

**ATTENDANCE
ACCOUNTING
SYSTEM**

The Superintendent or designee shall be responsible for **DESIGNATING THE OFFICIAL ATTENDANCE-TAKING TIME DURING THE CAMPUS'S INSTRUCTIONAL DAY AND** 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. 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.

**ALTERNATIVE
ATTENDANCE-
TAKING TIME**

THE SUPERINTENDENT IS AUTHORIZED TO ESTABLISH WRITTEN PROCEDURES PERMITTING A CAMPUS TO RECORD ABSENCES IN AN ALTERNATIVE HOUR FROM THE DISTRICT'S OFFICIAL ATTENDANCE-TAKING TIME OR FOR A DESIGNATED GROUP OF STUDENTS AT A CAMPUS. THE ALTERNATIVE ATTENDANCE-TAKING TIME SHALL BE DETERMINED IN ACCORDANCE WITH TEA'S *STUDENT ATTENDANCE ACCOUNTING HANDBOOK* AND ADMINISTRATIVE REGULATIONS.

**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.