

**FEDERAL AND STATE  
COMPLIANCE ATTENDANCE  
CODING FOR FACE TO FACE AND  
VIRTUAL ATTENDANCE**

**Wanda Thomas, Sr. Manager**

**January 19, 2021**



# Virtual Meeting Norms

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- Please mute your microphone and camera.
- Place your questions in the chat.
- Raise your hand and we will call you at the end of the presentation if we have not addressed your question in the chat.

# Attendance Coding

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<b>Instructional Setting</b>	<b>Code for Present</b>	<b>Code for Absent</b>	<b>Code for Tardy</b>
<b>Remote Asynchronous Instruction</b>	RA	AT	N/A
<b>Face to Face</b>	P	AT	T

# Remote Asynchronous Student Attendance

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**Teachers will continue to take Attendance for Remote Asynchronous Attendance as they did during the first six-week cycle.**

Enter Attendance in HISD Connect Teacher Pro. Students are present “RA” when...

- 1. Teams:** A student attends Asynchronous Teams lesson (Download & save the Teams meeting engagement roster.) or,
- 2. HUB (LMS):** A student completes an assignment on the HUB
  - (The Curriculum Department has created a short assignment at the beginning of each day’s lesson which is an excellent tool to use for attendance purposes.) or,
- 3. Two-Way Communication:** A student engages in a conversation with a teacher of record or SPED resource/co-teacher regarding lessons or assignments (cannot be a TA).
  - *A student who has not met the previous day's attendance requirement through one of the means listed above but did engage in learning and made progress on an assignment can be marked asynchronous present (RA). The teacher must document why they are marking the student asynchronous present. This criterion is only used when updating the previous day's absences.*

# FACE TO FACE Student Attendance

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- Students that report to school for face-to-face instruction starting October 19, 2020, will have their attendance recorded at the campus' designated ADA period. ***Secondary teachers will need to enter attendance for each class period.*** All attendance will be recorded in HISD Connect Power Teacher Pro.

# How to take Attendance for Face to Face Students

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1. From the start page, click the Attendance Icon 

## **Face to Face Attendance Codes:**

2. Use **Present**, **(AT) Absent by Teacher** or **(T) Tardy**, click in the box next to the student name and select the appropriate code.

**Virtual Student Attendance Codes** (Teachers can enter attendance at this time for students who participated virtually in the synchronous instruction):

3. Use **RA Present** or **(AT) Absent by Teacher** click in the box next to the student name and select the appropriate code. Students that are virtual will only be marked RA (Remote Asynchronous Present) or AT (Absent by Teacher).

Students	Alerts	Attendance: Wedn
Andrews, Justin P	\$	<input type="text"/>
Brady, Jeremy F	⚠	<input type="text"/>
Dottore, Dylan R	⚠	<input type="text"/>
Edwards, Joey P	⚠ 👤 \$	<input type="text"/>
Grimestad, David W	⚠ 👤 \$	<input type="text"/>
Haimin, Mckay P	⚠ \$	<input type="text"/>
Herrera, Earl	⚠ 👤 ⚠	<input type="text"/>
Holmgren, Delinda M	⚠ \$	<input type="text"/>
Hutchinson, Corinne M	👤 \$ ⚠	<input type="text"/>

4. Date is defaulted to current date.

5. Once attendance has been taken for Face to Face and Virtual Students click **Submit**

Note: Attendance needs to be submitted, even if a class has 100 percent attendance.

# Attendance for High Schools on a Hybrid Schedule

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Virtual Instruction Days: The attendance codes for remote asynchronous instruction will be used on days the student participates in virtual instruction.

Face-to-Face Instruction Days: The attendance codes for Face-to-Face Instruction will be use on days the student report to campus.



# Attendance Updates for Virtual Instruction

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**Any** student who was marked absent (AT) for the day or a class period but engages in remote asynchronous instruction between 12:00 AM -11:59 PM will have their attendance code changed to RA for the day/class period.

**Elementary:** Teachers have until 2:30PM the next day to update/submit attendance from AT to RA for **any** student that engaged between 12:00 a.m. and 11:59 p.m. the previous day.

**Secondary:** Teachers have until 3:30PM the next day\* to update/submit attendance from AT to RA for **any** student that engaged between 12:00 a.m. and 11:59 p.m. the previous day.

