

STUDENT RECORDS

FL
(REGULATION)

CUSTODIAN
OF RECORDS

The custodian of all student records at the campus level shall be the principal.

ATTENDANCE
ACCOUNTING

The Student Attendance Accounting Handbook contains the official attendance accounting rules and regulations for all public school districts in Texas, and it is the official standard of required information for all attendance accounting systems, whether manual or automated. It is the district's responsibility to ensure that the basis used to record the process of attendance accounting data meets this standard. 19 TAC #129.21(e)

Always use black/blue ink to make manual entries and/or corrections on all attendance records on daily absence slips, six (6) weeks absence reports, and/or daily summary sheets (i.e. Temporary Absence Rosters, etc.). If errors are made on any official attendance document, strike through the error, indicate the correction(s), initial and date.

Attendance and special program contact hours will be reported for the entire school year through the Public Education Information Management System (PEIMS). All documentation required for audit purposes is outlined below.

Campus summary reports will be generated each six (6)-weeks reporting period and reviewed by the principal for reasonableness and accuracy. The principal should:

- scrutinize regular attendance totals and special program attendance totals based on approximate membership;
- investigate all data totals that have an exceptionally high value or a value of zero; and
- compare current-year table totals to prior-year to detect unreasonable differences.

By signing the campus summary report, a principal affirms that he or she has checked, or caused to be checked, the accuracy and authenticity of the attendance data.

Campus summary reports shall be organized as follows in the event of an audit:

- retain six (6)-weeks balanced reports in individual labeled folders;
- if any attendance data is changed in the accounting system for a six (6)-weeks period whose information was previously balanced, new reports must be generated and balanced;
- retain the additional contact hour reports separate from the final balanced reports; and
- retain principal affidavits with final balanced reports

Students who are on campus at the time attendance is taken but who are not in their assigned classroom are considered in attendance for FSP purposes provided they were with a campus official (nurse, counselor, principal, etc.). Class admit slips or other documentation supporting that a student was with a campus official must be retained for audit purposes.

Maintain one folder per student containing all documentation to substantiate attendance accounting data modifications by attendance personnel.

Retain attendance slip in student folders. Changes to attendance must be documented and an audit trail must be established (e.g. mark through and initial the absence mark and document the reason for the change) as follows:

- parent/doctor notes;
- daily absence slips;
- copy of discipline referrals (removals/SAC placements only);
- original schedule and schedule changes;
- class admit slips or other audit trail supporting that a student was with a responsible official must be retained for audit purposes;
- all notes for attendance funding purposes (FSP purposes) are to be kept separate and labeled in the student attendance folder documenting attendance coding from “absent” to “present”.

ATTENDANCE
PERSONNEL
RESPONSIBILITY

The attendance personnel generating absence summaries and transcribing the absences or coding information into the accounting system are responsible for adhering to all laws and regulations pertaining to student attendance accounting. Each person entering data into the attendance accounting system must sign an affidavit attesting that the data he or she has entered are true and correct to the best of his or her knowledge.

TEACHER
ATTENDANCE
RESPONSIBILITY

The teacher who initially records an absence is responsible for the accuracy of the report and attests to the validity of the data with his or her signature or, in the case of a paperless attendance accounting system, with his or her entry of those data using the teacher’s logon with a distinct secret password.

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PERIODIC
ATTENDANCE
TEACHER
REPORT

Each teacher or other school employee who records student attendance must certify, in writing, that all such records are true and correct to the best of his or her knowledge and that the records have been prepared in accordance with the laws and regulations pertaining to student attendance accounting by signing and dating the record of attendance within one calendar week of the attendance recorded. Signature stamps and pencil are not acceptable.

Periodic Attendance reports are to be processed daily and maintained as follows by attendance personnel:

- retain reports in individual teacher folders in date order;
- verify teacher signature and date on each teacher report (always use black/blue ink);
- attendance personnel must initial and date when corrections are made in the student system; and
- retain and maintain a school year calendar checklist.

PERIODIC
ATTENDANCE
POSTED
STATUS

Attendance Posted Status reports are to be processed daily and maintained as follows by attendance personnel:

- retain reports in folders year to date, in date order;
- retain and maintain a school year calendar checklist; must be processed daily; and
- document substitute information and/or teacher contact for submitted attendance
- attach a copy of the Human Resources system generated substitute list.

STUDENT
PERIODIC
ATTENDANCE
REPORT

- Student Periodic Attendance reports are to be processed daily and maintained as follows by attendance personnel: retain reports in folders by month, in date order;
- if any attendance data is changed in the accounting system for any date whose information was previously printed, new reports must be generated and attached to the original student periodic attendance report.

