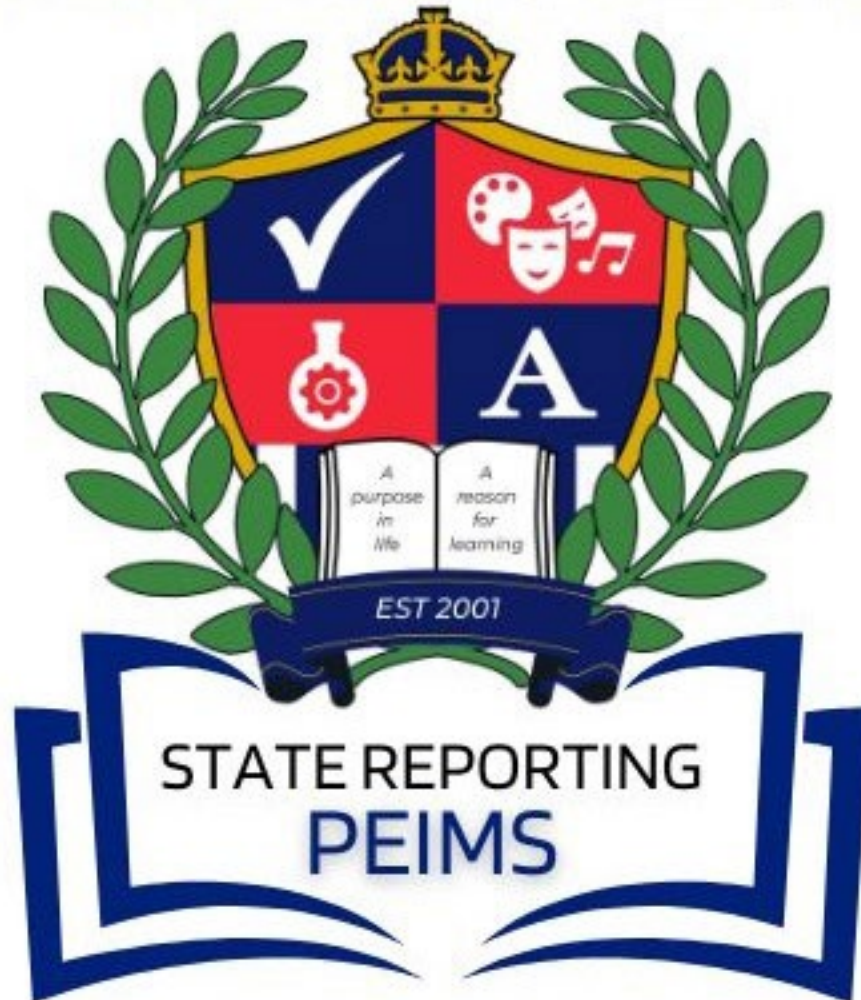


P.E.I.M.S.
Public Education Information Management System

VANGUARD ACADEMY



**Attendance/Leaver Procedural
Manual
2025-2026**

Vanguard Academy
2510 S. Veterans Blvd. Edinburg, TX. 78539
(956) 403-5004

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SECTION I: INTRODUCTION

Introduction

Purpose

The purpose of this Policy and Procedural Manual is to provide guidance and direction to District personnel charged with the maintenance and accuracy of student program records. These are designed in accordance with the Texas Education Agency -Student Attendance Accounting Handbook (SAAH) and PEIMS Data Standard Requirements.

PEIMS encompasses all data requested and received by Texas Education Agency about public education, including: student demographic, personnel, financial, and organizational information.

The data collected through PEIMS electronic collection method has:

- ☐ A standard set of definitions, codes, formats, procedures and dates for the collection of data published as the TEA PEIMS Data Standards;
- ☐ standard edit procedures;
- ☐ a production system to format and load data into the TEA database;
- ☐ written documentation describing the numeric alphanumeric values stored in the database published as the Data Standard Documentation.

A software system of standard edit, to enhance the quality of data, is used by Vanguard Academy. The District's Accounting Software System is Ascender. Currently, the major categories of data collected are; organization data, budget data, actual financial data, staff data, student demographic, program participation, school leaver data, student attendance, course completion and discipline data.

TEA manages other collections for evaluation, monitoring, funding, or auditing purposes. Many are automated, electronic collection. In compliance with the Texas Education code, the Public Education Information Management System (PEIMS) contains only the data necessary for the legislature and the Texas Education Agency (T.E.A.) to perform their legally authorized functions in overseeing public education.

Vanguard Academy PEIMS Department may make auditable and documented "last minute" changes to the PEIMS database as the PEIMS deadlines for submission and resubmissions are near and only if the campus personnel cannot be located. The District PEIMS Department shall not make any deletions to the PEIMS database, for any reason, unless the campus principal, department head, or the Superintendent has made a request per documentation. Every Campus Principal, Department Director, or Coordinator within their respective areas, along with the Superintendent, must sign a "Letter of Assurance" that the PEIMS data being sent to T.E.A. has been verified for accuracy. Each report sent, must also be reviewed and validated by certified staff. The Superintendent of Schools must sign the T.E.A. "Superintendents Letter" stating that the District has closely verified the data for accuracy. This is done electronically.

Introduction

Responsibilities

Attendance Data

The Campus Data & Attendance Specialists (DAS) -Personnel generating absence summaries and/or transcribing the absences or coding information into the ASCENDER District 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 a Texas Education Agency (T.E.A.) Affidavit attesting that the data entered is true and correct to the best of their knowledge.

The Principal of each campus is responsible for reviewing his or her Campus Summary Reports for completeness and accuracy. Reports from the TEA, which reflect Public Education Information Management System (PEIMS) Data, should be compared to locally-produced reports for reasonableness and accuracy. The Principals affirm that they have checked, or caused to be checked, the accuracy and authenticity of the attendance data by signing the Campus Summary Report. **The Principal is ultimately responsible for the accuracy and safekeeping of all attendance records and reports.** These records must be available in the event of a TEA Attendance Audit.

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 the data using the teacher's own log on username, security password & pin (electronic signature). The District's teacher electronic grade book is Teacher Portal.

The Data & Attendance Specialists are responsible for entering changes in the detailed student attendance accounting system. At the end of each month and 6-week reporting period Teachers and Principal verify the Student Detail Report for any Attendance coding errors.

Attendance Issues- Point of Contact

1. *Data & Attendance Specialist*
2. *Principal*
3. *PEIMS Department – Administrator for Data Quality*
4. *Executive Directors'*
5. *Superintendent*

Special Program Data (Bilingual, Special Ed, Gifted & Talented, Migrant, Immigrant, Pregnancy Related Services, Career and Technology Education, and 504)

Special program staff, directors should provide the PEIMS Department personnel with names and coding information of students who are eligible, whose documentation is in order, and who are being served in accordance with an individualized education program (IEP). **Special program directors and/or staff are responsible** for reviewing special program data and totals for accuracy and completeness. They are also responsible for ensuring that PEIMS personnel are aware of any changes in a student's services and the effective dates of such changes. The change should be submitted to PEIMS in written form with date and director's signature. In addition, Special Program Directors/staff have the capability to verify any changes made by PEIMS on any given day. PEIMS Department requires for Special Programs to verify student data twice a year. In October for the PEIMS Snapshot Submission and in April for the PEIMS Summer Submission.

Important: In no case should Data & Attendance Specialists/PEIMS Department personnel be assigned the responsibility of determining a student's coding information.

Questions or Concerns

If further assistance is needed, contact the District's PEIMS Department. General Attendance questions or concerns can be referred to **Sandra Lee Rodriguez, Administrator of Data Quality**
(956) 403-5004 copeims@vanguardac.net.

SECTION II: ATTENDANCE PROCEDURES

ATTENDANCE PROCEDURES

How and when teachers are to take official attendance

Teachers will submit their attendance using a web-based student attendance application called “Teacher Portal” created by the Education Service Center #20, San Antonio, TX.

Each campus will submit attendance by their official attendance time noted below. Each secondary campus will post attendance in every classroom period.

See Section III for Teacher Attendance Procedures.

The Official Attendance Time for each campus is 3rd period in the District accounting system ASCENDER:

<u>Elementary</u>		<u>Secondary</u>	
101 -Rembrandt Elementary	10 a.m.	101- Rembrandt Secondary	10 a.m.
		104-Mozart Secondary	10 a.m.
103 -Picasso Elementary	10 a.m.	105- Beethoven Secondary	10 a.m.
		106- Van Gogh Secondary	10 a.m.
104-Mozart Elementary	10 a.m.		
104-Beethoven Elementary	10 a.m.		
104-Van Gogh Elementary	10 a.m.		
104-Monet Elementary	10 a.m.		

Alternative Attendance -Taking for Certain Students Population

According to section 3.6.2.2 of the 25.26 TEA Student Attendance Accounting Handbook (SAAH), students who are scheduled to be off campus during the regular attendance-taking period due to attending STC/UTRGV dual enrollment classes—fall under an alternative attendance-taking period. The board -approved alternative attendance-taking periods for the secondary campuses are as follows:

Secondary Campus	Alternative Period
Rembrandt	6th
Mozart	4th
Beethoven	6th

Procedures for how Attendance is entered into the Attendance Accounting System- ASCENDER

Texas Education Information System- ESC #20, San Antonio, TX.

As noted above, teachers will use Teacher Portal to record attendance electronically.

Teachers that may not have access to the Teacher Portal are provided a classroom roster so they can record attendance on the roster. The roster is submitted to the Data & Attendance Specialists during third period and their attendance will be recorded in the ASCENDER Attendance Application by the campus Data & Attendance Specialists. See Section III for Data & Attendance Specialists instructions on posting attendance in ASCENDER.

Substitutes will receive a class roster to record attendance for each classroom period. The substitute submits the class roster to the campus Data & Attendance Specialists for attendance to be recorded in ASCENDER Attendance Application.

Important

The Data & Attendance Specialists is responsible for making any necessary changes to the attendance record as needed after submission by the teacher thru Gradebook (i.e. students returning to school with doctor's notes or from school nurse, etc.). **Only the Data & Attendance Specialists will have permission and access** to alter the attendance record and will maintain proper documentation in order to make changes at the campus level at all times in the event of a TEA Attendance Audit.

ATTENDANCE PROCEDURES

MEMBERSHIP:

How student's membership is to be reconciled between the teachers roster and the attendance accounting database-ASCENDER Attendance Application?

Campus Data & Attendance Specialists will generate the reconciliation reports based on third period -official attendance period. Teachers will compare the report against actual class student membership and record exceptions in the adjusted total section of the report. Campus Data & Attendance Specialists will compile campus summaries and forward the report to the PEIMS Department for further review. The PEIMS Department will review the reports for reasonableness and certify the results. See Section III for Instructions.

1st and 4th Six Weeks Reconciliation Attendance Reconciliation Dates for 2025-2026.

1st six Weeks – September 25, 2025

4th six Weeks – February 20, 2026

The reconciliation will be based on the official attendance period (3rd period).

Attendance Reconciliation Steps:

1. Data & Attendance Specialists will generate ASCENDER Attendance Application/Report/SAT0670 (elementary) SAT 0671 (secondary) as a reconciliation report by selecting the official attendance period and appropriate "as of date."
2. Teachers will verify the student's membership/enrollment, sign the document, and return it to the campus Data & Attendance Specialists. If a student's name appears on the roster that is a "no show" to his/her classroom, the teacher must mark a line across the name indicating student is a no-show.
3. The campus Data & Attendance Specialists compile the totals of the reconciliation reports.
4. The PEIMS Department will review the reconciliation for reasonableness and certify the reports.
5. Copies of all reports will be kept on site for a period of 5 years.

The District will maintain attendance accounting records (including computerized records, absence documentation, and official calendar) after the completion of the school year at the campus level. PEIMS will maintain certified Attendance Reports signed by the Principal.

What backup systems are in place to protect the Attendance Accounting Records?

The District's data is backed-up daily by the Region One, in Edinburg, TX, which hosts the Data (Stored-External). All written form documents regarding Attendance and Special Program Data are forwarded to the District's Records Retention Room for storage at the end of the academic school year.

SECTION III: STUDENT ENROLLMENT & REGISTRATION-ATTENDANCE

Student Enrollment

Parents may apply by completing the *TEA Charter Student Admission Application* through the School Mint Online Enrollment System. Vanguard Academy will use the School Mint Lottery System to fulfill the availability of all grade levels (PK3-12th) in all campuses across the district. Lottery will be held the 3rd week of February.

Parents will have 4 days to accept, register, and submit all the required documents. Failure to do so, may open the slot for another student on the waitlist. Upon completion of the registration process, campus staff will review & verify the eligibility of the application. Campus staff will then notify of the following steps along with any other upcoming events.

Student Registration

Students are enrolled in the ASCENDER Registration Application – Demo 1 Tab. The students' information is entered/activated by the PEIMS Department. The campus Data & Attendance Specialists must provide and forward required residency documentation for enrollment to the PEIMS Department.

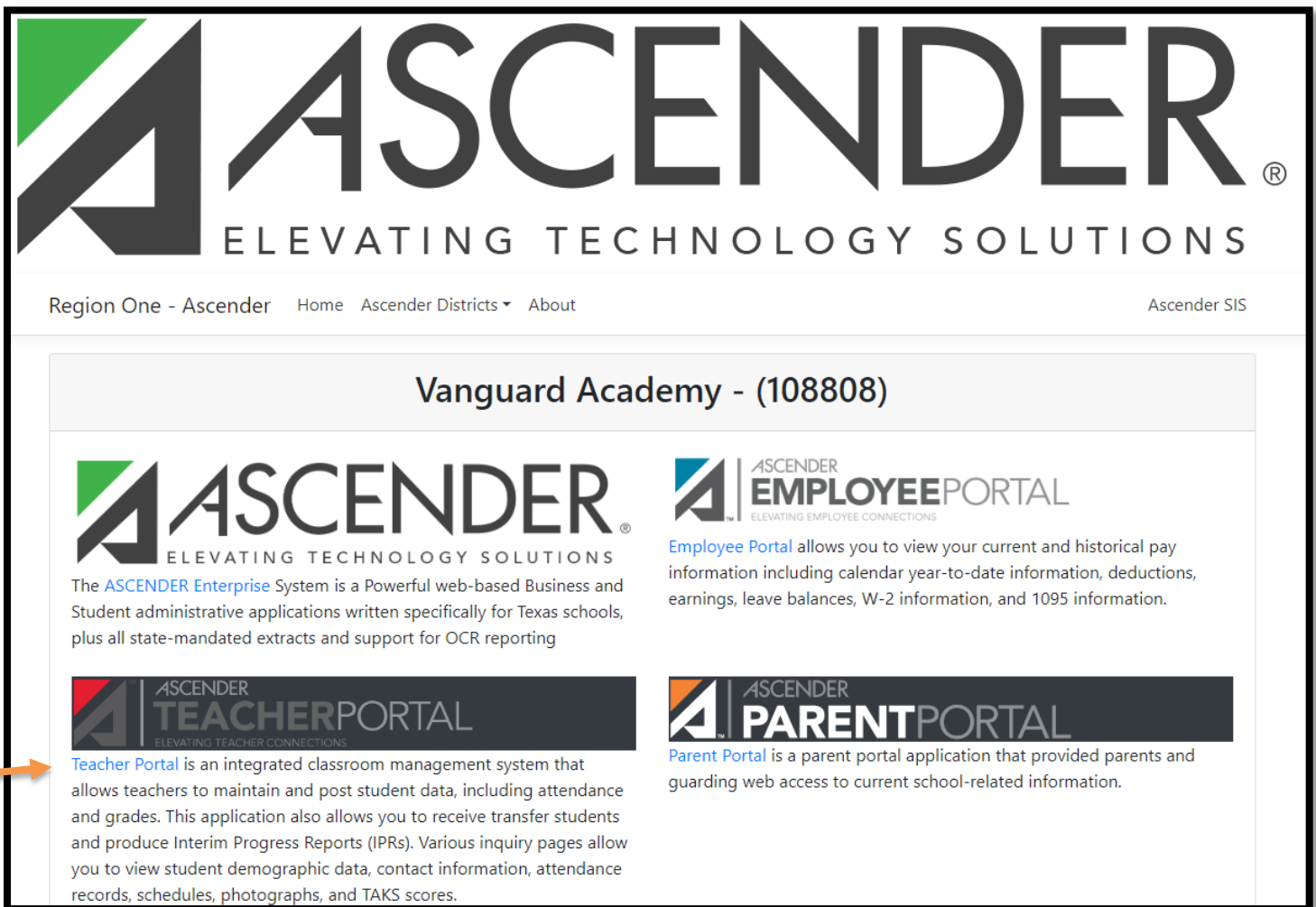
Required Documentation

- ☐ Student's Birth Certificate
- ☐ Social Security Card, if applicable
- ☐ Immunization Record
- ☐ Parent/Guardian Driver's License or ID card to register student
- ☐ Parent/Guardian **Residency Documents *Utility Bills, etc. per board policy.**
- ☐ Parent/Guardian must live within the District's boundaries

*If a utility bill is not available, the parent/guardian must provide a Residency Notarized Form with notary-stamp and required signatures on the document.

