



Standard Operating Procedures

Compulsory Attendance

Handbook

APPROVED: 06/22/2023

LAST UPDATED: 06/20/2023

Attendance Handbook

Policy Cross Reference Sheet

This handbook is an administrative procedure of the district and subject to policies adopted by the Board of Trustees. In case of conflict between administrative procedures and Board policy, policy shall prevail.

Date of Superintendent Approval: CW 07.31.23

Version Number: (2023.1) _____

The contents of this handbook relate to the following Board policies:

Policy	Title	Page(s)
FEA (Local)	ATTENDANCE/COMPULSORY ATTENDANCE	4-8, 15-17
FEB (Local)	ATTENDANCE/ATTENDANCE ACCOUNTING	6-8, 10, 13-15
FEC (Local)	ATTENDANCE/ATTENDANCE FOR CREDIT	13
FED (Local)	ATTENDANCE/ATTENDANCE ENFORCEMENT	8, 16
FNG (Local)	STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES	7

* The above listed policies relate to areas in which student attendance is necessary. This handbook speaks directly to student attendance.

Table of Contents

Contents

INTRODUCTION.....	4
Overview.....	4
ATTENDANCE CODING FOR STUDENTS	5
Attendance Snapshot—Official Attendance Time (Oat)	5
Excused and Unexcused Absences.....	5
Attendance for Course Credit.....	5
Attendance Exemptions for Final Exams	6
CAMPUS ATTENDANCE COMMITTEES.....	7
COMPULSORY ATTENDANCE	7
Excused and Unexcused Absences.....	9
EMAILING THE CAMPUS ATTENDANCE CLERK	9
FBISD ATTENDANCE CODES.....	9
HOW AND WHEN ATTENDANCE IS TAKEN	10
How Attendance is Taken.....	10
When Attendance is Taken.....	10
Attendance During an Emergency.....	10
SKYWARD FAMILY ACCESS	11
About Skyward Family Access	11
Family Access on phone or another mobile device	12
STATE-REQUIRED RECONCILIATION PROCESS.....	13
Campus Reconciliation	13
Procedure for TEA Compliance	14
STUDENT ATTENDANCE ACCOUNTING HANDBOOK Section 3.6.3 (Funded Absences).....	15
TRUANCY AND TRUANCY ENFORCEMENT	16
FBISD PEIMS ATTENDANCE TEAM	18

INTRODUCTION

Philosophy & Mission

The mission of the Fort Bend ISD Board of Trustees is to focus on the knowledge, skills, and character development of each of our students by providing policies, oversight, and support to ensure continued district growth and improvement.

Overview

This handbook provides procedures related to the legal and local policies focused upon student attendance protocols. This procedure handbook covers the following categories:

1. Attendance coding for students
2. Campus attendance committees
3. Compulsory attendance
4. Emailing the campus attendance clerk
5. FBISD attendance codes
6. How and when attendance is taken
7. Skyward Family Access
8. Special program coding verification
9. State-required reconciliation process
10. Student Attendance Accounting Handbook Section 3.6.3 (Funded Absences)
11. Truancy and Truancy Enforcement
12. Attendance resources
13. FBISD PEIMS Attendance Team

This handbook includes exhibits with documents that support the general attendance processes.

ATTENDANCE CODING FOR STUDENTS

Attendance Snapshot—Official Attendance Time (Oat)

Per the Student Attendance Accounting Handbook provided by Texas Education Agency, a student is either present or absent at the official attendance-taking (OAT) time, known as **snapshot**. Each campus attendance is determined by the number of students present at this very important designated snapshot time. The following times for each school level are:

- Elementary and High School (10:00 AM)
- Middle School (10:15 AM)

Excused and Unexcused Absences

The Texas Education Code Chapter, Sec. 25.087 states that a person is required to attend school under Section 25.085(e) and may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the person is enrolled. It is not the intent of the District to list all possible scenarios for excused versus unexcused reasons. Any other reasons may be categorized as unexcused. Attendance letters are created by the Student Affairs (Truancy) Team and sent to parents/guardians and can address any or all absence types. The communication of the letters can be via mail, email, or Family Access.

Attendance for Course Credit

Regular school attendance is essential for a student to make the most of his or her education, to benefit from teacher-led and school activities, to build each day's learning on the previous days, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance and the other with attendance for a student's final grade or course credit, are of special interest to students and parents.

