Aransas Pass ISD

Attendance Accounting and Enrollment Procedures/Regulations Manual

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Introduction

The Student Attendance Accounting Handbook (SAAH), published annually by the Texas Education Agency, is for all school district personnel involved in the student attendance accounting process. No school district official has the authority, either implied or actual, to change or alter any rules, regulations, or reporting requirements specified in the handbook.

According to the SAAH (and state law), *every Texas school district is required to adopt an attendance accounting system, whether manual or automated, that includes procedures that ensure the accurate taking, recording, and reporting of attendance accounting data. District staff must report attendance information through the Public Education Information Management System (PEIMS) to the Texas Education Agency (TEA). The TEA uses the attendance data to determine the allocation of Foundation School Program (FSP) funds to the district.*

Every school district is also required to maintain a procedures manual that provides specific, detailed information on the district's attendance accounting system. The procedure manual must include the following information:
- how and when teachers are to take official attendance
- how attendance is entered into the attendance accounting system
- which position(s) is/are responsible for the coding of special programs (such as career and technical, special education, Pregnancy Related Services, etc.)
- how changes to special programs are to be documented
- how student membership is to be reconciled between the teacher rosters and the attendance accounting database
- how a district will maintain attendance accounting records (including computerized records, period absence slips, and official calendar) after the completion of the school year
- what backup systems are in place to protect the attendance accounting records
- which position is responsible for the maintenance and security of the attendance accounting records

This procedures manual contains guidance regarding the attendance accounting processes at Aransas Pass ISD. The procedures can change at any time and shall be superceded by any changes in the Student Attendance Accounting Handbook. Excerpts from the SAAH are contained throughout this procedures manual. For more information, please refer to the Student Attendance Handbook, posted on the TEA Website at www.tea.state.tx.us.

The standardized attendance accounting system = SAAH

The standardized reporting system = PEIMS

Attendance, Admission and Enrollment

Student attendance, admission, enrollment are governed by state law and each of these are addressed within these procedures.

Compulsory Attendance

According to state law (TEC 25.085), a student who is at least 6 years of age as of September 1 of the applicable school year is required to attend public school until the student's 19th birthday, unless the student is exempt under state law (TEC 25.086). This state law also applies to students below the age for compulsory attendance during any period that the student is voluntarily enrolled in prekindergarten or kindergarten. Likewise, a student who voluntarily enrolls in or attends school after the student's 18th birthday is required to attend each school day for the entire period the program of instruction is offered.

Exemptions in the state compulsory attendance law include:

- Expelled students – only applies if the school district does not participate in a JJAEP.
- 16 and 17-year olds enrolled in a GED course
- Excused absences – not considered when determining the number of absences that trigger a referral or complaint for failure to comply with the compulsory attendance requirement.

State law (TEC 25.091 and 25.095) list the duties of the School Attendance/Truancy Officer. The duties noted below (for non-peace officers):

- Investigate each case of a violation of the compulsory attendance requirements
- Enforce compulsory school attendance requirements by: 1) applying truancy prevention measures, and 2) if the prevention measures fail, referring the student and parent to the appropriate court
- Monitor school attendance compliance by each student investigated by the officer
- Make home visits or otherwise contact the parent of a student that is in violation of the requirements. The officer may enter a student's residence only with permission of the parent or owner of the residence.

According to state law (TEC 25.0951a), the officer may file a complaint or referral for 10 or more unexcused absences within a six (6) month period, **within 10 school days** from the date of the student's 10th absence.

In an effort to comply with the state law regarding compulsory school attendance, the School Attendance Officer with the assistance of the Attendance Clerk, follow the procedure outlined below:

- Notify parents at the beginning of the school year regarding the attendance requirement (included in the Student Handbook)
- Monitor excessive absences on a weekly basis.
- Notify the parent of a student on the 3rd, 7th, and 10th unexcused absence stating that the student has excessive absences which may result in a referral to the appropriate court after the 10th unexcused absence.
- Take appropriate action after a student has reached the 10th unexcused absence in a six (6) month period.
- Under §25.085[2], compulsory attendance applies to students who are at least six years old as of September 1 of the applicable school year. The law requires a student to attend public school until the student's *19th birthday or graduation.
- 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.
- Under §25.095 **if a student is absent on 10 or more days or parts of days within a 6 month period, the student's parent is subject to prosecution and the student age 12-18 is subject to referral to a truancy court.**

Attendance for Credit (90% Rule)
State law (TEC 25.092 and 11.158) contains a provision of law commonly referred to as "the 90 percent rule", which applies to a student in any grade level from kindergarten through grade 12. Generally, to receive credit or a final grade for a class, a student must be in attendance for at least 90 percent of the days the class if offered. A student who is in attendance for at least 75 percent, but less than 90 percent, of the days a class is offered may be given credit of a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements of the class.

Each Campus Principal must appoint and chair a Campus Attendance Committee to hear petitions from students who do earn class credit of a final grade through a plan approved by the principal. An attendance committee may give class credit or a final grade due to extenuating circumstances. The Board of Trustees is also required to adopt policies establishing alternative ways for such students to make up work or regain credit or a final grade lost because of absences. Board Policy FEC Local includes the alternate ways for students to regain credit. A copy of the policy is available on the district website at: www.apisd.org. The Campus Attendance Clerk shall serve as a member of the campus attendance committee. Committee members, meeting agendas, and rulings will be kept by the Attendance Clerk in the Attendance Audit box.

Aransas Pass ISD Attendance/Truancy Procedures and Texas State

Compulsory Attendance Law

(TEC Section 25.085)

*Students between the ages of 6 and 19 must attend school. Under §25.095 **if a student is absent on 10 or more days or <u>parts of days within a 6 month period</u>, the student's parent is subject to prosecution and the student age 12-18 is subject to referral to a truancy court.** 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 a student who is 19 or older has 5 unexcused absences in a semester, the district may revoke the student's enrollment. Thereafter, the student's presence on school property would be considered trespassing. (see policy FEA.)

> ***Per TEC, parts of days accumulate for truancy:**
> - **If a student is more than 30 minutes late for school in the morning, or is picked up 30 minutes or more before the end of the school day, without a medical excuse turned in to the campus office within 3 business days, the absence will be counted as an unexcused absence for part of a day for truancy purposes.**
>
> - **Per class period if a 6th – 12th grade student is 15 or more minutes late without excuse to a class, it will be coded as an unexcused absence for the class, and the absence will be counted as part of a day for truancy purposes.**

Principals shall determine whether an absence is excused or unexcused. Students must turn in notes **to excuse an absence to the campus office within three days** of the absence or the absence will be coded unexcused.

 Five parent notes per semester will be considered to record the absence excused, after the 5th parent note only notes from a medical provider will accepted in order for the absence to be recorded as excused.

Truancy Prevention Measures for Students

- **At 3** unexcused absences, an attendance letter will be mailed and a meeting scheduled with the parent/guardian, and/or student, the Administrator or Designee. The Truancy

Prevention Plan will be discussed, the parent/guardian and/or student will sign the plan and receive a copy of the Truancy Prevention Plan.

- **At 7** unexcused absences the truancy officer will do a home visit and/or contact the parent notifying them of the 7 unexcused absences.
- **At 10** absences, a letter will be mailed and **per Section 25.093 of the Texas Education Code, APISD has the authority to file a criminal complaint against parents who contribute to the non-attendance of their child, Section 25.09**

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APISD is committed to student instruction and believes that full day attendance is vital to student success.

Student Admission

According to state law (TEC 25.001), a student, who is at least five (5) years of age and less than 21 on September 1st of a school year is entitled to admission to a school district. There are some exceptions to the age of 21 rule for special education students.

A student's entitlement to be admitted to the Aransas Pass Independent School District is established if the student meets one or more of the bases for admission included in state law. In addition, a school district *may choose* to accept, as transfers, students who are entitled to enroll in the school district. However, all transfer agreements are limited to an annual agreement. **Aransas Pass ISD has chosen to admit students to the district subject to rules and procedures established in Board Policy FDA Local.** A copy of policy FDA Local can be located on the district's website at: www.apisd.org.

The ten (10) bases for admission include:
1. Student and *either* parent reside in the school district.
2. Student lives in Texas and the parent resides in the district or the parent is a joint managing conservator, sole managing conservator, or possessory conservator of the student as verified by an order of the court.
3. Student <u>and</u> the student's guardian or other person having lawful control of the student under a court order.
4. Student who is under 18 years of age establishes a residence for the purpose of attending the public schools apart from the student's parent, guardian or other person having lawful control. The exclusions for this basis will be carefully reviewed and evaluated by the campus principal prior to admitting a student under this basis.
5. Student is "homeless" as defined by federal law. **All admission requests under this basis shall be referred to the district's Homeless Liaison.**
6. Student is a foreign exchange student and the student is placed with a host family that resides in the school district under a nationally recognized foreign exchange program.
7. Student is residing at a residential facility located in the school district. **There are no residential facilities within the Aransas Pass ISD boundaries.**
8. Student is over 18 years of age and resides in the school district, Supt. must approve.
9. Student who resides in Texas (not in school district) but a grandparent resides in the school district and the grandparent provides a substantial amount of after-school care for the student as determined by the Board of Trustees. **All admission requests under this basis shall be referred to the Superintendent.**
10. Student is in foster care and the foster parent resides in the district.

There are additional eligibility criteria for admission of students in the prekindergarten program for four-year olds. Specifically, students of the appropriate age are eligible for a prekindergarten program if the student:

- Is unable to speak and comprehend the English language
- Is educationally disadvantaged
- Is a homeless child
- Is the child or stepchild of an active duty member of the armed forces or reserve component if the duty member is ordered to active duty
- Is the child or stepchild of a member of the armed forces, including a reserve unit, who was injured or killed while serving on active duty, or
- Is or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing under the Family Code
- Is the student of a Law Enforcement Officer, First Responder, or Firefighter, Emergency Medical First Responder who has been nominated for the STAR of Texas Award.

The full text of each of these bases are included in TEA's Attendance, Admission, Enrollment Records, and Tuition letter posted on TEA's website at www.tea.state.tx.us

The District shall prioritize admission to prekindergarten classes in accordance with the following until the classes reach the student-teacher ratio established by the District.

