

ATTENDANCE
ATTENDANCE ACCOUNTING

FEB
(LOCAL)

**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.~~