To receive credit or a final grade in a class, a student in kindergarten–Grade 12 must attend at least 90 percent of the days the class is offered. A student, who attends at least 75 percent but fewer than 90 percent of the days the class is offered, may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class. If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal and the assistant superintendent, then the student will be referred to the **Campus Attendance Committee (CAC)** to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade because of absences. See Policy FEC (LEGAL) or the current Student Parent Handbook.

Attendance Exemptions for Final Exams

Fort Bend ISD follows the state of Texas regarding attendance exemptions for final exams. Per the state, there are exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. A student not actually on campus at the time attendance snapshot is taken may be considered in attendance for funding purposes if the student makes up missed work for one of the following reasons, per the current Student Attendance Accounting Handbook (SAAH) of the TEA:

1. Enrollment in and attending off-campus dual credit program
2. Fulltime enrollment in Texas Virtual School Network courses
3. Extracurricular or co-curricular activity that is approved by the Board
4. Participation in a class provided by the Texas School for the Blind and Visually Impaired or the Texas School for the Deaf
5. Misses school for observing District-approved religious holy days—[click here for Interfaith Calendar](#)
6. In grades 6-12 and playing Taps at a Texas military honors funeral for a deceased veteran
7. Attending a mandated, required court appearance
8. In the conservatorship of the Department of Family and Protective Services
9. Serving as a student early voting clerk
10. Appearing at a governmental office to complete U.S. citizenship paperwork
11. Participating in the student's own or parent's or guardian's U. S. naturalization oath ceremony
12. Met with and attended a documented medical appointment for the student or the student's child
13. Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician.
14. Visited an accredited institution of higher education during the student's junior or senior high school, up to two days
15. Visited with a parent/stepparent/legal guardian who is an active-duty member of the uniformed services
16. A student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days and the student provides verification to the district of these activities
17. Participating in an off-campus work-based learning opportunity
18. Misses school for the purpose of visiting a driver's license office to obtain a driver's license or learner permit. The student must be enrolled in high school and 15 years of age or older. The student may not be excused for more than one day of school during the period the student is enrolled in high school for each purpose (obtaining a driver's license and obtaining a learner license).

CAMPUS ATTENDANCE COMMITTEES

Students with excessive excused or unexcused reasons must go before the Campus Attendance Committee (CAC). Each campus has a designated Campus Attendance Committee who meet regularly to determine and review students who are not complying with the 90% attendance mandate. Each Fort Bend ISD school must create a Campus Attendance Committee, per the Texas Statute 25.092, which states: The board of trustees is required to appoint one or more attendance committees to hear petitions from students who do not earn class credit or a final grade through a plan approved by the principal. An attendance committee may give class credit or a final grade due to extenuating circumstances. The board is also required to adopt policies establishing alternative ways for such students to make up work or regain credit or a final grade lost because of absences. Whether excused or unexcused, daily absences affect funding and course credit.

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed as “Exemptions” will be considered days of attendance for this purpose. A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. Absences incurred due to the student’s participation in board-approved extracurricular activities will be considered by the CAC as extenuating circumstances if the student makes up the work missed in each class. In reaching a decision about a student’s absences, the CAC will attempt to ensure that it is in the best interest of the student. The CAC will consider the acceptability and authenticity of documented reasons for the student’s absences. The CAC will consider whether the absences were for reasons for which the student or the student’s parent could not exercise any control. The CAC will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

The student or parent will be given an opportunity to present any information to the CAC about the absences. See **Policy FEC (LOCAL)**. The student or parent may appeal the CAC’s decision to the Board of Trustees by filing a written request with the Superintendent in accordance with **Policy FNG (LOCAL)** (See student-parent complaint form: [Click here for complaint form](#)). The grievance should be filed within a timely fashion to ensure acquisition of course credit, prior to the end of the official grading period. The actual number of days a student must be in attendance, to receive credit or a final grade, will depend on whether the class is for a full semester or for a full year. If credit has been denied due to excessive absences, then no credit or grade points can be earned; however, the attendance will be counted in “Total Course Credit Attempted.”

