 19<sup>th</sup> birthday must attend school.

A person who voluntarily enrolls in or attends after turning 19 years of age is also required to attend school each day.

An attendance officer (in Hallsville ISD the attendance officer would be the Assistant Principal) is required to apply truancy prevention measures adopted by the district under 25.0915 and may make a referral to truancy court under 25.091 only if the truancy prevention measures fail to meaningfully address the student's conduct. Each referral must specify whether the student is eligible or receives special education services and must be accompanied by a statement from the student's school certifying that the school applied the truancy prevention measures and the measures failed to meaningfully address the student's school attendance.

### **Truancy Prevention Measures**

Hallsville ISD is required to adopt truancy prevention measures under 25.091. If a student has three or more unexcused absences for three or more days or parts of days within a four-week period but less than 10 or more days or parts of days within a six-month period, the district shall initiate truancy prevention measures. If Hallsville ISD determines that the student's absences are the result of pregnancy, being in the state foster program, homelessness, or being the principal income earner for the student's family, the district shall offer additional counseling to the student and will not refer the student to a truancy court.

### **Judicial Enforcement**

Truant conduct is conduct committed by a student who is 12 years of age or older and younger than 19 years of age. The offense of parent contributing to nonattendance, however, applies to parents of students who are subject to compulsory attendance, regardless of the student's age. Hallsville ISD must accompany any referral with a statement regarding the district's application of truancy prevention measures and a statement regarding whether the student is eligible for special education services. A referral for 10 or more unexcused absences within six months must be made within 10 school days from the date of the student's 10<sup>th</sup> absence. Section 25.093 is an offense for contributing to nonattendance, which is committed by a parent.

### **Attendance Enforcement; Persons Age 19 or Older**

A person who voluntarily enrolls in or attends school after the person's 19<sup>th</sup> birthday is required to attend each school day for the entire period the program of instruction for which the student is enrolled

is offered. If the person has more than five unexcused absences in a semester, the school district may revoke the person's enrollment for the remainder of the school year subject to certain conditions.

After the third unexcused absence, the district must issue the person a warning letter stating that the person's enrollment may be revoked for the remainder of the school year if the person has more than five unexcused absences in a semester. The authority to revoke enrollment does not override the district's responsibility to provide a free appropriate public education to a person who is eligible for special education services. As an alternative to revocation, a school district may impose a behavior improvement plan under 25.0915(a-1) (1).

## Attendance Procedures

### Attendance Data

The **superintendent** is responsible for the accuracy and safekeeping of all attendance record and reports. These records must be available for audit by the Texas Education Agency (TEA) Financial Compliance Division. By signing the District Summary Report, the superintendent affirms that he or she has taken measures to verify the accuracy and authenticity of the attendance data.

The **principal** of each campus is responsible for reviewing his or her respective Campus Summary Reports for completeness and accuracy. A principal should compare reports from the TEA, which reflect Texas Student Data System Public Education Information Management System (TSDS PEIMS) data, to locally produced reports for reasonableness and accuracy. By signing the Campus Summary Report – or, in the case of a paperless attendance accounting system, by indicating his or her approval of data electronically – a principal affirms that he or she has checked, or caused to be checked, the accuracy and authenticity of the attendance data.

**Important:** The principal or superintendent affirms the propriety of student eligibility determinations, including determinations of student eligibility for educational programs, when he or she signs affidavits – or, in the case of a paperless attendance accounting system, when he or she indicates electronically that he or she attests to the validity of the determinations.

The **teacher** who initially records an absence is responsible for the accuracy of the report and attests to the validity of the data with his or her signature – or, in the case of a paperless attendance accounting system, with his or her entry of those data using the teacher's logon with a distinct secret password.

The Campus Attendance Clerk generating absence summaries and/or entering the absence or coding information in to Skyward is responsible for adhering to all laws and regulations pertaining to student attendance accounting. Each person entering data in to the attendance accounting system must sign an affidavit attesting that the data entered is true and correct to the best of their knowledge.

Attendance personnel are responsible for entering changes in the detailed student attendance accounting system. At the end of each 6-week reporting period, special program staff should verify the Contact Hours report for any coding errors.

**Important:** Your district must not assign attendance personnel the responsibility of determining a student's coding information. Special program staff members, directors, or teachers should provide data entry personnel within the program department or the district PEIMS office with names and coding information of students who are eligible, and whose documentation is in order. Special program directors and staff members are responsible for reviewing special program data and totals for accuracy and completeness. They are also responsible for ensuring that PEIMS personnel are aware of any changes in a student's services and the effective dates of those changes. The program personnel and/or district PEIMS department are then responsible for entering the changes in the student attendance accounting system. At the end of each 6-week reporting period, special program staff members should check the Student Detail Report for any coding errors.

### **General Attendance Taking Rules**

Each teacher or other school employee who records student attendance must certify, in writing, that all such records are true and correct to the best of his or her knowledge and that the records have been prepared in accordance with laws and regulations pertaining to student attendance accounting by signing and dating the record of attendance at the end of each six weeks attendance period. Full signature and dates are required. Signature stamps and pencil are not acceptable.

Attendance reporting is very important. The district receives state funds based on this information, thus accuracy and completeness are extremely important. District wide reports are run daily and used by administrative offices to check the activity and student movement in the district. At the Secondary level, it is important to maintain period absence accuracy. Students may lose credit for classes or be taken to court for classes with excessive absences.

Students who are on campus and in their classrooms at the time attendance is taken must have their official attendance conducted and completed by the classroom teacher. Attendance must not be taken by students, classroom aides, or clerks. **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.**

**District staff members must always use ink to make manual entries or corrections in the attendance records, on daily absence slips, on 6-week absence reports, and on 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. Another acceptable form of documentation would be an email from the district staff recording the initial attendance to the campus attendance clerk.

Hallsville ISD uses an electronic attendance system (Skyward) for the management of attendance accounting. Teachers are logged out of the system after 10 minutes of inactivity. Each campus must determine attendance for all grade levels by the absences recorded at one point in time (a snap shot) during the second or fifth instructional hour of the day or its equivalent. Once a time has been selected, a campus may not change it.

Board Policy FEB local specifies that the superintendent shall establish written procedures permitting a campus to specify an alternative time for taking attendance other than the second or fifth instructional hour (included in the campus/district student handbook). Exceptions may be authorized for an entire

campus or for a designated group of students at a campus. The alternative time for recoding attendance shall be determined in accordance with TEA’s Student Attendance Accounting Handbook.

The Hallsville ISD superintendent has approved the following as official attendance taking time for each campus:

Official Attendance Time

Hallsville High School:	<u>9:30</u>
Hallsville DAEP:	<u>9:30</u>
Hallsville Junior High:	<u>9:35</u>
Hallsville Intermediate School:	<u>9:30</u>
Hallsville East Elementary:	<u>10:10</u>
Hallsville North Elementary:	<u>9:30</u>
Hallsville West Elementary:	<u>10:00</u>

**Attendance on Late Start Days**

If Hallsville ISD has a delayed start due to health or safety (for example, because of flooding or bad weather) a campus administrator must sign an *Alternate Attendance Time form*, stating the date of the delay, the reason for the delay, the time attendance will be taken, and the way it will be taken. The attendance clerk will make a copy of the form to forward to the District PEIMS office and file the original form in the Daily Attendance Folder for that day.

**Determining Absences**

For official attendance purposes, *excused* and *unexcused* absences do not exist. Students present at the time the official attendance-taking time are counted present for funding purposes. Except for any reason listed in the following paragraphs, students who are absent at the official attendance-taking time are counted absent for funding purposes.