- **\*Updating Attendance on a Block Scheduling**
- Example: Day Types **A** Day / **B** Day
- MWF is **A** Day                                      Tue/Thurs is **B** Day
- **A** day- teachers can only update attendance on the next **A** day.
- **B** day- teachers can only update attendance on the next **B** day.

# Making Corrections After Attendance is Locked

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Notify the attendance clerk in writing by using an Attendance Correction Form or by e-mail of any attendance correction needed. Include student's full legal name, local ID number, grade level and reason for the correction.

All manual official attendance documents must meet these conditions:

- Always use blue or black ink (never record manual entries in pencil, use liquid correction fluid, and never use a signature stamp).
- Always use the legal names of the students (no nicknames or shortened version of the name).
- Always use the correct student ID number.
- Teacher's Signature must be in ink.
- If errors are made on any official attendance document strike one line through the error, enter corrections nearby, and initial in ink.

# Updating and Correcting Attendance

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- Students receiving **face to face** instruction attendance can be updated with codes listed below. Proper documentation is required, and an attendance change form must be attached.

## PowerSchool Attendance Code Descriptions

(Present)

A (Absent)

EX (Absent Excused)

AT (Absent by Teacher)

***RA (Remote Asynchronous Present) 1<sup>st</sup> 6 Weeks of School***

T (Tardy)

ACT (Activity)

DFPS (Child Protection)

CIT (Citation)

COL (College Visit)

CRT (Court Appearance)

DC (Dual Credit)

ELC (Election Clerk)

FT (Field Trip)

GOV (Government Office)

HB (Homebound Services)

SRC (in School Suspension)

MD (Medical Appointment)

MTR (Mentor)

MIL (Military Deployment)

NAT (Naturalization)

OCWBL (Off-Campus Work Base Learning)

OSP (Oth Sch Per)

PRS (Pregnancy Related Services)

PEAS (Pursue Enlistment Armed Service)

REL (Religious)

TAP (Taps Military Funeral)

TSBD (TX School for Blind or Deaf)

Students receiving **virtual instruction** can **ONLY** be updated with the following codes.

- RA
- AT
- Excused Absent

If one of the codes above applies with the exception of MD, the attendance form and proper documentation is required. MD exception reason cannot be used during Remote Asynchronous. Rationale: Student has until 11:59PM to engage on the LMS.

**Example:**

If a student receiving remote asynchronous instruction is marked AT by the teacher, and the student submits documentation that he/she appeared in court, then the clerk will do the following:

- Complete the attendance change form
- Attach court documentation
- Sign and dated by an administrator
- Update attendance code AT to RA in HISD Connect (PowerSchool SIS)

# Student Attendance Accounting Handbook



All public-school districts and open-enrollment charter schools in Texas are required to submit student attendance data through the Texas Student Data System Public Education Information Management System (TSDS PEIMS). The Student Attendance Accounting Handbook (handbook) supports that requirement and establishes related student attendance accounting requirements.

The handbook:

- describes the Foundation School Program (FSP) eligibility requirements of all students,
- prescribes the minimum standards for all attendance accounting systems,
- lists the documentation requirements for attendance audit purposes, and
- details the responsibilities of all district and charter school personnel involved in student attendance accounting.

The handbook is for all Texas school district and charter school personnel involved in the student attendance accounting process. No school district or charter school official (or any other person in your district or charter school) has the authority, either implied or actual, to change or alter any rules, regulations, or reporting requirements specified in this handbook.

Mike Morath  
Commissioner of Education

# 1.1 Student Attendance and FSP Funding

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The primary purpose for TEA's collection of student attendance data is to ensure that FSP funds can be allocated to Texas's public schools. All public schools in Texas must maintain records to reflect the average daily attendance (ADA) for the allocation of these and other funds by TEA. <sup>3</sup>

All eligible students are entitled to the benefits of the FSP. However, for your district to claim a student for funding purposes, complete documentation that proves the eligibility of the student for the FSP must first be on file. Furthermore, your district must report all eligible attendance according to provisions established by TEA. For these reasons, TEA has developed both a standardized attendance accounting system (described in this handbook) and a standardized reporting system (TSDS PEIMS). <sup>4</sup>

For your district to receive the maximum amount of funding for all its students, the following personnel must be aware of their individual responsibilities and work together to assemble required documentation as early as possible: administrators, special program staffs, teachers, and attendance personnel.