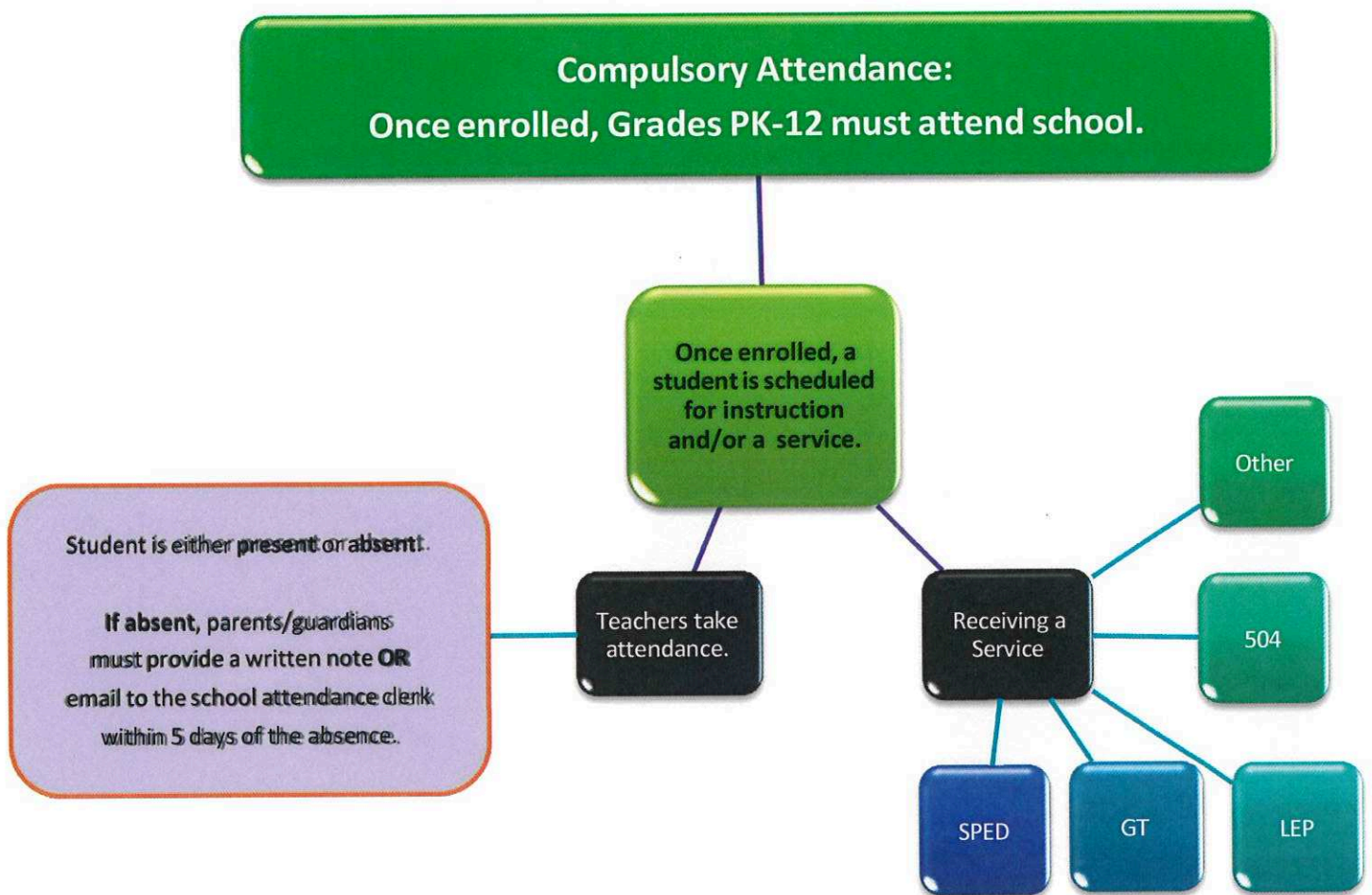
COMPULSORY ATTENDANCE

Per Section 3.5 of the Student Attendance Accounting Handbook of the Texas Education Agency: Pre-K and kindergarten students are subject to compulsory school attendance while they are enrolled in school. On enrollment in pre-K or kindergarten, a child must attend school. However, if a child has not reached mandatory compulsory attendance age (six years old as of September 1 of the current school year), the child’s parent or guardian may withdraw the student from school, and the child will not be in violation of compulsory attendance.

Unless specifically exempted by the TEC, §25.086, a child who is at least six years of age or younger than six years of age and has previously been enrolled in first grade, and who has not yet reached his or her 19th birthday, must attend school. A person who voluntarily enrolls in or attends school after turning 19 years of age is also required to attend school each day.

