Student Attendance Accounting Handbook

Key Changes for 2015-2016

Division of Instructional, School Improvement and College Readiness Support
Purpose

All public school districts and open-enrollment charter schools in Texas are required to submit student attendance data through the Public Education Information Management System (PEIMS).

The *Student Attendance Accounting Handbook* supports that requirement and establishes related student attendance accounting requirements.
Student Attendance Accounting Handbook

- describes the **FSP eligibility requirements** of all students,

- prescribes the **minimum standards** for all attendance accounting systems,

- lists the **documentation requirements** for attendance audit purposes, and

- details the **responsibilities of all district and charter school personnel** involved in student attendance accounting.
TEA Correspondence
November 16, 2015

To the Addressed: Addressed:

Subject: Updated House Bill 2610 Frequently Asked Questions


Original posting of the proposed 2015–2016 SAAH Draft

House Bill (HB) 2610, passed by the 84th Texas Legislature, amends Texas Education Code (TEC), §251.081, by striking language requiring 180 days of instruction and replacing this language with language requiring districts to provide at least 75,000 minutes of instruction, including interruptions and recess. HB 2010 also allows school districts to add minutes as necessary to compensate for minutes of instruction lost due to school closures caused by disaster, flood, extreme weather conditions, fuel curtailment, or another calamity.

We have posted an update of the HB 2610 Frequently Asked Questions document to the SAAH web page on the Texas Education Agency (TEA) website. Updates to the document are indicated by the bold border in the right margin under the heading title Additional Questions. You can find this document under the “Additional Resources” heading at http://tea.texas.gov/ elit/index.aspx?ID=25768117667.

We have also posted an update to the 2015–2016 SAAH change document. In addition, a draft copy of the proposed 2015–2016 SAAH has been posted to the TEA website. You can find the 2015–2016 SAAH change document and the draft copy of the proposed 2015–2016 SAAH at http://tea.texas.gov/finance/ grants/financial-compliance/student-attendance-accounting-handbook.

Please contact Yolanda Walker at 512-463-9047 or Yolanda.Walker@tea.texas.gov and Chanda Williams at 512-475-2012 or Chanda.Williams@tea.texas.gov if you need additional information.
### 1.7 Significant Changes

The following table briefly describes the significant changes from the 2015-2016 handbook. The table does not include all changes made to the handbook.

#### Significant Changes in the 2015-2016 Student Attendance Accounting Handbook

<table>
<thead>
<tr>
<th>Change</th>
<th>Subsections Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Taking Dual Credit Courses in ages 18 and older with Summer Beginning before the Fourth Monday in August</td>
<td>3.2.7 Students Related to Students Taking Dual Credit Courses with Summer Beginning before the Fourth Monday in August</td>
</tr>
<tr>
<td>Students Enrolled in School in a Particular District Updates</td>
<td>3.6.4 Student Enrollment to Attend School in a Particular District</td>
</tr>
<tr>
<td>Students 18 Years or Older and the age for withdrawing a student has been updated from 16 to 19</td>
<td>3.6.2 Students 18 Years or Older</td>
</tr>
<tr>
<td>Compulsory Attendance Updates were made to the age for compulsory school attendance</td>
<td>3.5 Compulsory Attendance</td>
</tr>
<tr>
<td>Requirements for a Student to be Considered Present for FPL (Handing) Purpose Updates were made regarding activities under a service plan</td>
<td>3.6.3 Requirements for a Student to Be Considered Present for FPL (Handing) Purpose</td>
</tr>
<tr>
<td>Calendar Updates were made throughout the section to account for changes from school days to months</td>
<td>3.6 Calendar 13.6 Optional Flexible School Day Program (OSFSDP)</td>
</tr>
<tr>
<td>Closures for Bad Weather or Other Issues of Health and Safety Updates were made to require the two days built into the calendar for bad weather or other issues of health or safety</td>
<td>3.6.3 Closures for Bad Weather or Other Issues of Health or Safety</td>
</tr>
<tr>
<td>Practicum Course Eligibility Requirements Updates were made to remove the requirement for a practicum course to include classroom instruction to average one class period each day for every school week</td>
<td>3.7.3 Practicum Course Eligibility Requirements</td>
</tr>
<tr>
<td>CTE Problems and Solutions Formerly CTE Independent Study was removed from the section title</td>
<td>5.3.1 CTE Problems and Solutions</td>
</tr>
</tbody>
</table>
Student Attendance Accounting Handbook

**Significant Changes to Operations of Schools- HB 2610**

- **School Day Converted to Minutes.**
  (1 day means 420 minutes of instruction)

- **Districts must provide 75,600 minutes of instruction including intermissions and recess.** *TEC §25.081*

- **School Calendar should include:** Bad weather days, early release days, and staff development/teacher preparation days.
Instructional days start at 8:05 a.m. and end at 3:35 p.m. Instructional days = 164 (450) minutes * 164 = 73,800 minutes.