1. Children who will be 4 years old before 9/1 and are eligible for enrollment for Prekindergarten under state law and live in the boundary of Aransas Pass ISD. See EHBG (LEGAL)

2. District employees' four-year old children not meeting the state eligibility requirements for enrollment or not living in the Aransas Pass boundaries may be enrolled on a case by case basis after Labor day and the Prekindergarten enrollment of eligible students is taken into consideration by the Supt., class size being a determining factor.

3. The enrollment of eligible PK students living in the APISD boundary during the school year shall not result in the withdrawal of enrolled ineligible PK students previously approved by the Supt. not meeting the state eligibility criteria.

Student Enrollment

Each campus shall ensure that appropriate measures are taken to verify, on enrollment, that a student is entitled to enroll in the district under the TEC, §25.001. **The required records are 1) birth certificate or other proof of identify, 2) the child's records from the school most**

recently attended, and 3) immunization records. These are the only records statutorily required for enrollment.

The district also requires the following records for enrollment:
- Proof of residency such as Housing Lease, current utility bill
- Social Security card
- Proof of identification of parent/guardian (legal court document showing name of guardian, if person not listed as parent on Birth Certificate is enrolling student)

Note: A student shall not be denied enrollment pending receipt of these records.
If the student's entitlement is contingent on the residency of a person, examples of methods of verifying residency include lease information or verifying with designated district personnel that the applicable residence is within the boundaries of APISD. The traditional basic residence criteria are living in the district and having the present intention to remain there. **A student who does not reside in Texas is not entitled to enroll in a Texas public school** under the TEC, §25.001, on the basis of another person's residency, including the residency of the student's parent or grandparent.

On a student's enrollment in the district, each campus should make a bona fide effort to secure all records and required documentation pertaining to the student from the previous district and/or the parent or other person with legal control of the student if applicable. A list of required documentation and other enrollment requirements, such as discrepancies in student names, failure to receive school records, homeless students, and immunizations, are included in Section 3 of the SAAH.

Enrollment Procedures & Requirements:
Students seeking to enroll in **Aransas Pass ISD** schools must be accompanied by a parent or legal guardian, unless the student is over age (19) or has otherwise established himself/herself as an adult student in residence apart from his/her parent or legal guardian. All minor students shall be enrolled by the parent or legal guardian. **The online registration process must be complete and documents listed below obtained prior to enrollment.**

Required Documents to Enroll
Parents or guardians should bring the documentation listed below to the designated campus

Proof of Identity	Proof of Residency (one of the following)	School Records	Student Residency
• Certified copy of student's birth certificate or School Certificate issued by Texas Office of Vital Statistics issued to Parent or Guardian • Student's Social Security Card • Student's Immunization Records • Parent/Guardian's ID	• Home or Apartment Lease Agreement • Current Utility bill with correct name of **APISD** address of parent or guardian/**NO DISCONNECT NOTICES** • Letter from Mortgage Company indicating approval of permanent financing for residence in **Aransas Pass ISD**	• Report Card or transcript from last school attended • Withdrawal sheet from previous school establishing clear record (if enrolling during school year)	• Form filled out if unable to provide proof of residency.

==If a student is not living with parent, the person enrolling the student must provide Foster Care paperwork or a Court Order showing legal guardianship==.

Notify the person enrolling the student that no later than the 30th day after enrollment, or the 90th day if the child was not born in the United States, the person must provide a certified copy of the child's birth certificate or other reliable proof of the child's identify and age with a signed statement explaining the inability to produce a copy of the birth certificate. **Waiting period does not apply to residency. Residency must be established upon enrollment. See Local Policy.**

Students must meet immunization and residency requirements to enter school.
Person who knowingly falsify student enrollment information are in violation of the law and subject to prosecution and may be withdrawn from Aransas Pass ISD.

*The parent or legal guardian of student must provide documents listed above and complete the online registration process before the student will be enrolled and able to begin school.

Student Eligibility for Attendance

The appropriate eligibility/membership code must be recorded for each student upon enrollment in the district. A summary of the eligibility codes is noted below:

- Eligibility Code 0   Student is not eligible for state funding (attends less than 2

hours of instruction each school day or the student has met all graduation requirements.

- Eligibility Code 1   Student is eligible for full-day attendance (receives at least 4 hours of instruction each school day)
- Eligibility Code 2   Student is eligible for half-day attendance (receives at least two, but less than 4 hours of instruction each school day).
- Eligibility Code 3   Student is a non-resident of the district, is legally transferred into the district, and is provided instruction for at least 4 hours.
- Eligibility Code 4   Student is not eligible for ADA but is provided at least 4 hours of instruction each school day (underage and overage students are the most common)
- Eligibility Code 5   Student is not eligible for ADA but is provided at least 2 but less than 4 hours of instruction each school day)
- Eligibility Code 6   Student is a non-resident of the district, is legally transferred into the district, and is provided at least 2 hours, but not more than 4 hours of instruction each school day.
- Eligibility Code 7   Student is eligible for participation, enrolled in, and provided instruction in an alternative attendance program, such as OFSDP or HSEP.
- Eligibility Code 8   Student is ineligible for participation, enrolled in, and provided instruction in an alternative attendance program, such as OFSDP or HSEP, but is enrolled and provided instruction in the program

> Note: All PK students should be coded with an Eligibility Code of 2 or 6 (half-day), as appropriate. If a PK student is eligible for (and attends) PK and PPCD for ½ day under each program, then the appropriate code would be an Eligibility Code of 1 or 3 (full-day), as appropriate.

Age Eligibility for Attendance

Student must meet the age eligibility to attend Texas public schools for FSP funding. The SAAH, Section 3.2.3 includes a table with the age requirements for students.

If the school year starts before the student's birthday, the student is eligible to attend school for the entire year as long as he or she will be required age on or before September 1st.

To be eligible for Pre-Kindergarten, *student must be 4-years old on or before September 1, 2023 and by meeting one of the following:* *(1) EB/Bilingual* *(2) Economically Disadvantaged* *(3) Homeless* *(4) Child of an Active Military member or dependent of a Military member who was killed or injured while in the Armed Forces.* *(5) Conservatorship of the DFPS or Foster (any State)* *(6) Dependent of a First Responder who has been nominated for the Star of Texas Award*	To be eligible for Kindergarten, *student must be 5-years old on or before September 1, 2023.*	To be eligible for 1st Grade, *student must be 6-years old on or before September 1, 2023.*	*Admission of students to other grades is based on chronological age and the student's readiness to perform successfully at the assigned level.*

Of special note is the section related to a child of a military family. The SAAH states that: *A child of a military family who moves to your district from another state that is a member state of the Interstate Compact on Educational Opportunity for Military Children is entitled to continue enrollment at the same grade level, including kindergarten, that he or she was enrolled in in that other state regardless of the child's age. Also, a child of a military family who moves to your district from another state that is a member of the compact and who has satisfactorily completed the prerequisite grade level in that other state is entitled to enroll in the next highest grade level, regardless of age. These children would meet minimum age eligibility requirements for generating ADA, provided applicable.*

Note: Clarification was received from TEA as noted: A military dependent who is 4 years old and enrolled in Kindergarten is eligible for ADA purposes if the 4 year old successfully completed Prekindergarten in the previous location and the student would have been eligible to attend Kindergarten at age 4 if the student had continued to reside in the previous location.

Withdrawal from School

Each campus shall withdraw a student from the attendance accounting system on the date that the campus becomes aware that the student is no longer a member of the district. With proof of enrollment in a different campus, retroactive withdrawals are permitted to the day a student enrolls in a different campus. All attendance records must be updated to reflect the change in withdrawal date.

If a student withdraws from school **before** attendance is taken, the withdrawal date is that day. If a student withdraws from school **after** the attendance is taken, the withdrawal date is the next school day. A student is <u>not</u> in membership on the withdrawal date.

First Day of School & No-Show Procedures

Each campus shall obtain accurate first day counts by requesting each teacher to certify the students that are physically present in their class on the first day of school. Students that are not present on the first day of school shall be coded as a "no-show".

The **First Day Attendance Procedures** are on page 37 of this manual.

> Note: No student is absent the first day of school/enrollment. The enrollment date is changed to the first day the student is physically present in school.

The Attendance Calendar reflects the start and end dates for every 6-week cycle. The start and end dates for the current school year are:

Cycle	Start Date	End Date
1	08/14/2023	09/22/2023
2	09/26/2023	11/03/2023
3	11/06/2023	12/15/2023
4	01/08/2023	02/16/2023
5	02/20/2023	04/12/2023
6	04/15/2023	05/22/2023

TEA Attendance Audits

There are twelve (12) student attendance audit queries used by TEA to conduct the Limited Scope Audits.

1. Duplicate Attendance
2. Student with Perfect Attendance and No Course Completion Indicator
3. Students Coded Ineligible Code "4" or "5", or not in Membership Code "0", on the Snapshot date but coded Eligible for Attendance on the End-of-Year Submission
4. Students Enrolled in Kindergarten Under Five Years Old

5. Prekindergarten Eligibility
6. Early Education Students with No Special Education Setting or Speech Therapy Only
7. Early Education Students with a Special Education Setting of Mainstream
8. Bilingual/ESL Students Eligibility Coding on the Snapshot
9. Homebound and Hospital Class School Students Earning Career & Technology Contact Hours
10. Pregnancy Related Services (PRS)
11. Students Expelled to a County JJAEP That Are Not Reported For Ineligible Attendance
12. Campuses Reporting Less than 175 Days of Instruction Without a Waiver

Each campus should review their respective attendance and PEIMS reports to ensure that any potential audit findings are identified and resolved prior to submission of the attendance data through the Summer PEIMS Submission.

Definitions & Glossary
Several common definitions and terms used in attendance accounting are included in Sections 12 and 13 of the Student Attendance Accounting Handbook.

Attendance Procedures/Regulations

Campuses and departments shall comply with all procedures/regulations. The **Attendance Processing/Regulations** begins on page 17 of this manual.

Attendance Accounting Personnel
The following personnel are directly and/or indirectly responsible for the collection, recording and reporting of attendance accounting information, including student eligibility, special program participation, student class schedules and grades, and other data submitted to TEA through PEIMS. All attendance accounting personnel must comply with the *TEA Student Attendance Accounting Handbook* and *PEIMS Data Standards*.