Parent/Guardian may register students Monday thru Friday 8am-10am-ADA Rule

Teacher Attendance Procedures- <https://apps.esc1.net/ascenderportal>



ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Region One - Ascender Home Ascender Districts ▾ About Ascender SIS

Vanguard Academy - (108808)

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

The [ASCENDER Enterprise](#) System is a Powerful web-based Business and Student administrative applications written specifically for Texas schools, plus all state-mandated extracts and support for OCR reporting

ASCENDER EMPLOYEE PORTAL
ELEVATING EMPLOYEE CONNECTIONS

[Employee Portal](#) allows you to view your current and historical pay information including calendar year-to-date information, deductions, earnings, leave balances, W-2 information, and 1095 information.

ASCENDER TEACHER PORTAL
ELEVATING TEACHER CONNECTIONS

[Teacher Portal](#) is an integrated classroom management system that allows teachers to maintain and post student data, including attendance and grades. This application also allows you to receive transfer students and produce Interim Progress Reports (IPRs). Various inquiry pages allow you to view student demographic data, contact information, attendance records, schedules, photographs, and TAKS scores.

ASCENDER PARENT PORTAL
ELEVATING PARENT CONNECTIONS

[Parent Portal](#) is a parent portal application that provided parents and guarding web access to current school-related information.

1 Click on Teacher Portal for Teachers' to enter Grades and Attendance. Gradebook is only for Teachers and Campus Administrators. The teacher database maintains daily assignments/grades and Attendance.

Teacher Attendance Procedures

2. Select Attendance

Select Post/View Attendance.

3. Mark attendance and post

Verify date and period.

Attendance

Post/View Attendance
Post or view attendance by period.

Attendance Rosters
Generate attendance rosters by period.

TEACHERPORTAL

DISTRICT:
SOMEWHERE ISD

CAMPUS:
SOMEWHERE HIGH SCHOOL

TEACHER:
701 - AGUILERA, ADRIANA M

NAVIGATION:
Home
Attendance
Post/View Attendance
Attendance Rosters

Date: 11/03/2020 Semester: 1 Period: 03

Attendance

PIN: [] Post

Date: 11/3/2020 Semester: 1 Period: 03

Screen defaults to first unposted period.

Students default to present.

Click on ID number to view student's current contact info, schedule, attendance summary and more.

Mark attendance.
Change attendance to absent or tardy (office will change reason codes as needed).

Student ID	Last Name	First Name	Attendance	Please Select	Grade	Course-Section
300999	BACA	SOPHIA R	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	03	PAP ENG 1 (1111-03)(Ready)
505747	BEAVERS	MADISON A	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	03	PAP ENG 1 (1111-03)(Ready)
504568	CALVILLO	BRIDGETTE R	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	03	PAP ENG 1 (1111-03)(Ready)
504418	CROWSEY	ADRIAN B	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	03	PAP ENG 1 (1111-03)(Ready)
301039	ELIZONDO	MATTHEW N	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	03	PAP ENG 1 (1111-03)(Ready)
504...	GALLEGOS	FRANCISCO G	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	03	PAP ENG 1 (1111-03)(Ready)

- 2 Make sure the correct attendance date & period is shown.
- 3 Select the course and class period to record attendance and/or grades.
- 4 Teachers must post Attendance in Teacher Portal.
- 5 Official A.D.A. – 3rd period.

Teacher Attendance Procedures

PIN: Post

Date: 11/3/2020 Semester: 1 Period: 03

Student ID	Last Name	First Name	Attendance	Grade	Course-Section
300999	BACA	SOPHIA R	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	03 PAP ENG 1 (1111-03[Ready])
505747	BEAVERS	MADISON A	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	03 PAP ENG 1 (1111-03[Ready])
504568	CALVILLO	BRIDGETTE R	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	03 PAP ENG 1 (1111-03[Ready])
504418	CROWSEY	ADRIAN B	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	03 PAP ENG 1 (1111-03[Ready])

Screen defaults to first unposted period.

Students default to present.

- 6 All students are considered present by default. Teachers will mark a student absent or tardy by clicking the radio button under the respective A or T column. Tardies are not recorded for ADA Period (3rd).
- 7 The teacher must click the “Post” button to submit their attendance for the class period. If all students are present, select Post to submit data. By selecting the Post Button, the teacher records and certifies classroom attendance electronically.
- 8 Teacher will use their Security Pin Number as electronic signature for certification.
- 9 A message will appear indicating posting Attendance is successful.
- 10 After posting Attendance, if there is a correction to be made, the Teacher must communicate the error in writing to the Campus Data & Attendance Specialists for him/her to correct Attendance accordingly. All changes require documentation.

Attendance T.E.A.-Guidelines

(Excerpt from 2025-2026 Student Accounting Attendance Hand Book)

3.1 Responsibility

List in the spaces provided below the name and phone number of the district personnel responsible for answering all general attendance question.

Name: Sandra Lee Rodriguez

Phone Number: 956-403-5004

As stated in previous sections, ultimately, the district **superintendent** is responsible for the accuracy and safekeeping of all attendance records and reports. These records must be available for audit by the Texas Education Agency (TEA) Financial Compliance Division. By signing the District Summary Report—or, in the case of a paperless attendance accounting system, by indicating his or her approval of data electronically—the superintendent affirms that he or she has taken measures to verify the accuracy and authenticity of the attendance data.

Important: If the TEA detects errors during an audit, the agency either will assess an adjustment to subsequent allocations of state funds or will require your district to refund the total amount of the adjustment when the audit is finalized.¹⁶

The **principal** of each campus is responsible for reviewing his or her respective Campus Summary Reports for completeness and accuracy. A principal should compare reports from TEA, which reflect Public Education Information Management System (PEIMS) data, to locally produced reports for reasonableness and accuracy. By signing the Campus Summary Report—or, in the case of a paperless attendance accounting system, by indicating his or her approval of data electronically—a principal affirms that he or she has checked, or caused to be checked, the accuracy and authenticity of the attendance data.

Important: The principal or superintendent affirms the propriety of student eligibility determinations, including determinations of student eligibility for particular educational programs, when he or she signs affidavits—or, in the case of a paperless attendance accounting system, when he or she indicates electronically that he or she attests to the validity of the determinations.

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.¹⁷

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—or, in the case of a paperless attendance accounting system, indicate electronically that the person attests that the data he or she has entered are true and correct to the best of his or her knowledge.

Important: Your district must not assign attendance personnel the responsibility of determining a student's coding information. Special program staff members, directors, or teachers should provide attendance personnel with names and coding information of students who are eligible, whose documentation is in order, and who are being served in accordance with an individualized education program (IEP). Special program directors and staff members are responsible for reviewing special program data and totals for accuracy and completeness. They are also responsible for ensuring that attendance personnel are aware of any changes in a student's services and the effective dates of those changes. The attendance personnel are then responsible for entering the changes in the student attendance accounting system. At the end of each 6-week reporting period, special program staff members should check the Student Detail Report for any coding errors.

3.2 Membership and Eligibility for Attendance and Foundation School Program (FSP) Funding

Both **membership** and **eligibility to generate average daily attendance (ADA)** are related to the amount of time that a student receives instruction each day. However, they are not the same.

A student is in membership in your district if the student is enrolled in the district and is either:

- scheduled to attend at least 2 hours of instruction each school day or
- participating in an alternative attendance accounting program.

A student who meets the criteria above is in membership regardless of whether the student is eligible to generate ADA. A student is eligible to generate ADA, and thus FSP funding, only if the student is in membership and also meets the ADA eligibility requirements described in the following subsections.

3.2.1 ADA Eligibility Coding

A student's eligibility to generate ADA is reported with what is called an ADA eligibility code. Your district must use the following codes when reporting student attendance.

Note: The 2-through-4-hour rule includes recess and in-class breakfast.

3.2.1.1 Code 0 Enrolled, Not in Membership

Code 0 indicates that a student is enrolled but is not in membership. Code 0 applies to students who are scheduled for and provided fewer than 2 hours of instruction by your district each school day and are not participating in an alternative attendance accounting program. This code is used for the following:

- a child who is scheduled to attend for fewer than 2 hours of instruction each school day, including a high school student who has met all graduation requirements other than passing required state assessments and who continues to attend school to participate in a study program for those tests **if the student is scheduled for and attending fewer than 2 hours** of study program instruction each day (see **3.2.2.4 Funding Eligibility of Students Who Have Met All Graduation Requirements except Passing Required State Assessments**)
- a child who attends a nonpublic school but receives some services from your district (for example, speech therapy services only)
- a student who is provided instruction totally in a federal Head Start program
- a student who has graduated but returned to school (for fewer than 2 hours of instruction per day) to further his or her education
- a student who receives all his or her special education and related services through an approved nonpublic school
- a parentally placed private school student with a disability, 5 through 21 years of age, who receives special education and related services through a services plan (see **4.5 Special Education Services for Private or Home School Students Who Are Eligible for and in Need of Special Education**)

A student coded with an ADA eligibility code of 0 is not eligible to generate ADA or FSP funding.

3.2.1.2 Code 1 Eligible for Full-Day Attendance

Code 1 indicates that a student is eligible to generate full-day attendance. Code 1 applies to all students entitled to enroll under the Texas Education Code (TEC), §25.001, who are scheduled for and provided instruction for at least 4 hours each school day.

Note: Districts that offer half-day kindergarten programs must not count students who attend both the morning and afternoon half-day sessions for eligible full-day attendance.

3.2.1.3 Code 2 Eligible for Half-Day Attendance

Code 2 indicates that a student is eligible to generate half-day attendance. Code 2 applies to all students entitled to enroll under the TEC, §25.001, who are scheduled for and provided instruction for at least 2 hours but fewer than 4 hours each school day. These students include prekindergarten (PK) students who meet the eligibility requirements in Section 7 (see **7.5 Eligible Days Present and ADA Eligibility**).

3.2.1.4 Code 3 Eligible Transfer Student Full-Day

Code 3 indicates that a student is a transfer student who is eligible to generate full-day attendance. Code 3 applies to a student who is a nonresident, is legally transferred into your district, and is scheduled for and provided instruction for at least 4 hours each school day. This code applies only to a student who transfers from one Texas school district to another; such a student must meet all eligibility criteria other than residency.

Charter schools are only approved to serve students in the geographic boundary authorized in the charter school's charter agreement. Reporting a student with ADA eligibility code 3 would demonstrate that the charter school is serving students outside of its approved geographic boundary and may constitute a material violation of the charter. A charter school should not use ADA eligibility code 3.

If a nonresident student is not legally transferred into a district, the receiving district cannot claim the attendance.

Note: The Student Transfer System (STS) has been closed, and districts are no longer required to report student transfers through the STS. However, your district should maintain documentation related to any transfer locally. Also, your district must report the transfer status of each student who has been transferred into the district in the TSDS PEIMS fall data submission.

3.2.1.5 Code 4 Ineligible Full-Day

Code 4 indicates that a student is provided instruction for at least 4 hours each school day but is ineligible to generate ADA. The students that code 4 applies to include any student who is scheduled for and provided full-day instruction but does not meet the eligibility criteria for the service he or she receives. The types of students who are coded ineligible are listed below.

3.2.1.5.1 Underage:

- children provided instruction in a preschool program for children with disabilities (PPCD) who are under the age of 3, except for children with serious visual or hearing impairments or both
- children provided instruction in PK who are under the age of 3 on September 1 of the current school year
- children provided instruction in any grade (K–12) who are under age 5 on September 1 of the current school year are ineligible for full-day funding (see the notes under the table in **3.2.3 Age Eligibility** for an exception). However, a 4-year-old who is eligible for PK is eligible for half-day funding even if the student is provided instruction in a kindergarten classroom. The student must be coded with a grade level of PK.

3.2.1.5.2 Overage:

- students who are 26 years old on September 1 of the current school year

3.2.1.6 Code 5 Ineligible Half-Day

Code 5 indicates that a student is scheduled for and provided instruction for at least 2 hours but fewer than 4 hours each school day but is ineligible to generate ADA (for any of the reasons listed in the preceding subsection on code 4). The students that code 5 applies to include any student who is provided half-day instruction but does not meet the eligibility criteria for the service he or she receives. Examples include the following:

- students enrolled only in PK who do not meet the PK eligibility requirements in Section 7
- students enrolled in locally funded PK programs offered by your district
- students provided instruction by a JJAEP on the basis of an expulsion under the TEC, §37.007(a), (d), or (e), unless specifically authorized in writing by the TEA

¹⁸ TEC, §25.003 (Proposed tuition charges under this section must be submitted to the commissioner of education for approval.)

¹⁹ TEC, §25.0031(c)

3.2.1.7 Code 6 Eligible Transfer Student Half-Day

Code 6 indicates that a student is a transfer student who is eligible to generate half-day attendance. Code 6 applies to a student who is a nonresident, is legally transferred into your district, and is scheduled for and provided instruction for at least 2 hours but fewer than 4 hours each school day. The student must meet all eligibility criteria other than residency.

The information on transferring students included in the previous subsection on code 3 applies for code 6 as well.