## 1.2 Taking and Recording Student Attendance

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It is your district's responsibility to ensure that the basis used to record and process attendance accounting data meets the standards in this handbook.<sup>5</sup>

District personnel must create the original documentation of attendance at the time of attendance. Original documentation must not be created after the fact. Original documentation that is not created at the time of attendance will not be accepted by agency auditors. **If auditors determine that original documentation was not created at the time of the attendance it is intended to support; TEA will retain 100 percent of your district's FSP allotment for the inappropriately documented attendance for the school year(s) for which records have been requested.** TEA will either assess an adjustment to subsequent allocations of state funds or require your district to refund the total amount of the adjustment when the audit is finalized.

## **1.3 Reporting of Attendance Information to TEA**

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District staff members report attendance and contact hours at the student level for the entire school year through TSDS PEIMS.

See Section 3 General Attendance Requirements for additional information.

## 1.4 Storage of Attendance Information

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Your district's superintendent of schools is responsible for the safekeeping of all attendance records and reports. The superintendent may determine whether the properly certified attendance records or reports for the school year are to be filed in the central office or properly stored on the respective school campuses of your district or at a secure offsite location.

Information for all FSP attendance reports must be available for audit purposes for five 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>7</sup>

# 1.5 Auditing of Attendance Information

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Regardless of where attendance records are filed or stored, they must be readily available for audit by the Financial Compliance Division of TEA.<sup>8</sup> Auditors have the authority to examine attendance records for any year for which your district is required to retain records (see Section 2 Audit Requirements). If auditors detect errors during an audit, TEA will either assess an adjustment to subsequent allocations of state funds or require your district to refund the total amount of the adjustment when the audit is finalized.

# Section 3 General Attendance Requirements

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## 3.1 Responsibility

As stated in previous sections, the district superintendent is ultimately responsible for the accuracy and safekeeping of all attendance records and reports. These records must be available for audit by the TEA Financial Compliance Division or for review by the State Funding Division. By signing the District Summary Report—or, in the case of a paperless attendance accounting system, by indicating his or her approval of data electronically—the superintendent affirms that he or she has taken measures to verify the accuracy and authenticity of the attendance data. <sup>17</sup> **Important: If TEA detects errors during an audit, the agency either will assess an adjustment to subsequent allocations of state funds or will require your district to refund the total amount of the adjustment when the audit is finalized.**

# 3.1 Responsibility

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The **principal** of each campus is responsible for reviewing his or her respective Campus Summary Reports for completeness and accuracy. A principal should compare reports from TEA, which reflect TSDS PEIMS data, to locally produced reports for reasonableness and accuracy. By signing the Campus Summary Report—or, in the case of a paperless attendance accounting system, by indicating his or her approval of data electronically—a principal affirms that he or she has checked, or caused to be checked, the accuracy and authenticity of the attendance data.

**Important:** The principal or superintendent affirms the propriety of student eligibility determinations, including determinations of student eligibility for particular educational programs, when he or she signs affidavits—or, in the case of a paperless attendance accounting system, when he or she indicates electronically that he or she attests to the validity of the determinations.

# 3.1 Responsibility

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The **teacher** who initially records an absence is responsible for the accuracy of the report and attests to the validity of the data with his or her signature—or, in the case of a paperless attendance accounting system, with his or her entry of those data using the teacher’s logon with a distinct secret password. <sup>18</sup>

The **attendance** personnel generating absence summaries and 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 an affidavit attesting that the data he or she has entered are true and correct to the best of his or her knowledge—or, in the case of a paperless attendance accounting system, indicate electronically that the person attests that the data he or she has entered are true and correct to the best of his or her knowledge.

# 3.1 Responsibility

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**Important:** Your district must not assign attendance personnel the responsibility of determining a student’s coding information. Special program staff members, directors, or teachers should provide attendance personnel with names and coding information of students who are eligible and whose documentation is in order. Special program directors and staff members are responsible for reviewing special program data and totals for accuracy and completeness. They are also responsible for ensuring that attendance personnel are aware of any changes in a student’s services and the effective dates of those changes. The attendance personnel are then responsible for entering the changes in the student attendance accounting system. At the end of each six-week reporting period, special program staff members should check the Student Detail Report for any coding errors.



# Board Policy on Classroom Attendance

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Acceptable excuses for absences and tardiness are personal illness, sickness, or death in the family, quarantine, weather, or road conditions making travel dangerous, participation in school activities with permission of the principal, and emergencies or unusual circumstances recognized by the principal or person designated.