Classroom Teachers
- Set up a username and password in the Skyward system prior to the 1st day of school
- Ensure that their security password for the automated attendance system (Skyward) is not shared with any other employee, student, etc.
- Ensure that first day count of students is accurate during ADA period, following directions on page 37.
- Take attendance at the appointed snapshot time each day of 10:00 AM

- Take attendance at the official time designated and for each class period, if applicable. Attendance must be submitted no later than 10 minutes after the designated official attendance taking time or beginning of class.
- Teachers, not students, must make a verbal, daily class roll call for attendance and enter the information in the **Skyward** software.
- Teachers are responsible for submitting attendance corrections directly into Skyward or submitting corrections to the Attendance Clerks by completing **Attendance Error Correction Form**, reason for change must be documented by the teacher. Make corrections to student attendance in the Skyward if necessary.
- Sign and date the **Teacher Membership Roster** at the end of the 1st and 4th six weeks.
- Maintain accurate attendance records.
- Teachers should ensure that all student schedule changes are reported to the counselors. Teachers should **NOT** accept students in class without proper scheduling documentation.
- Communicate excessive absences to the office and to parents in a timely manner.
- Ensure that opportunities are provided for all students to make up work for excused and unexcused absences
- **Run a paper copy of their Basic Class Roster for each period (secondary) and official attendance period (elementary) at the beginning of each 6-weeks to keep on file in case of power or computer outage.**

Counselors
- Assign each new student a schedule.
- Verify completed schedule changes. (The integrity of attendance rosters/records is compromised when scheduling changes are not maintained correctly and/or when incorrect dates are entered.) Give new schedule to Attendance clerk and staple new schedule in front of previous schedule.
- When schedule changes are made, give copy of previous schedule and new schedule to attendance clerk and teacher/teachers that will be affected. Attendance Clerks will keep their copy and file for audit as mandated by the SAAH.
- Determine and code all Special Program Information. List of Special Programs Counselors are responsible for are listed on page 26.
- Verify that Special Program information is correct and up to date, assuring that to the best of their knowledge all information reported to TEA through the PEIMS system is correct.
- If a student becomes Homebound, changing the student's schedule to remove them from the CT courses during the homebound placement.

Attendance Clerks
- Ensuring that daily attendance procedures are followed by teachers, informing principal of any teacher who is not adhering to District Attendance Procedures.
- Inform principal and truancy officer of students who have 3, 7, & 10 or more unexcused daily absences. Also informing secondary Principal when secondary students may have loss of credit due to the 90% rule for attendance.

- Inform parents that after 5 parent notes to excuse students for illness per semester, the District will require a note from a Medical Professional in order to excuse any further absences for the semester.
- Remind students and parents that in order for an absence to be excused, the student or parent must bring a note within three working days of the absence.
- Enter any attendance data changes that teachers are unable to correct in Skyward on a daily basis.
- Comply with all written campus/district attendance accounting procedures.
- Override teacher absence code with corrected absence code based on verification and documentation. (If no attendance office override, the teacher entry is final and reported to TEA.)
- Run attendance reports to verify daily, cycle, semester and end-of-the year attendance data.
- Maintain the process of the of 1st and 4th 6-weeks enrollment reconciliation report. Verifying the accuracy of the reconciliation by signing the campus report, having Principal sign report and sending to District PEIMS Co-or.
- Maintain all attendance reports in chronological order.
- Generate daily report of student(s) who have excessive consecutive absences upon request.
- Generate and mail attendance letters for students who have accumulated 3 unexcused absences. A copy of the letter will be kept in the student's attendance file and another copy will be sent to the Truancy Officer.
- Report to Principal and Truancy Office students who have accumulated 8 or more unexcused absences.
- Generate Campus Summary and Contact Hours Reports every six weeks. Obtain principal signature on reports at the end of each six weeks. Keep signed copy of Campus Summary Report in Audit box (Summary of Finance.)
- At the end of the year, after final attendance has been entered, generate the Campus Summary report for all 6 six weeks; principal will sign report. Report should be stored in paper format.
- Serve as a backup to the Registrar.
- Serve on the Attendance Committee, keep the minutes of the meetings, and file the meeting minutes for audit.

Truancy Officer
- Work with the attendance clerk and principal of each campus to maintain good attendance for each student in APISD
- Work with truant students and parents to help facilitate ways that the District can help the family to establish better attendance for students.
- Serve as a Designee when requested during the TPM meetings
- Contact parents whose students have 7 unexcused absences

- Send truancy letters to parents whose students have 10 unexcused absences.
- File truancy charges against parents or students as per law for students who have chronic unexcused absences.

Registrars
- Maintain the process of the first day count, verify accuracy of 1st day count summary report by signing, having principal sign, and retaining for audit.
- Enter and withdraw students on the Skyward student information system with accurate entry & withdrawal dates.
- Daily check Skyward for online registrations and demographic changes, approve or reject in a timely manner.
- Ensure that student membership codes are accurate.
- Verify as new to District students enter APISD all Language information and Special Program information is reported to Counselor, PEIMS Co-or., or Special Ed. Dept.
- Verify accuracy of all demographic data with original records from parents or using the TRex system. Requesting or sending student records and maintain student cumulative folders.
- FAX Special Education Placement form daily to 361-758-5478, attn: Sped Dept.
- Verify that students who w/d to a Texas School that a records request from the receiving school has been received within 10 working days.
- Attempt to locate all no show students, sending names of no show students unaccounted for to the District PEIMS Co-or. and Truancy Officer.
- Maintain new enrolled students and withdrawn student forms, showing date of entry or w/d, date records were received, or reason for w/d.
- Running the Principals Period Report weekly and verifying the number of entries and withdrawals are correct according to the new enrollee and withdrawn student reports.
- Ensure that all student records for new students is received within 30 days.
- Maintain student cumulative folders.
- Serve as a backup to the Attendance Clerk.

Assistant Principal
- Communicate with the attendance clerk when a discipline assignment results in out-of-school suspension (OSS), in-school suspension (ISS) or assignment to DAEP.
- Monitor students with excessive absences by requesting an excessive absence report from the Attendance Clerk.

Campus Principal
- Monitor timely implementation of district/campus attendance procedures.

- Oversee the campus-wide attendance accounting data collection, recording, and reporting.
- Appoint and chair the Campus Attendance Committee.
- Work cooperatively with the special program directors/coordinators in identifying students eligible for special programs.
- Designate and provide training for a campus alternate attendance assistant to support the attendance process during any temporary absence of the attendance clerk.
- Review the Campus Summary Reports and Student Detail Reports each six weeks for inconsistencies and/or any data totals with exceptionally high/low values.
- Sign and date the reports at the end of each six weeks and the year verifying student data and Campus Data. The principal affirms that he/she has checked, or caused to be checked, the accuracy and authenticity of the attendance data.

District PEIMS Co-or.
- Assist campus and department staff with student information system support
- Generate extracts and edits of attendance accounting data for submission through PEIMS
- Work cooperatively with the campuses to ensure that all required reports are generated and filed for audit purposes
- Perform random reviews of attendance data integrity.
- Code Military, Foster, Immigrant and Homeless student information into the Skyward system.
- Maintain audit records for the twice yearly membership/enrollment reconciliation.
- Generate student Special Program reports and have them verified for accuracy by Counselor, Program Director, etc.
- Submit to TEA all PEIMS Collections fatal free on or before the deadline
- Submit to TEA the four mandated PEIMS Submissions fatal free on or before the deadline.

Executive Director of Finance
- Monitor the average daily attendance (ADA) rates throughout the year to adjust the FSP revenue estimates, as appropriate
- Develop and maintain attendance accounting procedures, forms, and workflows with input from campus and department stakeholders.

Superintendent
- Oversee the district-wide attendance accounting data collection, recording, and reporting.

- Sign and date the Teacher Membership Report at the end of the 1st and 4th six weeks.
- Sign and date the reports at the end of each semester and the year verifying student data. (Summary of Finance Report.)
- Approve and submit the attendance accounting data through PEIMS.
- Ultimately responsible for accuracy and safekeeping of all attendance records and reports.

Note: Effective September 1, 2013, the penalty for intentionally or knowingly submitting false PEIMS data is a third or second degree felony.

Official Attendance Time

The Superintendent has designated that **the official attendance time shall be 10:00 AM at all campuses. All teachers shall record student attendance at the official attendance time.** According to TEA, *original documentation may not be created after-the-fact. Original documentation that is not created at the time of attendance will not be accepted by agency auditors.*

The Superintendent shall designate an alternate attendance taking time on an as needed basis.

Attendance Accounting System

The district attendance accounting system is comprised of an automated attendance system (Skyward) Teachers are required to post attendance on a daily basis at the official attendance time. All corrections to the teacher postings shall be entered in the student information system by the teacher or if necessary the attendance clerk. Changes shall be supported by documentation such as office logs, list of students at board-approved activities, medical certifications, class admission slips, etc.

The Technology Department shall ensure that all state requirements for automated attendance systems related to password access, timing out due to inactivity, audit trail for posting time, and daily backup of data are adhered to at all time.

Attendance-Taking Regulations

General attendance-taking regulations include the following:

- Teachers shall post attendance data on a daily basis at the official attendance time
- Attendance clerks shall post attendance data corrections upon receipt of supporting documentation
- Signature stamps or pencil signatures are not acceptable on paper documents
- Using a student sign-in sheet is not an acceptable method of taking attendance

- Ink must be used to make all manual entries on attendance records
- Manual entries may not be recorded using pencil, liquid correction fluid, or signature stamps
- If errors are made on an official paper attendance document, strike through the error, enter corrections nearby, and initial the change
- If changes to the official attendance in the SIS are necessary, teacher of record will correct the attendance record if possible. If not possible for the teacher of record to correct official attendance in the SIS, a document from the teacher, campus official, health care office, etc. must be presented to the Attendance Personnel. The Attendance Personnel will make the change to the student attendance record in the SIS, document used to verify the change will be filed and kept for audit.

Special Circumstances when taking attendance

- **DAEP/ISS** – teacher will take attendance at 10:00 and send an email to campus attendance clerk. Campus attendance clerk will pre-code attendance, print email, and save for audit purposes.

- **SUBSTITUTE TEACHERS –** registrar or Attendance Personnel will print Basic Class Roster for official ADA period or all periods as needed. Substitute will orally take role each period for secondary and for elementary at 10:00 AM. Substitute will mark

absent next to student's name who is not present in class. Submit roster to Attendance Clerk and clerk will pre-code absent students and submit absent teacher's attendance.