3.2.1.8 Code 7 Eligible—Alternative Attendance Program Participation

Code 7 applies to a student who is eligible to participate in and is enrolled and provided instruction in an alternative attendance program, such as the Optional Flexible School Day Program (OFSDP) or the High School Equivalency Program (HSEP).

3.2.1.9 Code 8 Ineligible—Alternative Attendance Program Participation

Code 8 applies to a student who is enrolled and provided instruction in an alternative attendance program, such as the OFSDP or HSEP, but is ineligible to participate in the program.

3.2.2 Funding Eligibility

To be eligible to generate FSP funding for attendance, a student must either:

- 1) be scheduled for and provided instruction at least 2 hours (half-day attendance) or at least 4 hours (full-day attendance) each day (referred to as the “2-through-4-hour rule”²¹) or
- 2) be eligible for, enrolled in, and scheduled for and provided instruction in an alternative attendance accounting program (such as the OFSDP).

The following table explains more fully the requirements a student must meet to be eligible to generate ADA and thus FSP funding.

- 3) participate in work-based learning* opportunities for at least two hours (half-day attendance) or at least four hours (full-day attendance). Work-based learning opportunities include internships, externships, apprenticeships, mentorships, etc. (This is not an exhaustive list of work-based learning opportunities).

If the student is scheduled for and provided instruction:	then the student:	and should be reported with:
Fewer than 2 hours (120 minutes) per day	Is not eligible to generate ADA	ADA eligibility code 0
at least 4 hours (240 minutes) per day	Is eligible for full-day attendance (is eligible to generate ADA)	ADA eligibility code 1
At least 2 hours (120 minutes) but fewer than 4 hours per day	Is eligible for half-day attendance (is eligible to generate ADA)	ADA eligibility code 2
at least 4 hours (240 minutes) per day and meets the requirements for an eligible student other than residency or an alternative basis for eligibility under the TEC, §25.001	is eligible for full-day attendance (is eligible to generate ADA). This status applies to a student who legally transfers from one Texas district to another Texas district and meets all eligibility criteria other than residency	ADA eligibility code 3
at least 4 hours (240 minutes) per day but does not meet the eligibility requirement	is not eligible to generate ADA (see 3.2.1.5 for more information)	ADA eligibility code 4

at least 2 hours (120 minutes) per day but does not meet the eligibility requirements	is not eligible to generate ADA (see 3.2.1.6 for more information)	ADA eligibility code 5
at least 2 hours (120 minutes) per day and meets the requirements for an eligible student other than residency or an alternative basis for eligibility under the TEC, §25.001	is eligible for half-day attendance (is eligible to generate ADA). This status applies to a student who transfers from one Texas district to another Texas district and meets all eligibility criteria other than residency	ADA eligibility code 6
through an alternative attendance program, such as the OFSDP, according to the requirements of that program	is eligible for alternative attendance program participation (is eligible to generate ADA)	ADA eligibility code 7
through an alternative attendance program, but not according to the requirements of that program	is ineligible for alternative attendance program participation (is not eligible to generate ADA)	ADA eligibility code 8

If a student who is funding eligible and attending on a full-day basis is not scheduled to attend school during the second or fifth instructional hour, your district determines the student's attendance by taking attendance during a period in which he or she is scheduled to be present. See 3.6.2.2 Alternative Attendance-Taking Time for Certain Student Populations.

Attendance for any full-day student (ADA eligibility code 1 or 3) cannot exceed the number of days of instruction for the same reporting period for the same instructional track. Attendance for any half-day student (ADA eligibility code 2 or 4) cannot exceed one-half of the number of days of instruction for the same reporting period for the same instructional track. Also, the number of days of participation for any student in any special program cannot exceed the number of days present for the same reporting period for the same instructional track. Instructional hours must not be averaged to determine attendance eligibility.

3.2.2.1 Study Halls Not Eligible as Instructional Hours

To be eligible for attendance for FSP purposes, students must either 1) be provided instruction at least 2 hours (half-day attendance) or at least 4 hours (full-day attendance) each school day or 2) be eligible for, enrolled in, and provided instruction in an alternative attendance accounting program. Study halls are not considered instruction and thus do not count toward the accumulation of attendance hours for FSP funding purposes.

3.2.2.2 Time Spent in Course for Which Student Has Already Received Credit Not Eligible as Instructional Hours

If a student repeats a course for which the student has already received credit, the time that the student spends taking the course for a subsequent time does not count toward the accumulation of attendance hours for FSP funding purposes; that is, this time does not count as instructional time for purposes of the 2-through-4-hour rule.

3.2.2.3 Funding Eligibility of Students Who Have Met All Graduation Requirements

If a student has completed all of the requirements for a high school diploma, the student is not eligible to continue to generate ADA for funding purposes. Exceptions are students who are eligible to graduate but who continue their education to meet the requirements of a higher high school diploma standard or students who have not met the assessment requirements for graduation. (See 3.2.2.4 Funding Eligibility of Students Who Have Met All Graduation Requirements except Passing Required State Assessments.)

DATA & ATTENDANCE SPECIALISTS PROCEDURES – DECLARING PRESENT OR ABSENT

(Excerpt from the 2025-2026 Student Accounting Attendance Hand book 3.6.3)

For official attendance accounting purposes, "excused" and "unexcused" absences do not exist.¹ Students present at the official attendance-taking time are counted present for funding purposes. **Note that having students sign in is not an acceptable method of taking attendance.** With the exception of any reason listed in the following bulleted paragraphs, students who are absent at the official attendance-taking time are counted absent for funding purposes.

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 (e.g., 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.** Documentation from an electronic, radio-frequency, "smart card," or similar tracking system that indicates only whether a student monitoring device was on campus at a particular time is not acceptable documentation unless supported with documentation that the student was with a campus official.

Note: These attendance provisions do not apply to the OFSDP, the HSEP, or homebound programs (general education homebound, special education homebound, or Compensatory Education Home Instruction). For special attendance provisions that apply to these programs, please refer to the applicable sections of the handbook.

A student not actually on campus at the time attendance is taken may be considered in attendance for FSP purposes if the student:

- is enrolled in and attending off-campus dual credit program courses and is not scheduled to be on campus during any part of the school day. Students who are enrolled in and attending an off-campus dual credit program course and are scheduled to be on campus during any part of the school day should have their attendance recorded while they are on campus. See 3.6.2.2 Alternative Attendance-Taking Time for Certain Student Populations for instructions on how to record attendance for these students if they are not scheduled to be on campus during the official attendance-taking time.
- is participating in an off-campus work-based learning opportunity and is not scheduled to be on campus during any part of the school day. Students who are participating in an off-campus work-based learning opportunity and are scheduled to be on campus during any part of the school day should have their attendance recorded while they are on campus. See 3.6.2.2 Alternative Attendance-Taking Time for Certain Student Populations for instructions on how to record attendance for students not scheduled to be on campus during the official attendance-taking time.
- is enrolled full-time in TxVSN courses. See 12.2 Texas Virtual School Network (TxVSN) for information on recording daily attendance.

Students who are enrolled in one or more TxVSN courses but attend part of the day at a regular campus and who are not scheduled to be on campus during the official attendance-taking time should have their attendance recorded during the part of the day they are on campus. See 3.6.2.2 Alternative Attendance-Taking Time for Certain Student Populations for instructions on how to record attendance for these students.

- is participating in an activity that is approved by your local school board and is under the direction of a professional staff member, an adjunct staff member, or a paraprofessional staff member of your school district. The adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.

- Students participating in any activity that is not approved by your local school board or without certified district personnel supervision must be counted absent. For attendance to qualify for funding purposes, the professional staff member, adjunct staff member, or paraprofessional staff member must be accompanying the students as an official of your school district for the specific purpose of supervising the students and must be approved by your school board to supervise the activity. For example, students would be reported present if they are participating in 4H activities that are supervised by a county extension service agent who has been approved by the local school board as an adjunct staff member or a paraprofessional staff member of your school district.^{77, 78} Paraprofessionals must meet the requirements of a highly qualified paraprofessional.⁷⁹

- is participating, with local school board approval, in a short-term (for example, 5-day) class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD) at a location other than the student's campus.⁸⁰ The student must not be considered in attendance for FSP purposes on any day the student is traveling between the student's district and the location of the class but is not attending class. (However, travel days may be excused for compulsory attendance purposes. **See 3.6.4 Excused Absences for Compulsory Attendance Purposes.**) **Your school district is responsible for obtaining documentation of the student's class 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 19 TAC Chapter 74.

- misses school for the purpose of observing religious holy days, including traveling for that purpose.⁸¹ 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.

Your school district is responsible for determining what constitutes a religious holy day for purposes of excusing absences. The agency does not maintain a list of days that qualify as religious holy days for purposes of being considered in attendance for FSP purposes. However, we do provide the following guidance: To be considered a religious holy day, the day should be one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, camps, and mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days.

- 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.⁸²

- misses school for the purpose of attending a required court appearance, including traveling for that purpose.⁸³ 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. 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.

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 appearances in response to a jury summons in the name of the student, a subpoena in the name of the student, or a traffic ticket marked "You Must Appear" or "Court Appearance Required." Additional examples would be a student's appearance

in court as a plaintiff or defendant or as 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, a jury summons, a subpoena, etc.

Important: Absences to meet with probation officers and other absences related to court-ordered activities outside the courtroom do not qualify as required court appearances.

However, see the next bullet, related to court-ordered activities for students in the conservatorship of the DFPS.

- is in the conservatorship of the DFPS and misses school:

or 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 practicable⁸⁴ or

to attend an activity under a service plan under the Texas Family Code, Chapter 263, Subchapter B⁸⁵.

The student may be considered in attendance for travel days for this 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 participating in the activity, appointment, or visitation.

- misses school for the purpose of serving as a student early voting clerk, if your school district has a policy allowing for this type of excused absence, ⁸⁶ or misses school for the purpose of serving as an election clerk or student election clerk⁸⁷. Your school district may excuse a student's absence for this purpose for a maximum of 2 days in a school year.⁸⁸ A student may be considered in attendance for travel days related to an absence to serve as an election clerk or student election clerk but not for travel days to serve as a student early voting clerk. 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 serving as an election clerk. 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. Travel days do not count toward the 2-days-per-school-year maximum.

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

or be ineligible to serve as an election clerk under the Texas Election Code, §32.051(c);

or be at least 16 years of age;

or have the consent of the principal of the school the student attends;

or be a US citizen; and

or have completed any training course required by the entity holding the election. ⁸⁹

To serve as an election clerk (as opposed to a student election clerk), a student must meet the requirements specified in the Texas Election Code, §32.051.

- 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.⁹⁰ 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. 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.

- misses school for the purpose of taking part in the student's own US naturalization oath ceremony, including traveling for that purpose.⁹¹ 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. 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 temporarily absent because of a documented appointment for the student or the student's child that is with a health care professional licensed, certified, or registered by an appropriate agency of the State of Texas ⁹² to practice in the United States.⁹³ A documented appointment with a health care professional includes an appointment of a

student diagnosed with autism spectrum disorder with a health care practitioner⁹⁴ to receive a generally recognized service. ⁹⁵ for persons with that disorder. ⁹⁶ To be considered temporarily absent, the student must begin classes or return to class on the same day of the appointment. The appointment must be supported by a document, such as a note from the health care professional. ⁹⁷ 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. A school nurse will not count for FSP funding as a health care professional appointment.

*Absent as a result of a serious or **life-threatening illness** or related treatment which makes student's attendance INFEASIBLE. The discharge summary from the outpatient day treatment or partial hospitalization program must include treatment admission and discharge dates to be provided to the school by the family upon return to school as documentation to excuse absences for the duration of the authorized outpatient treatment plan or partial hospitalization.

- 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.⁹⁸ Your district 1) must not excuse for this purpose more than 2 days during a student's junior year and 2 days during a student's senior year and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a procedure for verifying students' visits to institutions of higher education.

- is 17 years of age or older and pursuing enlistment in a branch of the United States Armed Services or the National Guard. Your district 1) must not excuse the student for this purpose for more than four days of school during the period the student is enrolled in high school and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a policy that verifies the student's activities related to pursuing enlistment in a branch of the Armed Services or the Texas National Guard.

- 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 district is required to excuse up to 5 days for this purpose in a school year. An excused absence 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.

*HS/ECC - misses school for the purpose of visiting a TX Dept. of Motor Vehicle to **obtain a driver's license** or permit. Receipt is required. Student must be 15 years of age or older.

Your school district must allow a student whose absence is excused for any of the previously listed reasons (with the exception of the first five reasons, for which this paragraph does not apply) a reasonable amount of time to make up school work missed on these days. If the student satisfactorily completes the school work, the day of absence is counted as a day of compulsory attendance.

If your school district excuses a student's absence for any of the previously listed purposes (counts the student as present for FSP purposes), the district must keep documentation related to the absence on file for audit purposes. Your school district should establish a local policy describing what constitutes acceptable documentation for each of the listed absences.

Numerous absences, whether excused or unexcused, may jeopardize a student's ability to receive credit or final grades for classes (see the TEC, §25.092, for requirements related to minimum attendance for class credit or a final grade).

FSP funding is conditional on local adoption of this policy or establishment of these procedures and distribution of the policy or procedures. The policy or procedures do not affect procedures for taking and recording student attendance.

A student whose absence is excused for any of the previously listed reasons will be allowed a reasonable amount of time to make up school work missed on these days, and if the student satisfactorily completes the school work, the day of absence is counted as a day of Compulsory Attendance. Vanguard Academy Board Policy [FEA LEGAL]

Campus Data & Attendance Specialists Procedures- ATTENDANCE

The Campus Data & Attendance Specialists enters and monitors Attendance in the ASCENDER Attendance Application.

- 1) ASCENDER Attendance Application/Maintenance/Gradebook Options/Unposted Absences
- 2) Data & Attendance Specialists selects 3rd period and the report will show which teachers have not posted. The report will stamp the date/time indicating the teacher's name that have not yet posted.
- 3) Data & Attendance Specialists will monitor the posting of Attendance until all teachers have posted.
- 4) In the event, if a teacher does not post by the required deadline, clerk will print out the report and forward it to the Administrator/Principal overseeing Attendance for guidance.
- 5) Hence, the Data & Attendance Specialists will contact the teacher to post Attendance immediately via intercom/telephone.

The screenshot displays the ASCENDER Attendance Application interface. The top navigation bar is green and contains the text 'Maintenance > Gradebook Options > Unposted Absences' and a dropdown menu labeled 'Attendance'. The left sidebar is dark gray and features the ASCENDER logo at the top, followed by a list of navigation items: 'Maintenance', 'District', 'Campus', 'Student', 'Letters', and 'Gradebook Options'. The main content area is light gray and shows a form with a 'Date' field set to '08-12-2024', a 'Periods' dropdown menu set to '03', and a 'Retrieve' button. Below the form, the text 'UNPOSTED ABSENCES' is displayed. An orange arrow points to the 'Periods' dropdown menu.