Instructional days marked as early release days start at 8:05 a.m. and end at 1:15 p.m. Early Release days = 8 (310) minutes * 8 = 2,480 minutes.

Total Instructional Minutes 73,800 + 2,480 = 76,280 minutes
<table>
<thead>
<tr>
<th>Marking Period</th>
<th>Instructional Days 450 Minutes</th>
<th>Teacher Workday</th>
<th>Staff Development</th>
<th>Holiday</th>
<th>Weather Day</th>
<th>Early Release 310 Minutes</th>
<th>Total Days</th>
<th>Total Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Six Weeks</td>
<td>23</td>
<td>3</td>
<td>4</td>
<td>1</td>
<td></td>
<td>1</td>
<td>24</td>
<td>10,350 + 310</td>
</tr>
<tr>
<td>2nd Six Weeks</td>
<td>28</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>1</td>
<td>29</td>
<td>12,600 + 310</td>
</tr>
<tr>
<td>3rd Six Weeks</td>
<td>23</td>
<td></td>
<td>15</td>
<td></td>
<td></td>
<td>2</td>
<td>25</td>
<td>10,350 + 620</td>
</tr>
<tr>
<td>4th Six Weeks</td>
<td>31</td>
<td>1</td>
<td></td>
<td>2</td>
<td></td>
<td>1</td>
<td>32</td>
<td>13,950 + 310</td>
</tr>
<tr>
<td>5th Six Weeks</td>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>34</td>
<td>14,400 + 620</td>
</tr>
<tr>
<td>6th Six Weeks</td>
<td>27</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>28</td>
<td>12,150 + 310</td>
</tr>
<tr>
<td>Total Number of Days/Minutes</td>
<td>164</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>172</td>
<td>73,800 + 2,480 = 76,280</td>
</tr>
</tbody>
</table>
2015-2016 School Calendar Requirements

**Students**
- 75,600 Minutes of Instruction
- Includes Intermissions and Recesses

**Teachers**
- Employed under a 10 month contract
- 187 Calendar Days
Impact of HB 2610
Effective 2015-2016

Reporting Requirements

No changes to PEIMS for 2015-2016.

Must maintain local documentation showing the instructional days and start and end times.

Attendance Taking Procedures

Attendance same time each day.

Must be scheduled and provided instruction for 2 hours each day for half-day attendance.

Must be provided instruction at least four hours each for full day attendance. (excluding intermissions and recess)

Calculating ADA

ADA will continue to be calculated based on the number of days present divided by the number of days taught.

The result of each six weeks will be added together and divided by six to calculate annual ADA.

ADA will be reduced for failure to meet the required number of minutes per TEC §25.081

Waivers

TEA will honor all waivers previously granted for the 2015-2016 school year.

Each waiver day will count for 420 minutes.

Waivers for a half-day are worth up to 210 minutes depending on release time for students.

TEA will not grant more than 4,200 minutes for waivers.
TEA Waivers

Waiver Types

This table shows the different waiver types and links to their description:

<table>
<thead>
<tr>
<th>Expedited</th>
<th>General</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Development Conference Waiver</td>
<td>Course Requirement Waiver</td>
<td>Missed School Days</td>
</tr>
<tr>
<td>Staff Development General Waiver</td>
<td>Certification Teacher Waiver</td>
<td>Low Attendance Days</td>
</tr>
<tr>
<td>Staff Development Reading/English Language Arts Waiver</td>
<td>Course Requirement Career and Technical Education (CTE) Waiver</td>
<td></td>
</tr>
<tr>
<td>Staff Development Mathematics Waiver</td>
<td>Certification for Superintendent Waiver</td>
<td></td>
</tr>
<tr>
<td>Staff Development Science Waiver</td>
<td>Pregnancy Related Services On-Campus (CEH) Waiver</td>
<td></td>
</tr>
<tr>
<td>Staff Development Social Studies Waiver</td>
<td>Foreign Exchange Student (Less than 5) Waiver</td>
<td></td>
</tr>
<tr>
<td>Early Release Waiver</td>
<td>Other Specific Waivers</td>
<td></td>
</tr>
<tr>
<td>Modified Schedule State Assessment Testing Days Waiver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Exchange Student Waiver (Request 5 or more)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timeline for Accelerated Instruction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Data Portal of the Texas Assessment Management System</td>
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<td></td>
</tr>
</tbody>
</table>
References


Contacts

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