

2015–2016 Student Attendance Accounting Handbook: Section 3 Change Document

Change	2014–2015	2015–2016
Addition	<p>3.2.1.5.3 Other:</p> <p>...</p> <p>x students served by a juvenile justice alternative education program (JJAEP) on the basis of an expulsion under the TEC, <u>§37.007(a)</u>, (d), or (e), unless specifically authorized in writing by the TEA</p>	<p>3.2.1.5.3 Other:</p> <p>...</p> <p>x students served by a juvenile justice alternative education program (JJAEP) on the basis of an expulsion under the TEC, <u>§37.007(a)</u>, (d), or (e), unless specifically authorized in writing by the TEA³</p>
Addition	<p>3.2.1.7 Code 6 Eligible Transfer Student Half-Day</p> <p>...</p> <p>The information on transferring students included in the previous subsection on code 3 applies for code 6 as well.</p>	<p>3.2.1.7 Code 6 Eligible Transfer Student Half-Day</p> <p>...</p> <p>The information on transferring students included in the previous subsection on code 3 applies for code 6 as well. A charter school should not use ADA eligibility code 6.</p>
Deletion	<p><i>3.2.3 Age Eligibility</i></p> <p>a student who does not reside in Texas (even if the student’s parent or grandparent does)⁴</p>	<p><i>3.2.3 Age Eligibility</i></p> <p>a student who does not reside in Texas (even if the student’s parent or grandparent does)</p>
Revision	<p><i>3.2.3 Age Eligibility</i></p> <p>a student with disabilities who has graduated with a high school diploma under 19 Texas Administrative Code (TAC) <u>§89.1070(b)(1)</u>, (2), or (4) (student is no longer eligible to receive services or generate ADA)</p>	<p><i>3.2.3 Age Eligibility</i></p> <p>a student with disabilities who has graduated with a high school diploma under 19 Texas Administrative Code (TAC) <u>§89.1070(b)(2)</u>, (f) (student is no longer eligible to receive services or generate ADA)</p>
Addition	<p>*3.2.3.1 Additional Information about Minimum Eligible Age</p> <p>A child of a military family. . . Also, a child of a military family . . . completed the prerequisite grade level. . .</p>	<p>*3.2.3.1 Additional Information about Minimum Eligible Age</p> <p>A child of a military family. . . Also, a child of a military family . . . completed the prerequisite grade level (including prekindergarten). . .</p>

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Change	2014–2015	2015–2016
Addition	[none]	<p>3.3 Enrollment Procedures and Requirements</p> <p>...</p> <p>To be eligible for FSP funding, your school district must maintain all proper documentation.</p>
Deletion	<p>3.3.1 Residency</p> <p>Your local district. . . These are indicators that may expedite verifying residency, but the absence of such indicators is not conclusive that the applicable person is not a resident. The traditional basic residence criteria are living in the district and having the present intention to remain there. A student who does not reside in Texas is not entitled to enroll in a Texas public school under the TEC, <u>§25.001</u>, on the basis of another person’s residency, including the residency of the student’s parent or grandparent.</p>	<p>3.3.1 Residency</p> <p>Your local district</p>

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Change	2014–2015	2015–2016
Revision	<p data-bbox="281 250 611 284"><i>3.3.7 Homeless Students</i></p> <p data-bbox="281 297 1024 365">A student who is homeless, as defined by the McKinney-Vento Homeless Assistance Act</p>	

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Revision	<p>3.5 Compulsory Attendance</p> <p>Unless specifically . . . and who has not yet reached his or her 18th birthday must attend school.¹⁰</p> <p>A person . . . after turning 18 years of age is also required to attend school each day.</p> <p>Note that the offense . . . younger than 18 years of age</p>	<p>3.5 Compulsory Attendance</p> <p>Unless specifically . . . and who has not yet reached his or her 19th birthday must attend school.¹¹</p> <p>A person . . . after turning 19 years of age is also required to attend school each day¹².</p> <p>Note that an allegation of truant conduct . . . younger than 19 years of age.¹³</p>
Addition	[none]	<p>3.6 General Attendance-Taking Rules</p> <p>[. . .]</p> <p>Note: The only exception to a classroom teacher taking official attendance and the only method by which a student can take his or her own attendance is by using a fingerprint scanner. All other methods by which a student takes his or her own attendance (such as sign-in sheets) are not allowed under any circumstance. Use of a fingerprint scanner does not require a waiver. The school must be able to produce printable documentation of attendance information that must provide detailed information about the date and time that the student scanned in and out of the system.</p>

¹⁰ TEC, §25.085(b)

¹¹ TEC, §25.085(b)

¹² TEC, §25.001(e)

