

# **LAMAR Consolidated Independent School District**

## **Student Attendance Procedure Manual**

### **Purpose**

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

This manual includes the following information:

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

### **Attendance**

#### **When is Attendance Taken?**

Each campus should determine what time of day attendance will be taken. This means the time may vary from campus to campus. However, once a time has been set by the campus, it cannot be changed during the remainder of the school year. Face to face teachers must take attendance at the designated snapshot time. Please follow the Attendance Flowchart below to determine attendance for all virtual students and any face to face students that were marked absent the previous day. Any written teacher communications regarding reasons for not taking attendance should be retained for audit purposes and included in the District audit box. The attendance clerk can run the *Unrecorded Class Attendance Report* and the *Recorded Class Attendance Report* within 15 minutes of the official attendance time. The *Unrecorded Class Attendance Report* will identify teachers who did not take attendance at the snapshot time. The *Recorded Class Attendance Report* will identify the time at which attendance was taken, including before or after the attendance snapshot. These reports should be forwarded to the building principal or his/her designee for action.

## **How is Attendance Taken?**

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

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

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

## **How is attendance entered into the attendance accounting system?**

Teachers are provided training on how to enter attendance in Skyward's Educator Access Plus through a series of videos in the LCISD Digital Resource Center.

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

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

## Absence Reasons that Generate Attendance Funding

**The absence reason codes that are matched with attendance type Y are the ones that generate funding. If you are using any of the situations as described below, then the reason code should be matched with type code Y and should never be used with any other attendance type. Refer to Lamar CISD Attendance Types and Codes on page 12 for specific reason codes that apply to the situations below.**

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

- is enrolled in and attending off-campus dual credit program courses and is not scheduled to be on campus during any part of the school day. Students who are enrolled in and attending an off-campus dual credit program course and **are** scheduled to be on campus during any part of the school day should have their attendance recorded while they are on campus.
- is participating in an off-campus work-based learning opportunity and is not scheduled to be on campus during any part of the school day. Students who are participating in an off-campus work-based learning opportunity and are scheduled to be on campus during any part of the school day should have their attendance recorded while they are on campus.
- is enrolled **full-time** in Texas Virtual School Network (TXVSN) courses. Students who are enrolled in one or more TXVSN courses but attend a regular campus part of the day and who are not scheduled to be on campus during the official attendance-taking time should have their attendance recorded during the part of the day they are on campus.
- is participating in an activity that is approved by your local school board and is under the direction of a professional staff member, an adjunct staff member, or a paraprofessional staff member of your school district. The adjunct staff member must have a minimum of a bachelor's degree **and** be eligible for participation in the Teacher Retirement System of Texas. Students participating in any activity that is not approved by your local school board or without certified district personnel supervision must be counted absent. For attendance to qualify for funding purposes, the professional staff member, adjunct staff member, or paraprofessional staff member must be accompanying the students as an official of your school district for the specific purpose of supervising the students and must be approved by your school board to supervise the activity. For example, students would be reported present if they are participating in 4H activities that are supervised by a county extension service agent who has been approved by the local school board as an adjunct staff member or a paraprofessional staff member of your school district.<sup>1, 2</sup>Paraprofessionals must meet the requirements of an educational aide I, II, or III. (These requirements are explained on the TEA "Becoming an Educational Aide in Texas" web page located at [https://tea.texas.gov/Texas Educators/Certification/Initial Certification/Becoming an Educational Aide in Texas/.](https://tea.texas.gov/Texas_Educators/Certification/Initial_Certification/Becoming_an_Educational_Aide_in_Texas/))
- is participating, with local school board approval, in a short-term (for example, five-day) class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the

Texas School for the Deaf (TSD) at a location other than the student's campus.<sup>3</sup> The student must not be considered in attendance for FSP purposes on any day the student is traveling between the student's district and the location of the class but is not attending class. However, travel days may be excused for compulsory attendance purposes. Your school district is responsible for obtaining documentation of the student's class attendance from the TSBVI or TSD.

