

LAMAR Consolidated Independent School District

Student Attendance Procedure Manual

Purpose

In accordance with section 2.2.5 of the TEA Student Attendance Accounting Handbook, this manual has been created to provide school district personnel with information on the school attendance accounting system.

This manual includes the following information:

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

Attendance

When is Attendance Taken?

The **official attendance time for ADA purposes** is **9:45**. Secondary campuses will also take attendance each period. Any written teacher communications regarding reasons for not taking attendance should be retained for audit purposes and included in the District audit box. The attendance clerk can run the *Unrecorded Class Attendance Report* and the *Recorded Class Attendance Report* within 15 minutes of the official attendance time. The *Unrecorded Class Attendance Report* will identify teachers who did not take attendance at the snapshot time. The *Recorded Class Attendance Report* will identify the time at which attendance was taken, including before or after the attendance snapshot. These reports should be forwarded to the building principal or his/her designee for action.

How is Attendance Taken and how is it Entered into the Attendance Accounting System?

Each classroom teacher enters student attendance in Skyward's Educator Access Plus. Teachers should be encouraged to recognize the importance of taking attendance at the correct time and the impact on Foundation School Funding (FSP) for the district. In the event that a teacher is required to take manual attendance and record that attendance in Skyward later in the day, a note indicating the reason must be included in the District Audit Box.

Substitute teachers or teachers unable to record attendance electronically will be provided an *Attendance Worksheet* and will manually mark all attendance for each class. Substitute teachers will mark "A" for absent for each student not present on the rosters provided. They will mark "T" for Tardy for each student who arrives after the designated tardy timeframe. The *Attendance Worksheets* must be signed and dated by the substitute teacher to ensure that all attendance is recorded correctly. The *Attendance Worksheets* must be turned in to the attendance office before the substitute teacher leaves at the end of the day. The attendance clerk will enter all absences in the Student Information System (SIS). Attendance Worksheets for substitute teachers will be included in the District Audit box for audit purposes.

In the event that a substitute teacher is not assigned to the class, attendance will be taken by a campus official (i.e. principal, department head). Attendance must not be taken by classroom aides or clerks.

Each campus shall have procedures for correcting attendance due to students who leave before attendance time or come in after the attendance time. This is handled in the front office by either the administrative assistant or the attendance clerk.

The Day Summary Report showing all students reported absent during the official attendance time can be run daily. The Daily Balancing Summary Report can also be run daily to ensure enrollment totals and ADA codes are accurate.

Absence Reasons that Generate Attendance Funding

The absence reason codes that are matched with attendance type Y are the ones that generate funding. If you are using any of the situations as described below, then the reason code should be matched with type code Y and should never be used with any other attendance type. Refer to Lamar CISD Attendance Types and Codes on page 11 for specific reason codes that apply to the situations below.

According to section 3.6.3 of the 2022-2023 Student Attendance Accounting Handbook, a student not actually on campus at the time attendance is taken may be considered in attendance for FSP purposes if the student:

- is enrolled in and attending off-campus dual credit program courses and is not scheduled to be on campus during any part of the school 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 participating in an off-campus work-based learning opportunity and is not scheduled to be on campus during any part of the school day. Students who are participating in an off-campus work-based learning opportunity 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 Texas Virtual School Network (TXVSN) courses. Students who are enrolled in one or more TXVSN courses but attend a regular campus part of the day 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.
- is participating in an activity that is approved by your local school board and is under the direction of a professional staff member, an adjunct staff member, or a paraprofessional staff member of your school district. The adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher 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 professional staff member, adjunct staff member, or paraprofessional staff member must be accompanying the students as an official of your school district for the specific purpose of supervising the students and must be approved by your school board to supervise the activity.
- is participating, with local school board approval, in a short-term (for example, five-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 must 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. Your school district is responsible for obtaining documentation of the student's class attendance from the TSBVI or TSD.
- 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 one day for travel to and one day for travel from the site where the student will observe the holy days. Your school district may elect to excuse additional travel days; however, the student would be considered absent for

the additional travel days for attendance accounting purposes. Your school district is responsible for determining what constitutes a religious holy day for purposes of excusing absences. The 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, we do 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.

