

See the following for forms related to attendance accounting:

- Exhibit A: Request for Alternate Recording Time — 2 pages
- Exhibit B: Resolution of the Board to Delegate Approval of Off-Campus Activities to the Superintendent for Attendance Accounting Purposes — 1 page
- Exhibit C: Acceptable Documentation for Certain Excused Absences — 2 pages

EXHIBIT A

REQUEST FOR ALTERNATE RECORDING TIME

Please submit this form at least 14 days before the first day of instruction if an alternate recording time is requested for the entire campus or at least 14 days before an alternate recording time begins for certain student populations.

Campus: _____ Grade Levels: _____

Previous Recording Time: _____

Alternate Recording Time Requested: _____

Duration of Alternate Recording Time: _____

Request is for:

☐ Entire campus ☐ Certain students

If request is only for certain students, please identify the group(s) of students:

Are these students enrolled and participating in a Commissioner-approved alternative attendance accounting program?

☐ Yes ☐ No

Reason for requesting alternate recording time:

Principal's signature: _____ Date: _____

For Office Use Only:

Request:

☐ Approved ☐ Denied

Superintendent's signature: _____ Date: _____

EXHIBIT B

RESOLUTION OF THE BOARD TO DELEGATE APPROVAL OF OFF-CAMPUS ACTIVITIES
TO THE SUPERINTENDENT FOR ATTENDANCE ACCOUNTING PURPOSES

WHEREAS, 19 Administrative Code 129.21(j) provides that a student not actually on campus at the time attendance is taken may be considered in attendance for Foundation School Program funding purposes if the student is participating in an activity that is approved by the Board and is under the direction of a member of the professional staff of the District; and

WHEREAS, the Board has approved for District students the following extracurricular activities and the activities of the following organizations: *(list activities and organizations)*

WHEREAS, the Board seeks to delegate authority to the Superintendent to approve individual off-campus activities;

NOW THEREFORE BE IT RESOLVED that the Board of _____
School District delegates to the Superintendent approval of all individual off-campus activities, including those related to Board-approved extracurricular activities, those related to activities of organizations approved by the Board, and field trips that are part of the curriculum.

The authority granted by this resolution is effective for the 20__– 20__ school year.

Adopted this _____ (date) day of _____ (month), _____ (year), by the Board of Trustees.

Presiding Officer

Secretary

EXHIBIT C

ACCEPTABLE DOCUMENTATION FOR CERTAIN EXCUSED ABSENCES

In accordance with the TEA *Student Attendance Accounting Handbook*, a student who is not on campus at the time attendance is taken may be considered in attendance under certain circumstances, with appropriate documentation, as provided below:

Please note: Documentation related to a student's absence must be kept on file for auditing purposes.

1. A student who is enrolled in and attending an off-campus dual credit program and is not scheduled to be on campus during any part of the day.

Required documentation: The completed and signed Request to Enroll in Dual Credit Courses form. [See EHDD(EXHBIT)]

2. A student who is enrolled full-time in courses through the Texas Virtual School Network (TxVSN).

Required documentation: All completed enrollment and approval forms from the TxVSN site coordinator. [See EHDE(EXHIBIT)]

3. A student who is participating in an activity that is approved by the Board and under the direction of a professional District staff member or an adjunct staff member.

Required documentation: Any appropriate approval forms or permission slips, completed and signed, to participate in the activity.

4. A student who is participating in a mentorship approved by the District to serve as one or more of the advanced measures needed to complete the Advanced/Distinguished Achievement Program.

Required documentation: A form or note signed by the mentorship sponsor stating that the student is permitted to participate.

5. A student who misses school for the purpose of observing a religious holy day, including traveling for that purpose.

Required documentation: A signed note from the student's parent stating the holiday the student will be observing, as well as the specific travel days required.

6. A student who is in grades 6 through 12 who misses school in order to sound "Taps" at a military honors funeral held in Texas for a deceased veteran.

Required documentation: A signed note from the student's parent or a copy of an obituary or funeral program.

7. A student who misses school to attend a required court appearance, including traveling for that purpose.

Required documentation: A copy of a subpoena (if applicable) or other court documents stating that the student's appearance was required.

8. A student who misses school to serve as an election clerk, including traveling for that purpose, or to serve as an early voting clerk.

Required documentation: A signed note from the head election clerk at the polling location at which the student is working. [See FEA(EXHIBIT)]

9. A student who misses school to appear at a governmental office in order to complete paperwork required for the student's application for United States citizenship, including traveling for that purpose.

Required documentation: A signed letter from the student's legal representative or other documentation from the U.S. Citizenship and Immigration Service affirming that the student's absence was associated with the application for citizenship.

10. A student who misses school to take part in the student's own United States naturalization oath ceremony, including traveling for that purpose.

Required documentation: A copy of the letter detailing when the student's ceremony will be taking place, as well as a signed letter from the student's parent specifying the travel dates.

11. A student who is temporarily absent because of a documented appointment for the student or the student's child with a health-care professional licensed to practice in the United States.

Required documentation: A signed note from the doctor's office.

12. A student in the conservatorship of the Department of Family and Protective Services (DFPS) who is absent to attend a court-ordered mental health appointment, therapy appointment, family visitation, or any other activity ordered by a court.

Required documentation: A statement signed by the student's case worker or other education decision maker or a copy of relevant sections of the court order.

13. A student who is absent to visit his or her parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from continuous deployment of at least four months, and who meets the requirements in FEA(LEGAL).

Required documentation: A copy of the deployment orders or other corroborating information.

14. A student who is a junior or senior visiting an institution of higher education.

Required documentation: The completed and signed Verification of Higher Education Visit. [See FEA(EXHIBIT)]