Note: An allegation of truant conduct applies only to an individual who is 12 years of age or older and younger than 19 years of age. The offense of parent contributing to nonattendance, however, applies to parents of students who are subject to compulsory attendance, regardless of the student’s age.

Note: A child engages in truant conduct if the child is required to attend school under the TEC, §25.085, and fails to attend school on 10 or more days or parts of days within a six-month period in the same school year. School districts must adopt truancy prevention measures designed to address student conduct related to truancy before the student engages in truant conduct, and the district must minimize the need for referrals to truancy court for absences in accordance with the TEC, §25.0915.⁷ The district also must consider the best practices for truancy prevention measures found in 19 TAC §129.1045. In addition, tardies generally are not considered absences for purposes of compulsory attendance enforcement.⁷



Students are enrolled and scheduled according to the amount of instruction and/or a service they are receiving each day school is in session: full day (4 or more hours); half-day (2 minimum hours); or non-membership (less than 2 hours). Each day a student is absent at the time attendance is taken parents/guardians have 5 days to provide a note to the school. The reason for the absence can be coded either EXCUSED or UNEXCUSED. The State of Texas provides 18 reasons why a student may be absent at attendance-taking time and still considered present. See www.fortbendisd.com/attendance for an explanation of the 18 reasons. These reasons are allowable, exempted reasons for District final exams. Consecutive, unexcused absences can raise truancy concerns. See www.fortbendisd.com/page/497 for the "#Attend2Achieve" program. For information on special programs or additional services, visit the FBISD enrollment/registration website at <https://www.fortbendisd.com/newstudent>.

Excused and Unexcused Absences

An excused absence (per Education Code Chapter, Sec. 25.087): “a person required to attend school under Section 25.085(e), may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the person is enrolled.” It is not the intent of the District to list all possible scenarios for excused versus unexcused reasons. FBISD principals are to use educational discretion when determining excused absences. Students with excessive excused or unexcused reasons must go before the Campus Attendance Committee. Annually, an “Absence Determination Non-Policy Guide” is updated and provided to the appropriate attendance personnel and campus administrators to use. This is a non-policy reference guide.

EMAILING THE CAMPUS ATTENDANCE CLERK

On the Fort Bend ISD attendance page ([click here for link](#)) there is a section entitled **Helpful Links**. Under this section, click on “**Email my child’s excuse note—locate the email address for your campus.**” Select the campus from the drop-down menu and hit submit. The email address for the selected school will appear.

HELPFUL LINKS

Attendance Works - a national initiative that promotes good attendance

District calendar/school start times

Email my child’s excuse note - locate the email address for your campus

FBISD ATTENDANCE CODES

Once a student is marked absent by the teacher, the absent type code (W) will appear in Skyward. Parents or guardians have five days from the date of the recorded absence to provide a note stating the reason for absence. Based upon the note provided, the campus attendance clerk will change the absence code to one of the Absence Types (See step #1 below), then the Absence Reason (See step #2). The State of Texas allows each local education agency (LEA) to create locally created codes. The codes below reflect attendance coding in all FBISD schools.

Absent Type	Description
P	PRESENT/FUNDED
E	EXCUSED
U	UNEXCUSED
W	TEACHER ABSENCE (No reason)
L	Late for course/present for snapshot
T	TARDY (Present)

Step #1

Reason Code	Short Description
9	LATE START/CLOS
5	COVID-MANDATORY
6	COVID-SELF QUARANTINE
7	LIFE THREATENING ILLNESS
8	REMOTE CONFERENCING
A	DEPLOY VISIT
B	CITIZENSHIP
C	COLLEGE VISIT
D	DEATH IN FAMILY
E	EXTRA-CURRICULR
F	FAMILY EMER
G	COURT
H	HOMEBOUND
I	IN SCHOOL SUSPE
J	ELECT’N OFFICER
K	MILITARY-ENLIST
L	CEHI
M	DOCTOR NOTE
N	NURSE SENT HOME
O	CAMP-OFFICE/ACT
P	PARENT NOTE
Q	DFPS CONSERVATORSHIP
R	RELIGIOUS
S	SUSPENSION
T	DRIVER’S LICENSE/PERMIT
U	NO NOTE
V	MED STU CHILD
X	EARLY PICKUP
Z	MILITARY - TAPS