Supervision of student attendance will be the responsibility of teachers and school administrators.

# Board Policy on Classroom Attendance

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## **The role of the principal (and administrative team) is to:**

- establish a period by period attendance management system;
- design and implement a process for identifying and counseling students with attendance problems;
- communicate with parents about student attendance problems;
- approve credit for excused absences;
- chair the statutorily required School Attendance Committee

# Board Policy on Classroom Attendance

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## **The role of the teacher is to:**

- take attendance at the official time designated and for each class period;
- maintain accurate attendance records HISD Connect and verify accuracy;
- send excuse notes from parents to the office in a timely manner;
- notify parents when a student returns from an absence without an excuse or has been absent for three or more days;
- ensure that students make up work for excused and unexcused absences;
- complete an attendance referral form for appropriate students, in accordance with district guidelines

### **3.4.2 Temporary Absences and Withdrawal**

Your district may **not** withdraw a student who is temporarily absent (e.g., as a result of illness or suspension) but still a member of your district.

### **3.4.3 Students Whose Whereabouts Are Unknown**

Your district should decide the withdrawal date for a student who never officially withdrew from school, but whose whereabouts can no longer be determined, according to applicable local policies.

For example, local policy may state that a student is withdrawn 10 days after he or she last attended if his or her whereabouts are unknown.

Once withdrawn, a student in grades 7 through 12 must be reported as a school leaver on a 203 Record and will possibly be considered a dropout according to TSDS PEIMS *Data Standards*.

## 3.6 General Attendance-Taking Rules

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Each teacher or other school employee who records student attendance must certify, in writing, that all such records are true and correct to the best of his or her knowledge and that the records have been prepared in accordance with laws and regulations pertaining to student attendance accounting by signing and dating the record of attendance within one calendar week of the attendance recorded. Electronic signatures are acceptable. Signature stamps and pencil are not acceptable.

Students who are on campus and in their classrooms at the time attendance is taken must have their official attendance taken and completed by the classroom teacher or paraprofessional that meet the educational aide requirements that do not meet the requirements for paraprofessionals. (For the requirements for paraprofessionals, see 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/))

Using a student sign-in sheet to record attendance is not an acceptable method of taking roll and will result in the attendance being disallowed.

## 3.6.1 Manual Entries for or Corrections to Student Attendance Data

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District staff members must always use ink to make manual entries or corrections in the attendance records, on daily absence slips, on 6-week absence reports, and on daily summary sheets. Staff members must never record manual entries in pencil, use liquid correction fluid, or use a signature stamp. If errors are made on any official attendance document, the staff member making the correction must strike through the error, enter corrections nearby, and initial.

## 3.6.2 Time of Day for Attendance Taking

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Each campus must determine attendance for all grades by the absences recorded at the one point in time the campus has chosen for roll to be taken (a snapshot, for example, 9:45 a.m.) during the second or fifth instructional hour of the day or its equivalent. The selected time may vary from campus to campus within your district. However, once a time has been selected, a campus must not change it during the school year.

Your campus may select an official attendance-taking time that is not during the second or fifth instructional hour of the day if your local school board has adopted a district policy allowing for recording absences in an alternative hour, or if the superintendent has established documented procedures allowing for recording absences in an alternative hour after having been delegated authority to do so by the board. The policy or procedures may:

- allow for each campus to choose an alternative attendance-taking time for the campus as a whole,
- allow for each campus to choose an alternative attendance-taking time for certain groups of students as described in 3.6.2.2 Alternative Attendance-Taking Time for Certain Student Populations, or
- allow for both circumstances.

# Absences for HISD Instructional Attendance

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Elementary teachers must check attendance each day. The absences are either excused or unexcused and must be recorded accordingly in HISD Connect. These absences apply to the number and type of absences accumulated under the HISD

instructional attendance policy as identified later in this section. The only acceptable excuses for tardies and absences are

- Personal illness;
- Illness or death in the family;
- Quarantine;
- Weather or road conditions making travel dangerous;
- Participation in school activities with permission of the principal; or
- Emergencies or any unusual circumstances recognized by the principal or person designated;
- Any cause acceptable to the teacher, principal, or superintendent of the school in which the person is enrolled.