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 if the absence occurred during the official attendance time. On the first day of school, students cannot be marked absent. Students are either present or are classified as a *no show*.

A student not actually on campus at the time attendance is taken may be considered in attendance for FSP purposes if the student:

<b><i>O-OF-Dual Credit Program or TxVSN Courses</i></b>
Is enrolled in and attending off-campus dual credit program courses and is not scheduled to be on campus during any part of the day. Students who are enrolled in and attending an off-campus dual credit program course and are scheduled to be on campus during any part of the school day should have their attendance recorded while they are on campus.



Is enrolled full-time in TxVSN courses. Students who are enrolled in one or more TxVSN courses but attend part of the day at a regular campus and who are not scheduled to be on campus during the official attendance-taking time should have their attendance recorded during the part of the day they are on campus.

*Required Documentation: student schedule showing the student is enrolled in an off-campus dual credit program and the time they are scheduled to attend the classes.*

**O-SA - UIL, Extracurricular, Field Trip**

Is participating in an activity that is approved by your local school board and is under the direction of a professional staff member of Hallsville ISD or an adjunct staff member. The adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Texas Retirement System of Texas.

Students participating in any activity that is not approved by your local school board or without certified district personnel supervision must be counted absent. For attendance to qualify for funding purposes, the certified district staff member or adjunct staff member must be accompanying the students as an official of Hallsville ISD for the specific purpose of supervising the students and must be approved by your school board to supervise the activity. For example, students would be reported present if they are participating in 4 H activities that are supervised solely by a county extension service agent who has been approved by the local school board as an adjunct staff member.

Is participating, with local school board approval, in a short-term (for example, 5-day) class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD) at a location other than the student's campus. The student may not be considered in attendance for FSP purposes on any day the student is traveling between the student's district and the location of the class but is not attending class. However, travel days may be excused for compulsory attendance purposes. Hallsville ISD is responsible for obtaining documentation of the student's class attendance from the TSBVI or TSD.

*Required Documentation: Roster signed and dated by the school official in charge of the event sent from the event or immediately before leaving on the trip. A picture taken of the signed and dated roster sent from the school officials email address is acceptable. A signed and dated roster received prior to the day of the event is for informational purposes only since it cannot show all students that physically went with the school official on the trip.*

**O-SA - Distinguished Achievement Program**

Is participating in a mentorship approved by district personnel to serve as one or more of the advanced measurers needed to complete the Distinguished Achievement Program outlined in 19 TAC§74.13(a)(3).

*Required Documentation: approval signed and dated by the school official in charge of mentorship.*

**O-RH - Religious Holy Day**

Misses school for the purpose of observing religious holy days, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student will observe

the holy days. Hallsville ISD may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.

Your district is responsible for determining what constitutes a religious holy day for purposes of excusing absences. The Texas Education Agency does not maintain a list of days that qualify as religious holy days for purposes of being considered in attendance for FSP purposes. However, TEA does provide the following guidance: To be considered a religious holy day, the day should be one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, camps, and mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days.

Prior to marking an absence for a religious holy day as unexcused contact the PEIMS department.

*Required Documentation: documentation from the parent/guardian that the student was attending a religious holy day, the date, and the religious holy day and where attended.*

#### ***O-OF - 6<sup>th</sup> - 12<sup>th</sup> Grade Playing Taps***

Is in grades 6 through 12 and misses school for the purposes of sounding *Taps* at a military honors funeral held in Texas for a deceased veteran.

*Required Documentation: letter from the parent stating the student was sounding Taps at a military honors funeral, the location and the name of the deceased veteran. Attendance comment in Skyward.*

#### ***O-CT - Required Court Appearance***

Misses school for the purpose of attending a required court appearance, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is required to appear in court. Hallsville ISD may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.

A court appearance is considered to be required if the law (federal or state) or the court mandates an appearance by the student in a criminal, civil, or traffic matter. Examples of required court appearances would be appearances in response to a jury summons in the name of the student, a subpoena in the name of the student, or a traffic ticket marked *You Must Appear* or *Court Appearance Required*. Additional examples would be a student's appearance in court as a plaintiff or defendant or as the subject of a court proceeding, such as an adoption or custody proceeding. Acceptable forms of documentation include a copy of a pleading or other document filed with the court, a notice from the court clerk regarding a hearing or trial date, a jury summons, a subpoena, etc.

**Important: Absences to meet with probation officers and other absences related to court-ordered activities outside the courtroom do not qualify as required court appearances.**

*Required Documentation: copy of pleading or other documentation filed with the court, a notice from the court clerk regarding a hearing or trial date, a jury summons a subpoena in the name of the student or a traffic ticket in the student's name marked You Must Appear or Court Appearance Required.*

***O-OF - Election Clerk***

Misses school for the purpose of serving as an election clerk, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is serving as an election clerk. Hallsville ISD may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.

To serve as an election clerk, a student must meet one of the following requirements:

- Be eligible to serve as an election clerk under the Texas Election Code, §32.051(c), or
- Be at least 16 years of age, have consent of the principal of the school the student attends, be a United States citizen, and have completed any training course required by the entity holding the election.

*Required Documentation: documentation from the election personnel stating where and when the student served as an early election clerk.*

***O-CP – Foster Care or CPS Visit During School Day***

Is in the conservatorship of the Department of Family and Protective Services and misses school:

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

The student may be considered in attendance for travel days for this purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is participating in the activity, appointment or visitation.

*Required Documentation: documentation from the CPS agent or foster parent stating the date and reason for the student missing school. The student must be coded as currently in foster care to use this absence code.*

***O-OF - Student's Citizenship Paperwork***

Misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's own application for United States citizenship, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site of the governmental office. Hallsville ISD may elect to excuse additional travel days; however, the student would be considered absent for the additional travels days for attendance accounting purposes.

*Required Documentation: documentation from the governmental office with the student name, the purpose of the student's visit, the date, and location of visit. The purpose listed on the form must be to complete paperwork for the student's own application for citizenship.*

***O-OF - Student's Naturalization Ceremony***

Misses school for the purpose of taking part in the student's own United States naturalization oath ceremony, including traveling for the purpose. Travel days for which the student is considered in attendance is limited to not more than 1 day for travel to and 1 day for travel from the site of the ceremony. Hallsville ISD may elect to excuse additional travel days; however, the student would be considered absent for the additional travels days for attendance accounting purposes.

*Required Documentation: documentation from the governmental office stating the student was taking part in their own United States naturalization oath ceremony, the location, and the date of the ceremony.*

***O-DV - Student's Doctor Appointment***

***O-DV - Doctor Appointment for Own Child***

Is temporarily absent because of a documented appointment for the student or the student's child that is with a health care professional licensed, certified, or registered by an appropriate agency of the state of Texas to practice in the United States. A documented appointment with a health care professional includes an appointment for a student diagnosed with autism spectrum disorder with a health care practitioner to receive a generally recognized service for persons with that disorder. To be considered temporarily absent, the student must begin classes or return 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.

The appointment must be a face-to-face consultation with a health care professional. A consultation over the phone or via video (telemedicine) is considered an appointment with a health care professional as well. An appointment with a school nurse will not count for FSP funding as an appointment with a health care professional.

If a student has a reoccurring medical appointment, Hallsville ISD requires a new note from the doctor after each visit.