¹³ Family Code, Section 65.002

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Change	2014–2015	2015–2016
Revision	<p>3.6.3.1 Early Graduation or Graduation Ceremonies and Attendance</p> <p>...</p> <p>A student must either be provided the appropriate number of hours of instruction or be counted absent.</p>	<p>3.6.3.1 Early Graduation or Graduation Ceremonies and Attendance</p> <p>...</p> <p>A student must be provided the appropriate number of hours of instruction, be counted absent, or be withdrawn.</p>
Revision	<p>3.8 Calendar</p> <p>Your school district must operate so that it provides for at least 180 days of instruction (school days) for students (minus any days waived by the TEA in writing. . .</p>	<p>3.8 Calendar</p> <p>Your school district or charter school must operate so that it provides for at least 75,600 minutes of instruction, including intermissions and recesses (school days) for students (minus any minutes waived by the TEA in writing [see 3.8.2 Makeup Days and Waivers]), unless your</p>

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Deletion

3.8 Calendar

Charter schools are not subject to the 75,600 minutes, requirement. However, state funding is reduced in proportion to the number of days by which a charter school's calendar falls below 75,600 (including intermissions and recesses) minutes. To receive full funding, a charter school must offer 75,600 minutes (including intermissions and recesses), minus any minutes waived by the TEA in writing, just as a school district is required to. Also, if a charter school elects to have a calendar that includes fewer than 75,600 minutes with planned staff development days factored in (for example, 175 school days (73,500 minutes) + 3 planned staff development .04 - 0.04) = 73,500 minutes)

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Change Revision	2014–2015	2015–2016
	<p>3.8.2.1 Makeup Days</p> <p>Your district must build 2 “makeup days” for school closures into its adopted school calendar. If your district closes school on a scheduled school day, your district uses the makeup days to ensure that the minimum number of school days are provided. If the dates for the designated makeup days have already passed when schools close on a scheduled school day, schools are still required to make up at least two of the scheduled school days lost before an application for a missed school day waiver may be submitted.</p> <p>On a makeup day designated to replace a scheduled school day lost, the attendance for all students who are present will be counted on that day for funding purposes if all other legal requirements are met. The makeup day must be at least 7 hours in length, including intermissions and recesses.</p> <p>While the TEA does not prohibit a district from scheduling a makeup day on a day such as a weekend day or national holiday, the TEA strongly discourages scheduling a makeup day on this type of day, because attendance is likely to be low. The TEA encourages districts to select practical makeup days (that is, to select makeup days that do not fall on the weekend or on national holidays), as the agency does not grant waivers for low attendance on a makeup day. The TEA also encourages school districts to carefully consider local circumstances in selecting makeup days. For instance, if your school district has been affected for the last several school years by ice storms that occur in January or February, your district may wish to consider scheduling its makeup days later in the school year.</p> <p>The TEA will not grant a request to have an early-release day on a makeup day.</p>	<p>3.8.2.1 Makeup Days</p> <p>Your district or charter school must adopt a school calendar with at least 75,600 minutes of instruction (including intermissions and recesses). Your district or charter school should make sure that the adopted calendar includes additional minutes to account for bad weather or other missed school days related to health and safety concerns.</p> <p>HB 2610 requires school districts and charter schools to meet 75,600 minutes of instruction (including intermissions and recesses) in order to receive FSP funding. If your district or charter school closes school on a scheduled school day, your district or charter school should have enough minutes built into its adopted calendar to make-up for any missed minutes or your district’s or charter school’s FSP funding may be reduced proportionately.</p> <p>A school district or charter school may add additional minutes to its school calendar to reach the required 75,600 minutes of instruction (including intermissions and recesses). While the TEA does not prohibit a district or charter school from scheduling additional minutes on a weekend day or a national holiday, the TEA strongly discourages scheduling any additional minutes on this type of day because attendance is likely to be low. The TEA encourages districts and charter schools to select practical days that do not fall on the weekend or on national holidays, as the agency does not grant waivers for low attendance on a makeup day. The TEA also encourages school districts and charter schools to carefully consider local circumstances when adopting their calendars and when selecting days to add additional minutes to. For instance, if your school district or charter school has been affected for the last several school years by ice storms in January or February, your district may wish to consider adopting a calendar that includes appointed</p>

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Change	2014–2015	2015–2016
Revision	<p data-bbox="262 250 684 284">3.8.2.2 Missed School Day Waivers</p> <p data-bbox="262 293 1079 396">If, because of weather, safety, or health issues, your district misses additional school days beyond the 2 days that must be made up with the district's 2 designated makeup days...</p>	

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<p>Our school district or charter school closed all campuses for 2 days for a health or safety reason. . .</p>	<p>Use the scheduled makeup day that has not already passed to make up one of the missed days. Choose a new second makeup day to make up the other missed day. . .</p>	<p>Our school district or charter school closed all campuses for 2 days (840 minutes) for a health or safety reason. . .</p>	<p>Determine if your district or charter school will have enough minutes built into the board approved calendar to makeup for the missed day. If not use the scheduled makeup day (420 minutes) that has not already passed to make up one of the missed days. Choose a new second makeup day (420 minutes) to make up the other missed day. . .</p>
<p>Our school district or charter school closed all campuses for 2 days for a health or safety reason. . .</p>	<p>Choose 2 new makeup days to make up the missed days. . .</p>	<p>Our school district or charter school closed all campuses for 2 days (840 minutes) for a health or safety reason. . .</p>	<p>Determine if your district or</p>
<p>Our school district or charter school closed all campuses for 1 day for a health or safety reason. . .</p>	<p>The TEA advises using the already-scheduled makeup day...</p>		