- is in grades six through 12 and misses school for the purpose of playing "Taps" at a military honors funeral held in Texas for a deceased veteran.
- 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 one day for travel to and one day for travel from the site where the student is required to appear in court. Your school district 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, or a subpoena. 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. However, see the next bullet, related to court-ordered activities for students in the conservatorship of the DFPS.
- is in the conservatorship of the DFPS and misses school: to participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or Chapter 263, provided that scheduling the participation outside of school hours is not practicable or to attend an activity under a service plan under the Texas Family Code, Chapter 263, Subchapter B. 82 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 one day for travel to and one day for travel from the site where the student is participating in the activity, appointment, or visitation.
- misses school for the purpose of serving as a student early voting clerk, if your school district has a policy allowing for this type of excused absence, or an election clerk or student election clerk. Your school district may excuse a student's absence for this purpose for a maximum of two days in a school year. A student may be considered in attendance for travel days related to an absence to serve as an election clerk or student election clerk but not for travel days to serve as a student early voting clerk. Travel days for which the student is considered in attendance are limited to not more than one day for travel to and one day for travel from the site where the student is serving as an election clerk. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes. Travel days do not count toward the two days per school year maximum. To serve as a student election clerk or student early voting clerk, a student must: be eligible to serve as an election clerk under the Texas Election Code, be

at least 16 years of age; have the consent of the principal of the school the student attends; be a US citizen; and have completed any training course required by the entity holding the election. To serve as an election clerk (as opposed to a student election clerk), a student must meet the requirements specified in the Texas Election Code, §32.051.

- misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for US citizenship, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than one day for travel to and one day for travel from the site of the governmental office. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
- misses school for the purpose of taking part in the student's own US naturalization oath ceremony, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than one day for travel to and one day for travel from the site of the ceremony. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
- 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 to practice in the United States. A documented appointment with a health care professional includes an appointment of 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 class on the same day of the appointment. The appointment must be supported by a document, such as a note, from the health care professional. A consultation over the phone or via video (telemedicine) is considered an appointment with a health care professional. An appointment with a school nurse will not count for FSP funding as an appointment with a health care professional. 86 Texas Election Code, §32.0511, §83.012 87 TEC, §25.087(b)(1)(C) 88 TEC, §25.087(b)(1)(D) 89 TEC, §25.087(b)(2) 90 See the Texas Insurance Code, §1355.015(b), for a description of the term "health care practitioner." 91 Generally recognized services include, but are not limited to, applied behavioral analysis, speech therapy, and occupational therapy. 92 TEC, §25.087(b-3) 93 19 TAC §129.21(j)(3) General Attendance Requirements 2022–2023 Student Attendance Accounting Handbook Page 61
- is absent as the result of a serious or life-threatening illness or related treatment that makes the student's attendance infeasible. Documentation from a health care professional licensed, certified, or registered to practice in Texas must be provided that specifies the student's illness and the anticipated period of the student's absence relating to the illness or related treatment. A student with a mental health or substance abuse condition who is being treated for a serious illness (TEC, §25.087(b)(3)) in an outpatient day treatment program or partial hospitalization program, under the care of a health care professional licensed, certified, or registered to practice in Texas, shall be excused for the authorized treatment period, and shall not be withdrawn from school. The discharge summary from the outpatient day treatment or partial hospitalization program must include treatment admission and discharge dates to be provided to the school by the family upon return to school as documentation to excuse absences for the duration of the authorized outpatient treatment plan or partial hospitalization.
- 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 accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution. Your district must 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 must adopt a policy stating when an absence will be excused for this purpose and a procedure for verifying students' visits to institutions of higher education.

- is 17 years of age or older and pursuing enlistment in a branch of the US uniformed services or the Texas Army National Guard. Your district 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 must adopt a policy stating when an absence will be excused for this purpose and a procedure for verifying the student's activities related to pursuing enlistment in a branch of the US uniformed services or the Texas Army National Guard.
- 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. Your district is required to excuse up to five 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.
- misses school for the purpose of visiting a driver's license office to obtain a driver's license or learner permit. The student must be enrolled in high school and 15 years of age or older. Your district may not excuse the student for more than one day of school during the period the student is enrolled in high school for each purpose (obtaining a driver's license and obtaining a learner license). Your district must verify the student's visit to the driver's license office in accordance with the procedures adopted by your district.