*Required Documentation: documentation of appointment from the health care provider showing student name and date of appointment. There should also be an electronic record of when the student was signed in or signed out from the campus to prove they attended school on the day of the appointment.*

***O-CD - 11<sup>th</sup> - 12<sup>th</sup> Grade Approved College Day Visit***

In his or her junior or senior year of high school and misses school for the purpose of visiting an institute of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution. Hallsville ISD 1) may not excuse for this purpose more than two days during a student's junior year and two days during a student's senior year and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a procedure for verifying students' visits to institutions of higher education.

*Required Documentation: student will use the district approved form and have it filled out by their teachers and signed by a campus principal prior to attending college visit. During the college visit the student will need to get the form signed by a college official. Upon return to school the form needs to be turned in to the campus attendance clerk.*

***O-MI - Military Deployment***

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 immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. Hallsville ISD is required to excuse up to 5 days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment.

*Required Documentation: letter from the parent, stepparent, or legal guardian stating they are being deployed and a copy of the deployment orders to verify that the deployment meets the standards listed above to fund the absences.*

***O-ML - Military Recruitment Visit***

Is absent to visit with a Military Recruitment Officer about enlisting in the United States Armed Forces or Texas National Guard. A student that is 17 years or older may miss up to 4 days during the time of enrollment in Hallsville ISD.

*Required Documentation: Form from HISD stating the date of the visit, where the visit took place, and must be signed by the student and the military officer.*

***O-LF - Life Threatening Illness***

Is absent as the result of a life-threatening illness or is undergoing treatment for a life-threatening illness as diagnosed by a licensed physician.

*Required Documentation: Form from HISD completed by a licensed physician stating both the illness and its likely duration.*

***O-DL - Driver's License/Permit (High School Only)***

Is absent for the purposes of obtaining a driver's license or driver's permit and is 15 years or older. Only one such absence is allowed for funding per student per year. Additional absence will be coded as E (excused) or U (unexcused).

*Required Documentation: Form from HISD stating the date of the visit, where the visit took place, and must be signed by the parent and the DMV staff member.*

The campus is required to keep documentation on file for any time a student is excused for any of the above reasons during the official attendance time. Numerous absences, whether excused or unexcused, may jeopardize a student's ability to receive credit or final grades for classes.

**Students Who Graduate Early**

If a student has completed the requirements for a high school diploma before the last school day of the school year, the student is not eligible to continue to generate ADA for funding purposes for the remaining days of the school year. For example, if a high school's seniors graduate and receive their diplomas two days before the official end of the school year but return to school to *sign in* for those last

two days, the student would not generate ADA for funding purposes for those days. For the 2020-2021 school year, the senior class will be on a different calendar for attendance purposes. Their last day of required attendance will be their date of graduation.

### **Attendance Accounting During Testing Days**

If standardized achievement tests or final exams are administered during the period designated for attendance taking, staff should record absences just before, during, or immediately after the exam. The campus testing coordinator or principal must complete and sign the *Alternate Attendance Time form*, stating the date of testing, the time attendance will be taken, and the way it will be taken. This must be given to the attendance clerk who make a copy to send to the district PEIMS office and file the original in that day's Daily Attendance folder.

Please note Hallsville ISD exempts certain students from taking final exams, but the exemption does not exempt the students from the 2-through-4-hour requirement. Furthermore, a student who is exempt from taking exams and who attends school on an exam day only to *sign in* during the attendance-taking time has not met the minimum 2-through-4-hour requirement for that day. A student must either be provided the appropriate number of hours of instruction, or the student must be counted absent.

It is critical to check attendance on group testing days. Do not assume students are present and are taking an exit level test. The teacher's and test coordinators must work together to ensure correct attendance reporting on these days.

### **Tardies**

For official attendance accounting and Foundation School Program (FSP) purposes, *tardies* do not exist. However, Hallsville ISD has designated tardy codes to be used for those students who arrive late to school. All campuses will have students who arrive late to campus sign in using either an electronic or paper log.

- Code *L* is used at all campuses when a student arrives late to class before official roll call and is counted present for ADA and FSP purposes. This code may be changed to an X –Excused Tardy with documentation.
- Code *P* is used primarily at elementary campuses only when a student arrives before the official attendance time, but leaves before school ends (picked up early) and is counted present for ADA and FSP purposes.

## **Attendance Codes**

A list of all available Skyward attendance codes is as follows:

<b>Type Code</b>	<b>ShortDescription</b>	<b>LongDescription</b>	<b>Category</b>	<b>State Funded</b>
1	REMOTE ABSENT	REMOTE ABSENT	Unexcused	No
2	DAEP/ISS EXC	DAEP/ISS EXCUSED ABSENCE	Excused	No
3	DAEP/ISS UNEXC	DAEP/ISS UNEXCUSED ABSENCE	Unexcused	No
A	ATTN OFFICE ABS	ATTN OFFICE ABSENCE	Unexcused	No
C	COVID/COVID REL	COVID/COVID RELATED	Excused	No
D	DAEP	DAEP PLACEMENT	Other	Yes
E	EXCUSED ABSENCE	EXCUSED ABSENCE	Excused	No
F	EXC FOR PERFECT	EXCLUDE FOR PERFECT ATTENDANCE	Excused	No
L	LATE/UNEXCUSED	LATE/TARDY - UNEXCUSED	Tardy	Yes
M	EXEMPT	EXEMPT	Excused	No
N	NON-PUBLIC	NON-PUBLIC	Other	No
O	OTHER ABSENCE	OTHER ABSENCE	Other	Yes
P	PRESNT ADA/LEFT	LEFT EARLY; PRESENT FOR ADA	Other	Yes
P	PICKED UP EARLY	PICKED UP EARLY; ADA PRESENT	Tardy	Yes
Q	REMOTE ABSENT	REMOTE ABSENT	Unexcused	No
R	REMOTE ASYNC PR	REMOTE ASYNCHRONOUS PRESENT	Other	Yes
S	SAC/ISS	SAC/ISS PLACEMENT	Other	Yes
T	WEB TARDY UNEXC	WEB TARDY UNEXCUSED	Tardy	No
U	UNEXCUSED ABS	UNEXCUSED ABSENCE	Unexcused	No
V	DR VISIT LATE	DR VISIT LATE DOCUMENTATION	Other	Yes
W	WEB ABSENCE	WEB ABSENCE	Unexcused	No
X	EXC TRDY/PRSNT	EXCUSED TARDY/PRESENT AT ATTN	Tardy	Yes

## Reason Codes

Reason Code	Long Description
9A	ABSENT FOR 90% RULE
9P	PRESENT FOR 90% RULE
AP	ASSISTANT PRINCIPAL
C	CONFIDENTIAL
CD	COLLEGE DAY
CP	CPS ORDERED ACTIVITY
CS	COUNSELOR
CT	COURT
DA	DAEP PLACEMENT
DG	DIAGNOSTICIAN TESTING
DL	DRIVER'S LICENSE/PERMIT
DN	DOCTOR'S NOTE
DO	DOCTOR'S ORDERS
DV	DOCTOR/DENTIST VISIT
EC	EXTENUATING CIRCUMSTANCES
FN	FUNERAL
FT	FIELD TRIP
HB	HOMEBOUND
IL	ILLNESS
IS	IN SCHOOL SUSPENSION
JR	JURY DUTY
LE	LEFT EARLY BUT PRESENT FOR 90%
LT	LIFE THREATENING ILLNESS
MI	MILITARY PARENT VISIT
ML	MILITARY RECRUITMENT STUDENT
NO	IN NURSE'S OFFICE
NU	NURSE SENT HOME
OF	OTHER APPROVED TEA FUNDED
OM	ODYSSEY OF THE MIND
OS	OUTREACH - SAC
OS	OVER SLEPT
PA	PATHS
PN	PARENT NOTE
QU	QUARANTINED
RH	RELIGIOUS HOLY DAY
SA	SCHOOL ACTIVITY
SP	SUSPENDED
TE	TESTING
TR	TRUANT

Teachers must submit attendance at the official attendance time. Reasons for not taking attendance in a timely manner should be communicated as quickly as possible to the Campus Attendance Clerk.