Step #2

HOW AND WHEN ATTENDANCE IS TAKEN

How Attendance is Taken

Fort Bend ISD teachers take attendance electronically through our Skyward Student Information System (SIS). All teachers must take attendance at the designated snapshot time. Secondary teachers take attendance each period each course is taught. Any written teacher communications regarding reasons for not taking attendance should be retained for audit purposes and included in the district audit box of each campus. After snapshot time, each campus attendance clerk runs the Unrecorded Class Attendance Report and the Recorded Class Attendance Report within 15 minutes of the official attendance time. The Unrecorded Class Attendance Report will identify teachers who did not take attendance at the snapshot time. The Recorded Class Attendance Report will identify the time at which attendance was taken, including before or after the attendance snapshot. These reports should be forwarded to the building principal or his/her designee for action. Teachers should be encouraged to recognize the importance of taking attendance at the correct time and the impact on Foundation School Funding (FSP) for the district.

When Attendance is Taken

Per the Texas Education Agency's Student Attendance Accounting Handbook Section 3.6.2: each campus must determine attendance for all grades by the absences recorded at the one point in time. The selected time may vary from campus to campus within your district. Once a time has been selected, a campus must not change it during the school year.

Attendance During an Emergency

The District has an emergency arrival or dismissal matrix for parents, students, and staff to use in case of delayed arrival, early dismissal, or school closure/emergency:

	Delayed Arrival (2 hours late)	Early Dismissal	School Closed
School Hours – Elem School	10:10 AM Start	Depends on Early Dismissal Time	NA
School Hours – Middle School	10:55 AM Start	Depends on Early Dismissal Time	NA
School Hours – High School	9:30 AM Start	Depends on Early Dismissal Time	NA
Transportation	Bus Route Pickup Delayed Two (2) Hours	Depends on Early Dismissal Time	NA
PreKindergarten/PPCD	No AM Session	PM session will be decided by DSL based on Early Dismissal Time	NA
Tech Education Center	No AM Session	Depends on Early Dismissal Time	No Program
Breakfast/Lunch	No Breakfast Served	Lunch Served According to Adjusted Dismissal Schedule	NA
Extended Day	No AM Extended Day	Depends on Early Dismissal Time	No Extended Day
Before/After School Activities Elementary School*	No Before School Activities	No After School Activities	No Before/After School Activities
Before/After School Activities Middle School*	No Before School Activities	No After School Activities	No Before/After School Activities
Before/After School Activities High School*	No Before School Activities	No After School Activities**	No Before/After School Activities**

Attendance Snapshot Times: Elementary 10:10 AM / Middle School 10:55 AM (2nd Period) / High School 10:00 AM (3rd Period)

SKYWARD FAMILY ACCESS

About Skyward Family Access

Maintaining open lines of communication between the school and home is vital to achieve the common goal of providing the best quality education to every student. Skyward's Family Access allows easy, open lines of communication between the school and home. Students and parents can login to view attendance, grades, schedules, and calendars. Students can also perform their course selections online. Family Access is available anywhere with an internet connection.

How To Obtain a Skyward Family Access Account

If your student is a current FBISD student, and if you do not already have access to Family Access, contact your child's campus. If you are new to the District, you will be granted access to Family Access when you enroll your student through the online registration process. Click on this link to access the Skyward Family Access webpage: [click here](#)

Skyward Family Access

Quick Guide

Home
From any screen, you can get back to the Home Page

NOTE
If your browser window is too small, you will see a + instead of the HOME tab. Expand the plus sign to see the menu options.

Tabs
Click on the different tabs to get to other areas.

All Students
You can see all of your students at once. You can also choose to see only one student at a time.

My Account
Change login, change password, upload a profile picture and sign up for email notifications.

Upcoming Events
See upcoming events or go to your calendar.

Message Center
View messages from your Message Center.

The screenshot shows the Skyward Family Access interface. At the top, there's a navigation bar with 'Home', 'All Students', and 'My Account'. Below this is a sidebar with various tabs: Home, New Student Online Enrollment, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Endorsements, Teacher Conferences, Academic History, Portfolio, SkyAlert, and Login History. The main content area displays messages from teachers. The first message is from a Classroom Teacher (World Geo / 208, Period 2) dated Fri Dec 4, 2015, regarding a test on Wednesday. The second message is from a School Teacher (Sign Lang II / 501, Period 5) dated Thu Sep 24, 2015, regarding homework on edpuzzle. The third message is from a HOMERCOM Teacher (Professional Co / 211, Period 2) dated Tue Sep 8, 2015, regarding a welcome letter. On the right side, there's a 'Upcoming Events' calendar showing dates from Fri Mar 11, 2016, to Thu Mar 17, 2016, with events like 'TERM 3 Ends', 'STUDENT HOLIDAY', and 'No School - Holiday: Spring Break'. The FBISD Student Information Systems logo is in the bottom right corner.

