

**ATTENDANCE PROCEDURAL MANUAL****FEA-R**

The official attendance times for the schools in the Dumas Independent School District school system are:

- (a) Dumas High School – 10:40am
- (b) Dumas Junior High – 10:15am
- (c) Dumas Intermediate School – 9:27am
- (d) Cactus Elementary – 9:35am
- (e) Green Acres Elementary – 9:40am and 1:15pm for afternoon half day programs
- (f) Hillcrest Elementary – 9:30am
- (g) Morningside Elementary – 9:20am
- (h) Sunset Elementary – 9:25am and 1:00pm for afternoon half day programs
- (i) North Plains Opportunity Center – 11:25am

Attendance will be entered into the attendance accounting system via the teacher. Tx Gradebook attendance will be accessed through each teacher's computer by logging into the system. Each teacher's class roll can be accessed from any computer through the internet, using the proper log in and password set up by the teacher. The teacher will make the selection of absent if the student is not in their classroom when the official attendance is taken.

The absence is electronically entered into the school's student management database.

Each teacher will have a unique user ID, password and PIN specific to their class roll. In cases where a substitute teacher is present, the official teacher will have class rolls pre-printed and the substitute will record the absence by placing an "X" on the line corresponding to the student's name. This class roll will be submitted to the attendance clerk who will then enter the attendance into the TxEIS attendance accounting system. Any changes made to attendance may only be made by the official attendance clerk. An electronic audit log is generated by the software.

The Special Education Director, or his/her designee, is responsible for the coding of all Special Education programs. The Bilingual/ESL Director, or his/her designee, is responsible for the coding of all Bilingual/ESL programs. The campus PEIMS coordinator will be responsible for entering the coding of all other special programs into the student database.

Documentation for changes to Career & Technology and Pregnancy Related Services will include, but is not limited to, *schedule changes performed by the respective school counselor, the student's term schedule change, student schedules, and counselor pregnancy form*. This documentation will remain in the registrar's office. The student accounting system, TxEIS, will also log schedule changes. Special Education Director, or designee, will maintain Special Education documentation.

GIFTED AND TALENTED – PEGS office maintains the list of all Gifted and Talented students. PEGS office notifies the campus PEIMS coordinator of any changes and changes are then coded

into the system by the campus PEIMS coordinator. PEGS office maintains all documentation concerning Gifted and Talented.

**MIGRANT** – The Migrant Recruiter provides a current list of qualified students to the district registrar at the beginning of the school year to be coded into TxEIS. The Migrant indicator is removed from students whose time has expired. Throughout the school year, changes are made as needed. The Migrant office maintains all documentation in the Migrant office housed at the enrollment center.

**HOMEBOUND STUDENTS** – The homebound teacher will complete the teacher log for each individual homebound student for whom he/she is responsible. The teacher log will be turned in to the attendance clerk on a weekly basis. The attendance clerk will enter the attendance according to the guidelines of the Student Attendance Accounting Handbook. Copies of the teacher's logs are sent to the District PEIMS Coordinator and Special Ed Director.

**BILINGUAL/ESL** – The campus Bilingual/ESL teacher tests students who, by virtue of their Home Language Survey, require testing. If the student qualifies for Bilingual/ESL, the campus Bilingual/ESL teacher notifies the Bilingual/ESL Director and the proper coding is entered. Testing information is placed in the student's permanent folder maintained in the office. After the LPAC meeting and with parent permission, the student is coded appropriately with the start date being the LPAC date.

**AT-RISK** – The grade level teacher, the counselor(s), and the principal discuss the students. If a student falls within the at-risk criteria, the grade level teacher fills out an at-risk form showing the student and why that student is at risk. The Principal maintains documentation and the campus PEIMS coordinator enters the appropriate codes for at-risk students per Principal approval.

Student membership from the teacher's roster is to be reconciled to the attendance accounting records at the end of the 1<sup>st</sup> and 4<sup>th</sup> six weeks reporting periods. The reconciliation will be conducted no later than the final week of the 1<sup>st</sup> and the 4<sup>th</sup> six weeks. The reconciliation is to verify that all students are reported on attendance records and that "no show" students were purged from the attendance accounting system. Attendance will be reconciled during the official attendance period for each campus as designated by the principal and approved by the school board. Each teacher who is responsible for students during the official attendance time will complete Form A that will have the number of students they have in their class (includes all students, not just those present). The office will use the form supplied in Excel format Form 2 to compile all teacher numbers and compare that number with the number of students in the student management system. Any discrepancies will be documented on the reconciliation form. All schools send Form 2 to the District PEIMS Coordinator who completes Form 3, the District Attendance Reconciliation.

The school's student information database, which includes the attendance system, will be placed on a server system along with the software to open the databases. This will be performed after all attendance and other procedures have been finalized. A backup copy of the media will be placed in the vault at the central office along with the official attendance period documentation

and the school's official calendar. This information will be labeled appropriately and maintained for not less than five years. An additional backup copy will be placed in the technology office.

