

The Superintendent or designee 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.]**

OFFICIAL
ATTENDANCE TIME

Attendance for all grades shall be recorded at 10:00 a.m. for full-time students **OR 10:30 FOR FULL-TIME STUDENTS WHEN THE CAMPUS FOLLOWS A BLOCK SCHEDULE.** Attendance for students enrolled in afternoon half-day classes shall be recorded at 12:30 p.m. To obtain an exception to the established accounting period, a waiver must be requested from the Superintendent.

The Superintendent or designee shall report quarterly to the Board concerning the operation and effectiveness of the District's student attendance system, and may present recommendations for improvement.

PARENTAL CONSENT
TO LEAVE CAMPUS

A student who is going to leave campus during any part of the school day shall provide a note that describes the reason for the absence. The note shall be signed by the student's parent or guardian. If the student is 18 or older, or is an emancipated minor, the student may sign in place of a parent or guardian. The student must sign out of school prior to leaving and a pass shall be issued to the student confirming parental consent for the absence.