Campus Data & Attendance Specialists Procedures – ATTENDANCE

Maintenance > Student > Student Posting Attendance

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Maintenance
District
Campus
Student
Student Posting
Student Inquiry
Letters
Gradebook Options

Save Reset Directory Print Last Save

BY PERIOD BY INDIVIDUAL BY DATE/CONTROL NBR BY DATE/GRADE BY DATE AND CODE BY DATE/COURSE BY LOCAL PROGRAM

Date: 08-12-2024 Track: 01 From Period: 03 To Period: 03 Retrieve

Delete	Student ID	Name	Grd	Ctrl Nbr	Comments By Period

Rows: 1

First 1 Last

Data & Attendance Specialists – Entering Attendance Data

- 1) If the Teacher/Substitute is unable to enter Attendance, the Data & Attendance Specialists may post Attendance for the day by going into ASCENDER-Attendance Application/Maintenance/Student/Student Posting.
- 2) The Data & Attendance Specialists may post Attendance by Date/Date-code/Date-course/Date-cnt nbr/Date- Grade/Individual/Period by Period.
- 3) If you do not know the student ID, click **Directory** to go to the [Students Selection Screen](#). After you have retrieved the student, the Students Selection Screen remains open in the background so that you can retrieve additional students.


Campus Data & Attendance Specialists Procedures – ATTENDANCE

The screenshot shows the ASCENDER software interface. On the left is a sidebar with navigation options: Maintenance, District, Campus, Student, Student Posting, Student Inquiry, Letters, Gradebook Options, and Flexible Attendance. The main area has a top bar with 'Save', 'Reset', 'Directory', and 'Print Last Save' buttons. Below this is a search section with tabs for 'BY PERIOD', 'BY INDIVIDUAL' (selected), 'BY DATE/CONTROL NBR', 'BY DATE/GRADE', 'BY DATE AND CODE', 'BY DATE/COURSE', and 'BY LOCAL PROGRAM'. The search criteria include Student (001978 : Rodriguez, Erick), Semester (dropdown), From Date (05-26-2023), Track (01), From Period (01), and To Period (13). A 'Retrieve' button is next to the To Period dropdown. Below the search criteria is a table with columns: Delete, Date, Comments By Period, Schedule, All Periods (01 - 13), and individual period columns (01-09). The table shows one row for the date 05-26-2023 with a 'T' in the 01 period column. At the bottom are navigation buttons: First, 1 / 1, and Last.

- 1) Upon selecting the type of posting the Data & Attendance Specialists will enter the code/absence.
- 2) Continue adding students by pressing **Tab** and entering ID numbers or by retrieving students from the Students Selection screen as necessary.
- 3) The Data & Attendance Specialists has the ability of retroactive the Attendance or post in Advance.
- 4) Click the SAVE button located on the upper left corner to save the information. To post absences for a different date, follow steps 1-4 and verify the date before entering the information.

Attendance posting is recorded by the ASCENDER Accounting Software at all times.

Campus Data & Attendance Specialists Procedures- ATTENDANCE



Posting Code	Description	ADA Code	Prepost	Absence Type
A	ABSENT	Y	N	A
C	COLLEGE/COOP	N	Y	H
E	EXTRACURRICULAR ACTIVITIES	N	Y	N
F	FIELD TRIPS /EVENTS	N	Y	F
H	HOMEBOUND	N	Y	N
I	CITIZENSHIP /CEREMONY	N	Y	I
J	ISS / AEP	N	Y	J
L	DEPT OF FAMILY AND PROT SER	N	Y	L
M	MEDICALLY EXCUSED	N	Y	M
O	OSS	Y	N	U
P	PRESENT FOR CLASS	N	Y	P
Q	PURSUING MILITARY ENLISTMENT	N	Y	Q
S	COURT /SUBPOENA APPEARANCE	N	Y	C
T	TARDY TO CLASS	N	Y	T
U	UNEXCUSED ABSENCE	Y	Y	U
W	OBTAIN A DRIVER'S LICENSE	N	Y	W
X	TESTING	N	Y	N
Z	INFEASIBLE ILLNESS	N	Y	O

The above template demonstrates the type of Attendance posting code available for the Data & Attendance Specialists to post.

1. In the **Posting Code** field, type the one-character code for the attendance posting to be added. Be careful to add a unique code and not one that already exists in the table.
2. In the **ADA Code** field, select whether the new attendance code should be considered an absence in determining average daily attendance. The code should be selected if it has an absence type of A or U.
3. In the **ABSENT TYPE** indicates how In the **Absence Type** field, click to select the absence type to be used on the report card for the attendance posting code (e.g., E - School-related absence).
4. In the **Pre-post** field, select whether this attendance code can be posted to the student record prior to the date of the absence. (Pre-posting can be used in situations such as field trips where the school is aware of the absence in advance.)

Note: Code P is used to delete an absence that was posted to a student in error. The absence type for this posting code must be P - Present (Delete).

Attendance Balancing

Elementary Attendance/Membership Balancing - Daily:

After the official attendance period has ended the campus Data & Attendance Specialists will generate the ASCENDER Attendance Application/Maintenance/Grade book Options/Unposted Absences to ensure teachers have posted attendance for the class period. Teachers must post attendance even if all students are present to ensure the teacher's "electronic signature" (pin) is on file in Teacher Portal. As a second measure, the Data & Attendance Specialists must check the *Tardy and sign out log on a daily basis. Thus, coding the student Tardy in ASCENDER if identified on the tardy log. If the Data & Attendance Specialists needs to overwrite an absence(s) that the teacher has posted, proper documentation must be available for an audit. Data & Attendance Specialists will check their ASCENDER Membership Reports on a daily basis to ensure that student information submitted to PEIMS for enrollment has been entered accordingly. Clerks verify this information in the ASCENDER Reports and if the membership count is correct, the membership counts are transferred over to the District developed form- Campus Membership Summary as verification to PEIMS.

-Run the following ASCENDER Attendance Application/Reports:

- Gradebook Campus/ Unposted Absences
- SAT 0670 Teacher Cycle Attendance Membership Roster
- SAT 2200 Membership Summary
- SAT 0400 Daily Attendance Summary
- SAT 1700 Entry/Withdrawal Summary
- Campus Membership Summary (excel) – E-mailed to PEIMS on a daily basis to COPEIMS@vanguardac.net **by 10:15AM**

Middle School Attendance/Membership Balancing - Daily:

After the official attendance period has ended the campus Data & Attendance Specialists will generate the ASCENDER Attendance Application/Maintenance/Grade book Options/Unposted Absences to ensure teachers have posted attendance for the class period. Teachers must post attendance even if all students are present to ensure the teacher's "electronic signature" (pin) is on file in Teacher Portal. As a second measure, the Data & Attendance Specialists must check the Tardy and sign out log on a daily basis. Thus, coding the student Tardy in ASCENDER if identified on the *Tardy log. Students on an extracurricular activity/campus meeting during the official Attendance Period (3rd) **must mark the student code "E"** in the ASCENDER, proper documentation must be available for and audit. If the Data & Attendance Specialists needs to overwrite an absence(s) that the teacher has posted, proper documentation must be available for an audit. Data & Attendance Specialists will check their ASCENDER Membership Reports on a daily basis to ensure that student information submitted to PEIMS for enrollment has been entered accordingly. Clerks verify this information in the ASCENDER Reports and if the membership count is correct, the membership counts are transferred over to the District developed form- Campus Membership Summary as verification to PEIMS.

Data & Attendance Specialists should NOT be overwriting Teacher's posting without documentation

-Run the following ASCENDER Attendance Application/Reports:

- Gradebook Campus/ Unposted Absences
- SAT 0670 Teacher Cycle Attendance Membership Roster
- SAT 2200 Membership Summary
- SAT 0400 Daily Attendance Summary
- SAT 1700 Entry/Withdrawal Summary
- *SAT 0000 Absentee Transaction List – initialed by clerk and submitted to PEIMS*
- Campus Membership Summary (excel) – E-mailed to PEIMS on a daily basis to COPEIMS@vanguardac.net **by 10:15AM**

High School Attendance/Membership Balancing - Daily:

After the official attendance period has ended the campus Data & Attendance Specialists will generate the ASCENDER Attendance Application/Maintenance/Grade book Options/Unposted Absences to ensure teachers have posted attendance for the class period. Teachers must post attendance even if all students are present to ensure the teacher's "electronic signature" (pin) is on file in Teacher Portal. As a second measure, the Data & Attendance Specialists must check the Tardy and sign out log on a daily basis. Thus, coding the student Tardy in ASCENDER if identified on the *Tardy log. Students on an extracurricular activity/campus meeting during the official Attendance Period (3rd) **must mark the student code "E"** in the ASCENDER, proper documentation must be available for and audit. If the Data & Attendance Specialists needs to overwrite an absence(s) that the teacher has posted, proper documentation must be available for an audit. Data & Attendance Specialists will check their ASCENDER Membership Reports on a daily basis to ensure that student information submitted to PEIMS for enrollment has been entered accordingly. Clerks verify this information in the ASCENDER Reports and if the membership count is correct, the membership counts are transferred over to the District developed form Campus Membership Summary as verification to PEIMS.

Data & Attendance Specialists should NOT be overwriting Teacher's posting without documentation

-Run the following ASCENDER Attendance

Application/Reports: Gradebook Campus/
Unposted Absences

- Daily Membership
- SAT 3600 Attendance Audit by students
- SAT 0000 Absentee Transaction List – *initialed by clerk and submitted to PEIMS*
- Campus Membership Summary (excel) – E-mailed to PEIMS on a daily basis to copeims@vanguardac.net **by 10:15 AM**

Attendance Coding & Documentation Summary- (Official Attendance Period)

Description	Documentation	Attendance Posting Code
Students that are Tardy	Tardy log (date & time)	Coding T
Students in event, trips	Field Trip/Events Form	Coding F
Extracurricular activity/campus meeting	Extracurricular Activities Pass	Coding E (not in 3rd period)
Out of School Suspension	Discipline record/ Form	Coding O
In School Suspension	Discipline record/ Form	Coding J
Absent to present change	Doctor's Excuse (return same day)	Coding M (present)
Absent to present change	Teacher's e-mail (for corrections)	Coding P (present)
Students that are testing	Testing Roster	Coding X
INFEASIBLE Illness	Admission/Discharge Papers	Coding Z
Students @ College/COOP	Schedule/Workforce document	Coding C
Homebound	Homebound Roster	Coding H

- *For official attendance accounting and FSP purposes, "tardies" do not exist*
- *a student arrived late to class before official roll call and was counted present for ADA and FSP purposes, or*
- *a student arrived late to class after official roll call and was counted absent for ADA and FSP purposes.*

10AM Rule*

Students withdraw/enroll BEFORE 10am – entry/withdraw date will be current date

Students withdraw/enroll AFTER 10am – entry/withdraw date will be the following date

***10AM rule will affect the Average Daily Attendance**

SECTION IV: MONITORING ATTENDANCE

Monitoring Attendance Reports: Required for TEA Audits

Data & Attendance Specialists will be monitoring their corresponding campus by using ASCENDER Attendance/Reports.

Campus Data & Attendance Specialists will sign a T.E.A. Oath and Affidavit at the beginning of every school year.

SAT 0400- Daily Attendance Summary – Printed Daily and inserted in Data & Attendance Specialists Binder.

SAT 0500- Campus Attendance Summary- Data & Attendance Specialists will print to verify the Attendance posting.

SAT 0600- Daily Register/Weekly Summary – Data & Attendance Specialists will print out and review Attendance for the current six weeks. Data & Attendance Specialists & Campus Principal will certify data by Signature submit to PEIMS.

SAT 0900- Pupil Attendance & Contact Hours - Data & Attendance Specialists will print out and review Attendance for the current six weeks. Data & Attendance Specialists & Campus Principal will certify data by Signature.

SAT 1370- Class Attendance Verification- Data & Attendance Specialists will print every two weeks/monthly for teachers to verify and certify Attendance data.

SAT 1600-Daily Attendance Report I – Data & Attendance Specialists will print out on a monthly basis to ensure Attendance accuracy.

SAT 1900 Perfect Attendance Report – Identifying student with perfect attendance.

SAT 2300-Average Daily Attendance- Data & Attendance Specialists will provide the campus Principal the SAT2300 daily/three times a week for Principal know the amount of absences due to Campus ADA.

SAT 2500- Truancy Report – Data & Attendance Specialists will print daily to monitor the amount of unexcused/excused absences students have accumulated. If student has accumulated two or more unexcused absences, *campus must use the Student Recovery Form for the purpose of tracking& Accountability.*

https://www.vanguardacademy.education/apps/pages/index.jsp?uREC_ID=1111396&type=d&pREC_ID=1389809

SECTION V: RESPONSIBILITIES – SPECIAL PROGRAM

RESPONSIBILITIES - Special Programs Data

Which position(s) is/are responsible for the coding of special programs (such as career and technical, special education, Migrant, Immigrant, Pregnancy Related Services, etc.).

Bilingual/ESL coding is determined by campus LPAC Administrators. The coding is entered into the ASCENDER/Registration Application/Bil-ESL Tab by the PEIMS Department. The information is submitted to the PEIMS Department at the end of every month or LPAC session. Students who have been identified to exit the program are coded to exit the first day of school the following year due to funding. (See Appendix for workflow)

Career and Technical Education coding is determined by the Secondary CATE Counselors. The Counselors enter coding per Service ID in the master schedule.
(See Appendix for workflow)

Special Education coding is determined by Diagnosticians. The coding is entered into ASCENDER Registration Application/Sp Ed Tab by the CO PEIMS Department. The information is forwarded to the COPEIMS Department by each Diagnostician to COPEIMS@vanguardac.net. (See Appendix for workflow)

Migrant coding is determined by Region One. The coding is entered into ASCENDER Registration Application/Local Programs Tab. The information is forwarded to the PEIMS Department by the Migrant Liaison.

Immigrant coding is determined by the Campus. The coding is entered into ASCENDER Registration Application/Local Programs Tab. The information is forwarded to the PEIMS Department by the campus as required.
(See Appendix for workflow)

Gifted & Talented coding is determined by the Campus. The coding is entered into ASCENDER Registration Application/GT. The information is forwarded to the PEIMS Department by the Campus as required. (See Appendix for workflow)

504 coding is determined by the Campus and approved by the District 504 Coordinator. The information is submitted to PEIMS by the 504 Coordinator. The coding is entered into ASCENDER Registration Application/Local Programs. The information is forwarded to the PEIMS Department by the Campus as required.