Teachers will log on to their attendance and grade book in Tx Gradebook the first time using their Social Security Number. Once teachers are logged in, they will set up their own log in, password and PIN. The good faith of the teacher will be used in ensuring the confidentiality of the records. The school's attendance clerk, with proper documentation, will make any changes that are to be made to the attendance records after the teacher has submitted his/her attendance. The teacher will not be allowed to make changes to the database once they have submitted the attendance. They must go through the attendance clerk and provide proper documentation to the clerk for any changes that need to be made. All documentations and attendance slips will be maintained in the school office.

#### Attendance Procedures for Attendance Clerk:

1. Monitor attendance taken by teachers.
2. Record attendance sent to the office by substitutes.
3. Record all parent, doctor, funeral, court, etc. notes concerning attendance **in the detail section of attendance for the individual student in the student information system.**
4. Run the following reports on a daily basis:
  - (SAT0000) Absence Transaction List
  - (SAT1600) Daily Attendance Report II
  - (SAT0500) Daily Attendance Summary
  - (SAT 3600) Detail Attendance AuditThese reports verify daily attendance by checking the information from the original posting and filed by date with the official attendance records.
5. Make all changes necessary to attendance once the teacher has submitted.
6. Record changes that are sent from special classrooms (i.e. content mastery, ESL, etc.)
7. Send letters concerning absences every 2-unexcused and 2, 4, and 6 parent excused absences (elementary only).
8. Maintain documentation concerning absences and letters.
9. Prepare all documentation necessary for court action on excessive unexcused absences.
10. Maintain daily attendance records on classroom attendance.
11. Monitor daily student sign-in/out sheets and record appropriate changes to attendance records.
12. Complete the attendance reconciliation for the school.

PEIMS coordinator at campus:

1. The Student Detail Report will be run each six weeks. The campus PEIMS coordinator will verify the report for accuracy. This includes verifying that all students are coded with the appropriate ADA coding. The report will be kept at the campus for one year then boxed to be sent to Central Office for records processing.
2. The Campus Summary Report will be run each six weeks. The campus PEIMS coordinator will verify the report for accuracy. This includes verifying that all students have an appropriate grade level, any students who are coded with an ineligible ADA code are being reported, and check the report for reasonableness.

The campus PEIMS coordinator will run all six of the six weeks Campus Summary Reports at the end of the school year. These reports will be compared with the reports run at the end of each six weeks.

1. If there have been changes to the reports, then the most recent report run will need to be signed by the PEIMS coordinator and the principal. The previous report shall be discarded.

**POLICY FOR STUDENT ATTENDANCE ACCOUNTING FOR ADA**

These policies will set up guidelines for documentation to verify that the school is allowed to collect ADA for students who are absent at the Official Attendance Time.

1. 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.**
  - Documentation needed: Schedule from off-campus dual credit program with instructor signature and date.
2. Enrolled **full-time** in TxVSN courses.
  - Documentation needed: Proof of enrollment in TxVSN course.
3. Participating in an activity that is approved by the local school board and is under the direction of a professional staff member of the school district 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 Teacher Retirement System of Texas.
  - Documentation needed: 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 your school district for the specific purpose of supervising the students and must be approved by the local school board to supervise the activity. **List of students who will accompany the staff member with the date of the activity, time of the activity and signature of the staff member.**
4. Participating, with local school board approval, in a short-term (e.g., 5-day) class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSDD) at a location other than the student's campus. Travel not included for ADA, however, can be excused for compulsory attendance purposes.
  - Documentation needed: A signed form from the class instructor stating the dates of attendance.
5. Participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the DAP outline in 19 TAC.
  - Documentation needed: Signed document from an administrator of the program.
6. Misses school for the purpose of observing religious holy days, including traveling for that purpose. Travel limited to 1 day for travel to and 1 day for travel from the site where the student will observe the holy days. 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.
  - Documentation needed: Calendar of observed holy days for the religion. If travel is needed, date and place of holy days.
7. In grades 6-12 and misses school for the purpose of sounding "Taps" at a military honors funeral held in Texas for a deceased veteran.

- Documentation needed: Form signed by person requesting the services of student with date and time.
8. Misses school for the purpose of attending a required court appearance. Travel time restrictions.
    - Documentation needed: 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.
  9. Misses school for the purpose of serving as an election clerk, including traveling for that purpose. Travel time restrictions. Must meet requirements.
    - Documentation needed: Form signed by election judge stating time and date served.
  10. Misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship, including travel for that purpose. Travel limitations.
    - Documentation needed: Form signed and dated by the clerk in charge of citizenship hearings.
  11. Student is temporarily absent because of a documented appointment with a health care professional licensed to practice in the United States. To be considered temporarily absent, the student must begin classes or return to school on the same day of the appointment.
    - Documentation needed: Note from the health care professional stating the date and time of the office visit.
    - The appointment must be a face-to-face consultation with a health care professional. A consultation over the phone or via video (telemedicine) is not considered an appointment with a health care professional. A school nurse will not count for FSP funding as a health care professional appointment
  12. Student 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.
    - Documentation needed: Completed form required by high school counseling department along with a flyer or form signed by the institution of higher education that indicates the student was visiting the institution.
  13. Student is 17 years of age or older and misses school for the purpose of activities related to pursuing enlistment in a branch of the U.S. Armed Services or Texas National Guard.
    - Documentation needed: Completed form required by high school counseling department along with documentation from the military institute indicating enlistment activities.

