

MISD Attendance 101

The Student Attendance Accounting Handbook contains the official attendance accounting rules and regulations for all public school districts in Texas. (SAAH) [See PEIMS page for more information](#)

Teacher Responsibility:

The teacher is responsible for the accuracy of the attendance recorded 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 submission of the data using their Teacher Access program. (SAAH pg. 33)

Campus Calendars:

Each campus must report 75,600 instructional minutes each year in order to meet state requirements. Each day must be 420 minutes unless an early release waiver is being used.

When is your official attendance taken?

2016-2017 School Year

9:30a.m.

- 2nd period - 101, 001, 056
- 2nd period- A Day- 002
6th period- B Day - 002
- HSEP - 002
- OFSDP - 003, 005

Board Policy: FEB (Local))

Average Daily Attendance (ADA) Eligibility Codes:

Identifies the attendance status for each student. Status (Full Day/ Half Day) is based on the number of instructional hours per day. (SAAH, pg. 34-37)

Office Daily Attendance Reports:

- SAT0400
- SAT0500

Six Weeks Reports:

- **Office reports**
 - Campus Summary Reports (SAAH, pg. 27)
- **Teacher reports**
 - Attendance Verification Report
 - Membership Reconciliation Report

General Attendance-Taking Rules:

For Teachers:

- Attendance shall be taken through txGradebook on a daily basis based on your official attendance period/time
- For State reporting, attendance **must** be submitted during your official attendance period/time
- Attendance must **NOT** be taken by students, classroom aides, or clerks
- Corrections must be submitted to the office in a timely manner

➤ **For Office:**

- On days that teachers are absent, a **substitute** attendance sheet or classroom roster may be printed for **substitutes** to indicate the absent students
- Documentation should be filed in chronological order

➤ **For Teachers and Office:**

- Signature stamps and pencils are NOT acceptable
- No liquid paper is allowed for processing corrections
- No scribbling/scratching out information (one line drawn through correction – Initial and Date)
- Ensure all corrections are processed in a timely manner
- All corrections must have supporting documentation
- Documentation **MUST** be stored securely for 5 years (SAAH pg. 19)
- 75% of the Districts funding comes from student attendance. It is important that we account for all students

Superintendents, principals, and teachers are responsible to their school board and to the state for maintaining accurate and current attendance records, regardless of the attendance accounting system in use. (SAAH pg. 33)