### Unrecorded Class Attendance

The Campus Attendance Clerk will run the Unrecorded Class Attendance Report within 10 minutes of the official attendance time and will notify teachers who have not yet taken attendance and follow up until all attendance has been submitted.

### **Office/Attendance/Reports/Unrecorded Class Attendance Report WS/OE/AT/RE/AR/DR/UD**

The screenshot shows the 'Unrecorded Class Attendance Report Maintenance' form. It is divided into two main sections: 'Template Settings' and 'Report Options'.  
1. In the 'Template Settings' section, the 'Template Description' field is highlighted with a box and a callout '1'. The value is 'UNRECORDED'. A callout '4' points to the 'Save and Print' button.  
2. In the 'Report Options' section, the 'Today Less number of School Days' radio button is selected and highlighted with a box and a callout '2'. The value '0' is entered in the adjacent field.  
3. The 'Starting Period' and 'Ending Period' fields are both set to '01' and are highlighted with a box and a callout '3'.  
4. The 'Report Type' section has 'Both' selected.  
5. On the right side of the form, there are three buttons: 'Save', 'Save and Print' (highlighted with a box and callout '4'), and 'Back'.  
6. At the bottom, a note states: 'Asterisk (\*) denotes a required field'.

1. **Template Description**
2. **Today Less Number of School Days:** setting at 0 will run for today.
3. **Starting/Ending Period:** Secondary campuses may run this report multiple times during the day. Each time just change your period ranges (Elementary Campuses will run for their Official Attendance Period).
4. **Save and Print**

### Attendance Worksheets

The Campus Attendance Clerk will be provided with a list of classes that will have a substitute teacher as soon as possible so an attendance worksheet can be run.

### **Federal/State Reporting/Texas State Reporting/Reports/Attendance/Attendance Worksheets WS/SR/TX/RE/AT/AW**

The screenshot shows the 'Attendance Worksheets' configuration screen. It is divided into several sections:

- Template Settings:** Contains a text field for '\* Template Description:' with the value 'ONE TEACHER' (callout 1). Below it are checkboxes for 'Share with other users in entity 001' and 'Print Greenbar'.
- Calendar Term(s) and Date(s):** Includes a dropdown for '\* Calendar:' set to '001' and 'Hutto HS'. Below is a table of 'Calendar Terms':
 

Term	Start	Stop
01	08/22/2016	09/23/2016
02	09/26/2016	10/28/2016
03	10/31/2016	12/16/2016
04	01/03/2017	02/17/2017
05	02/20/2017	04/14/2017

 At the bottom of this section are date pickers for '\* Start Date:' (08/25/2016) and '\* End Date:' (08/25/2016) (callout 2).
- Worksheet Layout:** Features a dropdown for 'Worksheet Layout:' set to 'Classes'. To the right is a 'Save and Print' button (callout 6) and a 'Back' button.
- Class Range Selections:** Includes fields for 'Course/Class:', 'Class Period:', and 'Term:'. The 'High' field is set to 'ZZZZZZ' and 'ZZZ'. There are also radio buttons for 'Class Status:' (Active, Inactive, Both).
- Teacher Selection:** Has radio buttons for 'Range' and 'Individual' (selected). A button labeled 'Individual Selection' is next to it (callout 3).
- Print Options:** Contains several checkboxes: 'Print blank lines for new students:' (checked), 'Print blank lines for totals:' (unchecked), and 'Print one sheet per matching pattern?' (unchecked). A text field next to the first checkbox is set to '3'. There are also radio buttons for 'Orientation:' (Portrait, Landscape) (callout 4).
- \* Sort Order:** A dropdown menu is set to 'Teacher' with a 'Select' button next to it (callout 5).

1. **Template Description**
2. **Dates:** enter the dates for the attendance worksheets.
3. **Teacher Selection:** select **Individual Selection** and on the new screen you will be able to type in the teacher’s last name and print all their attendance worksheets for the day.
4. **Print Options:** check to print blank lines in case student need to be added to the worksheet.
5. **Sort Order:** click on select and choose to sort by teacher.
6. **Save and Print**

The Campus Attendance Clerk will enter absences for teachers who are not able to electronically submit their attendance and for substitute teachers using the “A” code.

For long-term substitute teachers, the campus principal should request a Skyward account via email to the PEIMS department.

**Entering Substitute Attendance in to Skyward**

Students/Student Profile/ Attendance Tab  
 WS/ST/TB/AT/AT

**Attendance**

Views: **General** Filters: **\*All Attendance**

Ent	Year	Atn Date	Nbr	Cmnt	P-N	FP	-00-	-01-	-02-	-03-	-04-	-05-	-06-	-07-	-08-
There are no records to display; check your filter settings.															

Buttons: Quick Print, Add, Edit, Delete, Positive Attendance Log, YTD History, Letters, Totals

1. **Add:** after you have pulled up the correct student click add.

**Student Information Ranges**

\* Student: HIPPOHEN000 HIPPO HENRIETTA  
 Status: Inactive  
 Entity: 001 HUTTO HIGH SCHOOL  
 School: 001 HUTTO HIGH SCHOOL  
 Calendar: 001 Hutto High School

Advisor: Not Assigned  
 Phone Number: [A]  
 Homeroom: [ ]  
 Grad Year - Grade: 2019 - 10  
 Student Type: REG

**Attendance to Add**

Periods to fill: 1 (3) 1 Fill with: Absence Type U Absence Reason [ ]

\* Start Date: 06/15/2017 Monday  
 \* End Date: 06/15/2017 Monday

Periods: -00- -01- -02- -03- -04- -05- -06- -07- -08- -09-

\* Attendance: - U- [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Comment: Sub attendance 1st Period Parent Notified

Buttons: Save and Add Another, Save and Back, Defaults, Back, Atn Notes (0), All Notes (0), Hall Pass

**Attendance for HIPPO HENRIETTA**

Atn Date	Cmnt	P-N	FP	-00-	-01-	-02-	-03-	-04-	-05-	-06-	-07-	-08-	-09-
No records available													

2. **Start/End Date:** you will want to add the dates for entering the sub attendance first.
3. **Periods to Fill:** you can add one period or you can add a range of periods depending on what attendance you need to fill in.
4. **Absence Type:** add the correct type. For sub attendance use an A.
5. **Comment:** if you are adding for a sub you will need to put the period you are adding the sub attendance.
6. **Save and Back**

**Recorded Class Attendance**

Once all teachers have submitted attendance for the official attendance time, the campus attendance clerk will run the Recorded Class Attendance Report.