Reconciliation of Teacher's Roster Information and Attendance Accounting Records – Membership Verification

The purpose of the Membership Verification is to make sure that all students are enrolled AND have a schedule for 2nd period. This is **not** to take attendance.

The process for this is outlined below.

1. Reports for teachers to verify their class counts, Attendance Worksheets, will be run and distributed to teachers for the specific date. This date will be designated by the Student Accounting Office. These reports include only students with active schedules and should be run only for the official attendance period. (0 for elementary and 2 for secondary) Special sites should make sure these are run for whatever period is set up as the funding period.
2. Enrollment Report will be run as of the specific date to verify campus enrollment.
3. Reconciliation Form will be completed to reconcile any differences between the enrollment count and the totals from the teacher's attendance worksheets. This form will need to be sent to Jean Abboud with your principal's signature and the two reports listed above.

Here are some of the issues that you might need to address in order for your counts to balance.

1. Students that may be missing a schedule or not have a scheduled class for the official attendance period
 - a. Speech only students
 - b. Homebound students
 - c. Night School or 1621 PM only students
 - d. BTTC Students
 - e. IBC or CIBC students

2. Students that are inactive but still have active schedules. (Run Student Schedules Report and select Inactive students to find out if you have this issue.)
 - a. OF\CS\RE\SS
 - b. Select Range under Schedule Printing Options
 - c. Select Status Inactive

Once your reports are run, attendance worksheets are verified by your teachers, reconciliation is completed and your principal has signed the reconciliation form, send all reports and the reconciliation form to Jean Abboud. These will then be signed by Jean Abboud and Brian Moore and returned to your campus for storage in your end of the year attendance box which is kept for 5 years for audit purposes.

Maintenance of Attendance Accounting Records

Section II of the *Student Attendance Accounting Handbook* has information detailing the TEA audit requirements for attendance records and reports. Below are the major points for end of year storage requirements. Please review this list and make sure items pertaining to your campus are included with the other audit documentation.

Major points in the audit requirements section include:

1. Records must be readily available for audit by the School Financial Audit Division of TEA.
2. Required attendance records must be retained for **five** years.
3. Never record manual entries in pencil or use liquid correction fluid or use a signature stamp.
4. Special program staff should review the data on file for his or her program and verify the totals submitted for funding.

Storage suggestions:

1. Use storage boxes that are clearly marked on all sides with the following, "2022-2023 OFFICIAL ATTENDANCE ACCOUNTING RECORDS."

2. Mark the destruction date clearly on the outside of the box. For 2022-2023 records the destruction date should be June 2028.
3. Store these boxes in a clean, dry, fireproof place. Make sure your office staff and custodians know where and why they are there.
4. Include the following items in the boxes:
 - A. The **last** official full year Principal's ADA Report. (The final full year ADA will not be run until the final PEIMS Submission is completed, so make sure you include it in your box after you return from the summer.) We will make an electronic version available. You will need to store to a disk or thumb drive and put it in the EOY storage box.
 - B. The 2022-2023 Daily Enrollment Log or Daily Balancing Summary report.
 - C. NO-SHOW STUDENTS data mining report for no show list and any teacher lists or worksheets used for reconciling first day counts.
 - D. The documents signed by teachers used to report absences. (Grades 7-12 should only store the second period rolls, slips, or scan sheets.) This should include all attendance records for field trips and Homebound also.
 - E. The sign-in sheets from the nurse, counselors, AP, etc. used to prove students were in school during second period.
 - F. A copy of the school academic calendar.
 - G. A copy of the attendance codes for 2022-2023.
5. Grade books print outs must also be stored. They should be in separate boxes and be clearly marked with the contents and school year. The grade books contain proof that students were served in regular as well as special programs.