- is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 TAC Chapter 74.44.
- misses school for the purpose of observing religious holy days, including traveling for that purpose.<sup>4</sup> Travel days for which the student is considered in attendance are limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.

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

- is in grades 6 through 12 and misses school for the purpose of playing "Taps" at a military honors funeral held in Texas for a deceased veteran.<sup>5</sup>
- misses school for the purpose of attending a required court appearance, including traveling for that purpose.<sup>6</sup> Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is required to appear in court. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.

A court appearance is considered to be required if the law (federal or state) or the court mandates an appearance by the student in a criminal, civil, or traffic matter. Examples of required court appearances would be appearances in response to a jury summons in the

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name of the student, a subpoena in the name of the student, or a traffic ticket marked “You Must Appear” or “Court Appearance Required.” Additional examples would be a student’s appearance in court as a plaintiff or defendant or as the subject of a court proceeding, such as an adoption or custody proceeding. Acceptable forms of documentation include a copy of a pleading or other document filed with the court, a notice from the court clerk regarding a hearing or trial date, a jury summons, or a subpoena. **Important:** Absences to meet with probation officers and other absences related to court-ordered activities *outside* the courtroom do not qualify as required court appearances.

- is in the conservatorship of the DFPS and misses school:
  - to participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or 263, provided that scheduling the participation outside of school hours is not practicable<sup>7</sup> or
  - to attend an activity under a service plan under the Texas Family Code, Chapter 263, Subchapter B<sup>8</sup>.

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

- misses school for the purpose of serving as a student early voting clerk, if your school district has a policy allowing for this type of excused absence,<sup>9</sup> or an election clerk or student election clerk<sup>10</sup>. Your school district may excuse a student’s absence for this purpose for a maximum of 2 days in a school year.<sup>11</sup>

A student may be considered in attendance for travel days related to an absence to serve as an election clerk or student election clerk but not for travel days to serve as a student early voting clerk. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is serving as an election clerk. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes. Travel days do not count toward the 2-days-per-school-year maximum. To serve as a student election clerk or student early voting clerk, a student must:

- be ineligible to serve as an election clerk under the Texas Election Code, [§32.051\(c\)](#);
- be at least 16 years of age;
- have the consent of the principal of the school the student attends;
- be a US citizen; **and**

- have completed any training course required by the entity holding the election.<sup>12</sup>

To serve as an election clerk (as opposed to a **student** election clerk), a student must meet the requirements specified in the Texas Election Code, [§32.051](#).

- misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for US citizenship, including traveling for that purpose.<sup>13</sup> Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site of the governmental office. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
- misses school for the purpose of taking part in the student's own US naturalization oath ceremony, including traveling for that purpose.<sup>14</sup> Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site of the ceremony. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
- is temporarily absent because of a documented appointment for the student or the student's child that is with a health care professional licensed, certified, or registered to practice in the United States.<sup>15</sup> A documented appointment with a health care professional includes an appointment of a student diagnosed with autism spectrum disorder with a health care practitioner<sup>16</sup> to receive a generally recognized service<sup>17</sup> for persons with that disorder.<sup>18</sup> To be considered temporarily absent, the student must begin classes or return to class on the same day of the appointment. The appointment must be supported by a document, such as a note from the health care professional.<sup>19</sup>

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

- is in his or her junior or senior year of high school and misses school for the purpose of visiting an institution of higher education accredited by a generally recognized accrediting

organization to determine the student's interest in attending the institution.<sup>20</sup> Your district 1) must not excuse for this purpose more than 2 days during a student's junior year and 2 days during a student's senior year and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a procedure for verifying students' visits to institutions of higher education.