**Office/Attendance/Reports/Recorded Class Attendance Report  
 WS/OE/AT/RE/AR/DR/RC**

The screenshot shows a web form titled "Recorded Class Attendance". It is divided into two main sections. The top section, "Template Settings", contains a required field for "Template Description" (containing "RECORDED ATTENDANCE"), a checkbox for "Share with other users in entity 001", and a checkbox for "Print Greenbar". The bottom section, also titled "Recorded Class Attendance", includes a "Date" field with radio buttons for "Specific Date Range" (set to 08/25/2014 to 12/01/2014) and "Today Less Number of School Days" (set to 0). It also has a checked checkbox for "Print Course/Section Details", and "Starting Period" and "Ending Period" dropdown menus (both set to 02). On the right side, there are three buttons: "Save", "Save and Print", and "Back".

Asterisk (\*) denotes a required field

1. **Template Description**
2. **Today Less Number of School Days:** setting at 0 will run for today.
3. **Print Course/Section Details:** check the box so you can see the specific classes that had attendance taken.
4. **Starting/Ending Period:** you will run this for the Official Attendance period.
5. **Save and Print**

### Adjustments to Absences

The campus attendance clerk is responsible for making any necessary changes to the attendance record as needed after submission by the teacher thru grade book. Only the attendance clerk will have permission and access to alter the attendance record and will maintain proper documentation to make changes at the campus level always in the event of a TEA Attendance Audit. The campus attendance clerk will only adjust absences using the sign in/sign out sheet, field trip rosters, extracurricular activities list, doctor's notes, tardy slips, etc.

The campus attendance clerk will adjust absences for a student who was with authorized school personnel (principal, counselor, nurse, etc.) and was counted absence at the time attendance was taken based on documentation provided by the authorized school personnel. The attendance code of *O* should be used to document the student was on campus at official attendance time, but not in their assigned classroom. The attendance clerk will use notes from administrators, principals, counselors, or nurse's logs as documentation to justify the changes made. Adjustments will also be made for those students who were absent only a portion of the day due to a medical appointment if the student provides a note from the health care professional.

Any errors occurring during the recording of attendance by the teacher should be communicated to the campus attendance clerk in writing. An email from a teacher's school district email is an acceptable form of documentation. An example could be a student marked absent or present by mistake. The campus attendance clerk will correct the error and keep the teacher's note for documentation showing why the original code was altered. The email should be printed and filed in that day's Daily Attendance folder.

District staff members must always use blue or black ink to make manual entries or corrections in the attendance records, on daily absence slips, on 6-week absence reports, and on 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.

Attendance records are the basis for the state funds that HISD receives and are subject to audit by the Texas Education Agency. Any corrections or changes must be submitted in writing to the attendance clerk. Each teacher who records student attendance must certify in writing that all such records are true and correct to the best of their knowledge and that the records have been prepared in accordance with the laws and regulation pertaining to student attendance accounting.

Attendance clerks must keep an audit file of all documentation resulting in a change to the attendance record. If the attendance clerk received notification via email of a change needed to attendance at the official attendance time the email must be printed and file in the Daily Attendance folder for that day.

**Pre-Entered/Field Trip or Extracurricular Absences**

The campus attendance clerk shall adjust absences of students who are out of the classroom for field trips or extra/co-curricular activities based on a list provided by the event sponsor. A roster or event activity roster must be signed and dated by the school official in charge of the event and must be sent from the event, immediately before leaving on the trip, or immediately upon return to campus to the campus attendance clerk. A picture taken of the signed and dated roster sent from the school officials email address is acceptable. Attendance must be taken for each day of the event when it encompasses multiple days and a signed roster must be provided for each day. A signed and dated roster received prior to the day of the event is for informational purposes only since it cannot show all students that physically went with the school official on the trip.

An example of an activity/roster sheet is listed below:

**2024-2025 ACTIVITY GROUP SET-UP SHEET**

Campus:

Activity Group:

Activity Leader:

Add'l Leaders:

Date of Trip/Event:

Purpose: field trip/UII/other

Grade	Student Name	Other ID #

The clerk will enter absences for students who are out of the classroom due to disciplinary placement (in-school suspension, out of school suspension or DAEP). The information should be provided to the attendance clerk in a timely manner by the person making the placement. While a student is in a DAEP placement, the campus attendance clerk will receive a daily email with the student attendance listed. The email should be printed and placed in the Daily Attendance folder for that day.

**Entering General Education Homebound Attendance**

At a minimum weekly the campus attendance clerk will receive attendance coding sheets via email. Attendance may be pre-entered using the code O-HB. Upon receiving the weekly homebound log, the attendance clerk may change the attendance as necessary using the chart below.

**GEH Funding Chart**

<b>Amount of Time Served per Week</b>	<b>Eligible Days Present Earned per Week</b>
1 hour	1 day present
2 hours	2 days present
3 hours	3 days present
4 hours	4 days present (if the week is a 4-day week) 5 days present (if the week is a 5-day week)
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)

**Daily Attendance Verification**

**Suspect of Questionable Attendance Report**

This report analyzes attendance records for a specified date range and looks for patterns of inconsistent attendance types that could be considered questionable.

**Office/Attendance/Reports/Verification Reports/Suspect or Questionable Attendance  
WS/OE/AT/RE/VR/SQ**

The screenshot shows a web-based form titled "Suspect or Questionable Attendance Report". The form is divided into several sections:

- Template Settings:** Contains a required field for "\* Template Description" (value: 1ST SIX WEEKS), checkboxes for "Share with other users in entity 001" and "Print Greenbar", and buttons for "Save", "Save and Print", and "Back".
- Report Ranges:** Divided into "Low" and "High" columns. Fields include Entity (001), Student Key (ZZZZZZZZZZ), Grade/Grad Yr (9999), Attendance Period (01), Date Range (10/05/2016, Wednesday), and "Today Less Number of School Days" (0). There are also checkboxes for "Include All Calendars", "Include All Schools", and "Print Totals by First Sort Sequence".
- Sorting/Grouping Options:** Includes a "Select Sorts" button and a table with "Move" and "Label" columns.
- Report Options:** Includes checkboxes for "Validate Limited Student Presence", "Validate Limited Student Absence", and "Validate Attendance Types", along with an "Absence Types" dropdown menu.

Numbered callouts in the image point to:

1. Template Description
2. Attendance Period
3. Date Range
4. Report Options
5. Save and Print button

1. **Template Description**
2. **Attendance Period:** you will want to select the entire range of periods for your campus.
3. **Date Range:** you will want to run this daily for the prior school day. You can either type in the specific date or select Today less 1 School day.
4. **Report Options:**
  - a. **Validate Limited Student Presence:** this will print a report of students who are mostly absent, but who have some periods present that appear suspicious. Look in to and fill in those blank periods after confirming with the teacher.
  - b. **Validate Limited Student Absence:** this will print a report of students who are mostly present, but who have some periods absent that appear suspicious. Look at this for any of your special program students or any students that may have been skipping.
5. **Save and Print**

### **Daily Attendance Folder**

Attendance reconciliation should be done daily. At the end of each day the attendance clerk should have a packet that consists of the recorded class attendance, substitute attendance logs for your official attendance time, tardy logs, nurse's logs, and field or school sponsored trip rosters. This packet should be kept in a file daily in the order listed in the *Daily Folder Procedures and in the order as listed.*

### **Notice of Absences/Tardies**

Hallsville ISD will send weekly truancy letters to parents as needed.

