



WINDHAM SCHOOL  
DISTRICT

**NUMBER:** SD-09.02 (rev. 3)

**DATE:** July 1, 2015

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**SUPERSEDES:** SD-09.02 (rev. 2)  
April 8, 2013

# **SUPERINTENDENT DIRECTIVE**

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**SUBJECT:** STUDENT ATTENDANCE ACCOUNTING

**AUTHORITY:** *General Appropriations Bill; Tex. Educ. Code § 19.008; 19 TAC § 129*

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

## **POLICY:**

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

Attendance records are among the most important records maintained by the WSD. 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 WSD 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 or student movement log.

## **PROCEDURES:**

Offenders who are enrolled in any academic or vocational class are required to attend school according to their school schedule as established by the unit principal or designee. The principal shall take appropriate measures to ensure that students attend school and that the campus meets or exceeds the minimum student attendance rate of 92%, as established by the WSD. At no time should the offender's school attendance be superseded by another program.

The procedures set forth are requirements for student attendance accounting. Individual campuses may institute additional measures to further ensure accurate student attendance accounting practices, 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 staff should seek assistance from the principal, regional office, Operational Support, or the Information Technology Help Desk.

### I. Overview

- A. The principal is responsible for all attendance related issues on his/her campus. The principal's 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 WSD.
  - 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 WSD 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 Texas Department of Criminal Justice (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 administrator of Operational Support or his/her designee.

### III. Completion of Records

#### A. Attendance Accounting Procedures

- 1. Students may be withdrawn from classes due to prolonged absences of three or more days in accordance with 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 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 on Official Class Rosters, Monthly Attendance Summaries, etc. shall be completed and 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 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, and movement between classes 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.

NOTE: Some activities, such as Peer Education and Law Library, may take place in the education building, but are not WSD education programs. Therefore, offenders shall not receive contact hour credit for these programs.

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. Cleanup time in Career and Technical Education (CTE) shops shall be counted for attendance purposes, if this cleanup time is supervised by the WSD CTE instructor.
5. In the event student movement is significantly affected by events such as a partial lockdown, delayed counts, and restricted 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. Teachers and substitutes shall complete the Official Class Roster according to instructions provided in OP-09.02.
2. 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 "0" hours credit, and "0" shall also be recorded for total hours.

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 signature line. All teachers who supervise the reassigned students shall complete the Official Class Roster of the absent teacher according to the instructions in OP-09.02 and sign at the bottom. The principal shall total the hours after all entries are made by the teacher(s).

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 or designee 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. Secretaries and 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 in accordance with the WSD 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 in accordance with the WSD Records Retention Schedule.
  - c. The MAS shall be signed by the principal, or designee, upon verification of all records contained therein.
  - d. Campus staff shall notify the regional office, Operational Support, and in some cases, Human Resources, when a deviation in the school calendar is necessary, and a copy of the email shall be included in the attendance folder for the month affected. Refer to

OP-07.23, “Inclement Weather” and OP-09.02 for instructions.

3. Reconciliation of Records

- a. Attendance and tracking records shall be reconciled daily by the principal or designee, to alleviate inconsistencies between school attendance reported by teachers on the WSD Official Class Roster and data reported by the education security officer.
- b. Teachers and officers shall keep separate records; teachers record attendance data on the Official Class Roster, and the education officers record data on the unit tracking rosters.
- c. Any discrepancies in the records shall be brought to the attention of the teacher or officer.
- d. The reconciliation process verifies that both sets of records are accurate, even when there appears to be contradiction.
- e. 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

Campuses are required to process attendance daily. 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 staff) of the following month, whichever is later. Notice of any exceptions to these dates due to vacation or other occurrences shall be provided by Operational Support.

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 according to procedures outlined in OP-09.02.

- b. These documents shall be available for audit and inspection since they are the original official attendance records.
- c. Each portfolio shall contain one month's attendance records; on large units, two portfolios may be required.
- d. Attendance documentation is retained in accordance with the WSD Records Retention Schedule.

Signature on file  
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Dr. Clint Carpenter, Superintendent  
Windham School District