

**ATTENDANCE
ACCOUNTING
SYSTEM**

The Superintendent ~~or designee~~ shall be responsible for maintaining a student attendance accounting system in accordance with statutory and TEA requirements.

**ALTERNATE
RECORDING TIME**

When appropriate, the Superintendent shall establish written procedures permitting a campus to specify an alternate 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 alternate time for recording attendance shall be determined in accordance with TEA's *Student Attendance Accounting Handbook*.

~~The Superintendent or designee shall report annually 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**

The Superintendent shall establish procedures regarding parental consent for a student to leave campus, including procedures absent from school for any portion of a school day shall provide a note that describes the reason for documenting a student's the absence. The procedure note shall be communicated in the employee and signed by the student's parent or, if the student handbooks is 18 or older or is an emancipated minor, by the student.