### Attendance Frequently Asked Question

<p>My stepdaughter's mother wants to keep her fourth grader out of school on vacation for eight days. Is this allowed?</p>	<p>In most cases, credit cannot be awarded for a class in which a student is not in attendance (90% of the time). The 90% law is found in the Texas Education code, 25,092. A student's guardian can be held liable for truancy in the event the school district or local authorities file truancy charges.</p>
<p>We have a student that brought in a note from his youth pastor stating that he would be absent to attend an annual Mexico Youth invasion trip for the Assembly of God Church. Per TEA policy camps, meetings and mission trips are not considered Religious holy days. Should this student be counted absent on the day he does not attend school?</p>	<p>Yes, he is absent. This is not a religious holy day.</p>
<p>Are the absences of a 19-year-old considered excused absences?</p>	<p>The age of the student has nothing to do with whether an absence is excused or unexcused. Excused and unexcused absences are strictly a local matter.</p>
<p>If a child was sick and went to the doctor and got a note saying that the child should not go back to school for three days, is he absent?</p>	<p>Yes. The only time a doctor's note comes in to play is if the child was both at school and went to the doctor in the same day. A doctor's note does not turn an absence into a present if the student was not at school at some point on the day of the doctor's appointment.</p>
<p>If a child comes to school after the official attendance taking time with a doctor's note for an appointment that same day, is he absent or present for FSP funding?</p>	<p>He is present. If a child is both present at any point during the school day AND has a note from a health care professional for a visit the same day, he is considered present for FSP purposes.</p>
<p>A student that is a parent takes their baby to the doctor. The student is present for part of the school day and does bring a note from the baby's doctor. Can this count as a medical absence even though the appointment is for the baby?</p>	<p>Yes. Beginning in the 2013-2014 school year a district can count a student present for FSP purposes if a student that is a parent bring their own child to the doctor and was present for part of the school day.</p>
<p>How do I handle a situation where a child has left our district for hospitalization within the boundaries of another district? The parents do not want the child withdrawn from our district.</p>	<p>Talk to the other district. See if they are serving him. Two districts cannot show him as enrolled, or there will be dual enrollment issues. The new district should be serving the child if at the time of hospitalization, the student will be there for more than 10 days. The other district can still service the student</p>



	even if the student will be hospitalized for less than 10 days.
A student from Hallsville ISD is hospitalized in another area with serious, life threatening situation. Does Hallsville ISD withdraw the student? Does the other district pick up the student and serve them in a hospital class?	Talk to the other district. The district in which the hospital is located must serve this student if the student will be there for more than 10 days. The original district withdraws the student.
A student from Hallsville ISD has been diagnosed with a life threatening illness. Is this an excused absence and does it count against the student for the 90% rule?	New for the 2021-22 school year (HB 699), the student will receive an excused absence (not included for truancy) and it also would not count against him/her for the 90% rule as long as the student provides a certification from a physician licensed to practice medicine in this state specifying the illness and the anticipated period of the student's absence relating to the illness or related treatment.
If a female student gets married and resides with her husband's family, who is the guardian for school purposes? Does the child fall under the emancipated category?	Yes, she is emancipated, but still is subject to the compulsory attendance law until she is 19. In effect, she has no guardian. She is emancipated. Any signatures or approvals can be done by the married girl herself.
The student is 15 years old and legally married can she withdraw herself and no longer attend school or does she have to remain in school until the age of 19 or until she graduates.	She is still subject to the Texas Compulsory attendance law, and must attend school until her 19 <sup>th</sup> birthday.
A 17-year-old student gets married. Is she now responsible for her attendance or are the student's parents?	She became emancipated upon her marriage, so she is not under the authority of her parents any longer. However, she is still subject to compulsory attendance laws. Any attendance notices must be sent to her.
A campus enrolled a student in their Pre-K program for about 3 weeks and then found they are not eligible for enrollment. Can the district collect ADA for the student during the time they were enrolled or must they go back to the first day of enrollment and change his eligibility code to a 5?	Hallsville ISD cannot collect any ADA since the student was never eligible, even though they thought he was.

### **Storage of Attendance Information**

Hallsville ISD has adopted the Texas State Library and Archives Commission schedule for records retention. Retention regarding attendance information may be found in Part 4 of the '[Local Schedule SD, Retention Schedule for Records of Public School Districts](#)'. For additional questions regarding records retention, contact the Records Manager.

### **Auditing of Attendance Information**

Regardless of where attendance records are filed or stored, they must be readily available for audit by the Financial Compliance Division of the TEA within 20 working days of written request by the agency. Failure to provide all required attendance records will result in the TEA's retaining 100% of Hallsville ISD's Foundation School Program (FSP) allotment for the undocumented attendance for the school year for which records have been requested.

Auditors have the authority to examine attendance records for any year for which Hallsville ISD is required to retain records. If auditors detect errors during an audit, the TEA will either assess an adjustment to subsequent allocations of state funds or require Hallsville ISD to refund the total amount of the adjustment when the audit is finalized.

Attendance will be considered undocumented if documentation of attendance either is missing or is so inadequate that a reasonable person could not conclude from the documentation that the attendance it is intended to support occurred. If attendance is undocumented at the days of attendance level, any special program attendance based on those days of attendance will also be considered undocumented. The adjustment to the FSP allotment for any undocumented attendance will apply to the time for which documentation was missing or inadequate. For example, if the documentation provided to support a campus's daily attendance for a semester consisted only of period absence slips for certain students and no documentation was provided showing the name of students present for classes each day, the TEA would adjust the district's FSP allotment to withhold 100% of the funding for all students at the campus for the semester.

### **Additional Audit Required Documentation**

The following documentation will also be required in the event of an audit (the retention period for an item is provided only if it differs from the standard 5-year retention period):

1. Period absence reports (for example, slips, 6-weeks attendance cards, etc.), if used, from the official attendance hour, signed and dated within one calendar week of the attendance by the teacher.
2. For paperless accounting systems in which absences are posted directly to the automated system, sufficient paper documentation to support any changes to posted absences.
3. Class admittance slips or other documentation to support the claim that a student was with a nurse, counselor, assistant principal, or other school official at the time attendance was taken.
4. Documentation supporting the claim that a student was attending a board approved activity, accompanied by a professional staff member or adjunct staff member of the district, signed by the staff member who supervised the student.

### **Attendance Meetings End of Semester**

#### **1<sup>st</sup> Semester (Elementary/Jr. High)**

At the end of the first semester, each student that has 9 or more full day absences (excused and unexcused) parent should be invited for a meeting (in person or by phone) with the campus administrator. During the meeting, the campus administrator should discuss retention if the student exceeds 18 absences by the end of the year. The campus administrator should document the meeting and place the documentation in the student's attendance folder.

## 2<sup>nd</sup> Semester (Elementary/Jr. High)

At the end of the second semester, each student that has 18 or more full day absences (excused and unexcused) parent should be invited for a meeting (in person or by phone) with the campus administrator. During the meeting, the campus administrator should discuss the promotion status of the student. The campus administrator should document the meeting and place the documentation in the student's attendance folder. A retention list should be completed and forwarded to the district PEIMS office.

### Absence Occurrence Report

This report will be used to determine which students meet truancy thresholds so letters may be sent to the parents. A student is considered truant if student has three or more unexcused absences for three or more days or parts of days within a four-week period but less than 10 or more days or parts of days within a six-month period, the district shall initiate truancy prevention measures. If the school determines that the student's absences are the result of pregnancy, being in the state foster program, homelessness, a severe/life-threatening illness or related treatment, or being the principal income earner for the student's family, the district shall offer additional counseling to the student and may not refer the student to a truancy court.