Foster coding is determined by the Campus. The coding is entered into ASCENDER Registration Application/Demo1. The information is forwarded to the PEIMS Department by the Campus as required. (See Appendix for workflow)

Military Connected coding is determined by the Campus. The coding is entered into ASCENDER Registration Application/Demo 1. The information is forwarded to the PEIMS Department by the Campus as required. (See Appendix for workflow)

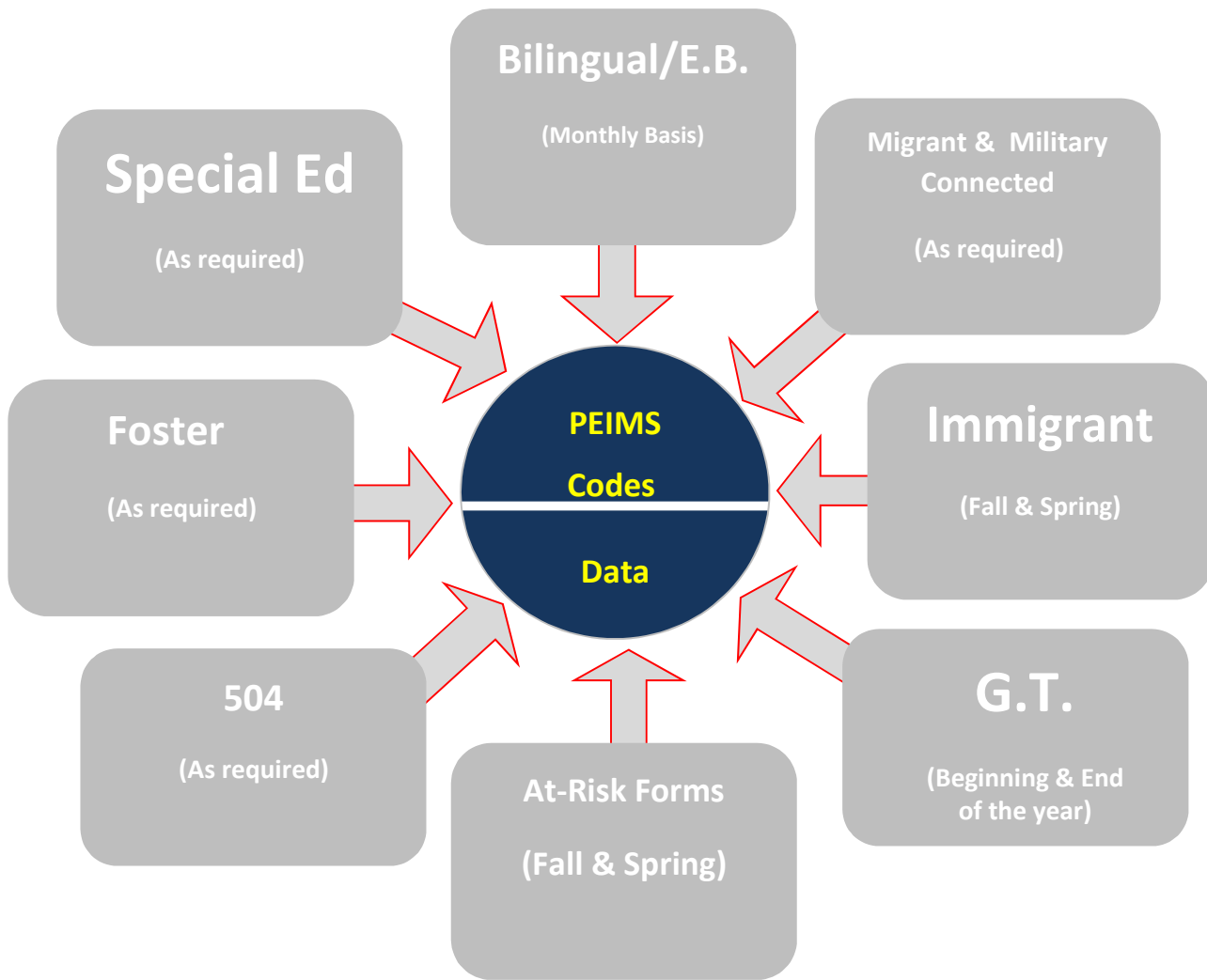
Military Enlistment coding is determined by the Campus. The coding is entered into ASCENDER Registration Application/Demo 3. The information is forwarded to the PEIMS Department by the Campus as required.

Dyslexia coding is determined by the Campus. The coding is entered into ASCENDER Registration Application/Local Programs/ DYS. The information is forwarded to the PEIMS Department by the Campus as required. (See Appendix for workflow)

At-Risk coding is determined by the Campus/Counselors. The coding is entered into ASCENDER Registration Application/At-Risk Tab. The information is forwarded to the PEIMS Department by the Campus as required. (See Appendix for workflow)

(See Page 36 for Flowchart)

CATE Coding Only
ASCENDER/Registration Demo
3 Tab by CATE Counselors



RESPONSIBILITIES- Special Programs Data

How changes to special programs are to be documented?

- Career and Technical Education program changes are documented by Counselors using the student's schedule changes and graduation plan.
- Special Education program changes are determined by ARD committee once a year or when a change of placement is needed.
- Pregnancy Related Services changes are documented using the Initial Pregnancy Related Services Form & PRS/PEIMS Record Form.
- Bilingual/ESL service changes are documented using the LPAC Profile Sheet/Minutes.
- 504 Program changes are documented using the 504 Form.
- Migrant changes are documented using the Migrant Departmental Form.
- GT changes are documented by a campus list that is generated and signed by campus principal.
- Immigrant changes are documented by a campus list that is generated and signed by campus principal.

Attendance for Special Education Homebound, General Education Homebound, or PRS -Comprehensive Education Home Instruction is recorded using the "Homebound/Teacher Attendance Log". There is a Homebound Teacher Log for each approved student. The Teacher updates the Homebound Teacher Log based on the number of hours the student is served instruction at home. The Homebound Teacher Log is required to be signed by the Parent, serving Teacher and Campus Principal.

Procedure:

The serving Teacher submits logs to the Principal on a weekly basis for Attendance and verification purposes. Principal will forward signed logs to the Campus Data & Attendance Specialists/PRS Counselor for Attendance eligibility and to the PRS Department for verification on a weekly basis. Eligible days present will be based on Instructional Time served. Funding charts found in T.E.A. Student Accounting Attendance Hand book sections 3.7.3, 4.7.2.5, and 9.10. **Week starts Sunday and ends on Saturday.**

Homebound or CEHI Eligibility Funding Chart

Amount of Time Provided per Week (Week Is Sunday Through Saturday)	Eligible Days Present Earned per Week
0 hours	0 days present
1 hour	1 day present
2 hours	2 days present
3 hours	3 days present
4 hours	4 days present, 0 days absent (if the week is a 4-day week) 5 days present, 0 days absent (if the week is a 5-day week)
More than 4 hours	4 days present, 0 days absent (if the week is a 4-day week) 5 days present, 0 days absent (if the week is a 5-day week)

SECTION VI: LEAVER PROCEDURES –
CAMPUS & PEIMS

Student Leaver Guidelines

(Excerpt from 2025-2026 T.E.A. – Data Standards – Appendix D Leaver Reason Codes and Documentation Requirements)

Leaver and Documentation Requirements

This manual provides expanded definitions and specific documentation guidelines for each of the leaver reason codes listed in Code Table C162 of the Texas Education Agency (TEA) PEIMS Data Standards. The table is organized into the following broad categories of leavers:

- ☐ Completed high school or General Educational Development (GED) program
- ☐ Moved to other educational setting
- ☐ Withdrawn by school district
- ☐ Other

Leaver records are not submitted for students who enroll in other Texas public school districts or charters and students who obtain GED certificates at Texas examination sites by August 31. Students who move to other Texas public school districts are considered movers, not leavers. Documentation for these students is required with the use of the forms attached. The Person Identification Database (PID) Enrollment Tracking (PET) may be used to establish tentative local documentation that students are movers. The final determination of whether students are movers will be made by TEA but should the Vanguard Academy need to appeal, it is critical that all documentation be maintained and auditable.

General Documentation Requirements

VANGUARD ACADEMY requires the documentation of the withdrawal of students and said documentation must be maintained in at the campus level/PEIMS Department along with the appropriate paperwork associated with student withdrawals. Documentation is required for all leaver reason codes along with form SRG 0900- Withdrawal Form, Withdraw Interview Form, TREX or any other supporting documents. Further documentation requirements for leaver codes are provided in the Documentation Requirements by LEAVER-REASON-CODE section. Documentation supporting use of a leaver reason code must exist in the District at the time the leaver data are submitted, i.e., no later than the PEIMS January resubmission date.

Timelines for establishing leaver reasons and obtaining documentation:

Students who leave during the school year;

For students who leave during the school year, leaver reasons apply at the time of withdrawal, and documentation should be obtained at that time. *For example, for students who are withdrawn by Child Protective Services, LEAVER-REASON-CODE 66, documentation would be obtained when the student is removed. Data & Attendance Specialists must ask for documentation by C.P.S., as supporting documentation.*

Students who fail to return the following School Year (no-shows);

For students who fail to return the following school year, Leaver reasons apply on the first day of school or its approximation, the school-start window (**Deadline-last Friday of every September**). The school-start window is the period of time between the first day of school and the last Friday in September. The District will use the LEAVER-REASON-CODE that most appropriately describes the student's where about during or before the school-start window. *For example, to use **LEAVER-REASON CODE 60** student withdrew from/left school for home schooling, the District would establish that a student was being home schooled at some point during/before the school-start window. The District could obtain the documentation (identifying type of curriculum at home/date) to support the leaver code at any time up until the PEIMS resubmission date.*

Leaver and Documentation Required

Signatures on Documentation

Documentation must be signed and dated by a Campus Administrator of the District on all approved forms. Withdrawal documentation should also be signed for the student by a:

- parent, or
- guardian, or
- responsible adult as recorded in school records, such as a foster parent or a probation officer, or
- qualified student.

A qualified student is one who, at the time he/she stops attending school: is married, or is 18 years or older, or has established a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student.

An original signature is not required on withdrawal forms received in the District by fax. Withdrawal forms received by e-mail do not need to be signed by the parent/guardian or qualified student.

Written documentation of oral statements made in person or by telephone by the parent/guardian or qualified student is acceptable documentation in some situations if it is signed and dated by the Principal/Campus Administrator.

Evaluation of documentation:

Merits of leaver documentation are assessed at the time the documentation is requested during a data inquiry investigation – TEA Data Validation Monitoring. Determination of the acceptability of documentation is made by the professional staff conducting the investigation. These guidelines describe the most common types of documentation the investigator would expect to find supporting use of each leaver reason code. Other documentation that represents good business practice and shows a good faith effort on the part of the district to properly report leaver status will be evaluated on a case-by-case basis.

Completeness of documentation:

Withdrawal documentation shall be ~~considered incomplete without a date, signature(s), and destination~~. Documentation will not be deemed insufficient when information is missing because the parent or parents refuse to provide information requested by the district. A district should document the time of the conversation that the information was requested, and the parent refused to provide it. Appropriate documentation of a parent refusal to provide information includes the date, content of conversation, name of person with whom the conversation was conducted, and the signature of the Campus Administrator verifying the conversation.

Changing LEAVER-REASON-CODE

Once a district meets the documentation standard that supports the leaver reason code used, Vanguard Academy is not required to obtain additional information on the student. For example, if a district assigned LEAVER-REASON-CODE 60 student withdrew from/left school for home schooling for a student and later received a request for transcript information from a private school for the same student, the district may change the LEAVER-REASON-CODE to 81 enroll in a Texas private school but is not obligated.

Student Leaver Guidelines

REPEAT LEAVERS

For accountability purposes, dropouts are counted only once and only for the year in which they first left school. However, all school leavers should be reported, even if previously reported. A state-level dropout recovery system is applied after the school leaver data are received from districts. This system identifies students reported as dropouts who can be "recovered" through access to data not available to the districts. Through the state-level recovery process, TEA is able to identify transfers, GED recipients, previously reported dropouts back to 1990-91, and graduates not known to the district. Recovered dropouts are not included in the state dropout count used for accountability purposes.

A 203 record (leaver record in PEIMS) must be reported for all students who graduated during the prior school year, including the summer of the prior year. To graduate, students must satisfy the requirements under 19 TAC, § 74, Subchapter B. Special education students must satisfy requirements under 19 TAC, § 89.1070. For GRADUATION TYPE-CODE, report the code that represents the program with the most stringent requirements that was completed by the student. Students who complete a GED program are not reported as graduates. Students who have previously completed all graduation requirements in one school year, but do not pass the exit-level STAAR until the next year, are reported as graduates in the year in which the STAAR test was passed.

ACCOUNTABILITY RATING SYSTEM

The Accountability Rating System is a system used to measure the performance of school districts. This rating system integrates the state's public education information for state-level reporting. The dropout information is an essential component in the rating system.

OVERVIEW OF LEAVER DATA PROCESSING

PEIMS data, including leaver records, are submitted by school districts to TEA. The Regional Education Service Centers (ESCs) are responsible for ensuring compliance with basic reporting requirements and schedules. In our region, the district refers to Region 1 (ESC1) for support. Data checks of leavers are performed at TEAs part of initial data processing. Each district receives a list of potential underreported students –those Grade 7-12 students served the previous year for whom the district has not submitted either enrollment records (for returning students) or leaver records (for graduates, dropouts, and other leavers). Districts have the opportunity to correct and resubmit their data before the resubmission deadline. The due date for the fall data submission that includes the leaver data is early December. The resubmission deadline is usually mid- January.

After TEA receives the PEIMS FINAL Fall submission data, an automated statewide search of other data files is conducted to determine if any students reported as dropouts appear elsewhere as non-dropouts. This includes students who are found enrolled in another Texas public school, students appearing on the General Educational Development (GED) information file as having received a GED certificate, students reported as graduated, and any students who have been identified as a dropout in previous school years.

To determine whether districts have accounted for all students enrolled or in attendance in Grades 7-12, TEA compares the fall enrollment and leaver records with the enrollment and attendance records submitted the previous year. Students are matched across years on student identification number (social security number or state identification number), last name, first name, and date of birth.

Student Leaver Guidelines

The student identification number must match, plus any two of the other three criteria.

Based on these comparisons, student records are placed in three groups:

- (a) students for whom enrollment or leaver records are expected and are received;
- (b) “Underreported” students for whom enrollment or leaver records are expected but are not received. If a student did not return to the school, and no leaver record was submitted, the student was placed on the school’s list of underreported students. (Students that are not accounted for by the District)
- (c) “Over reported” students are students for whom leaver records are received when none are expected. For Example, The school submitted the student with an “invalid” identification number, and the record could not be matched against the roster database; or the school roster database contains an “invalid” identification number from last year, and was not corrected from the previous year, which cannot be matched against the current submitted student identification numbers.

Information on reporting of students is available on website:

<http://ritter.tea.state.tx.us/acctres/entry.html>

DROPOUT RATE

Once the leaver reporting process is completed, TEA calculates the annual dropout rate for each campus and district with Grade 7-12 enrollment, for all students. These rates, together with Texas Assessment of Academic Skills (STAAR) scores and attendance rates, serve as academic excellence indicators and are used to determine an accountability rating for each district and campus.

Only students reported with **selected** PEIMS leaver codes are defined as dropouts. Once all districts have made data submission, TEA runs an automated check against other state data sources to attempt to locate reported dropouts in other educational settings. Districts and campuses are held accountable for their official dropouts, i.e., those whose records are not excluded by this process. For example, if a reported dropout is discovered to have remained enrolled in a public school somewhere in the state, received a GED certificate, or graduated from a Texas public school, the record is excluded from the official dropout count. TEA then determines, on a district-by-district basis, counts of returning students, over reported and underreported student records, graduates, dropouts, and other leavers. Underreported student records, as percentages of reported students, are also calculated. Annual Dropout Rate Calculation The annual dropout rate is the count of dropouts summed across all grades, 7-12, divided by the number of students summed across all grades 7-12.