• Secondary teachers must check attendance each class period each day. The absences are either excused or unexcused and must be recorded accordingly in HISD Connect. These absences apply to the number and type of absences accumulated under the HISD instructional attendance policy as identified later in this section. Absences for extracurricular activities do **not** count as absences as they apply to the HISD attendance policy *unless a student accumulates more than five for one semester.*



# Absences for HISD Instructional Attendance

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- If a student accumulates more than five absences for extracurricular activities for one semester in one class or subject, each absence over five becomes an **unexcused** absence, and these unexcused absences apply to the HISD attendance policy.
- Schools must have clear procedures and full faculty participation to avoid conflicting attendance reports.

# Absences for HISD Instructional Attendance

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- The reason for an excused absence must be stated orally or in writing and signed by the parent/guardian of the student or a school official. The written, electronic or oral excuse must be received by the school within three days after the absence or tardy.
- School personnel should document phone calls, email messages, or oral statements of parents excusing student absences. These notes should be kept by the classroom teacher or the attendance clerk and secured for storage at the close of the school year for storage. Teachers and principals may accommodate special circumstances for late notes or absence verification. The district attendance specialist assigned to the school may investigate any excused case.
- A student found guilty of misrepresenting the validity of an excuse or permit is subject to disciplinary action.

# ATTENDANCE PROCEDURES

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- Accepting Manual Attendance Taken by the Teacher of Record or a Substitute
  - All manual attendance must be signed and dated by the Teacher of Record or the Substitute in black or blue ink – no pencils
  - Attendance personnel need to check to make sure that this has been done when receiving the manual attendance document
  - The next sentence is only for Rosters Not Generated from HISD Connect
    - If the teacher or substitute has placed any of the following by a student's name, there should be a ledger describing what each symbol means
      - Check marks - ✓
      - X's
      - Hyphens -
      - Asterisks \*
      - Highlighted the name
  - It is best to put an A for absent by the student's name

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

### Texas Education Agency ADA Exemptions

<b>A student not actually on campus at the time attendance is taken may be considered in attendance for FSP (Funding) purposes if the student:</b>  <b>Note: The following codes require documentation that has signed and dated by the principal or principal's designee.</b>	<b>Description</b>	<b>Short Code in Chancery</b>
<ul style="list-style-type: none"> <li>• is 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.</li> </ul>	<p style="text-align: center;">"TAPS" Military Funeral</p>	<p style="text-align: center;">TAP</p>
<ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>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, professional staff member, an adjunct staff member or a paraprofessional staff 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 schoolboard as an adjunct staff member or a paraprofessional staff member of your school district. Paraprofessionals must meet the requirements of a highly qualified paraprofessional.</p>	<p style="text-align: center;">Activity</p>	<p style="text-align: center;">ACT</p>

Documentation must be provided in all cases where a student is not physically present at ADA time in the classroom and was counted present for FSP ADA purposes. This includes signed and dated rosters used when a student is with other school personnel at ADA time.

### Texas Education Agency ADA Exemptions

<ul style="list-style-type: none"> <li>• is in the conservatorship of the DFPS and misses school:             <ul style="list-style-type: none"> <li>- 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 or</li> <li>- to attend an activity under a service plan under the Texas Family Code, Chapter 263, Subchapter B.</li> </ul> </li> </ul> <p>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</p>	Child Protection	DFPS
<p>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.</p>	Child Protection continued	DFPS
<ul style="list-style-type: none"> <li>• is in his or her junior or senior year of high school and misses school for the purpose of visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution. Your district 1) may 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.</li> </ul>	College Visit	COL

Documentation must be provided in all cases where a student is not physically present at ADA time in the classroom and was counted present for FSP ADA purposes. This includes signed and dated rosters used when a student is with other school personnel at ADA time.

**Texas Education Agency ADA Exemptions**

<p>• misses school for the purpose of attending a required court appearance, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 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.</p> <p>A court appearance is considered to be required if the law (federal or state) or the court mandates an appearance by the student in a criminal, civil, or traffic matter. Examples of required court appearances would be appearances in response to a jury summons in the name of the student, a subpoena in the name of the student, or a traffic ticket marked "You Must Appear" or "Court Appearance Required." Additional examples would be a student's appearance in court as a plaintiff or defendant or as the subject of a court proceeding, such as an adoption or custody proceeding. Acceptable forms of documentation may be 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, a subpoena, etc.</p> <p><b>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.</b></p>	<p>Court</p>	<p>CRT</p>
<p>• 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.</p>	<p>Dual Credit</p>	<p>DC</p>

Documentation must be provided in all cases where a student is not physically present at ADA time in the classroom and was counted present for FSP ADA purposes. This includes signed and dated rosters used when a student is with other school personnel at ADA time.