- **FIELD TRIP** – two copies of student list are to be printed. Designated teacher will orally take role on the bus before leaving campus, designating absent students by marking absent next to their name, one copy of the roster is to be turned in to the attendance clerk before the teacher leaves campus. Attendance clerk will pre-code attendance for present and absent students. Second copy of the list is to be kept by designated teacher to record late arriving students by noting next to students name time of arrival and early departing students by having parents sign next to student's name noting time of departure. The second copy of the field trip list shall be given to attendance clerk upon return to campus. Attendance clerk will make corrections to attendance if needed, both copies of lists will be filed by attendance clerk for audit. **Overnight trip attendance is to be recorded each day at the official attendance taking time. List of students on the trip will be signed, dated, time of day listed by certified personnel accompanying students.

- **TESTING DAY** – each testing teacher will be given a roster listing students assigned to them for testing. At 10:00 AM teachers will take official attendance by marking absent next to any student who is not present in the testing room, teacher will sign and date testing roster. Teachers will submit daily attendance recording students as present, the attendance clerk will correct attendance for absent students as per testing rosters that have been sent to the office.

- **SIS IS UNAVAILABLE –** As close to 10:00 AM as possible the teacher will record attendance by using a printed roster (if available) or handwrite the student's first and last name who are present at the official attendance-taking time on a sheet of paper. The teacher will note the time attendance is recorded, print their name, sign, & date the roster. If possible, when the SIS becomes available the teacher will submit the attendance as per the paper roster. The Attendance Personnel will collect the rosters and verify, time, date, name, and signature. Attendance Personnel will bundle all rosters attach an explanation as to the reason for the paper rosters, signed & dated by the Attendance Personnel & the Principal, and keep for Audit purposes. If SIS is unavailable for the entire day, the Attendance Personnel will submit attendance when SIS is available.

- **LATE START TO SCHOOL** – Supt. will designate official time/period attendance is to be takenThe district locally defined attendance codes are noted below:

The ADA code is used to indicate that an absence is not counted for ADA purposes.
All absences are posted as "unexcused". A note must be turned in to the campus office no later than three days after the absence or the absence will remain unexcused. The absence shall be changed to "excused" by the registrar/attendance clerk in the student information system if the parent provides documentation to verify that the absence was excused.

Attendance Codes	Description	ADA Type

4H	4H Field Trip	Present
AP	DAEP	Present
BI	Behavior Intervention Unit	Present
CEH	Compensatory Education Home Instruction	Present
CIT	US Citizenship	Present
CO	Court Appearance	Present
CV	College Visit	Present
DL	Drivers Permit or License	Present
DR	Doctor Visit/began classes and/or return to School	Present
DV	Doctors Visit gone all day	Absent
ENL	Student Enlist Military	Present
ET	Excused Tardy	Present
EX	Excused Absence	Absent
FT	Field Trip	Present
HB	General Education Homebound	Present
HD	Holy Day	Present
ISS	ISS	Present
LT	Life Threatening Illness	Present
MIL	Parent/Guardian Military	Present
P	Present	Present
PO	Present in Office	Present
SHB	Special Ed Home Bound	Present
SML	Student Military	Present
SR	School Related	Present
SU	Suspended	Absent
T	Unexcused Tardy	Absent
UN	Unexcused Absence	Absent
XC	Extra Curricular	Present

Requirements for a Student to be Considered Present for Funding Purposes

According to the Student Attendance Accounting Handbook (SAAH) **for official attendance accounting purposes (funding), "excused" and "unexcused" absences do not exist.**

Students present at school during the "official attendance time" are counted present for funding. Therefore, teachers must post a student "absent" at the official attendance time if the student is not present in class at the official attendance time. The Teacher or Attendance Clerk is authorized to change the attendance of a student *if* documentation (such as an admit slip) exists to support that the student was present at school at the official attendance time.

The SAAH further states that, a student <u>not on campus</u> at the time attendance is taken may be considered in attendance for funding purposes if the student meets one of the exceptions below and the appropriate attendance documentation if filed for audit purposes:

- Student is enrolled and attending an off-campus dual credit program
- Student is enrolled full-time in TxVSN courses
- Student is participating in an activity that is approved by the Board of Trustees and is under the direction of a professional staff member of the district, an adjunct staff member, or a paraprofessional staff member.
- Student is participating, with school board approval, in a short-term class that is provided by the TSBVI or TSD
- Student is participating in a mentorship approved by district personnel under the Distinguished Achievement Program
- Student misses school for the purpose of observing religious holy days, plus travel (1 day of travel to and 1 day of travel from the event)
- Student is enrolled in grades 6 through 12 and misses school for the purpose of sounding "Taps" at a military honors funeral held in Texas for a deceased veteran
- Student misses school for the purpose of attending a required court appearance, including travel (1 day for travel to and 1 day for travel from the court appearance)
- Student is in the conservatorship of the Department of Family and Protective Services and missed school related to appropriate activities, including travel (1 day for travel to and 1 day for travel from the activity)
- Student misses school for the purpose of serving as a student early voting clerk (subject to board approval of this type of absence)
- Student 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 travel (1 day for travel to and 1 day for travel from the government office)
- Student misses school for the purpose of taking part in the student's own US naturalization oath ceremony, including travel (1 day for travel to and 1 day for travel from the event)

- Student is temporarily absent due to a documented, face-to-face appointment for the student or the student's child that is with a health care professional licensed to practice in the US. To be considered temporarily absent, the student must begin classes or return to school on the same day as the appointment and must submit a note from the health care professional to document the appointment.
- 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, limited to no more than 2 days during the junior year and 2 days during the senior year
- Student 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, or is immediately returned from continuous deployment of at least four (4) months outside the locality where the parent, stepparent, or guardian regularly resides. This type of absence is limited to 5 days in a school year and is 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. A copy of the deployment orders must be obtained from the parent, stepparent or guardian to verify that the absence meets the legal requirements.

- is 17 years of age or older and pursuing enlistment in a branch of the United States Armed Services or the National Guard. Your district 1) must not excuse the student for this purpose for more than four days of school during the period the student is enrolled in high school and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a policy that verifies the student's activities related to pursuing enlistment in a branch of the Armed Services or the Texas National Guard.
- 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.
- 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.

The district may excuse the temporary absence of a student for any reason that is acceptable to the teacher, principal or superintendent in accordance with district guidelines. However, the student's excused absence will not be counted for funding purposes.

The attendance clerk shall ensure that the appropriate absence code is posted in TylerSis.

Special Program Coding

All students earn state funding (FSP) for each day in attendance. Students eligible, identified, and served in a special program, such as Special Education, Bilingual/ESL, Career Technology, etc., earn additional state funding. To claim a student for special program funding purposes, complete documentation that proves the eligibility of the student must be on file.

Although school districts may serve any student in a special program, the only time that a student may be coded as an eligible participant in a program/setting, thereby generating special program funding, is when the student meets all the eligibility requirements and all documentation is complete and on file.

For districts to receive the maximum amount of funding for all their students, the following personnel must be aware of their individual responsibilities and must work together to assemble

the required documentation at the earliest possible time: central and campus administrators, special program staff, teachers, and registrars/attendance clerks.

Guidance for each special program is contained in the SAAH. Excerpts for each of the special programs address the unique provisions for the program.

Counselors are responsible for identifying and coding students for the following Special Programs: At Risk, Dyslexia, FHSP, GT, Emergent/Bilingual, PRS, 504 & Student Intervention.

> Note: In no case shall a registrar, attendance clerk, or special education clerk be assigned the responsibility of determining a student's special program coding. Special program staff, directors, counselors, diagnosticians and/or teachers will determine a student's Special Program status.

Special Education - SAAH – Section 4

All special education coding and documentation shall be in accordance with Section 4 of the Student Attendance Accounting Handbook. Staff responsible for special education coding should be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to special education.

The Special Education Dept. is responsible for identifying Special Education students, the Special Education PEIMS clerk will input the data into the Tyler system.

> Note: In no case shall a registrar, attendance clerk, or special education clerk be assigned the responsibility of determining a student's special program coding. Special program staff, directors, counselors, diagnosticians and/or teachers will determine a student's Special Program status.

Special education students receiving homebound services shall be coded "present" in accordance with the SAAH homebound requirements. Specifically, the certified special education teacher that provides homebound instruction shall submit a Homebound Attendance Roster to the attendance clerk every week that homebound services are provided to a student.

A student who receives special education and related services in the special education homebound instructional arrangement/setting earns eligible days present (generates contact hours and thus funding) based on the number of hours the student is served at home or hospital bedside by a certified special education teacher each week. Use the following chart to calculate eligible days present:

Amount of Time Served per Week	Eligible Days Present Earned per Week
1 hour	1 day present
2 hours	2 days present
3 hours	3 days present
4 hours	4 days present (if the week is 4-day week)
	5 days present (if the week is 5-day week)
More than 4 hours	4 days present (if the week is 4-day week)
	5 days present (if the week is 5-day week)

A student shall be withdrawn from the special education program when one of the following occurs:
- Student withdraws from the campus,
- The ARD determines that the student is no longer a child with a disability and therefore no longer eligible for special education, or
- The parent(s) revoke consent in writing for their student's receipt of special education services.

Career & Technology Education (CTE) – SAAH Section 5

All CTE coding and documentation shall be in accordance with Section 5 of the Student Attendance Accounting Handbook. Staff responsible for CTE coding should be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to CTE.

The counselor or CTE staff shall develop the campus master schedule, to include all approved CTE courses. TEA-approved, Innovative courses, if any, shall be approved by the site-based committee and the Board to be eligible for CTE funding. All teachers assigned to teach CTE courses must be qualified and certified to teach the assigned CTE course(s).

The student's class schedule shall be the primary record that the student was enrolled and participating in a CTE course. Students in grades 6 through 12 are eligible to be served in CTE

programs; however, only students in grades 6 through 12 are eligible for CTE contact hours (funding). The maximum number of contact hours that may be claimed for a student is six (6) contact hours. The CTE code for each course is determined by the average minutes per day in a CTE course(s). The total CTE code is calculated by adding the CTE code for each student course(s). Use the following chart to determine the CTE codes to use for coding students.

CTE Code	Average Minutes per Day in CTE Course
V1	45-89 minutes
V2	90-149 minutes
V3	150-180+ minutes

A student shall be withdrawn from the CTE program when one of the following occurs:

- Student withdraws from the campus, or
- The student changes his/her class schedule and ceases to be enrolled in a CTE course or
- His instructional environment changes, EX: DAEP, no CTE teacher.

The counselor is responsible verifying student Career and Tech information. The counselor shall also notify the attendance clerk when a student schedule changes.