It is calculated as follows: number of students who dropped out during the school year divided
by number of students who were in attendance at any time during the previous school year

Note that a cumulative count of students is used in the denominator as well as the numerator. This method for calculating the dropout rate neutralizes the effects of mobility by including in the denominator every student who enrolled at the school throughout the school year. If the student dropped out, the student was counted as a dropout for the district last attended (as well as for the campus where the student was enrolled in that district).

Leaver Policies

Policies

This supplemental manual is a **“living document”** and is subject to be updated at least twice a year based on releases by Region I or TEA. Leaver documentation is audited and verified by the PEIMS Department at least four times per year. Documentation and compliance issues are verified in conjunction with campus principals/administrators and campus Data & Attendance Specialists. Audits are performed on a cross section of the students who have been identified as leavers during the current school year and during the subsequent year when these leavers are considered dropouts.

The PEIMS Department, Data & Attendance Specialist, Campus Principal/Administrator is responsible for all changes to student information involving leavers and dropouts. PEIMS Department will not edit codes, or add/delete students from the ASCENDER and TEA PEIMS TSDS Database without a signed request from the Campus Principal/Administrator. **The Campus Principal will sign all Leaver Form documentation. In the event, that the Principal is not available for signature verification, an alternate Campus Administrator will be designated.** Any ambiguity in coding questions should be forwarded to Campus Principal first, then the PEIMS Department.

The training method shall be the “training of trainers” method. The District PEIMS Administrator shall provide no less than two PEIMS training sessions per year, usually in early August for the PEIMS Fall submission and again in May for the PEIMS Summer submission. Training updates may be given for the PEIMS Mid-Year submission and the PEIMS Extended submission. It is up to the Campus Data & Attendance Specialists to take all information disseminated at the training sessions to the appropriate Campus and relay all information to the campus principal.

Student level information is a campus responsibility and is not to be altered by the PEIMS Department without written consent from the Campus Principal or the Superintendent of schools. All reports shall be routed to the Campus Principal for dissemination at the campus level. The District PEIMS Department shall assist, as needed, the Campus Principal in understanding how to interpret the reports.

Leaver Policies

Procedures for leavers and student file maintenance, such as data collection, recording and reporting. Students are withdrawn from the system as they withdraw from school, or have been identified as no longer members of the district. All students who are determined to be school leavers are immediately recorded on the ASCENDER – Registration Application/Withdraw Tab, Withdrawal Transfer Form, and the Withdrawal Interview Form. Leaver Reason Codes are assigned according to the PEIMS Data Standards requirements. Documentation requirements are determined according to the PEIMS Data Standards acceptable Documentation.

Students that withdraw from school are exited from the system by entering a Withdrawal Date in ASCENDER Registration Application/Withdraw Tab. As a function of the withdrawal procedure, a Withdrawal Form is generated by the computer system. All appropriate personnel at the withdrawing campus and a parent/guardian or student, if allowable, sign this form along with the Withdrawal Documentation Form. Leaver codes are assigned by a Campus Administrator and coded appropriately on the Vanguard Academy Withdrawal Documentation Form and Withdrawal Interview Form. The withdrawal form and any signed statements, TREX requests, etc.... are forwarded to PEIMS Department for coding. Copies are placed in the student's cumulative folder and campus for referencing.

Students that have been determined to no longer be members of the District are withdrawn from campus according to Vanguard Academy School District Board Policy [FEA/LOCAL]. Leaver codes are assigned by a Campus Administrator and coded appropriately on the Vanguard Academy Withdrawal Documentation Form and placed in the student's cumulative folder along with all appropriate documentation.

Withdrawal Process Summary

Filling out a Vanguard Academy Withdrawal Documentation Form is as follows:

1. The Parent/Guardian must state the withdrawal reason on the withdrawal form.
2. Parent/Guardian will fill out the Withdrawal Interview Form unless all required information is stated on Withdrawal Form.
3. The Data & Attendance Specialists will note the withdrawal date and time due to ADA on the withdrawal form.
4. Campus Administrator will interview student and parent in efforts for student to remain enrolled.
5. The campus Administrator will assign and circle the code on the withdrawal form.
6. The campus Administrator will sign both withdrawal form and Withdrawal Interview Form.
7. Copies of all documents will be made for cumulative folder and campus.
8. Original withdrawal documents will be forwarded to PEIMS for coding verification.
9. Withdrawal documents will be delivered to PEIMS on every Friday of the week.
10. PEIMS Department will code leaver code upon receipt of documents and campus Data & Attendance Specialists will verify coding posting.
11. **All student withdrawals will be within the 10 days the student was last present for class 3rd period.**

Leaver Procedures – Campus

Upon a student withdrawing certain steps must be followed to suffice with TEA Accountability Requirements.

- ❑ Parent/Guardian will report to the Attendance Office/Clerk for withdrawal of student
- ❑ Campus Data & Attendance Specialists will print out Withdrawal Form from the ASCENDER Registration Application/Reports - SRG 0900 Withdrawal-Transfer Form.

The screenshot displays the ASCENDER software interface. On the left is a navigation menu with categories: Maintenance, Utilities, Reports, Program, Student, Withdrawal, Non-Enrolled Student, All, Create Registration Report, and Historical Cumulative Reports. The 'Withdrawal' category is highlighted. The main area is titled 'Withdrawal Report Group' and contains a list of reports: SRG0900 - Withdrawal Transfer Form (highlighted with an orange arrow), SRG1700 - Leaver Tracking Report, SRG2100 - Student Withdrawal Report, SRG2200 - Student No Show Report, SRG2300 - Student Information Request, and SRG2500 - Student First Day Counts No Show Report. Above this list are buttons for 'Preview', 'PDF', 'CSV', and 'Clear Options'. To the right of the report list is a form titled 'SRG0900 - Withdrawal Transfer Form'. This form has a table with three columns: 'Parameter Description', 'Value', and 'List'. The table contains the following rows:

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text"/>	
Campus ID	<input type="text"/>	⋮
Semester	<input type="text"/>	
Cycle (1,2,3)	<input type="text"/>	
Print Migrant Data (Y,N)	<input type="text"/>	
Print LEP Data (Y,N)	<input type="text"/>	
Print Bilingual Data (Y,N)	<input type="text"/>	
Print ESL Data (Y,N)	<input type="text"/>	
Print Econ Disadvantage (Y,N)	<input type="text"/>	
Print Other Disadvantage (Y,N)	<input type="text"/>	
Print Immunization Dates (Y,N)	<input type="text"/>	
Print Clearance Checks (Y,N)	<input type="text"/>	
Student IDs	<input type="text"/>	⋮
Print Student SSN (Y,N,M)	<input type="text"/>	
Print Withdrawn Courses (Y,N)	<input type="text"/>	

Leaver Procedures – Campus

Printing out Withdrawal Report

Parameters for the Withdrawal Report will need to be inserted.
Most especially, the parameters that are in bold.

SRG0900 - Withdrawal Transfer Form		
Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2024"/>	
Campus ID	<input type="text" value="105"/>	⋮
Semester	<input type="text" value="1"/>	
Cycle (1,2,3)	<input type="text" value="1"/>	
Print Migrant Data (Y,N)	<input type="text" value="Y"/>	
Print LEP Data (Y,N)	<input type="text" value="Y"/>	
Print Bilingual Data (Y,N)	<input type="text" value="Y"/>	
Print ESL Data (Y,N)	<input type="text" value="Y"/>	
Print Econ Disadvantage (Y,N)	<input type="text" value="Y"/>	
Print Other Disadvantage (Y,N)	<input type="text" value="Y"/>	
Print Immunization Dates (Y,N)	<input type="text" value="Y"/>	
Print Clearance Checks (Y,N)	<input type="text" value="Y"/>	
Student IDs	<input type="text" value="000000"/>	⋮
Print Student SSN (Y,N,M)	<input type="text" value="Y"/>	
Print Withdrawn Courses (Y,N)	<input type="text" value="N"/>	

- **Ending School Year** – enter ending yr. of the current school year
- **Campus ID Number**- enter campus where student is enrolled (selecting the dots will allow all campus listed under the users name to appear)
- **Semester** – enter the current semester the student is withdrawing from
- **Cycle** – enter the current six weeks the student is withdrawing from – when semester is 2, 4th 6wks will be cycle 1, 5th 6wks will be cycle 2, 6th 6wks will be cycle 3, in the parameter

For the following nine parameters, enter Y for YES – for all information to be printed out, for the exception of Clearance Checks – not applicable.

- **Student ID's (requires at least one ID#)** – enter the student ID number or by selecting the dots, a student directory will appear and the Data & Attendance Specialists will select the student.
- **Print Student SSN (yes or no)** – enter Y for yes
- **Print Withdrawn Courses (yes or no)** – enter N for No

Leaver Procedures – Campus

The two page Withdrawal-Transfer Form will be printed and display the following information.

- ☐ Campus Information
- Student's Demographics
- ☐ Reason for Withdrawal
- ☐ Withdrawal Date
- *Withdrawal Code – noted by Campus Administrator
- Special Program Information – denotes if student was active in a special program
- ☐ Immunization Dates
- ☐ Signatures
- ☐ Vision Screening/Hearing Screening/Acanthosis Screening
- ☐ Current Grades
- ☐ Most Recent State Standardized Test Results

***See Withdrawal Codes – Displayed in Appendix D of this Manual pg.59**

Original Entry Date: 09/26/2013 Last Withdrawal Date: 09/23/2013		Grade of Retention (PK-4): _____ Grade(s) of Retention (5-8): _____	
Withdrawal Reason: Return to Home Country		Suspension / Removal: _____ Emergency / Removal: _____	
Current Grd Lvl: 07 Placed in Grade: _____ Promoted to Grade: _____		Out of School / Suspension: _____ Alternative Program: _____	
Expulsion: _____			

SPECIAL PROGRAM INFORMATION		IMMUNIZATION	
Special Education: <input type="checkbox"/> No <input type="checkbox"/> Yes	LEP: <input type="checkbox"/> Yes <input type="checkbox"/> No	NOTE: (Attach the most recent copy of the immunization record to this form.) HEALTH PROBLEMS: _____ _____ _____ _____	
Speech Therapy: <input type="checkbox"/> No <input type="checkbox"/> Yes	Bilingual: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Gifted/Talented: <input type="checkbox"/> No <input type="checkbox"/> Yes	Migrant Status: <input type="checkbox"/> No <input type="checkbox"/> Yes		
At Risk: <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Eco Dis: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Special Ed Instr Set: <input type="checkbox"/> Yes <input type="checkbox"/> No	Foster Care: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Special Ed Instr Set: None			
Title I: Attends Schoolwide _____ School _____			

CURRENT GRADES												
Please attach most recent report card, also.)												
Semester: 1												
Period	Course	Teacher	Special	Num	Cyc	1 Abs	Sem: 1 Abs	Total	Abs	WD/	Tchr	
Fy To			Consid	Sem	Ex.	Unex.	Ex.	Unex.	Ex.	Unex.	Grade	Initial
01-01	ELA 7	GUERRERO Y		2					0	0	085	
02-02	THEATER ARTS	GALVAN A.		2					0	0	097	
02-02	MATH 7TH -WD	VERA C.							0	0	095	
03-03	SPANISH 7	GRACIA H.							0	0	091	
04-04	READING 7	GARZA G.							0	0	077	
05-05	MATH 7TH	VERA C.							0	0	085	
05-05	THEATER ARTS -WD	GALVAN A.		2					0	0	097	
06-06	LUNCH			2					0	0		
07-07	HISTORY TX 7	SEGURA R.		2					0	0	094	
08-08	PE ATHLETIC 7-G	GARCIA M.		2					0	0	100	
09-09	SCIENCE 7	CAVAZOS A.		2					0	0	091	

SIGNATURES			
Principal _____		Date(MM/DD/YYYY) _____	
Parent/Guardian/Qualified Student _____		Date(MM/DD/YYYY) _____	
_____ Band	_____ Cafeteria	_____ Counselor	_____ Library
_____ Nurse	_____ Textbooks		_____ Locker

Original Entry Date: <u>08/26/2013</u> Last Withdrawal Date: <u>09/13/2013</u> Withdrawal Reason: <u>Return to Home Country</u> Current Grd Lvl: <u>07</u> Placed in Grade: _____ Promoted to Grade: _____	Grade of Retention (PK-4): _____ Grade(s) of Retention (5-8): _____ Suspension / Removal: _____ Emergency / Removal: _____ Out of School / Suspension: _____ Alternative Program: _____ Expulsion: _____																																																																																																																																				
SPECIAL PROGRAM INFORMATION Special Education: <u>No</u> LEP: <u>Yes</u> Bilingual: <u>No</u> Speech Therapy: <u>No</u> ESL: <u>Yes</u> Migrant Status: <u>No</u> Gifted/Talented: <u>No</u> Eco Dis: <u>No</u> Other Eco: <u>No</u> At Risk: <u>Yes</u> Foster Care: <u>No</u> Mil Connected: <u>No</u> Special Ed Instr Set: <u>None</u> Title I: <u>Attends Schoolwide Title I Program School</u>	IMMUNIZATION NOTE: (Attach the most recent copy of the immunization record to this form.) HEALTH PROBLEMS: _____ <div style="border: 1px solid black; border-radius: 50%; width: 150px; height: 100px; margin: 10px auto; text-align: center; line-height: 100px; color: red; font-weight: bold; font-size: 1.2em;">WD - Code</div>																																																																																																																																				
CURRENT GRADES (Please attach most recent report card, also.)																																																																																																																																					
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Step 1:

- **Reason for Withdrawal** – Statement will be written out by parent/guardian as they know it to be. Statement may be English or Spanish. In the event that the parent/guardian is unable to read or write, the Data & Attendance Specialists may assist but statement will need to be initialed by Data & Attendance Specialists and Campus Administrator.

Step 2:

- **Withdrawal Date & Time** – Will be noted by the campus Data & Attendance Specialists

Leaver Procedures – Campus

Step 3:

The Withdrawal code will be assigned by the Campus Administrator Only. Administrator will assign code on the Withdrawal Form and **circle the assigned code.**

- ***Withdrawal Code – Will be assigned by the Campus Administrator ONLY**

Step 4:

Signature

- ☐ Parent/Guardian will sign and date-If parent cannot sign-he/she can mark an X, and Campus Administrator will initial
- ☐ Campus Administrator will **sign, date, and indicate time.**

Step 5: 7th – 12th grade only

Parent/Guardian will follow thru with a Withdrawal Interview Form with Campus Administrator unless, required information is indicated on W/Form.

- Campus Administrator will offer other programs that student may benefit from in the intent to keep the student enrolled. **Parent is informed on Truancy – Non-Attendance if student is not enrolled within 10 days of withdrawal.**

Step 6: 7th-12th grade only

Withdrawal Interview Form will be signed by Parent/Guardian and campus Administrator.

Step 7:

Withdraw documents will be reviewed by Campus Administrator for completeness.

