



WINDHAM SCHOOL  
DISTRICT

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**SUPERSEDES:** OP-09.02  
December 5, 2003

# **SUPERINTENDENT DIRECTIVE**

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**SUBJECT:** STUDENT ATTENDANCE ACCOUNTING

**AUTHORITY:** Section 6, Texas Education Agency, General Appropriations Bill; Section 19.008, Texas Education Code; Chapter 129, Title 19, Texas Administrative Code

**APPLICABILITY:** Windham School District (WSD or District)

**POLICY:**

The Windham School District shall establish procedures to ensure accurate student attendance accounting for all students involved in District educational programs.

Attendance records are among the most important records maintained by the District. The Official Class Roster is the source document for all student attendance accounting. The need for accurate, neat, legible records is absolutely essential in reporting attendance, as contact hours are the basis of District funding.

Falsification of attendance accounting violates the Texas Education Code and District policy. Willful violation is cause for dismissal. Each employee is individually responsible for following this policy and the related Operating Procedures.

**DEFINITIONS:**

“Contact Hour” is an hour of instruction received by a student.

“Official Class Roster” is a document that lists the students daily for each class.

“Reconciliation” shall refer to the process of verification by comparing student attendance hours on a completed Official Class Roster to the data entered on the education security officer’s tracking roster and/or student movement log.

## **PROCEDURES:**

The procedures set forth are requirements for student attendance accounting. To further ensure accurate student attendance accounting practices, individual campuses may institute additional measures, but shall not supersede the procedures set forth in this policy.

It is not possible to describe and address all issues that may arise regarding attendance. Campus personnel should seek assistance from the Principal, regional office, the Division of Operational Support, or the WSD Computer Services Help Desk.

College attendance accounting procedures are addressed in the Operating Procedures for College Programs.

### I. Overview

A. The Principal is responsible for all attendance related issues on his/her campus. His/her signature shall not be affixed until all relevant attendance records have been received and verified. The Principal's responsibilities, as they relate to attendance, are outlined in OP-09.02, Student Attendance Accounting.

B. The teacher is the key to accurate student attendance accounting.

1. The teacher shall utilize the attendance forms, procedures and policies established by the District.
2. The teacher is the final signing authority on each Official Class Roster, ensuring that all information is correct to the best of his/her knowledge.

C. WSD Central Administration

All official reports for the District regarding attendance (such as those requested by the Texas Education Agency) shall be prepared by, and submitted from, the WSD central administration offices and not from individual campuses.

### II. Class Records

A. The Official Class Roster is produced daily.

B. Official Class Rosters for all classes shall be printed prior to the start of each class for each instructional day.

C. Only the TDCJ spelling of student names, and assigned TDCJ offender identification numbers, shall be used on all official attendance documents.

- D. Photocopies of official attendance documents shall be made only with the written approval of the Division Director of the Division of Operational Support. The Division Director of Operational Support may authorize a designee to grant written approval.

### III. Completion of Records

#### A. Attendance Accounting Procedures

- 1. Students may be withdrawn from classes due to prolonged absences of three (3) or more days (refer to OP-09.18, Withdrawing Offenders from Education Programs). Daily student hours of enrollment shall not be changed due to teacher absence.

- 2. Discontinuation/Suspension of Classes

Non-discretionary teacher absences of four (4) or more days may warrant suspension of classes. Suspension of classes shall be approved by the appropriate Regional Administrator.

- B. All official attendance record entries and corrections (Official Class Rosters, Monthly Attendance Summaries, etc.) shall be completed and/or corrected in black, moisture-proof, non-erasable ink only.

- C. Teachers are furnished an Official Class Roster each instructional day prior to the beginning of each class. The Official Class Roster is used to record each student's attendance by placing the appropriate number of contact hours, rounded off to the nearest whole hour, in the blank beside each student's name.

- D. The teacher is responsible for ensuring that the contact hours recorded on the Official Class Roster for each student are accurate according to the rounding off procedures as stipulated in OP-09.02.

#### E. Class Interruptions

- 1. Regular interruptions for activities such as restroom visits, prison counts within the education department, interviews with college personnel, movement between classes and participation in Project RIO are considered part of the school day; therefore, students are eligible to receive contact hour credit.
- 2. Students shall not be awarded contact hour credit when absent from the education department.

F. Noting Student Movement

1. Each teacher shall note student movement in or out of the scheduled class period in order to determine the exact minutes for which a student can receive contact hour credit.
2. Student sign-in sheets shall not be used as a method of determining a student's presence in a class.
3. Duplicate attendance records shall not be used or maintained for attendance purposes.
4. Clean-up time in Career and Technical Education (CTE) shops shall be counted for attendance purposes, if this clean-up time is supervised by the WSD CTE instructor.
5. In the event student movement is significantly affected (e.g., partial lockdown, delayed counts, restricted and/or controlled offender movement) the Principal shall document events, date and time, and include this information as special correspondence in the respective monthly attendance file.