Family Access on phone or another mobile device

Portable access to your student's information is a great way to stay connected even while on the go. Parents can see what class their child is in, or their grade on the latest exam. Choose between accessing info through your Wi-fi network, or wirelessly on your handheld device. Skyward Family Mobile Access - Download the mobile app that gives you complete access to your student's information right from your Apple iPhone, iPod Touch or iPad. The answer to your family's on the go needs.

- Available from the iTunes App Store.
- Available from Google Play.
- Available from Amazon App Store.
- Available from the Windows Phone Store.

SPECIAL PROGRAMS CODING VERIFICATION

All districts are required by TEA to verify data each six weeks. This process implies that a diligent, reasonable, good faith effort has been made to verify the data as thoroughly as possible. No one person is responsible for the verification process. We all have a part and if we each fulfill our role then our district will successfully accomplish our goal – to accurately report our data to TEA. All campus staff will be provided a copy of the Data Verification Timeline at the beginning of each school year.

Below are the steps required to complete the data verification process at each campus.

- On the Monday following the end of each six weeks, in Skyward the Daily Register (per the requirements of the SAAH) by the Secondary Data Entry/Elementary ADA Clerk and provided to key data reviewers at each campus.
 - Note: High school campuses must run the utility to calculate vocational education hours before running the Daily Register. It may also be necessary to run the pre-PEIMS 163 report in Skyward for review by Special Education staff.
- The Attendance Clerk will review the Daily Register to ensure all attendance data is coded correctly (i.e., ADA codes, absence reason codes).
- Special Program staff will review the Daily Register for their area(s) of responsibility to ensure all special program students are coded correctly.
- When the review is complete and no further corrections are required, the Secondary Data Entry Clerk/Elementary ADA Clerk will run the Principal's Report of Attendance.
- The Attendance Clerk will review the Principals Report of Attendance with the principal and complete the Data Verification Form.
 - Prior year attendance reports are posted on the PEIMS SharePoint site in each campus folder.
- On the designated date each six weeks, the following should be submitted via email to the Campus Data Coordinator:
 - Completed Data Verification Form
 - Signature page of the Principal's Report of Attendance
 - Signature page of the Daily Register

Both reports will be included in the District Audit Box, which is to be maintained for five years. A best practice is to save each report electronically in the event the paper copies are misplaced, damaged, or accidentally destroyed.

STATE-REQUIRED RECONCILIATION PROCESS

Fort Bend ISD uses a Student Information System that meets the standards for paperless accounting systems as outlined in the SAAH (the system can report the date, time, and identity of the teacher entering the absence data and/or individuals making changes to the attendance record). As a result, the entry of attendance data by teachers in Skyward is the electronic certification of the accuracy of the attendance record. This meets the requirement that all teachers certify in writing that such records are true and correct to the best of their knowledge. 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 that do not meet the requirements of a highly qualified paraprofessional. 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 (SAAH).

Documentation Requirements: District personnel must create the original documentation of attendance at the time of attendance. Original documentation must not be created after the fact. Original documentation that is not created at the time of attendance will not be accepted by agency auditors. If auditors determine that original documentation was not created at the time of the attendance it is intended to support, the TEA will retain 100% of your district's FSP allotment for the inappropriately documented attendance for the school year(s) for which records have been requested. The TEA will either assess an adjustment to subsequent allocations of state funds or require your district to refund the total amount of the adjustment when the audit is finalized (SAAH).

Campus Reconciliation

The dates for 1st and 4th six weeks reconciliation are determined annually and are communicated to all key stakeholders. The purpose of the reconciliation process is to verify that students enrolled in the District as of the reconciliation date have been accounted for in Skyward and that No-Show students have been purged from the system, although the student may be absent on that date. The TEA mandates this process must be done district-wide on one given day during significant period. The District has designated a particular date for first six weeks reconciliation.

The significant periods are as follows:

- Elementary schools – 10:00 a.m.
- Middle schools – 10:15 a.m.
- High schools – 10:00 a.m.