Step 8:

Withdrawal documents will be photo-copied for student's cumulative folder.

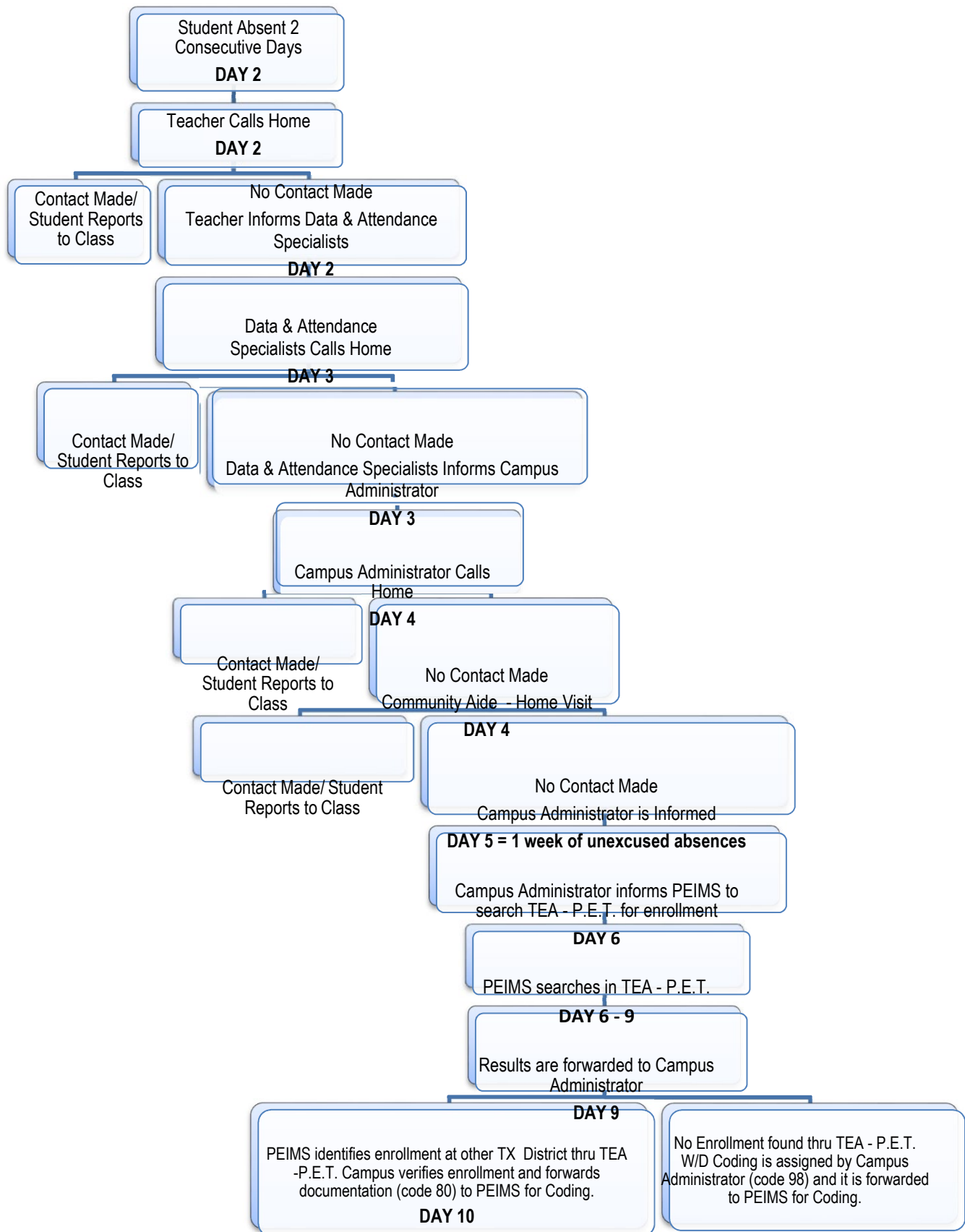
Step 9:

Campus Data & Attendance Specialists will forward original documents to PEIMS for Coding at the end of every week (emails will be accepted temporarily).

Step 10: Campus Data & Attendance Specialists will verify PEIMS coding on a monthly basis for verification purposes.

SECTION VII: FLOWCHART -
EXCESSIVE UNEXCUSED ABSENCES – LEAVER
WITHDRAW PROCEDURE

Vanguard Academy
EXCESSIVE UNEXCUSED ABSENCES - LEAVER



Procedures for data collection, recording and reporting of Leavers:

PEIMS Department will generate a list of leavers “Potential Drop Outs” for the Campus Principal starting in January of the current school year prior to the School Start Window/September of the following school year for the purpose of drop out recovery. The List will entail; students that withdrew with code 80-that did not enroll and students that withdrew by drop out code.

PEIMS Department will monitor students that have withdrawn using code 16-Home Country, code 82-Enroll Outside of TX, and code 81-Private School, thru TEA/P.E.T. Database to ensure the originality of the withdraw code that was used.

PEIMS Department will compare TSDS PET reports against the campus student withdrawal List;

- “PET Potential Movers Showing Withdrawn” (PET5DOO1). This report indicates students who have withdrawn from the home district and have re-enrolled somewhere else in a Texas public school.
- “PET Potential Movers Not Showing Withdrawn” (PET5D002). Verify that these students get withdrawn with the correct exit reason code.
- “PET Potential Leavers Showing Withdrawn” (PET6D001). This report indicates students who have withdrawn from the home district and there is no enrollment at any campus in any district subsequent to the withdrawal from the home district (Texas schools).

Campus “Leaver Team” members (administrators) will pair up based on respective students and review list of leavers that pertain to them.

Leaver Team will divide their students’ names and request student record/transcript request information from Registrar.

Leaver Team will review information obtained from Registrar and proceed to make phone calls to students and parents. If no contact is made, a home visit will be conducted to obtain further information.

Based on information obtained from phone calls, home visits, Leaver Team will inform the PEIMS Department by providing original documentation and will code the leaver appropriately.

Leaver Team will keep documentation on file in student’s cumulative folder and forward original findings to the PEIMS Department

Campus Administrator, PEIMS Department, Data & Attendance Specialists will ensure that students are coded accurately.

PEIMS Department will generate a list of student leavers with accurate codes and submit to Campus Principal, Administrators, Counselor’s, as reported documentation subject to audit.

Campus Data & Attendance Specialists can generate Registration Report SGR1900 for the Campus Principal to review students withdraw codes upon request.

Procedures for editing, testing, and analysis performed by the principal, or authorized person(s) used to validate the accuracy of Leaver/Dropout Data:

- ☐ PEIMS Department will forward list of potential leavers/drop outs to the secondary Campus Principal starting in January prior to School Start Window (September) and every six weeks, every month, then after or upon request.
- ☐ Campus Principal will review list of leavers, duplicate and distribute to a committee composed of all administrators, counselors, and other designated staff.
- ☐ Committee members will pair up based on respective students and review list of leavers that pertain to them.
- Administrator and counselors will divide their students' names and request student record/transcript request information from Registrar.
- ☐ Administrators will review information obtained from Registrar and proceed to make phone calls to students and parents. If no contact is made, Data & Attendance Specialists and Community Aide, etc. make a home visit to obtain further information on student
- ☐ Based on information obtained from phone calls, administrators and counselors will code leavers. A request is made to students and/or parents to submit any form of documentation available that will reflect the proper coding of student.
- ☐ Based on home visits, results by parent and/or community aide are used as documentation for identifying the status of the student leaver.
- ☐ Campus Administration with appropriate documentation will code student leavers.
- ☐ Campus Administration/PEIMS Department will ensure that students are accurately coded.
- ☐ PEIMS Department will generate a list of student leavers with accurate codes and submit to Campus Principal, Administrators, and Counselors and as reported documentation subject to audit.

Procedures for verifying the accuracy of dropout data submitted to Central Administration:

- ☐ Campus Principal will review coded data submitted by Administrators, Counselors, and Parent/Community Aide.
- ☐ Campus Principal and PEIMS Department will ensure that all students are coded appropriately using the Leaver Reason Codes and Documentation Requirements.
- ☐ Campus Principal will submit any necessary documentation to the PEIMS Department.

Procedures for PEIMS Department roles and responsibilities for ensuring accurate reporting of student information:

- ☐ PEIMS Department will review coded data submitted by Administrators. The PEIMS staff will verify that coding information that was provided by campus Administrator, Counselors, and Parent/Community Aide.
- ☐ PEIMS Department will ensure that all students are coded appropriately using the Leaver Reason Codes and Documentation Requirements.
- ☐ Campus Principal/Administrator in collaboration with the PEIMS Department will ensure that accurate codes have been input in ASCENDER Registration Application for reporting student information.
- ☐ PEIMS Department will review information on ASCENDER Registration Application/Report/SGR 1900 Student Withdrawal Report & SGR 1700 Leaver Tracking Report, and T.E.A.- P.E.T. Database.
- ☐ Procedures to correct errors or omissions that are identified in the leaver records at the Central Administration Level.
- ☐ PEIMS Department will forward to Campus Principal any student leaver information that needs to be corrected using the Leaver Code Correction Form.

**SECTION VIII: APPENDIX D – T.E.A. LEAVER
REQUIREMENTS**

Leaver Reason Codes and Documentation Requirements

The attached table provides expanded definitions and specific documentation guidelines for each of the leaver reason codes listed in Code Table C162 found in Section 4 of the Texas Education Data Standards (TEDS).

The table is organized into the following broad categories of leavers:

- completed high school or General Educational Development (GED) program
- moved to other educational setting
- withdrawn by school district
- other

Leaver data is not submitted for students who enroll in other Texas public school districts or charters and students who obtain GED certificates at Texas examination sites by August 31. Students who move to other Texas public school districts are considered movers, not leavers. Documentation as described in Appendix D is not required for movers; districts may wish to develop local policy on documentation for movers. The Unique ID Enrollment Tracking may be used to establish tentative local documentation that students are movers. The final determination of whether students are movers will be made by TEA.

Local policy in this appendix refers to a district or charter's leaver policies and procedures.

General Documentation Requirements

Districts must document the withdrawal of students and maintain on file the appropriate paperwork associated with student withdrawals. Documentation is required for all leaver reason codes. Documentation requirements for leaver codes are provided in the Documentation Requirements by LEAVER-REASON-CODE section.

Documentation supporting use of a leaver reason code must exist in the district at the time the leaver data are submitted, i.e., no later than the PEIMS Submission 1 January resubmission date.

Timelines for establishing leaver reasons and obtaining documentation:

Students who leave during the school year.

For students who leave during the school year, leaver reasons apply at the time of withdrawal, and documentation should be obtained at that time. For example, for students who are withdrawn by Child Protective Services (CPS), LEAVER-REASON-CODE 66, documentation would be obtained when the student is removed.

Students who fail to return in the fall.

For students who fail to return the following fall, leaver reasons apply on the first day of school or its approximation, the school-start window. The school-start window is the period of time between the first day of school and the last Friday in September. Districts should use the LEAVER-REASON-CODE that most appropriately describes the student's whereabouts during the school-start window. For example, to use LEAVER-REASON-CODE 60 student withdrew from/left school for home schooling, a district would establish that a student was being home schooled at some point during the school-start window. The district could obtain the documentation to support the leaver code at any time up until the PEIMS Submission 1 resubmission date.

Students who were attending and were withdrawn under LEAVER-REASON-CODE 83 when the district discovered that the student was not entitled to public school enrollment in the district.

LEAVER-REASON-CODE 83, not entitled to public school enrollment in the district, applies to students who are attending and are withdrawn by the district because the district discovers, when verifying enrollment information, that the student was not entitled to enrollment in the district because the student was not a resident of the district or was not entitled under other provisions of TEC §25.001 or as a transfer student. It is not for a student who was a resident and stops attending because he/she has moved out of the district. This code is also used for those rare situations in which the student has not met the requirements under TEC §38.001 or a corresponding rule of the Texas Department of State Health Services for immunization, provisional enrollment, or exemption. Leaver reasons for LEAVER-REASON-CODE 83 apply at the time of withdrawal and documentation showing due process supporting the withdrawal should be obtained at that time.

Written Documentation

Written documentation, as referred to in the Documentation Requirements by LEAVER-REASON-CODE section, may include the following:

- a letter, or
- a fax, or
- an email.

All written documentation must be signed and dated by the appropriate individuals as outlined in the following section. For some leaver reason codes, additional types of documentation (e.g., transcripts, written documentation of an oral statement) are acceptable. Specific documentation requirements for leaver codes are provided in the Documentation Requirements by LEAVER-REASON-CODE section.

Signatures on Documentation

Documentation must be signed and dated by an authorized representative of the district. The district should have a written policy stating who can act as an authorized representative for purposes of signing withdrawal forms and other leaver reason documentation.

Withdrawal documentation should also be signed for the student by a:

- parent, or
- guardian, or
- responsible adult as recorded in school records, such as a foster parent or a probation officer, or
- qualified student. A qualified student is one who, at the time he/she stops attending school:
 - is married, or
 - is 18 years or older, or
 - has established a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student

An original signature is not required on withdrawal forms received in the district by fax. Withdrawal forms received by e-mail do not need to be signed by the parent/guardian or qualified student. Written documentation of oral statements made in person or by telephone by the parent/guardian or qualified student is acceptable documentation in some situations if it is signed and dated by the district representative.

Evaluation of Documentation

Merits of leaver documentation are assessed at the time the documentation is requested during a data inquiry investigation. Determination of the acceptability of documentation is made by the professional staff conducting the investigation. These guidelines describe the most common types of documentation the investigator would expect to find supporting use of each leaver reason code. Other documentation that represents good business practice and shows a good faith effort on the part of the district to properly report leaver status will be evaluated on a case-by-case basis.

Completeness of Documentation

Withdrawal documentation shall be considered incomplete without a date, signature(s), and destination. Documentation will not be deemed insufficient when information is missing because the parent or parents refuse to provide information requested by the district. A district should document at the time of the conversation that the information was requested, and the parent refused to provide it. Appropriate documentation of a parent refusal to provide information includes the date, content of conversation, name of person with whom the conversation was conducted, and the signature of the school official verifying the conversation.

Changing Leaver-Reason-Codes

Once a district meets the documentation standard that supports the leaver reason code used, the district is not required to obtain additional information on the student. Local policy will determine if an existing leaver reason code is updated for a student when additional information is received. The policy should be clearly stated in the district's published guidelines on leaver procedures. For example, if a district assigned LEAVER-REASON-CODE 60 *student withdrew from/left school for home schooling* for a student and later received a request for transcript information from a private school for the same student, the district may change the LEAVER-REASON-CODE to 81 *enroll in a Texas private school* but is not obligated to.

Documentation Requirements by LEAVER-REASON-CODE

In addition to general documentation requirements, requirements specific to leaver reason codes also apply. Following are the specific documentation requirements by leaver reason code. They are grouped into four major categories: graduated or received an out-of-state GED, moved to other educational setting, withdrawn by school district, and other reasons. School leavers with this LEAVER-REASON-CODE are counted as dropouts for state accountability purposes: code 98. School leavers with this LEAVER-REASON-CODE are counted as dropouts for federal accountability purposes: codes 88, 89, 98. These designations are provided for information purposes only. They are not the final or comprehensive description of the definitions used for dropout and completion processing. For more information please see the *Secondary School Completion and Dropouts in Texas Public Schools*.