If a student becomes homebound, the Counselor is responsible for changing the student's schedule to reflect that the student is no longer receiving the V credit during the homebound instruction.

Bilingual/English as a Second Language (ESL) – SAAH Section 6

All Bilingual/ESL coding and documentation shall be in accordance with Section 6 of the Student Attendance Accounting Handbook. Staff responsible for Bilingual/ESL coding should be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to Bilingual/ESL.

To be eligible for Bilingual/ESL state funding, a student in the Bilingual/ESL education program must meet the following requirements:

- Have a language other than English indicated on the home language survey;
- Be considered Emergent Bilingual because of the student's test score fell below the cutoff scores as noted below:
  - Grades PK through 1st: scored below an oral language proficiency test (OLPT)
  - Grades 2 through 12: scored below an oral language proficiency test, or a norm-referenced standardized test in English (reading and language arts);

- Be recommended for placement in the program by a language proficiency assessment committee (LPAC); and
- Have a record of parental approval to place the EB student in a Bilingual or ESL education program. (Parent must sign and date a permission form.)

> Note: The district must place the student in the Bilingual/ESL program on the date the LPAC recommends placement, but may not count the student for BIL/ESL state funding until the written, parent approval is received. If a parent denies the placement, the district must discontinue serving the student in this program. **The state funding is effective on the date the parent approval is received.**

A student shall be withdrawn (exited) from the Bilingual/ESL program when one of the following occurs:

- Student withdraws from the campus,
- The LPAC classifies the student as English proficient, or
- The parent requests in writing to remove his or her child from the program and place the child in a regular education classroom.

The LPAC is required to conduct an annual review of the placement in the Bilingual/ESL education program. Counselors are responsible for all coding of Bilingual/EB students. The initial parental approval remains in effect until the EB student is exited from the program

Prekindergarten (PK) – SAAH Section 7

All prekindergarten coding and documentation shall be in accordance with Section 7 of the Student Attendance Accounting Handbook. Staff responsible for prekindergarten coding should be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to special education.

To be eligible for prekindergarten state funding, a student in the prekindergarten program must be 3 or 4 years of age on September 1st of the current school year and meet *one* of the following requirements:
- Unable to speak and comprehend the English language (documentation – Home Language Survey or OLPT);
- Educationally disadvantaged (eligible for NSLP free or reduced lunch program);
- Be homeless;
- Be the child of an active duty member of the armed forces;

- Be the child of a member of the armed forces who was injured or killed while serving on active duty; or
- Have ever been in the conservatorship of the Department of Family and Protective Services (foster care) following an adversary hearing.
- Is the child of a Peace Officer, Firefighter, or Medical First Responder who is eligible for the STAR of Texas Award
- *21-22*A student is eligible for pre-K if the student was eligible to enroll in pre-K but did not attend during the previous school year under the TEC, §29.153(b), and the child has not yet enrolled in kindergarten, or if the child's parent or guardian elects for the child to repeat pre-K in accordance with the TEC, §28.02124

Aransas Pass ISD's PK classes operate on a full-day basis, but are funded on a half-day basis. Students who meet the eligibility requirements for the PK program should be coded eligible half-day (ADA eligibility code 2). A student who meets the requirements for the PK program and the PPCD program and is served ½ day in PK and ½ day in PPCD should be coded to eligible full-day (ADA eligibility code 1).

The Early Childhood Principal will verify eligibility of all PK students. The District PEIMS Co-or. will record Prekindergarten funding Data.

2. District employees' four-year old children not meeting the state eligibility requirements for enrollment or not living in the Aransas Pass boundaries may be enrolled on a case by case basis after Labor day and the prekindergarten enrollment of eligible students is taken into consideration by the Supt.
3. Transfers will not be approved for Pre-K students.

The enrollment eligible PK students living in the APISD boundary during the school year shall not result in the withdrawal of enrolled ineligible students not meeting the state eligibility criteria who were previously approved by the Supt.

Gifted & Talented (GT) – SAAH Section 8

All Gifted & Talented program coding and documentation shall be in accordance with Section 8 of the Student Attendance Accounting Handbook. Staff responsible for Gifted & Talented program coding should be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to special education.

Final selection of students to be served in the Gifted & Talented program must be made by a committee of at least three local district educators who have received training in the nature and needs of gifted students.

The district written policy (EHBB Local) on student identification has been approved by the board of trustees and disseminated to parents. The policy is available on the district's Website at www.apisd.org.

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To claim Gifted & Talented state funding, documentation must be complete. All documentation supporting student eligibility must be on file for every student with a Gifted & Talented indicator code of 1. The indicator code must reflect the student's services in the GT program for each 6-week reporting period. The district must also keep on file a class roster of all students who are served in the Gifted & Talented program in each school year.

A student shall be withdrawn (exited) from the Gifted & Talented program when one of the following occurs:

- Student withdraws from the campus,
- The district decides the student must be withdrawn from the program according to the local board-approved exit policy (EHBB Local), or
- The parent requests that the student no longer be served in the program.

The Gifted & Talented Data Collection Form shall be used by all counselor or GT staff to collect, record and code the G/T information.

Pregnancy-Related Services (PRS) – SAAH Section 9

All PRS program coding and documentation shall be in accordance with Section 9 of the Student Attendance Accounting Handbook. Staff responsible for PRS program coding should be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to special education. Counselors are responsible for enrolling and removing PRS students in the Special Program area of Skyward as appropriate for each student.   Attendance Personnel will code the attendance data for PRS students receiving CEHI services based on the homebound forms that are to be turned in to the Attendance Clerk weekly by the teacher performing the CEHI services.

Reconciliation of Student Membership

Student membership from the teacher's roster is to be reconciled to the attendance accounting records at the end of the first and fourth 6-week reporting periods. The reconciliation is to verify that all students are reported on attendance records and that "no show" students have been purged from the attendance accounting system.

The District PEIMS Co-or. will send forms and instructions to the Attendance Clerk for the 1st and 4th 6-weeks reconciliation audit. Attendance Clerks will print a basic class roster from Skyward for 3rd period and distribute to each teacher assigned a third period. Teachers will verify that all students listed on the roster are in fact enrolled in that class. If a student is not listed, the teacher should add their name to bottom of the roster. If a name is on the roster of a student who is not enrolled in the teacher's third period, the teacher should mark a single line through the student's name.

The total number of students in membership shall be reconciled (by the attendance clerk) to the total number of students listed in attendance accounting records, i.e. the Daily Attendance Control Total Report. The signed Teacher Membership Reports and Campus Recap shall be signed by each attendance clerk and campus principal and forwarded to the Dristict PEIMS Co-or. for reconciliation with the District Recap Report. After reconciliation, the reports shall be signed by the District PEIMS Co-or. and Supt. The reports shall be filed for audit purposes by the District PEIMS Co-or.

*APISD Enrollment Audit Dates: 09/14/2023 & 02/16/2024

Required Documentation (Reports)

The student attendance data asked for in an audit must be organized into three distinct data sets: the Student Detail Report, the Campus Summary Report(s), and the District Summary Report.

The attendance clerk shall generate Student Detail Reports daily and Campus Summary Reports for **each** 6-week reporting period.

The data totals for all **Student Detail Reports** (Daily Absence Detail or the Daily Absence Register) must add up to respective totals on the **Campus Summary Report** (Daily Attendance Control Total.) **Campus Summary Reports** must add up to respective totals on the **District Summary.** For schools offering multiple tracks, student detail must be summarized by individual tracks.

The Daily reports will be filed daily for audit. The Campus Cycle Summary (Summary of Finance) report will be forwarded to the campus principal for review and signature of approval.

The campus principal shall review the report for reasonableness. A copy of the signed Campus Summary report shall be filed for audit.

At the end of each 6-weeks and the end of the school year, the District PEIMS Co-or. shall generate the District Wide Summary of Finance report for the Supt. to review and sign and file for audit.

Additional required documentation includes, but is not limited to the following:
- Grade books to support student's special program service
- Period absence reports, if used, signed and dated within one calendar week of the attendance by the teacher and/or teacher substitute
- For paperless attendance accounting systems (Skyward) sufficient documentation to support any changes to posted absences such as:
  - Class admit slips or other documentation to prove that the student was on campus in an administrator's or counselor's office, clinic, or with other school official at the time attendance was taken.
  - Documentation to support that the student was attending a board-approved activity accompanied by a certified teacher, signed by the person who supervised the student
  - Documentation to support that the student was at a medical appointment
  - Other exceptions as listed in the SAAH, Section 2.3.5 Additional Required Documentation.
- Copies of the student's class schedule if the student had a program change, including the dates of entry or withdrawal from the program
- Copies of any approved waivers that affect funding (such as early release days)
- Copy of the "official" school calendar (including days of instruction, bad weather days, holidays, and each 6-week reporting period clearly identified)
- Documentation that indicates the meaning of all locally designed codes in the attendance system

Retention, Maintenance, and Security of Records

All attendance records must be provided to the TEA Financial Audits Division within 20 working days upon request; therefore, it is essential that all attendance records for the entire school year be retained and maintained in a secure environment for the entire five-year (5-year) retention period.

Attendance will be considered undocumented if documentation of the 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 actually occurred. If attendance is undocumented at the days of attendance level, any special program attendance based on those days of attendance also will be considered undocumented. The adjustment to the FSP allotment for any undocumented attendance will apply to the time period for which documentation was missing or inadequate. For example, if the documentation provided to support a particular campus' daily attendance for a semester consisted only of period absence slips for certain students and no documentation was provided showing the names 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 that campus for the semester.

All attendance records listed as Required Documentation shall be boxed up at the end of each school year and kept at each campus for one year and then forwarded to the district's Records Center for archival purposes. The Audit Box requirements are listed on page 46.

The student information system (Skyward) will be maintained in working order throughout the school year and during the subsequent five-year retention period. The Technology Department shall backup all data from both systems on a daily basis. The daily backups shall be stored at an off-site facility located in Longview, Texas. An additional backup shall be maintained on site at 706 West Yoakum, Aransas Pass, Texas. In addition, backups shall also be performed prior to update functions such as "move-to-grade." On at least an annual basis, the Technology Department shall test the data recovery plan. Staff passwords are set to change every 60 days, Skyward has an automatic timeout of 10 min.