- is 17 years of age or older and pursuing enlistment in a branch of the US uniformed services or the Texas Army National Guard. Your district must not excuse the student for this purpose for more than four days of school during the period the student is enrolled in high school and must adopt a policy stating when an absence will be excused for this purpose and a procedure for verifying the student's activities related to pursuing enlistment in a branch of the US uniformed services or the Texas Army National Guard.
- is absent to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. Your district is required to excuse up to 5 days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment.<sup>21</sup>

## **Reconciliation of Teacher's Roster Information and Attendance Accounting Records**

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

The process for this is outlined below.

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

Videos for the specific template setup for the Attendance Worksheets and Enrollment Report are posted in the LCISD Digital Resource Center.

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

1. Students that may be missing a schedule or not have a scheduled class for the official attendance period
  - a. Speech only students
  - b. Homebound students
  - c. Night School students
  - d. BTTC Students
  - e. IBC or CIBC students
  
2. Students that are inactive but still have active schedules. (Run Student Schedules Report and select Inactive students to find out if you have this issue.)
  - a. OF\CS\RE\SS
  - b. Select Range under Schedule Printing Options
  - c. Select Status Inactive

Once your reports are run, attendance worksheets are verified by your teachers, reconciliation is completed and your principal has signed the reconciliation form, send all reports and the reconciliation form to Linda Tayler. These will then be signed by Linda and Brian Moore and returned to your campus for storage in your end of the year attendance box.

## Maintenance of Attendance Accounting Records

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

Major points in the audit requirements section include:

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

### Storage suggestions:

1. Use storage boxes that are clearly marked on all sides with the following, "2021-2022 OFFICIAL ATTENDANCE ACCOUNTING RECORDS."
2. Mark the destruction date clearly on the outside of the box. For 2021-2022 records the destruction date should be June 2027.
3. Store these boxes in a clean, dry, fireproof place. Make sure your office staff and custodians know where and why they are there.
4. Include the following items in the boxes:
  - A. The **last** official full year Principal's ADA Report. (The final full year ADA will not be run until the final PEIMS Submission is completed, so make sure you include it in your box after you return from the summer.) We will make an electronic version available. You will need to store to a disk or thumb drive and put it in the EOY storage box.
  - B. The 2021-2022 Daily Enrollment Log or Daily Balancing Summary report.
  - C. NO-SHOW STUDENTS data mining report for no show list and any teacher lists or worksheets used for reconciling first day counts.
  - D. The documents signed by teachers used to report absences. (Grades 7-12 should only store the second period rolls, slips, or scan sheets.) This should include all attendance records for field trips and Homebound also.
  - E. The sign-in sheets from the nurse, counselors, AP, etc. used to prove students were in school during second period.
  - F. A copy of the school academic calendar.
  - G. Copies of the "Out-of-District" student transfer forms.
  - H. A copy of the attendance codes for 2021-2022.
5. Grade books must also be stored. They should be in separate boxes and be clearly marked with the contents and school year. The grade books contain proof that students were served in regular as well as special programs.

### **Additional Required Documentation Checklist: 2021-2022 End of Year Official Attendance Accounting Records Storage**

- Gradebooks (retained for one year after entering grades into the student's Academic Achievement Records [AAR]). Gradebooks are especially important in proving a student's special program service when end-of-semester grades were not received.
- For paperless accounting systems in which absences are posted directly to the ADP system, sufficient paper documentation to support any changes to posted absences (see **2.2.3 "Paperless" Attendance Accounting Systems**)
- Campus Day Summary Reports - Office>Attendance>Reports>Attendance Reports>Day Summary [WS\OF\AT\RE\AR\DS]

- Class admittance slips or other documentation to support the claim that a student was with a nurse, counselor, assistant principal, or other school official at the time attendance was taken (see **3.6.3 Requirements for a Student's Being Considered Present or Absent for Funding Purposes**)
  - Documentation supporting the claim that a student was attending a board-approved activity, accompanied by a certified teacher/adjunct staff member of the district, signed by the person who supervised the student(s) (**see SAAH section 3.6.3**) (Field Trips)
  - Documentation supporting the claim that a student was at a documented appointment with a health care professional (**see SAAH section 3.6.3**)
  - Documentation supporting the claim that a student was enrolled in and attending an off campus dual credit program, enrolled in TxVSN courses, at a required court appearance, or any other documentation used to support a change in attendance code.
  - A copy of the official school calendar reflecting all days of instruction and holidays.
- Please note if we have any missed days during the 2021-2022 school year.