**Graduated or Received an Out-Of-State GED
Code
01**

Translation

Student graduated from a campus in this district or charter

Definition and use: Use for students who meet all high school graduation requirements (which includes passing the state assessments required for graduation) at any time during the prior school year, including the summer (through August 31) following the close of the prior year.

To graduate, a student must satisfy the requirements under 19 TAC Chapter 74, Subchapter B. Special education students must satisfy requirements under 19 TAC §89.1070. Students who complete all requirements for graduation in one school year but do not pass the state assessments required for graduation until a later year, are reported as graduates in the school year in which the state assessments are passed and the diploma is issued.

Documentation requirement: Transcript showing sufficient credits, successful completion of the exit-level assessments (including testing dates), graduation seal, school official signature, and date of completion.

85

Student graduated outside Texas before entering a Texas public school, entered a Texas public school, and left again

Definition and use: This code may be used for students who graduated in another state or country before entering Texas public schools. This code may also be used for students who graduated from Texhoma High School, Texhoma, Oklahoma.

Documentation requirement: Transcript showing sufficient credits, date, and school official signature, and a diploma with a graduation seal.

86

Student completed the GED outside Texas

Definition and use: This code may be used for students who earned GED certificates outside Texas, including students living in Texas and earning GED certificates online from a testing company in another state, before enrolling or after leaving Texas public schools.

Documentation requirement: Acceptable documentation is a copy of the GED certificate or some other written document provided by the testing company showing completion of the GED. Written documentation from the testing company must include the date of GED completion, location, address, and contact information of the company.

90

Student graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children

Definition and use: Per TEC §162.002, student lives in the household of an active-duty military serviceperson, transferred into Texas public schools at the beginning of or during his or her senior year, did not meet requirements to graduate from Texas public schools, did meet requirements to graduate from a school in the sending state, and, under provisions of the Interstate Compact on Educational Opportunity for Military Children, graduated from a school or district in the sending state.

Documentation requirement: Transcript showing sufficient credits, date, and school official signature, or a diploma with a graduation seal

	Interstate Compact on Educational Opportunity for Military Children, graduated from a school or district in the sending state.
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	Documentation requirement: Transcript showing sufficient credits, date, and school official signature, or a diploma with a graduation seal
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**Moved to
other
educational
setting**

24

Student entered college and is working towards an Associate's or Bachelor's degree

Definition and use: This code is for students who leave secondary school to enter college early. It should be used for students who are enrolled full-time (at least 9 credit hours per semester). This code is also for students who leave school to enter a dual-credit program established by the Texas Legislature at the Texas Academy of Mathematics and Science at the University of North Texas, the Texas Academy of Leadership in the Humanities at Lamar University, the Texas Academy of Mathematics and Science at the University of Texas at Brownsville, the Texas Academy of Mathematics and Science at the University of Texas Rio Grande Valley, and the Texas Academy of International Studies at Texas A&M International University.

Documentation requirement: Documentation of enrollment in a college or university must indicate that the student is enrolled full-time in an academic program. Per federal requirement, it is not permissible for a district to document that, at the time of withdrawal, the student intended to enter a post-secondary educational setting. A district must document that the student has actually entered a post-secondary educational setting. One of the following types of documentation is required to verify enrollment:

Transcript request. Acceptable documentation of enrollment in college is a records request from the college in which the student is enrolled. Telephone requests must be documented in writing, including the date of the call, the name of the college requesting the records, the name of the person making the request, and the name of the person who received the call. Telephone requests should appear on a standardized, district-approved form. The original of the form should be included in the student's permanent file. Documentation of the method of records dissemination also must be included in the student's permanent file (e.g., copy of fax activity log, certified mail receipt, encrypted email receipt confirmation, or postage/mail log with complete address information for requesting school).

Verification by an authorized representative of the college. A signed letter from the college verifying enrollment is also acceptable documentation. The letter must state the name and location of the college in which the student is enrolled and the date of enrollment. Other acceptable documentation is written documentation of an oral statement by a representative of the college providing the name and location of the college and verifying that the student is enrolled, signed and dated by an authorized representative of the district.

Verification by the parent/guardian or qualified student. Acceptable documentation includes a letter, signed and dated from the parent, guardian, or qualified student stating that the student has enrolled in college in a program leading to an associate's or bachelor's degree.

60

Student is home schooled

Definition and use: Student is being home schooled. This code may be used only for a student whose parent/guardian confirms that the student is pursuing, under direct supervision of the parent/guardian, a curriculum designed to meet basic education goals. The district is not required to obtain evidence that the program being provided meets educational standards.

Documentation requirement: A district must document that the parent/guardian is home schooling the student. Per federal requirement, it is not permissible for a district to document that, at the time of withdrawal, the student intended to be home schooled. The following documentation is required to verify enrollment:

Verification by the parent/guardian. A letter, signed and dated, from the parent/guardian stating that the student is being home schooled is acceptable documentation. Letters from parents/guardians must indicate the actual date home schooling began.

66	<p>Student was removed by Child Protective Services (CPS) and the district has not been informed of the student's current status or enrollment</p> <p>Definition and use: This code applies only to Child Protective Services. Private agencies that provide asylum for students do not have the legal authority to remove students from school.</p> <p>Documentation requirement: Acceptable documentation includes due process documentation supporting the withdrawal; a written statement, signed and dated by the CPS officer, including the CPS officer's name and contact information; or written documentation of an oral statement by a CPS representative that the child was removed, including the CPS</p>
81 82	<p>Student enrolled in a private school in Texas</p> <p>Student enrolled in a public or private school outside of Texas</p> <p>Definition and use: Student is enrolled in a private school in Texas (code 81), the Texas Job Corps Diploma Program (code 81), or a public or private school outside Texas (code 82). Documentation of actual enrollment is required. This code is also used when a student moves from the district without withdrawing but the district receives a records request.</p> <p>If the student enrolls in another school in the district or another public school district in Texas, a leaver record is not submitted.</p> <p>If the district did not assign code 81 or code 82 when the student stopped attending, the district can change the original code assigned to the student when the records request or communication from the parent/guardian or qualified student is received. If the original withdrawal date for the student is later than the date the student enrolled in the other school, the withdrawal date must be changed and all attendance accounting records affected by this change must be updated.</p> <p>Documentation requirement: Per federal requirement, it is <u>not</u> permissible for a district to document that, at the time of withdrawal, the student intended to enter another educational setting. A district must document that the student has actually enrolled in a private school in Texas, the Texas Job Corps Diploma Program, or a private or public school outside Texas. One of the following types of documentation is required to verify enrollment</p> <p><i>Transcript request.</i> Acceptable documentation of enrollment in another school is a records request from the school in which the student is enrolled. Telephone requests are acceptable, but they must be documented in writing, including the date of the call, the name of the school requesting the records, the name of the person making the request, and the name of the person who received the call. Telephone requests should appear on a standardized, district-approved form. The original of the form should be included in the student's permanent file. Documentation of the method of records dissemination also must be included in the student's permanent file (e.g., copy of fax activity log, certified mail receipt, encrypted email receipt confirmation, or postage/mail log with complete address information for requesting school).</p> <p>Verification by the superintendent or authorized campus or district administrator of the receiving district. A signed letter from the receiving school verifying enrollment is acceptable documentation. The letter must state the name and location of the school in which the student is enrolled and the date of enrollment. Other acceptable documentation is written documentation of an oral statement by a representative of the receiving school providing the name and location of and contact information for the school and verifying that the student is enrolled, signed and dated by an authorized campus or district administrator of the district.</p> <p>Verification by the parent/guardian or qualified student. Acceptable documentation includes a letter, signed and dated, from the parent/guardian or qualified student stating that the student has enrolled in a private school in Texas or a private or public school outside of Texas leading to the completion of a high school diploma.</p>

87	<p>Student withdrew from/left school to enroll in the Texas Tech University ISD High School Diploma Program or the University of Texas at Austin High School Diploma Program</p> <p>Definition and use: Student was withdrawn from school and parent/guardian or qualified student indicated at time of withdrawal that the student has enrolled in the State Board of Education-authorized Texas Tech University ISD High School Diploma Program or the University of Texas at Austin High School Diploma Program.</p> <p>Documentation requirement: The district must receive either a) a records or transcript request from the high school diploma program or b) a letter from the high school diploma program stating that the student is enrolled.</p>
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Withdrawn by school district

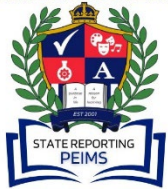
78	<p>Student was expelled under the provisions of TEC §37.007 and cannot return to school</p> <p>Definition and use: This code may only be used when:</p> <ul style="list-style-type: none"> the student was expelled under the provisions of TEC §37.007, and the term of expulsion has not expired <u>or</u> the student's failure to attend school is due to court action. <p>This code may only be used for a student who was expelled for an offense included in TEC §37.007. This code is not intended for use by districts which assign students to a Juvenile Justice Alternative Education Program (JJAEP).</p> <p>Documentation requirement: Due process documentation supporting the expulsion.</p>
83	<p>Student was attending and was withdrawn from school by the district when the district discovered that the student was not entitled to enrollment in the district because a) the student was not a resident of the district, b) was not entitled under other provisions of TEC §25.001 or as a transfer student, or c) was not entitled to public school enrollment under TEC §38.001 or a corresponding rule of the Texas Department of State Health Services because the student was not immunized.</p> <p>Definition and use: This code is for situations in which the district discovers when verifying enrollment information that the student is not entitled to enrollment in the district because the student is not a resident of the district or is not entitled under other provisions of TEC §25.001 or as a transfer student. It is not for a student who was a resident of the district and who stops attending because he/she has moved. This code is also for rare situations in which the student has not met the requirements under TEC §38.001 or a corresponding rule of the Texas Department of State Health Services for immunization, provisional enrollment, or exemption.</p> <p>Subject to the exceptions in TEC §38.001(c), a student is required to be fully immunized against disease as required by the Texas Department of State Health Services (TEC §38.001(a)). A student may be provisionally admitted if the student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible (TEC §38.001(e)). Except as provided by TEC §38.001(c) or by rule of the Department of State Health Services, a student</p>

	<p>who is not fully immunized and has not begun the required immunizations may not attend school. For further information about enrollment procedures, please see the <i>Student Attendance Accounting Handbook</i>. For further information about immunization requirements, immunization exemptions, and immunization documentation, please contact the Texas Department of State Health Services.</p> <p>Documentation requirement: Due process documentation supporting the withdrawal. All district actions to withdraw a student must be documented or the documentation for use of this leaver reason code may be considered insufficient. For purposes of leaver reason code 83, due process is defined as completion of the following steps:</p> <ol style="list-style-type: none"> 1. District provides oral or written notice, appropriately documented, to the student's parent, guardian, or qualified student him- or herself of intent to withdraw the student, reasons for the withdrawal, effective date of withdrawal, and date of hearing or conference at which the parent, guardian, or qualified student will have an opportunity to respond to the allegations that the student is not entitled to be enrolled in the district. Steps 2 and 3 are not required for cases in which the parent, guardian or qualified student agrees that the student is not entitled to enrollment in the district. Step 4 is always required for charter districts. 2. District provides a hearing or conference at which the district presents the reasons for withdrawal, and the parent, guardian, or qualified student is given the opportunity to respond to the reasons for withdrawal. 3. District provides a written report to the parent, guardian, or qualified student that contains the findings of fact and district decision following the hearing or conference. The written report shall include notice of the parent's, guardian's, or qualified student's right to appeal the district's decision. 4. Charter districts shall notify the school district in which the student resides within three business days of withdrawing a student from a charter school, per Texas Administrative Code §100.1211.
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Other reasons

03	<p>Student died while enrolled in school or during the summer break after completing the prior school year</p> <p>Definition and use: Self-explanatory.</p> <p>Documentation requirement: Acceptable documentation includes a copy of the death certificate or obituary, a program from the funeral or memorial service, a written statement from the parent or guardian, and written documentation of an oral statement by a parent or guardian stating that the student has died.</p>
16	<p>Student returned to family's home country</p> <p>Definition and use: Use for students who are leaving the United States to return to their home country. A student may be leaving with or without family members to live with his or her family, immediate or extended, in the home country. The citizenship of the student is not relevant in assigning this code. This code can also be used for foreign exchange students.</p> <p>Documentation requirement: Acceptable documentation is a copy of the Transfer Document for Binational Migrant Student completed at the time the student withdraws from school, signed and dated by an authorized campus or district administrator. Acceptable documentation is also a copy of the withdrawal form signed and dated by the parent/guardian or qualified student and a campus or district administrator. The withdrawal form should indicate that the student is leaving school because the student is returning to the home country and should specify the destination. An original signature is not required on withdrawal forms received in the district by fax. Withdrawal forms received by e-mail do not need to be signed by the parent/guardian or qualified student. A signed letter from the parent/guardian or qualified student stating that the student is leaving school because the student is returning to the home country is also</p>

	<p>acceptable documentation. Acceptable documentation for foreign exchange students includes a written, signed, and dated statement from the student's host family or the foreign student advisor verifying the student's return to his or her home country. Other acceptable documentation is written documentation of an oral statement by an adult neighbor or other adult with knowledge of the family's whereabouts, signed and dated by an authorized campus or district administrator.</p>
88	<p>Student was ordered by a court to attend a GED program and has not earned a GED certificate</p> <p>Definition and use: This code is for students who are court-ordered to attend a GED program and have not earned a GED certificate at any time during the prior school year, including the summer (through August 31) following the close of the prior year.</p> <p>Documentation requirement: Acceptable documentation is a copy of the court order stating that the student has been ordered to attend a high school equivalency or GED program. Documentation must include the name of the student, the date of the order, the name of the judge making the order, and the county in which the judge presides. The order should state that the court is ordering the student to attend a high school equivalency or GED program or to take a high school equivalency or GED exam.</p>
89	<p>Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult</p> <p>Definition and use: Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult.</p> <p>Documentation requirement: Acceptable documentation is one of the following: 1) Oral notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, to an authorized representative of the district, that the student is incarcerated. The written statement of the oral notification shall be signed and dated by the authorized representative. 2) Written notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, that the student is incarcerated.</p>
98	<p>Other (reason unknown or not listed above)</p> <p>Definition and use: This code is used for students who are withdrawn by the school district after a period of time because they have quit attending school and their reason for leaving is not known. It is also used for students who withdrew from/left school for reasons not listed above.</p>



Vanguard Academy Charter School

Leaver Code Correction Form

Student Name: _____ ID: _____

Withdrawal Date: _____ Leaver Reason Code: _____

I, _____ am requesting that the LEAVER REASON CODE be updated from _____ to _____ as per documentation received/obtained and reviewed by district PEIMS Director (copies of documentation attached).

Reason for change: _____

Data & Attendance Specialists: _____ Date: _____

Principal: _____ Date: _____

PEIMS Staff: _____ Date: _____