

**Attendance
Accounting System**

The Superintendent shall be responsible for maintaining a student attendance accounting system in accordance with statutory and TEA requirements. [See also FD for admissions and residency requirements.]

Taking of
Attendance

Attendance taken at 10:00 a.m. shall be used for state funding purposes for high school campuses and for middle school campuses.

Elementary campuses shall take attendance at 10:00 a.m. for students who commence instruction during the morning hours. Attendance for students who attend afternoon instruction only shall be taken at 1:00 p.m. Attendance taken at these times shall be used for state funding purposes.

Alternative educational programs shall take attendance at 10:00 a.m. if the program instruction commences during the morning.

KEYS Academy shall take attendance at 12:00 p.m. for the afternoon program.

The Secondary Alternative Center shall take attendance at 5:30 p.m. for the night school program only.

*Alternative
Recording Time*

When appropriate, the Superintendent shall establish written procedures permitting another campus to specify an alternative time for taking attendance other than the second or fifth instructional hour. Exceptions may be authorized for an entire campus or for a designated group of students at a campus. The alternative time for recording attendance shall be determined in accordance with TEA's *Student Attendance Accounting Handbook*.

**Parental Consent to
Leave Campus**

The Superintendent shall establish procedures regarding parental consent for a student to leave campus, including procedures for documenting a student's absence. The procedures shall be communicated in the employee and student handbooks.