Additional Required Documentation Checklist: 2022-2023 End of Year Official Attendance Accounting Records Storage

- Gradebooks (retained for one year after entering grades into the student's Academic Achievement Records [AAR]). Gradebooks are especially important in proving a student's special program service when end-of-semester grades were not received.
- For paperless accounting systems in which absences are posted directly to the ADP system, sufficient paper documentation to support any changes to posted absences.
- Campus Day Summary Reports - Office>Attendance>Reports>Attendance Reports>Day Summary [WS\OF\AT\RE\AR\DS]
- 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.
- Documentation supporting the claim that a student was attending a board-approved

activity, accompanied by a certified teacher/adjunct staff member of the district, signed by the person who supervised the student(s).

- Documentation supporting the claim that a student was at a documented appointment with a health care professional.
- Documentation supporting the claim that a student was enrolled in and attending an off campus dual credit program, enrolled in TxVSN courses, at a required court appearance, or any other documentation used to support a change in attendance code.
- A copy of the official school calendar reflecting all days of instruction and holidays. Please note if we have any missed days during the 2022-2023 school year.

Backup Systems to Protect Attendance Accounting Records

Skyward undergoes a full nightly backup which starts at 9:00pm and concludes at 2:00am the following morning. In addition, snapshots of the virtualized machine (server) are taken daily and stored for up to 7 days. These snapshots can be restored into the server within minutes. The database backup can be restored into the Skyward database in about 2 hours. Both options will revert all data in Skyward to the moment it was backed up, potentially causing data loss for the day between when the backup was taken and the restore requested.

Responsibility for the Maintenance and Security of Records

The district's superintendent of schools is responsible for the safekeeping of all attendance records and reports. In Lamar CISD, the properly certified attendance records and reports for the school year are to be stored on the respective school campuses.

Information for all FSP attendance reports must be available for audit purposes for 5 years from the completion of the school year. Superintendents, principals, and teachers are responsible to their school board and to the state for maintaining accurate and current attendance records, regardless of the attendance accounting system in use¹.

¹ 19 TAC [§129.21\(a\)](#)

Special Programs

Who is Responsible for the Coding of Special Programs?

Special Program Directors, Coordinators, Supervisors and/or designated staff are responsible for maintaining special program data and monitoring totals for accuracy and completeness. Further, these personnel must actively seek out current documentation and publications that address rules, regulations, standards and reporting procedures regarding student attendance accounting. Additionally, special program personnel should ensure all PEIMS related reports are reviewed and verified.

Special Education – Keonta Jackson

Speech Therapy – Shana Story

Career and Technology – Kayse Lazar

Pregnancy Related Services – Kelle Kipping

ESL/Bilingual/LEP – Gloria Stewart

Migrant – Gloria Stewart

Gifted and Talented – Lindsey Troutman

Homeless – Marva O’Neal

Title I – Marva O’Neal

At Risk – Marva O’Neal

How are Changes to Special Programs Documented?

Program details can be viewed in Skyward on the Special Programs tab. Each student in a Special Program should have a Special Services screen which will document program entry, exit, and if necessary, reentry. This screen will remain with the student throughout his school career.

Lamar CISD Attendance Types and Codes

Type Code	Reason Code	Long Description	
A		Absence: Entered by TEACHER IN SKYWARD (Type Code Only)	
A	A	Absence: Standard code when entered by ATTENDANCE OFFICE IN SKYWARD	
Type Code	Reason Code	Long Description	
D	BL	Bus Late - Transportation	
D	EX	Exam Exemption	
Type Code	Reason Code	Long Description	
E	EC	Extenuating Circumstances	
E	PN	Parent Note	
E	DE	Full Day Absence Doctor's Excuse	
Type Code	Reason Code	Long Description	
P	ON	On Campus-Not in Classroom	\$\$\$\$
P	SC	In Support Classroom	\$\$\$\$
P	TE	Testing	\$\$\$\$
Type Code	Reason Code	Long Description	
S		Discipline - Out of School Suspension	
I		Discipline - In School Suspension	\$\$\$\$
Type Code	Reason Code	Long Description	
U	TR	Truant	
U	UN	Unaccounted/Unexcused Absence	
Type Code	Reason Code	Long Description	
Y	CI	Chronic Illness	\$\$\$\$
Y	CR	Required Court Appearance	\$\$\$\$
Y	CV	College Visit 2 days only/year (including travel) 11th and 12th graders	\$\$\$\$
Y	CZ	Citizenship/Oath	\$\$\$\$
Y	DC	Attending Class on College Cmp	\$\$\$\$
Y	DL	Driver's license office for driver's license or learner permit HS only 15 yo or older	\$\$\$\$
Y	EL	Election Clerk - Must >= 16	\$\$\$\$
Y	FP	Family-Protective Services	\$\$\$\$
Y	FT	Field Trip	\$\$\$\$
Y	HB	Homebound	\$\$\$\$
Y	HD	Holy Day	\$\$\$\$
Y	MD	At School Part Day-Doctor Appointment with Dr Note	\$\$\$\$
Y	ML	Visit parent in Military up to 5 days only	\$\$\$\$
Y	OC	Off Campus Programs	\$\$\$\$
Y	PM	Student Pursuing Military Enlistment 17 yo or older	\$\$\$\$
Y	UL	UIL Event	\$\$\$\$
		No Reason Code belongs with more than one Type Code.	
		Do not Mix and Match these codes. Use only as they are listed.	