## **Backup Systems to Protect Attendance Accounting Records**

Skyward undergoes a full nightly backup which starts at 9:00pm and concludes at 1:00am the following morning. In addition, snapshots of the virtualized machine (server) are taken daily and stored for up to 7 days. These snapshots can be restored into the server within minutes. The database backup can be restored into the Skyward database in an hour. Both options will revert all data in Skyward to the moment it was backed up, potentially causing data loss for the day between when the backup was taken and the restore requested.

## **Responsibility for the Maintenance and Security of Records**

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

Information for all FSP attendance reports must be available for audit purposes for 5 years from the completion of the school year. Superintendents, principals, and teachers are responsible to their school board and to the state for maintaining accurate and current attendance records, regardless of the attendance accounting system in use<sup>22</sup>.

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<sup>22</sup> 19 TAC [§129.21\(a\)](#)

## **Special Programs**

### **Who is Responsible for the Coding of Special Programs?**

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

Special Education – Keonta Jackson

Speech Therapy – Shana Story

Career and Technology – Kayse Lazar

Pregnancy Related Services – Kelle Kipping

ESL/Bilingual/LEP – Gloria Stewart

Migrant – Gloria Stewart

Gifted and Talented – Valerie Anderson

Homeless – Marva O’Neal

Title I – Marva O’Neal

At Risk – Marva O’Neal

## **How are Changes to Special Programs Documented?**

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

## Lamar CISD Attendance Types and Codes

Type Code	Reason Code	Long Description
A		Entered by teacher online - Type Code Only
A	A	Standard code when entered by attendance office
D	BL	Bus Late - Transportation
Y	CI	Chronically Ill
Y	CL	College Visit
Y	CR	Required Court Appearance
Y	CZ	Citizenship/Oath
Y	DC	Attending Class on College Cmp
E	EC	Extenuating Circumstances
Y	EL	Election Clerk - Must >= 16
D	EX	Exam Exemption
Y	FP	Family-Protective Services
Y	FT	Field Trip
Y	HB	Homebound
Y	HD	Holy Day
Y	MD	At School Part Day-Dr Note
Y	ML	Military Visit
U	NI	Not in ISS
E	NT	Parent or Doctor Note
Y	OC	Off Campus Programs
P	ON	On Campus-Not in Classroom
Y	PM	Pursuing Military Enlistment
P	SC	In Support Classroom *
D	TD	College Travel Day
P	TE	Testing *
U	TR	Truant
Y	UL	UIL Event
U	UN	Unaccounted/Unexcused Absence

**No Reason Code belongs with more than one Type Code.**

**Do not Mix and Match these codes. Use only as they are listed.**

## 2021-2022 ADA Report Schedule and Due Dates

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Six Week Period	6 Weeks End Date	Signed Form Due To Student Accounting
1	10/01/21	10/13/2021
2	11/05/21	11/17/2021
3	12/17/21	01/12/2022
4	2/18/22	3/02/2022
5	4/14/22	4/27/2022
6	5/26/22	6/06/2022

## 2021-2022 Membership Verification Schedule and Due Dates

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Membership Verification	Date	Due to Student Accounting
1 <sup>st</sup> Six Weeks	Wednesday, 09/29/2021	Wednesday, 10/06/2021
4 <sup>th</sup> Six Weeks	Wednesday, 02/16/2022	Wednesday, 02/23/2022

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