### Office/Attendance/Reports/Reports by Student/Absence Occurrence Report WS/OE/AT/RE/AR/AO

The screenshot shows the 'Absence Occurrence Report' configuration interface. It is divided into several sections: Template Settings, Report Ranges, Criteria Options, Sorting Options, and Printing Options. Numbered callouts (1-6) point to specific fields:

- 1**: Points to the '\* Template Description' field, which contains 'SEMESTER HEARING'.
- 2**: Points to the 'Save and Print' button.
- 3**: Points to the 'Student Status' field, which is set to 'Active'.
- 4**: Points to the 'Print Student Attendance Detail' checkbox, which is checked.
- 5**: Points to the 'Absence Types' dropdown menu in the Criteria Options section.
- 6**: Points to the 'Period' dropdown menu in the Criteria Options section, which is set to '9'.

**Template Settings**

Template Description: SEMESTER HEARING

Share with other users in entity 042

Print Greenbar

Save

Save and Print

Back

School Year to Process: 2017

**Report Ranges**

Low High

Entity: 042 042

Student Key: ZZZZZZZZZZ

Absent Date: 08/22/2016 12/16/2016

Grade/Grad Yr: 9999 0000

Student Type: ZZZ

Calendar: ZZZZ

Homeroom: ZZZZZ

Race: ZZZ

School: ZZZZ

Counselor Key: ZZZZZZZZZZ

Student Status:  Active  Inactive  Both

Gender:  Male  Female  Both

Include All Federal Races/Ethnicities Federal Races

**Criteria Options**

Selection:  Students meeting one of the criteria  Students meeting all of the criteria

Criteria	Absence Types	Abs. Reasons	Period	Minimum	Maximum
Criteria 1	Absence Types	Abs. Reasons	Period	9	99,999
Criteria 2	Absence Types	Abs. Reasons	None	0	99,999
Criteria 3	Absence Types	Abs. Reasons	None	0	99,999
Criteria 4	Absence Types	Abs. Reasons	None	0	99,999

**Sorting Options**

Page Break and Total by Student Name

Select Sorts

Move	Label
<input type="checkbox"/>	Student Name

**Printing Options**

Name Order

First Name/Last Name  Last Name/First Name

Print Student Attendance Detail

Print Student Attendance Comments

For Class Criteria - Print only classes meeting criteria

Print Selected Absence Type Totals

Print Demographic Information

Exclude Student Key

Print Counselor

1. **Template Description**
2. **Absent Date:** select the date range for a four week period or semester.
3. **Student Status:** this should be active only. There is no need to run attendance for students who have already withdrawn.
4. **Print Student Attendance Detail:** this will show each period absence. You can check the box to print comments if you could like to see the detailed information for each absence.
5. A. **Absence Types:** select the types Absence (A), Unexcused Absences (U), and Web Absence (W)  
 B. **Absence Reasons:** select all reasons.  
 C. **Day/Prd/Cls:** for elementary select Period.  
 D. **Minimum:** 5, 9, or 15
6. **Save and Print**

### Percent of Class Attendance

This utility can be used at any time, but must be used at the end of the semester and end of the year to determine which students have missed 10% or more of the days the student has been enrolled in a specific class.

### Office/Attendance/Utilities/Percent of Class Attendance WS/OE/AT/PS/UT/PC

The screenshot shows the 'Percent of Class Attendance' web application interface. It includes several sections: 'Template Settings' with a 'Template Description' field containing '% OF ATTENDANCE'; 'Report Ranges' with fields for 'School Year to Process' (2018) and 'Terms to Process' (All=All Year Schedule Terms=01-06); 'Report Ranges' with fields for 'Student Key', 'Grade/Grad Yr', 'Teacher Key', 'Course Key', and 'Section'; 'Student Entity Status' and 'Student Class Status' options; 'Sorting/Grouping Options' with 'Select Sorts', 'Move', and 'Label' buttons; 'Processing Method' with a 'Print Detailed Report' option; and 'Report Options' with a 'Print Attendance Detail for Absent Students' checkbox. Numbered callouts 1 through 6 point to the Template Description, School Year to Process, Absence Types, Print Attendance Detail for Absent Students, Print Detailed Report, and % of a Class Applies To options respectively.

1. **Template Description**
2. **School Year to Process:** for the 2022-2023 school year
3. **Absence Types:** select Excused (E), Attn Office Absence (A), Unexcused (U), and Web Absence (W)
4. **Report Options:** check to print attendance detail for absent students

5. **Print Detailed Report** (Be careful not to choose to 'Update Student Class Records unless you intend to change student grades')
6. **Active, Enrolled, Current Year, 10%** Select the total meets of a class since the student enrolled. This will calculate how many days the student has been enrolled in a class to get the 10%.
7. **Save and Print**

Student Name	Ent	Grd	Course	Sect	Prd	Teacher	Str Date	Stp Date	Poss Day	Tot Abs	% Abs	Exc	Unex	Trdy	Oth
[REDACTED]	041	06	BANDC	001	8	[REDACTED]	01/06/17	06/02/17	96	10	10%	8	2	0	0
				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>			
	DATE														
	01/10/2017	Tue.		U-	U-	U-	U-	U-	U-	U-	U-	U-			
	01/17/2017	Tue.		A-I	A-I	A-I	A-I	A-I	A-I	A-I	A-I	A-I			
	02/24/2017	Fri.		A-M	A-M	A-M	A-M	A-M	A-M	A-M	A-M	A-M			
	04/05/2017	Wed.		C-	C-	C-	C-	C-	C-	U-	U-				
	04/06/2017	Thu.		A-M	A-M	A-M	A-M	A-M	A-M	A-M	A-M	A-M			
	04/07/2017	Fri.		A-M	A-M	A-M	A-M	A-M	A-M	A-M	A-M	A-M			
	04/10/2017	Mon.		A-M	A-M	A-M	A-M	A-M	A-M	A-M	A-M	A-M			
	04/28/2017	Fri.		A-M	A-M	A-M	A-M	A-M	A-M	A-M	A-M	A-M			
	05/01/2017	Mon.		A-M	A-M	A-M	A-M	A-M	A-M	A-M	A-M	A-M			
	05/02/2017	Tue.		A-M	A-M	A-M	A-M	A-M	A-M	A-M	A-M	A-M			

### Membership Reconciliation

The dates for the 2024-2025 school year membership reconciliation are:

**First Six Weeks: Thursday, September 19, 2024**

**Report Due to PEIMS: Tuesday, September 24, 2024**

**Fourth Six Weeks: Thursday, February 20, 2025**

**Report Due to PEIMS: Tuesday, February 25, 2025**

Reconciliation will take place at the campus official attendance time.

The Texas Education Agency requires that student membership from the teacher's roster be reconciled with the enrollment records. Attendance Clerks and Registrars must work together to accomplish this task. This is not an attendance check rather each teacher must be asked the question **are these students enrolled in my class?** It does not matter if students are or are not present in the classroom on the Day of Reconciliation. The teacher is simply verifying that the student on their roster for that class and would normally attend if not absent. Official attendance on the date of the reconciliation will still take place as usual.