TEMPORARY
ABSENCE
ROSTERS

Temporary absence rosters are to be maintained as follows by attendance personnel:

Teachers:

- maintain rosters in individual teacher folders, in date order;
- each temporary absence roster must have the teacher's signature in black/blue ink; and
- no erasure marks or signature stamps are allowed on absence rosters.

Substitutes:

- retain the roster from the substitute in the corresponding teacher folder, in date order; and
- each temporary absence roster must have the substitute's original signature and date in black/blue/blue ink.

ATTENDANCE
ACCOUNTING
DURING TESTING
DAYS

If standardized achievement tests or final exams are administered during the accounting period designated for attendance, staff should record absences just before, during or immediately after the exam.

A student who is exempt from taking exams and who attends school on an exam day only to "sign in" during the attendance -taking time has not met the minimum 2-through-4-hour requirement for that day. A student must either be provided the appropriate number of hours of instruction or be counted absent.

GENERAL
ATTENDANCE
TAKING RULES

Students who are on campus and in their classrooms at the time attendance is taken must have their official attendance conducted and completed by the classroom teacher. Attendance must not be taken by students, classroom aides, or clerks. Using a student "sign-in" sheet to record attendance is not an acceptable method of taking roll and will result in the attendance being disallowed.

REQUIREMENTS
FOR A STUDENT
BEING CONSIDERED
PRESENT OR
ABSENT

A student not actually on campus at the time attendance is taken may be considered in attendance for Foundation School Program (FSP) purposes. Adequate documentation must be retained to verify the whereabouts of these students. Retain documentation in folders accordingly. Students qualify for the attendance in the following situations if the student:

- is enrolled in and attending an off-campus dual credit program course and is not scheduled to be on campus during any part of the school day.
- is enrolled full-time in TxVSN courses.
- is participating in an activity which is approved by the local school board and is under the direction of a professional staff member of the school district or an adjunct staff member. This adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas;
- is participating, with local school board approval, in a short-term class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD) at the location other than the student's campus. The campus is responsible for obtaining documentation of the student's class

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attendance from the TSBVI or TSD.

- is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19TAC§74.13(a)(3);
- misses school for the purpose of observing religious holy days, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student will observe the holy days. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
- is in Grades 6 through 12 and misses school for the purpose of sounding “Taps” at a military honors funeral held in Texas for a deceased veteran.
- misses school for the purpose of attending a required court appearance, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is required to appear in court. A court appearance is considered to be required if the law (federal or state) or the court mandates an appearance by the student in a criminal, civil or traffic matter. Examples of required court appearances would be a jury summons in the name of the student, a subpoena in the name of the student; a traffic ticket marked “You Must Appear” or “Court Appearance Required;” the student appears in court as a plaintiff or defendant, or the student is the subject of a court proceeding, such as an adoption or custody proceeding; acceptable forms of documentation include a copy of a pleading or other document filed with the court, a notice from the court clerk regarding a hearing or trial date, jury summons, a subpoena, etc.; absences to meet with probation officers do not qualify for funding but must be excused if they meet the criteria in the TEC, §25.087(b)(1)(B);
- is in the conservatorship of the Department of Family and Protective Services and misses school:
 1. to participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or 263, provided that scheduling the participation outside of school hours is not practicable or
 2. to attend a mental health or therapy appointment or family visitation as ordered by a court under the Texas Family Code, Chapter 262 or 263.

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- misses school for the purpose of serving as a student early voting clerk, including traveling for that purpose; travel days for which the student is considered in attendance shall be limited to not more than one (1) day for travel to and one day for travel from the site where the student is serving as an electing clerk; however, the student would be considered absent for the additional travel days for attendance accounting purposes; Travel days do not count toward the 2-days-per-school-year maximum.

To serve as an election clerk or student early voting clerk, a student must:

1. be ineligible to serve as an election clerk under the Texas Election Code, §32.051(c), or;
 2. be at least 16 years of age, have the consent of the principal of the school the student attends, be a United States citizen, and have completed any training course required by the entity holding the election.
- misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for US citizenship, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site of the governmental office. however, the student would be considered absent for the additional travel days for attendance accounting purposes;
 - misses school for the purpose of taking part in the student's own US naturalization oath ceremony, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site of the ceremony. The administrator may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
 - is temporarily absent because of a documented appointment for the student or the student's child that is with a health care professional licensed to practice in the United States. A documented appointment with a health care professional includes an appointment of a student diagnosed with autism spectrum disorder with a health care practitioner to receive a generally recognized service for persons with that disorder. To be considered temporarily absent, the student must begin classes or return to school on the same day of the appointment. The appointment

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should be supported by a document, such as a note from the health care professional.