G. Unavailable Official Class Rosters

In the event Official Class Rosters cannot be produced each day, the Principal shall authorize the use of the columns (Day 2, Day 3, etc.) on the right side of the Official Class Roster for the recording of attendance hours.

H. Completion of Official Class Roster

1. Substitute Teachers
  - a. The substitute teacher shall sign the Official Class Roster; the Principal is authorized to sign and date should the substitute be unavailable. The Principal may appoint a designee who is authorized to sign and date the Official Class Roster.
  - b. Paraprofessionals, including testing specialists are not authorized to sign Official Class Rosters.
  - c. When the classroom teacher is absent and no substitute is employed, the Principal shall print the words, "Teacher Absent," on the Official Class Roster and initial; each student shall receive zero (0) hours credit, and the total hours shall also be recorded as zero (0).
  - d. In the event a teacher is absent and no substitute is employed, the

Principal may disperse the affected students to other similar classes. In such case, the Principal shall write TEACHER ABSENT on the "Teacher Name" line. All teachers who supervise the affected students(s) resultant of this reassignment of students shall:

- (1) Notate the affected students at the bottom of the Official Class Roster of the teacher who is absent;
- (2) Record the appropriate contact hours in the student field; and
- (3) Sign at the bottom of the Official Class Roster of the teacher who is absent.

The Principal shall total the hours after all entries are made by the teacher(s).

2. Diversified Career Preparation (DCP) attendance procedures shall be followed in accordance with OP-09.02.

I. Corrections

1. All corrections to official attendance records shall be made both on originals and approved photocopies.
2. The teacher shall make corrections to the daily Official Class Roster.
3. The Principal is authorized to make corrections to the Official Class Roster if the teacher is unavailable for signature. The Principal may make corrections as needed to other official attendance documents, including summaries and computer records.
4. The Principal may authorize a designee to make corrections to the Official Class Roster and other attendance documents.
5. Secretaries and/or clerks are not authorized to initial corrections to official attendance records.

J. Reconciliation, Submission and Maintenance of Unit Records

1. Official Attendance Record (OAR)
  - a. The OAR is printed each month.
  - b. The teacher shall check the OAR against all completed daily Official Class Rosters for the month and affix his/her signature and date verifying the accuracy of the OAR.

- c. The Principal shall verify accuracy and affix his/her signature and date should the teacher be unavailable.
- d. The OAR shall be filed with the respective monthly attendance data and retained on the unit in accordance with District Records Retention schedule.

2. Monthly Attendance Summary (MAS)

- a. The MAS, which is generated each month, consists of an Official Class Roster and a summary of all attendance data for each class.
- b. The MAS shall be filed with the respective monthly attendance data and retained on the unit in accordance with the District Records Retention Schedule.
- c. The MAS shall be signed by the Principal, or designee, upon verification of all records contained therein.
- d. Calendar Change Form
  - (1) Used to explain any necessary deviations in the school calendar due to unforeseen circumstances.
  - (2) Used to move a scheduled day (typically a planning day/staff development day) from one scheduled month to another.
  - (3) A calendar change form should be completed for each month affected resultant of the re-scheduling.

3. Reconciliation of Records

- a. Attendance and tracking records shall be reconciled daily to alleviate inconsistencies between school attendance reported by teachers on the WSD Official Class Roster and data reported by the education security officer.
- b. Tracking data is submitted to the unit offender tracking system to enable calculation of offender good time and parole eligibility.
- c. Reconciliation is not required on facilities that do not do tracking.
- d. If the education security officers record data on the unit tracking rosters, then reconciliation shall occur.
- e. Any discrepancies in the records shall be brought to the teacher's attention.

- f. The reconciliation process verifies that both sets of records are accurate, even when there appears to be contradiction.
- g. Errors noted in the reconciliation process shall be corrected. Notification of corrections involving tracking records shall be forwarded to the unit count room, as needed.

4. Submission of Records

a. Daily Processing

- i. Campuses are required to process attendance daily.
- ii. Exceptions shall be addressed through the regional office.

b. Monthly Processing

All attendance reports and summaries shall be printed and reconciled, and all corrections made on the original hard-copy documents and computer files by the end of the sixth day or by the fourth working day (for 220 day personnel) of the following month, whichever is later. Notice of any exceptions to these dates due to vacation or other occurrences shall be provided by the WSD Computer Services Department.

5. Maintenance of Records

- a. It is the unit Principal's responsibility to ensure that attendance records documentation (hard copy only) is safely and securely stored in a monthly attendance portfolio.
- b. These documents shall be available for audit and inspection since they are the original official attendance records.
- c. Each portfolio shall contain one (1) month's attendance records; on large units, two (2) portfolios may be required.
- d. Attendance documentation is stored on the unit for two (2) years, after which the Division of Operational Support will notify units to send the attendance documentation to the regional office in legal size perma-file boxes. The region shall forward the attendance documentation to WSD central administration, where it is retained in accordance with the District Records Retention Schedule.

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Debbie Roberts, Superintendent  
Windham School District