Attendance Procedures/Regulations
Attendance Clerk
2023-2024

Daily	Run Recorded/Unrecorded Class Attendance Feature to verify that teachers have posted attendance.
Daily	Make corrections to teacher posting as supported by admit slips, Doctor notes, etc.
Daily	File all attendance supporting documentation in student attendance files.
Daily	Run report Absence Count (By Absence Type) to determine students with 3, 5, 7, or 10 unexcused absences. Take appropriate action according to APISD's Truancy Prevention Measures Plan.
Daily	Print Daily Student Attendance report by grade. Run also Attendance Totals by Type report.
Weekly	Print the Recorded Unrecorded Class Attendance Report on Monday for the previous week. Report will be blank if all attendance has been submitted and no errors were made. If students are on report, correct errors on report, record reason for error and corrections. File for audit.
As Needed	Print the email or keep copy of roster for students who are in ISS or DAEP and keep for audit. Precode student attendance according to list from certified personnel.
As Needed	Keep attendance rosters from Substitute Teachers, Field Trips, UIL activities, etc. for audit. Precode attendance per these rosters.
End of each six weeks	Print the Daily Balancing Summary (Entity), have Principal verify report and sign. File for audit. Perform Monthly/Quarterly TX (Entity) report to verify there is no invalid attendance that needs to be corrected.
1st and 4th six weeks	Conduct the Student Enrollment for all Entities TX report. Verify all memberships are correct. Send reports signed by Attendance Clerk and Principal to District PEIMS Co-or.
End of year	Print the Contact Hours by Entity Report for the entire school year, have Principal verify and sign. Keep for audit.

Registrar Procedures/Regulations
2023-2024

Daily	Verify enrollment date and membership code as new to District students report to campus with completed cumulative folder. Request records for new students.. Withdraw students and verify that within 10 working days a request for records has been received. Keep new student and w/d student log up to date.
Daily	As student records are received verify all demographic data paying particular attention to birth date, spelling of name, and social security number. Input correct demographic data into Skyward. ****Alert Counselor if student was previously enrolled in any special programs.
Daily	Check TREX and send records as needed or request records. Verify that new enrollee records are received in a timely manner. Verify that a records request for withdrawn students who are enrolling in another school have been received within 10 days.
Daily	Check Skyward Approvals list for New Student registrations or demographic, address changes, etc. Approve or reject as necessary in a timely manner.
Weekly	Print the Daily Balancing Summary (*Entity) on Monday for the previous week and verify that number of new enrollees and withdrawn students are correct according to new student and withdrawn student forms. Have Principal sign and file for audit.
End of each six weeks	Print the Contact Hours (Entity) for each six weeks, verify total number of withdrawn and new enrollees equal to weekly reports. If all correct, have Principal verify, sign, and file for audit. If not correct, find errors, run new correct reports, record explanation of reason for corrected reports.
No Show Students	Change lever codes as documentation is received, put copy of documentation in Student's Cumulative folder. Each Friday beginning first week of school until the School Start Window (last Friday in Sept.) send list of no show students to Truancy Officer and the District PEIMS Co-or.
Withdrawn students	If reason for withdrawal was to attend Texas School, verify that a records request has been received in 10 days. If not, send the Truancy Officer student's name and date of withdrawal.
Changing lever/mover codes	After all No Show students have been accounted for from the first day of school, keep a copy of the reason for the change in the Student's Cumulative folder stapled to withdrawal form.
End of School Year	Maintain student records by putting grade and testing information in cumulative folders. Print list of active promoted student folders to move to next campus, possible retained student folders will be kept at current campus until the GPC committee makes decision. Mark retained or possible retained next to names of students whose folder will not be moved. Retained students will be filed in grade level for next school year. Current inactive student cumulative folders will be filed with inactive folders from previous years. Inactive student folders will be moved according to birth date to next campus.
End of school year	Verify list from incoming campus of active student folders received, if discrepancy call registrar at sending campus. Audit incoming active student folders. File inactive files from sending campus, verifying receipt of correct folders.

1ST DAY COUNT PROCEDURES

2023 - 2024

Steps Prior to the First Day of School:

Registrars approve online registrations.

Counselors will assign a schedule to each new and returning student.

August 14, 2023 – First Day Documents

A. **Attendance Clerk** will print Basic Class Rosters for all 3rd period teachers.
B. **Attendance Clerk** will copy the First Day Count form on gold colored card stock and give to each 3rd period teacher and staff member assigned to the holding area.
C. **Principal or Counselor** will assign a certified staff member to be in charge of a "holding area" for students who are present but may not have a schedule, etc.
D. Once all new students have been registered and assigned a schedule in TylerSis, **Registrar** will run the Student Enrollment Type Report. Verify that all students have an entry code of an O and a membership code value of 1, except PK/membership code of 2.

August 14, 2023 - First Day of School

All campus staff must realize that first day count is an important process for the school district. The first day count provides administrators with the tools needed to make budgeting and staffing decisions. A clean first day count makes the registrar's job easier for the remainder of the year. It is important that the campus administrator in charge of first day count make all the necessary staff assignments to achieve a quick first day count.

The district official attendance time is 10:00 and shall is used as the cut-off time for new enrollments. If a student is not present somewhere on campus during the official count, he/she cannot be enrolled (added to the membership count) until the next day.

Assign Staff to direct students where to go.
Some students will have lost their schedules and will not know where to go, and others will show up without pre-registering. At 10:00 AM all students should be in a classroom or the "holding area."

Assign a staff member to collect the attendance documents for the count. This person will go to each class and collect the gold warm body count form and/or the roster. The counts on these documents should match the number of students in the room. If not, the teacher must reconcile the difference. These documents will be returned to the attendance clerk.

August 15, 2023 - FIRST Day Steps:

Distribute reports printed for attendance.

1.   On the first day of school, **each teacher assigned a 3ʳᵈ period** will:
        A. If supplied a roster, mark a single line through any student's name who is not present and write "NS" next to students name to indicate "no show" in that class**.**
        B. Write the names of any additional students in the classroom at the bottom of the roster.
        C. Transfer present student names to the gold First Day Count Form.
        D. Tally number of present students on Basic Class Roster as one total.
        E. If no roster, list students by grade level on First Day Count Form.
        F. Tally number of students listed on First Day Count Form by grade level.
        G. Verify that total students in classroom, roster and first day count form match.
        H. **Print teacher name clearly on first day count form, sign, date and write the time in blue or black ink.**

All counts shall be "as of" the official attendance of 10:00 am. All students must be counted where they are (classroom, office, cafeteria, library, nurse's clinic, etc). All students should be in a classroom or designated location with a school official. **There should be no students in the halls or restrooms at this time.**

This is physical headcount. Do not worry about where the student should be at this time. Count him/her where the student stands.

NOTE: It is important that the first day enrollment is verified as correct by grade level totals and individual names.

---

1.   After all attendance documents (class lists, etc.) have been collected, registrar and an administrator will begin the process of checking off students listed on first day count form to Entry/Withdrawal report. Any student not listed on the first day count form and not checked on the enrollment report are to be highlighted, verify that those student schedules were not picked up or that the student did w/d. If the schedule was picked up or the student did not w/d, verify the first day count forms once again, making certain the student is not listed.

2.   If needed after corrections have been made, note adjusted totals on the teacher's class lists.

3.   As soon as possible after verifying class lists, registrars will withdraw students (those highlighted) as "no shows"
                A. Withdrawal date must be the same day as the first day of school.
                B. Withdrawal reason will be a code of NS, which means "no show".

4.   Print the following reports after all no show students have been w/d for verification:
                A.   Print a new Entry/Withdrawal Report

B. Student Attendance Report
C. Principals Period Report -Count Report

5. The number per grade level of all three reports listed above should match the total of the 1st day count forms that have been tallied by grade level and then total per school.

6. Keep making corrections and reprinting reports until 1st day count is correct.

7. Notify the District PEIMS Co-or. when campus 1st day count is correct or if help is needed.

8. Keep 1st day count forms, basic class rosters, and above three reports bundled together in Audit box.

9. The original Student Enrollment Type Report that lists the no show students will be kept by the registrar until all no show students have been tracked. If a no show student enters after the 1st day of school, record date entered next to student's name on the enrollment report and enroll student into TylerSis as of the date the student does enter school. If a records request is received from another school District, list school or town requesting records next to student's name and change no show code to correct w/d code. If parent withdraws student, change no show code to correct w/d code and list correct w/d code used next to student's name. By the end of the first week of school, notify the Truancy Officer of any students who have not been accounted for and are still considered no show students.

REMEMBER:

NO ABSENCES ARE POSTED ON THE FIRST DAY OF SCHOOL!
Counselors, please limit the number of schedule changes during the first week of school to emergency situations.

Second Day Attendance Posting (Manual)

NOTE: If "First Day" has **not** been balanced, **Skyward** cannot be utilized for posting attendance. Use the following procedures.

1. Print attendance documents and provide to teachers for attendance collection.
   a) Basic Class Roster in **Skyward** or
   b) Blank Attendance Sheet

2. Teachers will continue to take attendance manually on the Basic Class Roster until Principal announces that attendance can be posted in the Tyler system. Elementary will take attendance at 10:00 AM only and Secondary will take period attendance.

3. Continue to work on 1st day count until all reports balance.

Second Day Attendance Posting in TylerSis

NOTE: "First Day" must be balanced and No Show students withdrawn in order for teachers to post attendance via **Skyward.** Use the following procedures.

1. Inform teachers to start utilizing Skyward to post attendance.
2. Students who were present the 1st day of school but are not in attendance the 2nd day of school can be marked absent.
3. Students who were not present the 1st day of school and come the 2nd or subsequent days of school after the first day should be enrolled on the date they are physically on campus at the official ADA time. Students cannot be counted absent on their first day of school. If student was a no show the first day of school the registrar will record date student enrolled next to students name on Student Entry/Withdrawal Report and code enrollment date in Skyward.

First Day Attendance Instructions for Teachers

First Day Instructions/Middle School & High School

1. Teacher will not have to access to Skyward Attendance and will be given paper rosters until first day count is correct and complete. If a student is in your room whose name is **NOT** on the roster, verify the schedule to make sure student is in correct classroom.

2. **A basic class roster and gold first day count sheet will be distributed to all 3rd period teachers and again if a student is in your class but not on the roster, check the schedule to verify student is in correct classroom. No student should be out of class or designated area during the official 1st day count time of 10:00 AM.**

3. If a student is on the Class List, but not in class, mark a single line through the student's name in pencil (name must remain legible) and mark NS (No Show) in front of the student's name. If student is in class but name is not on roster, add name to bottom of roster and list on 1st day count form.