### Skyward Reports Needed to Complete Reconciliation

#### *Attendance Verification Rosters*

**Federal State Reporting/Texas State Reporting/Reports/Attendance/Attendance Verification Report WS/SR/TX/RE/AT/AV**

The screenshot shows the 'Attendance Verification Report' configuration interface. It is divided into several sections:

- Template Settings:** Contains a text field for '\* Template Description:' with the value '1st 6 Weeks Verification'. Below it are two checkboxes: 'Share with other users in entity 002' and 'Print Greenbar'. To the right are buttons for 'Save', 'Save and Print', 'Sort', and 'Back'. A callout '1' points to the description field, and '6' points to the 'Save and Print' button.
- Entity:** A dropdown menu showing '002'.
- Report Ranges:** Includes fields for 'Course/Class' (Low and High) and 'Teacher' (Low and High). Below these are two checkboxes: 'Only Print Primary Teachers' (checked) and 'Report On: Funding Period' (selected) vs 'Period Range'.
- Reporting Period:** Includes radio buttons for 'Six Week Period' (selected) and 'Date Range'. Below is a text field for 'Six Week Period:' with the value '1'. There is also an 'Exclude Dropped Students' checkbox.
- Absences:** Includes text fields for 'Minimum:' (value '0') and 'Maximum:' (value '999').
- Cover Page:** Includes a checked checkbox for 'Print Cover Page' and three text fields for 'Title for Signature 1:' (value 'Hallsville High School'), 'Title for Signature 2:' (value 'Attendance Clerk'), and 'Title for Signature 3:' (value 'Principal').

At the bottom, a note states: 'Asterisk (\*) denotes a required field'.

1. **Template Description:** give the template a name. You can reuse the template each six weeks by editing and adjusting the six weeks.
2. **Primary Teacher and Funding Period:** select Only Print Primary Teachers to get only one class list per class no matter how many co-teachers; select to Report On the Funding Period.
3. **Reporting Period:** choose to print by Six Week Period and enter the six weeks ending for verification
4. **Absences:** Minimum should be 0 and the Maximum should be 999 to print all students
5. **Cover Page:** choose to print a Cover Page, enter your campus name for Signature Line 1, enter your name - Attendance Clerk for Signature 2, and your principal's name - Principal for Signature Line 3
6. **Save and Print**

### *Enrollment Report*

**Office/Attendance/Report/Reports by Student/Enrollment Report  
WS/OE/AT/RE/AR/ER**

**Enrollment Report**

**Template Settings**

\* Template Description: ENROLLMENT

Share with other users in entity 104

Print Greenbar

**Report Ranges**

Entity: Low 104 High 104

Student Key: [ ] ZZZZZZZZZZ

Grade/Grad Yr: [ ] 9999 [ ] 0000

Enrollment As Of: 09/28/2016 Wednesday

Include All Calendars

Include All Schools

**Printing Options**

Total Special Ed Students Separate from Mainstream Students

Total Eval Code Groups by Gender

Print Student Detail Namekey

Print Totals by County

Page Break by School

GLO ?

Asterisk (\*) denotes a required field

1. **Template Description:** give the template a name. You can reuse this template each time an enrollment report needs to be run.
2. **Enrollment as of:** select the date to see how many students are enrolled as of that date.
3. **Printing Options:** uncheck all boxes
4. **Save and Print**

### **How to Run Membership Reconciliation**

**Step 1:** On the Wednesday, prior to Membership Reconciliation send the following email to teachers: On Thursday, \_\_\_\_\_ the entire district is doing a count of enrolled students. This is a requirement of the Texas Education Agency. Verification of rosters are to be retained for TEA audit purposes.

In your box on Thursday morning you are going to find two pieces of paper. The first is going to be your class roster with attendance. This will show you a list of all the students enrolled in your class for the six weeks and their attendance. The second is a set of instructions. **Please follow the instructions as these documents are used in the event of an audit by TEA.**

On Thursday morning, you will need to take a few minutes first thing to review the roster for the Official Attendance Period and verify that the names on the roster are students currently enrolled and

normally attending your class. If the student is absent on Thursday that is okay this is not an attendance roster but an enrollment roster. We are trying to find any students that we missed marking as a no show or withdrawing. If you find a listed student that has not attended your class this marking period or this semester you will need to mark through the student with a single line so the student name may still be read.

If there is a student that is not showing up on your roster that has been attending your class, please print the student's first and last name at the bottom of the roster.

Please review the student attendance and verify that the student was absent on the dates listed. If there is an error, please draw a single line through the absence and initial next to the absence. If an additional absence is missing, please enter the date of the absence under the absence date column and follow up with an email to the campus attendance clerk.

Once you have done a final count, you will need to write the number of students by grade level in the bottom right hand corner of the roster (Example: KG - 2, 1<sup>st</sup> - 4, 2<sup>nd</sup> - 3). Sign your full name in the space provided at the top along with the date. Please sign and date each sheet if you have multiple pages. By signing and dating the report, you are attesting that the information on the report has been reviewed for accuracy and is true and correct to the best of your knowledge.

**When filling out the paperwork please use only blue or black ink.**

We want to thank you in advance for helping us ensure that we catch all our no-show students and have them withdrawn from school. If you know that you will out of district on Thursday, please notify us immediately so we can work to get the documentation completed.

**Step 2:** On Thursday, the day of reconciliation, provide each teacher with a **Teacher Attendance Verification Instruction sheet**.

**Step 3:** Campus attendance clerks/registrars will balance rosters to the ADA report for Thursday's date. All campuses must balance on the same date. Campus registrars should create a balance sheet listing each Teacher with a class during the official attendance time and the number of students enrolled in their class. Different grade levels must be entered in different columns as you will balance by grade level. A template for the balance sheet can be found in the Attendance Shared Google drive.

**Step 4:** Confirm that the **Balance Sheet** matches the total number of students on your Skyward **ADA Report**. If it does not match, research and keep working until your totals match. Compare the total number of students on the **Balance Sheet** to the teacher's **Attendance Verification Roster** for that day. They should all match. If there are discrepancies, research and make notes to explain the differences.

**Step 5:** When the total from your **Balance Sheet** matches the Skyward **ADA Report** total gather the following with the first listed on top:

1. **Campus Balance Sheet**
2. **Skyward ADA Report**



### 3. **Teacher Attendance Verification Rosters (signed and dated)**

Have the campus Principal sign and date the **Campus Balance Sheet and ADA Report**.

**Step 6:** Make a copy of the packet, send the original signed packet to the PEIMS department by the date and time listed via inner office mail, and retain the copy for your campus files. The copy of the reports will be kept on file with the other official attendance records at the campus for audit purposes.

Once all campus packets have been received by the district PEIMS office, they will be balanced once again at the district level. All campuses are required to complete this on the same day. There are no exceptions. If a teacher is not on campus the Day of Reconciliation the administrator or designee must complete the paperwork. Upon returning to campus, the teacher will verify and sign the teacher enrollment form.

### **Truancy Prevention**

#### **Attendance Preparation Beginning of the Year**

- With Campus Administrators select if the campus is going to have Truancy Prevention Meetings in a group or one-on-one setting. If group meetings are held set a date for a Truancy Prevention Meeting each month.

#### **Truancy Prevention Measures Policy**

- If a student receives three (3) unexcused absences in a 4-week period, an unexcused attendance letter will be sent home, thus beginning the first of truancy prevention measures.
- If a student receives five (5) unexcused absences in a 6-month period, another unexcused letter is sent home and an administrator will attempt to make contact with the parent via telephone or in person. The administrator will discuss with the parent and student the reasons for the absences and ways or measures to make attendance count.
- If a student receives seven (7) unexcused absences in a 6-month period, another unexcused letter is sent home and an administrator again makes contact with the parent to discuss the reason for the absences and ways or measure to remedy the situation.
- Once a student receives ten (10) unexcused absences in a 6-month period, an unexcused letter is sent home explaining that court procedures will be enforced and the Truancy Officer will file court documents within ten (10) days of the last unexcused absence.