Administrators should ensure that teachers are aware of the process and how to complete the task. If a teacher is absent on the Day of Reconciliation, the substitute must complete the process as detailed below. Teachers should be encouraged to verify the data, not simply sign off on the form. Sample letters are provided. No schedule/homeroom changes should be made at the time of campus reconciliation until after the reconciliation process is complete. All students should be placed in a section of the campus master schedule.

Procedure for TEA Compliance

1. Prior to leaving the afternoon before the reconciliation takes place or first thing the morning of the reconciliation process morning, print your Attendance Worksheets for every teacher/substitute on your campus. The “**FROM/TO**” dates should all be set to the reconciliation process date. Distribute the rosters to each teacher/substitute for the classes in session during your significant period. You may find it helpful to print the Attendance Worksheets on brightly colored paper. Rosters for PHS and the TEC will be faxed to those campuses no later than 7:30 a.m. the morning of the reconciliation process date.

➔ *Note: some students with an ADA/Enter code of “0” may not be included on a worksheet if not placed in a section, i.e., STAAR seniors.*
2. Special Circumstances Students:
 - Off Home Campus students (i.e., ABS West, Non-public Day School)
These students are enrolled in Skyward at their home campus, yet they attend classes at other facilities. These students must be accounted for at their home campus, as they are included in the Attendance Worksheets at their home campus. We will email the home campuses a list of these students. Please indicate that the student should not be marked absent (DO NOT MARK ABSENT) by the name of each student and ask the classroom teacher to not mark through the student’s name.
3. Each teacher/substitute must review the report promptly. The teacher/substitute should draw a line through a student’s name if they have never attended that class and indicate No Show. The teacher/substitute should add the names of any students that are present on the reconciliation process date but are not listed on the report.
4. When the teacher/substitute has made all corrections on their Attendance Worksheets, they must sign the report and return to you by noon the same day. Review the errors/corrections made by each teacher/substitute; if there are No-Show students marked out or new students added on an Attendance Worksheet, do the following:
 - Verify that these students have not been moved to/from another teacher’s class due to a schedule change.
 - Contact your District PEIMS specialist for assistance prior to making any corrections to your student information in Skyward.
5. After consulting with your District PEIMS specialist and making any required corrections, reprint the report for any teacher/substitute that had errors on their worksheet and attach to the corrected worksheet. Have the teachers/substitutes verify the student data on the new worksheet and sign off *again*. Explain to the teachers/substitutes that this process will continue until the worksheet is accurate and void of manual corrections.
6. Collect all the signed worksheets from the teachers/substitutes. Create a tally sheet and total all rosters by grade levels, this is your total enrollment. Transfer this number to the Membership Reconciliation Certification form in Row 4 (yellow line).
7. Print the Enrollment Report from Skyward. Transfer the total number of enrolled students from the Enrollment Report to the Membership Reconciliation Certification form in Row 1 (purple line). In Row 2, enter the number of students that have an ADA/Enter code of 0. Subtract Row 2 from Row 1 and enter the difference in Row 3. Rows 3 and 4 must balance. Any discrepancies must be identified and corrected immediately.

8. Submit the following to designated PEIMS staff by end of the reconciliation process day:

- Attendance Worksheets – must have teacher signature
- Enrollment Report
- Signed Membership Reconciliation Certificate

Things to Remember...

- ❖ *This process is based on student enrollment and not whether the student is absent or present on the reconciliation date.*
- ❖ *Call a District PEIMS Specialist if you need assistance.*

STUDENT ATTENDANCE ACCOUNTING HANDBOOK

Section 3.6.3 (Funded Absences)

A student not actually on campus at the time attendance snapshot is taken may be considered in attendance for funding purposes if the student makes up missed work for one of the following reasons, per the current Student Attendance Accounting Handbook (SAAH) of the TEA:

1. Enrollment in and attending off-campus dual credit program
2. Fulltime enrollment in Texas Virtual School Network courses
3. Extracurricular or co-curricular activity that is approved by our school board
4. Participation in a class provided by the Texas School for the Blind and Visually Impaired or the Texas School for the Deaf
5. Misses school for observing District-approved religious holy days—[click here for interfaith calendar](#)
6. In grades 6-12 and playing Taps at a Texas military honors funeral for a deceased veteran
7. Attending a mandated, required court appearance
8. In the conservatorship of the Department of Family and Protective Services
9. Serving as a student early voting clerk
10. Appearing at a governmental office to complete U.S. citizenship paperwork
11. Participating in the student's own or parent's or guardian's U. S. naturalization oath ceremony
12. Met with and attended a documented medical appointment for the student or the student's child
13. Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician.
14. Visited an accredited institution of higher education during the student's junior or senior high school, up to two days
15. Visited with a parent/stepparent/legal guardian who is an active-duty member of the uniformed services
16. A student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days and the student provides verification to the district of these activities
17. Participating in an off-campus work-based learning opportunity
18. Misses school for the purpose of visiting a driver's license office to obtain a driver's license or learner permit. The student must be enrolled in high school and 15 years of age or older. The student may not be excused for more than one day of school during the period the student is enrolled in high school for each purpose (obtaining a driver's license and obtaining a learner license).

TRUANCY AND TRUANCY ENFORCEMENT

The Fort Bend ISD Student Affairs Department ([Student Affairs webpage link](#)) oversees truancy prevention and intervention strategies for students. Truancy is the act of students failing or refusing to attend school. The District enforces the Texas full Attendance laws of the State of Texas. The Student Attendance Specialists work closely with the campuses to collect attendance data, coordinate automated phone messages to parents when a child is absent, issue warning letters, #Attend2Achieve Truancy Diversion Program notices and referrals to appear in court. Below, you will find the information on the #Attend2Achieve Truancy Diversion Program (TDP). For more information on FBISD's Truancy prevention and intervention strategies, Texas Compulsory Attendance, and truancy prevention, you may contact Dr. Amanda Hartley at Amanda.hartley@fortbendisd.com.

Fort Bend ISD recognizes the value and importance of school attendance and looks forward to educating your children during the 2022-23 school year. Our District team has revised the attendance procedures so that communication is increased, and assistance is given to any family struggling with chronic unexcused absences. Presence in school is a strong indicator of future success. We encourage regular attendance and look forward to a successful school year with your child.



STUDENT AFFAIRS

[Department Home](#)

[Student Handbook and Code of Conduct](#)

[Bullying Prevention and Reporting
Conflict, Bullying, or Harassment
Reporting Bullying](#)

[Student Transfers](#)

[Truancy](#)

[#Attend2Achieve Truancy Diversion Program](#)

[Enrollment](#)

[Withdrawal](#)

The District Attendance webpage is <https://www.fortbendisd.com/attendance>. The following information can be found on the District attendance webpage, along with other key resources:

HELPFUL LINKS

Attendance Works - a national initiative that promotes good attendance

District calendar/school start times

Email my child's excuse note - locate the email address for your campus


FBISD Parent/Student Handbook - attendance section begins on page 33

ATTENDANCE RESOURCES

2022-2023 Interfaith Calendar Attendance Coding Guide 

Skyward Family Access Information 

Skyward Family Access - Quick guide 

How to view your child's absence in Family Access 

FAQ - Impact of student absences 

2022-23 Texas State Funded Attendance Code Reasons Explained (SAAH 3.6.3) 

2022-23 Texas State Funded Absence Reasons (condensed version) 

Student Attendance Accounting Handbook 

FBISD PEIMS ATTENDANCE TEAM

Location	Position	Name
District	PEIMS Coordinator	Natresha Ardoin
District	Campus Data Coordinator	Kathy Newby
District	Data Quality Specialist	Datasha Malone
District	PEIMS ADA Specialist	Anne Palm
District	PEIMS ADA Specialist	Ann Domenic
Austin HS	Campus PEIMS Specialist	Kenia Gonzalez
Bush HS	Campus PEIMS Specialist	Clinton Todd
Clements HS	Campus PEIMS Specialist	Edna Kallus
Crawford HS	Campus PEIMS Specialist	Tiara Broussard
Dulles HS	Campus PEIMS Specialist	Robin Billingsley
Elkins HS	Campus PEIMS Specialist	Tamra Raley
Hightower HS	Campus PEIMS Specialist	Larri Fuller
Kempner HS	Campus PEIMS Specialist	Nancy Holley
Marshall HS	Campus PEIMS Specialist	Tanesha Lewis
Ridge Point HS	Campus PEIMS Specialist	Carrie Johnson
Travis HS	Campus PEIMS Specialist	Alejandra Pena
Willowridge HS	Campus PEIMS Specialist	Vacant