## Texas Education Agency ADA Exemptions

<p>• misses school for the purpose of serving as a student early voting clerk, if your school district has a policy allowing for this type of excused absence or misses school for the purpose of serving as an election clerk or student election clerk. Your school district may excuse a student's absence for this purpose for a maximum of 2 days in a school year.</p> <p>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.</p> <p>To serve as a student election clerk or student early voting clerk, a student must:</p> <ul style="list-style-type: none"> <li>- be ineligible to serve as an election clerk under the Texas Election Code, §32.051(c);</li> <li>- be at least</li> <li>- 16 years of age;</li> <li>- have the consent of the principal of the school the student attends;</li> <li>- be a US citizen; and</li> <li>- have completed any training course required by the entity holding the election.</li> </ul> <p>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.</p>	<p>Election</p>	<p>ELC</p>
<p>• misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for US citizenship, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 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.</p>	<p>Government Office</p>	<p>GOV</p>

Documentation must be provided in all cases where a student is not physically present at ADA time in the classroom and was counted present for FSP ADA purposes. This includes signed and dated rosters used when a student is with other school personnel at ADA time.



## Texas Education Agency ADA Exemptions

<ul style="list-style-type: none"> <li>• is temporarily absent because of a documented appointment for <i>the student or the student's child</i> that is with a health care professional licensed, certified, or registered by an appropriate agency of the State of Texas to practice in the United States. A documented appointment with a health care professional includes an appointment of a student diagnosed with autism spectrum disorder with a health care practitioner to receive a generally recognized service for persons with that disorder. To be considered temporarily absent, the student must begin classes or return to school on the same day of the appointment. The appointment should be supported by a document, such as a note from the health care professional.</li> </ul> <p>The appointment must be a face-to-face consultation with a health care professional. A consultation over the phone or via video (telemedicine) is not considered an appointment with a health care professional. A school nurse will not count for FSP funding as a health care professional appointment.</p>	Medical Appointment	MD
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Mentor	MTR
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Military Deployment	MIL
<ul style="list-style-type: none"> <li>• misses school for the purpose of taking part in the student's own US naturalization oath ceremony, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 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.</li> </ul>	Naturalization Oath	NAT

Documentation must be provided in all cases where a student is not physically present at ADA time in the classroom and was counted present for FSP ADA purposes. This includes signed and dated rosters used when a student is with other school personnel at ADA time.



**Texas Education Agency ADA Exemptions**

<p>• misses school for the purpose of observing religious holy days, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 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.</p> <p>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 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. <b>Church retreats, camps, and mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days.</b></p>	<p>Religious</p>	<p>REL</p>
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Documentation must be provided in all cases where a student is not physically present at ADA time in the classroom and was counted present for FSP ADA purposes. This includes signed and dated rosters used when a student is with other school personnel at ADA time.

## Texas Education Agency ADA Exemptions

<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>Chancery code is pending – until we receive the code student is marked Present. A note should be entered in comments</p>	<p>P</p>
<ul style="list-style-type: none"> <li>• is participating, with local school board approval, in a short-term (for example, 5-day) class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD) at a location other than the student's campus. The student must not be considered in attendance for FSP purposes on any day the student is traveling between the student's district and the location of the class but is not attending class. (However, travel days may be excused for compulsory attendance purposes.</li> </ul>	<p>Chancery code is pending – until we receive the code student is marked Present. A note should be entered in comments</p>	<p>P</p>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>Chancery code is pending – until we receive the code student is marked Present. A note should be entered in comments</p>	<p>P</p>

Documentation must be provided in all cases where a student is not physically present at ADA time in the classroom and was counted present for FSP ADA purposes. This includes signed and dated rosters used when a student is with other school personnel at ADA time.

Documentation must be provided in all cases where a student is not physically present at ADA time in the classroom and was counted present for FSP ADA purposes. This includes signed and dated rosters used when a student is with other school personnel at ADA time.

# Federal and State Compliance Team

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# State Reporting Team

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# Questions?

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# Thank you!

*Date: January 19, 2021*

Presenters:

Wanda Thomas, Sr. Manager

Heidi Cisneros, Sr. Compliance Analyst