2022-2023 ADA Report Schedule and Due Dates

Six Week Period	6 Weeks End Date	Signed Form Due To Student Accounting
1	9/30/22	10/07/2022
2	11/04/22	11/11/2022
3	12/16/22	01/13/2023
4	2/17/23	02/24/2023
5	4/14/23	04/21/2023
6	5/25/23	05/30/2023

2022-2023 Membership Verification Schedule and Due Dates

Membership Verification	Date	Due to Student Accounting
1 st Six Weeks	Wednesday, 09/28/2022	Wednesday, 10/05/2022
4 th Six Weeks	Wednesday, 02/15/2023	Wednesday, 02/22/2023

Scheduled and Provided instruction for:	ADA Code	
Fewer than 2 hours (120 minutes) per day	0	Enrolled, Not in Membership – the student is enrolled but does not generate attendance funding. Head Start, Even Start, Speech Only students aged 0-4, EOC/TAKS seniors and Special Education students enrolled in a Non-Public Day School are some examples of students coded as “0”.
At least 4 hours (240 minutes) per day	1	Code 1 – Eligible for Full-Day Attendance – all students who are provided at least 4 hours of instruction per day will be coded as “1”.
At least 2 hours (120 minutes) but fewer than 4 hours (240 minutes) per day	2	Code 2 – Eligible for Half-Day Attendance – all students who are provided at least 2 hours of instruction each day will be coded as “2”.
At least 4 hours (240 minutes) per day and meets the eligibility requirements for an eligible student other than the residency or an alternative basis for eligibility under TREC 25.001	3	Code 3 – Eligible Transfer Student Full-Day – a student who is a nonresident, is legally transferred into our district, and is provided instruction for at least 4 hours each school day. This code applies only to a student who transfers from one Texas school district to another.
At least 4 hours (240 minutes) per day but does not meet eligibility requirements	4	Code 4 - Ineligible Full-Day – a student who is provided instruction for at least 4 hours per day and is not eligible to receive attendance funding. Students assigned Mandatory Expulsion to the JJAEP will be coded “4”.
At least 2 hours (120 minutes) per day but does not meet eligibility requirements	5	Code 5 – Ineligible Half Day – a student who is provided instruction for at least 2 hours per day and is not eligible to receive attendance funding.
At least 2 hours (120 minutes) per day and meets the eligibility requirements for an eligible student other than residency or an alternative basis for eligibility under TEC25.001	6	Code 6 – Eligible Transfer Student Half-Day - a student who is a nonresident, is legally transferred into our district, and is provided instruction for at least 2 hours each school day. This code applies only to a student who transfers from one Texas school district to another.
Through a flexible program, such as OFSDP (Night School or 1621 PM Flex), according to the requirements of that program	7	Code 7 Eligible - Flexible Attendance Program Participation Code 7 applies to a student who is eligible to participate in and is enrolled and provided instruction in an alternative attendance program, such as the OFSDP or the HSEP.

Through a flexible program, such as OFSDP(Night School or 1621 PM Flex), but not according to the requirements of that program,	8	Code 8 Ineligible - Flexible Attendance Program applies to a student who is enrolled and provided instruction in an alternative attendance program, such as the OFSDP or HSEP, but is ineligible to participate in the program.
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