4. **No student will be marked absent on the first day of school.**

5. Transfer present (warm body) student names from the roster to the gold First Day Count Form.

6. Teachers who are responsible for the attendance accounting period:
   - Count the number of students in your class by grade level.
   - Verify that the number shown on the roster matches your head count (after taking into consideration new students and no-shows).

7. Do not let the student leave the room until the official count is complete.

8. Print your name, sign, date & record time on both the roster and the gold first day sheet before turning in both forms.

9. As soon as First Day Count is final and correct, an announcement will be made that teachers can begin taking attendance on the Tyler System and will need to go back and post attendance for earlier periods. All no show students will have been withdrawn from the system.

10. If on the second day or subsequent days a student is present in your classroom and not on your roster in Skyward, send student to office.

Subsequent days

Do not take electronic attendance in Skyward until an announcement is made by the Principal that first day count is complete and attendance can be taken in Tyler. Follow below instructions for manual or electronic attendance.

Subsequent days-electronic or manual attendance in Skyward
Mark student absent if student was present in class on 1st day and is not in class on 2nd day.

If student is on list and was not present 1st day and is still not present 2nd day, notify the attendance clerk and do not mark anything.

If student is present in class and name is not on list, check schedule and if student is in correct class, call office and then send student to the office to have enrollment date verified. If schedule is not correct, send student to correct class.

First Day Instructions Elementary School
1. A Basic Class Roster and Gold 1st Day Count Sheet will be given to each homeroom teacher.

2. **If a student is in class, but not on the Class list, first check the student's schedule and verify they are in correct class, if so add the student's name at the bottom of the roster. If student is incorrect class, send to correct class and make sure correct classroom teacher added student to her first day count gold sheet.**

3. If a student is on the Class List, but not in class, mark a single line through the student's name in pencil (name must remain legible) and mark NS (No Show) in front of the student's name

4. No student will be marked absent on the first day of school. You will be able to see your students in Tyler but do **NOT** take attendance in Tyler until an announcement is made from the office.

5. Transfer present student names from the roster to the gold First Day Count Form.

6. Teachers who are responsible for the attendance accounting period:
    *   Count the number of students in your class by grade level.
    *   Verify that the number shown on the Class List or roster matches your head count (after taking into consideration new students and no-shows).
7. Print your name, sign, date & record time on both the roster and the gold first day sheet before turning in form.

ATTENDANCE END OF SCHOOL CHECK LIST

☐ Run Missing Attendance Report from 8/16/21 to 5/24/22, if any names show up correct.

☐ Run Missing Attendance Report for official ADA period for each 6 weeks, correct if any students whose names appear.

☐ Bundle your Daily Attendance Control Reports that you ran each Monday, file in **Audit Box**.

☐ Print and retain Excessive Absence list for 17 days and over. Have Counselor note next to each student if student will be retained, placed, or promoted.

☐ Verify Homebound Teacher Reports to student's attendance. Bundle Teacher Reports, **file in Audit box**.

☐ Store all absence notes alpha by student in Student Absence Note Box

☐ Bundle all paper rosters for substitutes, ISS, DAEP, etc. and file in **Audit Box**.

☐ Bundle together teacher change of attendance forms, class admittance slips or other documentation to support claim the student was with nurse, principal, etc. during official attendance taking time. File in **Audit Box**.

☐ Retain for **Audit** all documentation that student was counted present due to any reason on page 24 & 25 of this manual. EX: Dr. note, 4H, etc. Verify attendance for student was coded correctly.

☐ Run Daily Attendance Report by Attendance Code, filter for GEH homebound & Special Ed Homebound, verify attendance. APHS-verify schedule was changed and no CTE credits were given during homebound placement.

☐ Send attendance letters (unexcused, truancy, etc.) to Mary Morales

☐ Bundle all attendance meeting notes, sign-in sheets, etc. & send to Mary Morales

☐ Put current school year calendar in **Audit Box**

The **attendance personnel** generating absence summaries and/or transcribing the absences or coding information into the accounting system are responsible for adhering to all laws and regulations pertaining to student attendance accounting. Each person entering data into the attendance accounting system must sign this affidavit attesting that the data he or she has entered is true and correct to the best of his or her knowledge.

Attendance Personnel
Signature_____**Date**_____

General Attendance Requirements

(1)   Responsibility

(1-1)   **Attendance personnel** generating absence summaries and/or transcribing the absences or coding information into the accounting system are responsible for adhering to all laws and regulations pertaining to student attendance accounting. Each person entering data into the attendance accounting system must sign this affidavit attesting that the data he or she has entered is true and correct to the best of his or her knowledge.

Attendance Personnel Signature_____

Date_____

(1-2)   **Special program directors** and/or staff are responsible for reviewing special program data and totals for accuracy and completeness. Please sign to attest that the data provided by you or entered by you is true and correct to the best
of your knowledge.

Counselor's Signature: _____

Date_____

(1-3)   **Principal** of each campus is responsible for reviewing his or her respective Campus Summary Reports for completeness and accuracy. Reports from the Texas Education Agency (TEA), which reflect Public Education Information Management System (PEIMS) data, should be compared to locally-produced reports for reasonableness and accuracy. The principal's signature affirms that he/she has checked, or caused to be checked, the accuracy and authenticity of the attendance data by signing the Campus Summary Report.

Principal's Signature: _____

Date_____

Print form, obtain signatures, and FILE IN AUDIT BOX

Registrar End of School Checklist

1ˢᵗ DAY DOCUMENTATION
Bundle all 1ˢᵗ day count documents and file in **Audit Box**

EXIT DATA

Run Student Exit Data Report, withdrawal code ALL, withdrawal category ALL. FROM DATE 8/14/2023 – 5/22/2024. Verify with w/d list for accurate dates and reason for w/d, sign and date report after all is verified. Bundle report with w/d list, file in **Audit Box**.

STUDENT RECORDS

Run either the Entry & Withdrawal Summary report from 8/14/23 to 5/22/23, which lists entries and withdrawals or the Enrollment Report by Date for the same dates, which only lists the entries.   Verify this list to your Entry student list and verify that all documents listed on the red sheet were obtained for all new students. Rely on the Entry sheet to verify new to District students who entered on first day of the school year and verify their documents. Sign report, bundle with Enty List, and put in audit box. Make a list for yourself of students who are missing original birth certificate or socials, file for you to work on next school year.

Retained Students

Get a list from Counselor or Principal of all retained students, mark next to students if they will be attending summer school by putting an SS. Retained students not attending summer school, mark grade label on folder as RET and put with grade for next year. Possible retained students attending summer school, put these folders in a special place in file and when you get back in August verify which were placed or retained, mark placed or retained on grade label and file with correct grade level.

PRINT GRADE LABELS FOR CUMMULATIVE FOLDERS

Call me when you are ready and we will walk through the process together.

MOVING FOLDERS TO NEXT CAMPUS

ACTIVE: Testing information and pictures need to be put into outgoing grade level folders first before moving files to next campus. Print a Student Listing report using as of date 6/1/24 in Student Enrollment for grade level of files that will be moved. You will use this as your checklist for active files you are sending to receiving campus. If student is being retained pending summer school, mark on list next to student name RET/SS. If student is retained for sure, mark RET next to name. You will check in August who was placed after summer school and send those folders at that time. Check off as you put folders into box for next campus, sign report, make a copy, and **send report with folders to next campus by 6/06/24.**

INACTIVE: For current year inactive students print Entry & Withdrawal Summary report using directions above (Exit Data) but print for grade level of folders being moved. Go through older inactive folders and pull by birth date to send folders to next campus. You do not have to send a list of inactive files that are sent to next campus. Clearly mark boxes as inactive or active. File all other current year inactive folders in previous year's inactive file.

RECEIVING FOLDERS FROM PREVIOUS CAMPUS

ACTIVE: Verify with report that all students listed are received. Audit incoming folders for birth certificate, social security card, latest ethnicity, and oldest home language (only one of each survey.) All field trip permission slips, drawings, etc. can be removed from the cumulative folder.

INACTIVE: There is no way to verify inactive files, so file in inactive by alpha. Audit these files as students re-enroll.

TRANSFER STUDENTS

Print transfer students by running a Student Membership report from Student Record Administrator and select membership code of 3 only. Verify with list sent by Central Office Receptionist. Check all transfer student's addresses and if student has moved into District, notify Central Office Receptionist. Once verified that student is still a transfer, list number of absences for each student, and give to Principal to approve for next school year.

Audit Box Item List

- All first day count paperwork

- New student enrollment form and withdrawn student form

- ***Weekly Principals Period Counts Report**

- ***Each 6-weeks and end of year Summary of Finance report**

- GPC documents

- IGC documents from H/S counselor

- All supporting documentation for student attendance: admit slips, campus sign in sheets, Doctors notes, etc.

- Rosters from Substitute teachers, field trip lists, testing, etc.

- Emails from DAEP and ISS listing students who are in attendance.

- ***Daily Recorded/Unrecorded Class Attendance reports and the Attendance Control Total report**

- ***Attendance Report** if corrections were needed

- General Education Homebound Committee documentation & attendance sheets

- Special Education Homebound attendance sheets

- Current year campus calendar

- Counselor Check-list

*required reports to be printed from Skyward

Label box with Campus name and title box Attendance/Enrollment Audit records 2023-2024.

Registrar_____verifies all stated Audit records are included in the 2023-2024_____Campus Audit Box

Registrar_____Principal_____Date_____

Audit Box is stored at Campus for one school year and then sent to APISD records room.

APPENDIX I – Misc. Paper form list

Transportation – email form to Beth Ward at Transportation.

Student Residency - If parent cannot provide proof of residency, have them fill out, send completed form to Homeless Liaison who will determine Homeless status, PEIMS Co-or. will code if applicable.

Application for Transfer – Campus Principal will approve or not at Campus level after grades, testing, and attendance data are received from previous school. Campus will send application to Supt. for final approval, Central Office receptionist will send letter to parent notifying parent of decision. If approved receptionist will update transfer list, notify campus and PEIMS Co-or. PEIMS Co-or. will code transfer students. Campus staff will keep central office receptionist updated of any address changes for transfer students. If transfer student moves into the APISD boundaries, receptionist will notify PEIMS Co-or. who will then change the membership code.