The appointment must be a face-to-face consultation with a health care professional. A consultation over the phone or via video (telemedicine) is not considered an appointment with a health care professional.

- is absent to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. Your campus is required to allow up to 5 days for this purpose in a school year. Absences for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment (see FEA Regulation and exhibit).
- is in his or her junior or senior year of high school and misses school for the purpose of visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution; a student shall be granted 2 days of absence during the student's junior and 2 days during the student's senior. Upon returning to school, the student shall submit to the attendance office a letter from the institution's registration office verifying the days of the campus visit.

SPECIAL PROGRAM
RECORDS FOR
AUDITING
PURPOSES

Acceptable documentation supporting student program eligibility for establishing entry, services and withdrawal must be on file as required by the Texas Education Agency in the event of an audit. Documentation required for audit purposes must be retained for five (5) years from the completion of the school year.

Campus personnel are to generate and review by six (6) -weeks reporting period the following special programs' reports and retain the additional documentation as follows:

Bilingual/ESL Program:

- retain the LPAC minutes in a folder and maintain additions and/or modifications to the Bilingual/ESL program coding;

Gifted/Talented Program:

- retain the Gifted/Talented Student Entry form in a folder to maintain additions and/or modifications to the program coding;

Pregnancy Related Services Program:

- retain forms received from the school nurse, Information Services and the Special Education department to maintain additions and/or modifications to the program coding;
- students receiving instruction at home, must follow the District's Homebound Procedures to modify the student schedule, if applicable;

Migrant Program:

- migrant program personnel will provide campuses with monthly student list for verification;
- retain a year-to-date roster as auditable records;

Immigrant Program:

- will provide campuses with six (6) week student verification forms;
- retain the LPAC minutes in a folder and maintain additions and/or modifications to the Immigrant program coding;

Special Education:

- retain a Year to Date roster as auditable records;

Discipline Referral

- retain PEIMS Removals/SAC referrals by six (6) weeks;
- retain Non-PEIMS referrals separate from PEIMS records by six weeks;
- retain SAC log in binder or folder by date order, must be signed and dated;

Leaver Withdrawal Forms:

- complete form in all areas (i.e. attendance information, special program, grade, immunization etc.);
- attach copy of "Student Request Record" and/or additional documentation supporting the leaver code;
- must have an administrator's signature, no stamps;
- retain original form in the student cumulative record in academic achievement (AAR) folder

TEA mandates all records requests to be fulfilled within ten (10) calendar days (TEC §7.010). Student records must be requested, sent, and received using the Texas Student Records Electronic Exchange (TREx) system.

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TREx request of records:

- retain log or print screen of request sent for students enrolling at your campus;

TREx fulfilling of request:

- retain log or print screen of fulfilled request for student who withdrew from your campus;
- print PDF and attach to the corresponding withdrawal form and file in the AAR folder;

Campus personnel are to generate and review monthly the following special programs reports and retain the additional documentation as follows:

Meal Status Verification:

- retain monthly verification sheets and a student roster attached to maintain program coding;

At Risk Program;

- retain the At Risk Coding form in folder to maintain additions and/or modifications to the program coding;
- retain a year-to-date roster as auditable records;

Texas Student Detail Report:

- retain the year-to-date report once the campus has completely balanced all six weeks successfully with PEIMS submission reports;

Demographic Roster:

- retain a year-to-date report in alphabetical order to include students enrolled during the current school year;

Mark Reporting:

- retain Grade Verification Sheets signed by teacher for each nine week marking period;
- retain Grade Change forms in the student folder;
- for grades EE-05, retain a copy of the year-end elementary report card in the student Academic Achievement folder;
- for grades 06-12, retain a copy of the year-end transcript in the student cumulative folder;

No Show Roster:

- retain the first day of school No Show roster to maintain leaver audit trail documentation;

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DIRECTORY
INFORMATION

SISD has identified the following categories of information as directory information for the purpose of disclosure for school-sponsored/school affiliated purposes:

- Student name, address, telephone listing, photograph, date of birth, honors and awards received, grade level, participation in officially recognized activities and sports, and weight and height of members of athletic teams

MILITARY
RECRUITERS AND
INSTITUTIONS OF
HIGHER
EDUCATION

SISD has designated the following categories of information as directory information for purposes of disclosure to military recruiters and institutions of higher education for secondary students only:

- Student's name, address, and telephone listing.

ALL OTHER
PURPOSES

SISD shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-sponsored/school affiliated purposes of for the purpose of disclosure to military recruiters and institutions of education for secondary students.

Approved:
Jose Espinoza, Ed. D., Superintendent
March 9, 2018

Board Committee Review:
March 12, 2018