TEA’s policy, as explained in the Student Attendance Accounting Handbook, is that a district will choose an attendance time and teachers will take attendance at that time every day. This is the official time for ADA funding and teachers should strive to take attendance at this time every day.

Beginning in 2015-16 there are two attendance periods, BEGIN – Beginning of Day Attendance and ATT – Official Attendance. Both attendance periods are populated by the Primary Homeroom field in eSchool.

The BEGIN – Beginning of Day attendance code serves two purposes: 1.) Generates a call list of School Messenger, 2.) Allows the school to see who is present in case of an emergency prior to the official attendance time. Teachers will take attendance within the first 5-10 minutes of the day. District Goal 4: Safe, Healthy and Nurturing Schools.

The ATT – Official Attendance code is used for PEIMS reporting, progress reports, report cards, truancy letters....

TEACHER PROCESS:
1. Within the first 5-10 minutes of the school day the teacher will login into TAC and take attendance in the BEGIN attendance period.

2. At the official attendance time (10:00AM) the teacher will log back into TAC and take attendance using the ATT period. Even if all students are present, the teacher mark all students present. TEA is looking for a teacher’s electronic date and time stamp within (15) minutes of the official attendance time.
   a. If the student is not present in the classroom, the teacher must mark the student absent. In some situations, the office may have already entered a reason code. The teacher needs to confirm this by checking the absent box.
   b. If the student came to class late with a tardy slip, the teacher should enter the tardy by checking the Tardy box.

OFFICE PROCESS:
1. The office will enter the tardy in the BEGIN attendance period.
2. The office will use only the ATT attendance period for absent reason codes, or clearing an absence code with documentation.
3. If the student was late to school due to a health care appointment, but was at school prior to the official attendance time, use the new THC code in the ATT attendance period only.

SchoolMessenger:

Absences will continue to be pulled from eSchool at 9:30 AM with SchoolMessenger calls starting about 9:45. A call will generate when a teacher marks the student absent and the code is blank. A call will also go out if the office marks the student tardy.