APPENDIX II

Aransas Pass ISD Grade Placement Committee

Meeting Date:

Student Name & grade:

Student in attendance____YES____NO, Parent in attendance____YES____NO

Committee Members:

Number of absences_____documentation from Attendance personnel attached____YES____NO

Grade & Testing documentation from Counselor attached_____YES_____NO

Decision of committee:

Committee member's initials:

Signature of student_____date_____

Signature of parent_____date_____

*This form to be given to Attendance personnel to be kept and filed for audit purposes

APPENDIX III

Aransas Pass ISD General Education Homebound Committee

Meeting Date:

Committee Members:

Documentation from licensed physician: YES____attached to this form.

Decision of committee: YES will provide services____   NO services will not be provided____

Reason for denial:

If homebound services will be provided, date services will begin and amount of time provided to student each week:

Signatures of committee members:

_____
Signature of Parent or Legal Guardian

*This form to be given to Attendance personnel to be filed with Homebound log for audit purposes.

APPENDIX IV

Student Name_____**Date**_____

1st Notice/3 unexcused absences

In accordance with Section 25.095(a), (b), and (c) of the Texas Education Code you are being notified that according to our records, your child has missed three or more school days or parts of days without excuse. State law requires a district to inform you of the following:

(a) A Parent's duty to monitor the student's school attendance and require the student to attend school, your child's unexcused absences are listed below:

(b) that the student is subject to truancy prevention measures under Section 25.0915 of the Texas Education Code, and state law requires APISD to request a student school official conference to discuss the absences listed below:

(c) that APISD is required to hold a student, and school official conference to discuss the absences listed above and continue Truancy Prevention Measures.

   ** The conference for your student is scheduled on_____time_____. A Parent/Guardian is required to attend, please call the campus if you need to reschedule.

ARANSAS PASS ISD's Truancy Prevention Measures are:

- **At 3 unexcused absences in a 4-week period, an attendance letter will be mailed home. There will be a meeting scheduled with the parent/guardian, and/or student, and Administrator or designee. During the meeting a Truancy Prevention Plan will be discussed with the parent/guardian, and/or student (6th grade & above,) the parent and/or student will sign the Plan, a copy of the Truancy Prevention Plan will be given to the parent, and/or student.
- At 7 unexcused absences, the truancy officer will do a home visit or contact the parent/guardian.
- At 10 unexcused absences in a six-month period, **the District in most circumstances will refer students 12 to 18 years of age to truancy court. The District in most circumstances will file a criminal complaint against parents/guardians who contribute to the non-attendance of their student, Section 25.093 of the Texas Education Code.**

*PLEASE NOTE: Parts of days do accumulate for truancy, meaning if a student is more than 30 minutes late for school in the morning or is checked out of school 30 minutes or more before the end of the school day without a medical excuse turned in to the campus office within three business days. The partial days count as an unexcused absence for truancy purposes.

**Per class period if a 6th – 12th grade student is 15 or more minutes late without excuse to a class, it will be coded as an unexcused absence for the class, and the absence will be counted as part of day for truancy purposes.

Student Name_____Date_____

2nd Notice/7 unexcused absences

RE: Warning Notice of Compulsory School Attendance, Section 25.085 of the Texas Education Code

Your student entered into a Truancy Prevention Plan on_____and as of_____has accumulated **7 unexcused absences, therefore your student is not in compliance with the plan. If you believe there is an error in the attached attendance report or would like to discuss your student's truancy, please call the campus ASAP. To prevent the District from filing *Truancy charges on the parent/guardian and/or the student (12 years & older,) please ensure that your student adheres to the Truancy Prevention Plan as discussed at the initial meeting by being in attendance each day.

ARANSAS PASS ISD's Truancy Prevention Measures are:

- At 3 unexcused absences in a 4-week period, an attendance letter will be mailed home and meeting will be scheduled with the parent/guardian, and/or student (6th grade & above,) and Administrator. During the meeting a Truancy Prevention Plan will be discussed, the parent/guardian, and/or student will sign the Truancy Prevention Plan, a copy of the Truancy Prevention Plan will be given to the parent/guardian, and/or student.
- At 7 unexcused absences, the truancy officer will do a home visit or contact the parent/guardian.
- At 10 unexcused absences in a six-month period, **the District in most circumstance will file a criminal complaint against parents/guardians whose student is 11 years or younger and contribute to the non-attendance of their student. Students 12 years and older in most circumstances, will be referred to Truancy Court. Section 25.093 of the Texas Education Code. At this point, the school could also file a criminal complaint against parents/guardians who contribute to the non-attendance of their child, Section 25.093 of the Texas Education Code.**

  *PLEASE NOTE: Parts of days do accumulate for truancy, meaning if a student is more than 30 minutes late for school in the morning or is checked out of school 30 minutes or more before the end of the school day without a medical excuse turned in to the campus office within three business days. The partial days count as an unexcused absence for truancy purposes, three days of partial unexcused absences will equal one day of unexcused absence and will count towards APISD's Truancy Prevention Measures.

  **Per class period if a 6th – 12th grade student is 15 or more minutes late without excuse to a class, it will be coded as an unexcused absence for the class, and the absence will be counted as part of day for truancy purposes.

Aransas Pass ISD Truancy Prevention Plan

Student Name	Grade Level	APISD ID Number	Campus

IMPORTANT: This plan is effective for 45 SCHOOL days as required by law.

Start Date: _____   **End Date:** _____

PART 1 – REASON FOR ABSENCES

If working, may we contact your employer?_____Yes_____No

Place of Employment: _____   Manager: _____   Phone: _____

PART 2 - ATTENDANCE PROBLEMS/BEHAVIORS

Check all that apply:

☐ Student has frequent absences
☐ Student frequently comes to school late
☐ Student is frequently late getting to classes
☐ Student is frequently tardy for 1st period
☐ Student frequently misses the first period, class, or approximate half hour or more of school
☐ Student is frequently late returning from lunch
☐ Student has a history of attendance problems
☐ Other:

Attach a copy of current student attendance record and grades.

PART 3 - STUDENT TRUANCY PREVENTION PLAN

Check all that apply :

☐ Student will come to school on time.
☐ Student will decrease number of unexcused absences, (turn in absences notes within 3 business days.)
☐ Student will report to all classes on time.
☐ Student will report to their 1st period class on time every day.

☐ Student will check in with _____on the following schedule:_____

☐ Student may not leave campus at lunch time. Student must report to:_____

☐ Other

☐   **At the 5th to 7th unexcused absence, the Principal or Designee may assign school based community service.

☐   Student will perform _____ of school based community service.

~~Time and Location:~~ _____

Parent consent signature: _____

PART 4 - PARENT ATTENDANCE AGREEMENT

☐ Parent/Guardian will ensure the student's regular and consistent attendance and punctuality.
☐ Parent/Guardian will send documentation of excused absences within three working days or email the attendance clerk.
☐ Parent/Guardian will monitor student's academics and attendance on APISD Parent Portal.
☐ Parent/Guardian will make certain that the school has accurate address and telephone contact information and will update school records immediately when there are changes.
☐ Parent/Guardian will follow through with rewards and consequences for attendance and punctuality.
☐ Parent/Guardian will attend all academic, attendance and behavior meetings and conferences.
☐ Parent/Guardian will maintain regular communication with teachers, administrator, and school.
☐ Parent/Guardian will establish and maintain a regular, consistent, and predictable morning and bedtime routine, as appropriate.
☐ Parent/Guardian will bring the student to school on time each and every day.
☐ Parent/Guardian will walk the student into the school and/or class on time.
☐ Parent/Guardian will wake the student up and ensure they have adequate time to get to school before the starting bell every day.
☐ Parent/Guardian will reinforce this Attendance Agreement with student.
☐ Parent/Guardian will refuse to allow the student to come home from school unless the student is truly sick or there is a real and evident reason the student cannot remain in school.
☐ Parent/Guardian will support the school when the teacher or administrator feels the student should remain in school by telling the student they cannot come home and must remain in class.
☐ Parent/Guardian, using their best judgment, will make the student attend school when the student complains he/she cannot go to school for whatever reason or excuse the student may give unless there is a strong medical or other emergency reason.
☐ For more extreme instances where the child refuses to attend after all other interventions have been attempted, the parent will call the school to document that the parent is doing their best to enforce this contract.
☐ Other:

PART 5 SCHOOL BASED INTERVENTION AGREEMENT

☐ Refer student to At Risk Coordinator. (Attach contact documentation to file)
☐ Refer student to Alpha Initiative Student Outreach Specialist. (Attach contact documentation to file)
☐ Refer student to In School Counseling. (Attach contact documentation to file)
☐ Refer student to In School Resources. (Attach contact documentation to file)
☐ Refer student to Community Resources. (Attach referral/compliance documentation to file)
☐ Refer student for Disciplinary Action. (Attach documentation to file)
☐ Refer student/parent to Early Intervention Team/Attendance Review Committee, as appropriate.
☐ Refer to campus mentor/monitoring personnel as appropriate. (Attach contact documentation)
☐ Other:

PART 6 CONSEQUENCES FOR NON COMPLIANCE

AT SCHOOL AND HOME:

☐ Student will be subject to the school and class discipline policies and procedures.
☐ Student will be lose campus/class privileges.
☐ Student will receive detention for being late to school, tardy to classes, or absent.
☐ Student Transfer Request may be revoked for the next school year, if applicable.
☐ Student will lose privileges at home for being absent, late, or tardy (no free time, video games, cellular
☐ telephone, TV, etc.)
☐ When the student is absent or late, the parent will be contacted and the student will be spoken with
  about the absence or tardy.
☐ Other:

LEGAL PENALTIES:

☐ **ED CODE 25.0915. -School District Complaint or Referral for Truancy:** If a student fails to attend school without excuse on 10 or more days or parts of days within a six-month period in the same school year, a school district shall within 10 school days of the student's 10th absence refer the student to truancy court.

☐ **ED CODE 25.093- Parent Contributing to Nonattendance:** If a warning is issued as required by Section 25.095(a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section 65/003(a) Family Code. The parent commits an offense.

☐ **FEC (Local) – Attendance for Credit:** Possible Denial/Loss of Credit due to all absences in violation of the 90% Rule

PART 7 – DETAILS

DATE	EVENT	ACTION

PART 8 - SIGNATURES

_____   _____
Student Signature/Date   Parent Signature/Date

Present at Truancy Prevention Meeting: Y or N

_____
Administrator Signature/Date

_____
Optional Committee Member/Date