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<p>Our school district or charter school closed all campuses for more than 2 days for a health or safety reason.</p>	<p>Use your district's or charter school's 2 scheduled makeup days to make up the first 2 missed days. . .</p>	<p>Our school district or charter school closed all campuses for more than 2 days (840 minutes) for a health or safety reason.</p>	<p>Determine if your district or charter school will have enough minutes built into the board approved calendar to makeup for the missed day. If not, use your district's or charter school's 2 scheduled makeup days (840 minutes) to make up the first 2 missed days. . .</p>
<p>Our school district or charter school closed some but not all campuses for 1 day or more for a health or safety reason (for example, flooding that affected only part of the district or charter school area).</p>	<p>The campuses that were closed do not need to make up the missed school days. However, the school district or charter school must request missed school day waivers for those campuses.</p>	<p>Our school district or charter school closed some but not all campuses for 1 day (420 minutes) or more for a health or safety reason (for example, flooding that affected only part of the district or charter school area).</p>	<p>Determine if your district or charter school will have enough minutes built into the board approved calendar to makeup for the missed day. If not, the school district or charter school must request missed school day waivers for those campuses.</p>
<p>Our school district or charter school delayed the start of the school day for 2 hours for a health or safety reason.</p>	<p>. . .</p>		

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<p>Our school district or charter school has decided to close all campuses early because of an imminent health or safety issue (for example, ice storm is coming). Campuses have been open for at least 4 instructional hours.</p>	<p>...</p>	<p>Our school district or charter school has decided to close all campuses early because of an imminent health or safety issue (for example, ice storm is coming). Campuses have been open for at least 4 instructional hours (240 minutes).</p>	<p>...</p>
<p>Our school district or charter school has decided to close all campuses early because of an imminent health or safety issue (for example, ice storm is coming). Campuses have been open for fewer than 4 instructional hours, and the official attendance-taking time has passed.</p>	<p>...</p>	<p>Our school district or charter school has decided to close all campuses early because of an imminent health or safety issue (for example, ice storm is coming). Campuses have been</p>	
<p>Our school district or charter school has decided to close all campuses early because of an imminent health or safety issue (for example, ice storm is coming). Campuses have been open for fewer than 4 instructional hours and will be closed before the official attendance-taking time.</p>	<p>Your district or charter school does not need to make up the day and may apply for a missed school day waiver for the day.</p>		

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<p>Our school district or charter school operates an Optional Flexible Year Program. Our district or charter school closed all campuses for more than 2 days for a health or safety reason. Must we make up all the days that campuses were closed?</p>	<p>For school districts: Your district, like any district, is required to make up the first 2 days missed. Additionally, if not making up the additional days missed would cause the school calendar to drop below 170 days for students not participating in the Optional Flexible Year Program, then your district must make up those days.</p>	<p>For school districts: Your district, like any district, is required to make up the first 2 days (840 minutes) missed. Additionally, if not making up the additional</p> <p>Our school district or charter school operates an Optional Flexible Year Program. Our district or charter school closed all campuses for more than 2 days (420 minutes) for a health or safety reason. Must we make up all the days that campuses were closed?</p>
<p>May our school district or charter school apply for and receive waivers (of any kind, including staff development) such that the district or charter school has more than 10 school days waived?</p>	<p>No. Your district or charter school must not have more than 10 school days waived, unless otherwise authorized by the commissioner.</p>	

2015–2016 Student Attendance Accounting Handbook: Section 4 Change Document

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Change	2014–2015	2015–2016
Revision And Addition	<p><i>4.3.3 Enrollment Procedures for a Student Who Is New to Your District but Was Previously Receiving Special Education Services</i></p> <p>1. When . . . related services.¹⁹</p>	<p><i>4.3.3 Enrollment Procedures for a Student Who Is New to Your District but Was Previously Receiving Special Education Services</i></p> <p>1. When . . . related services.²⁰</p> <p>2. When a student transfers from a school district in another state in the same school year and the parents verify that the student was receiving special education services in the previous school district or the previous school district verifies in writing or by telephone that the student was receiving special education services, the new school district must meet the requirements of 34 CFR, §300.323(f), regarding the provision of special education services. Specifically, your district must provide a FAPE to the student, including services comparable to those described in the student’s IEP from the previous district, until the ARD committee:</p> <ul style="list-style-type: none"> x determines that an evaluation is necessary. The evaluation is considered a full individual and initial evaluation and must be completed within the timelines established by 19 Texas Administrative Code (TAC) §89.1011(c) and (e), and completes the requirements in 34 CFR, §300.323(f)(2), within 30 calendar days from the date of the completion of the evaluation report; or x determines that an evaluation is not necessary and completes the requirements outlined in 34 CFR, §300.323(f)(2), within 30 school days from the date the student is verified as being a student eligible for special education services.

¹⁹ 19 TAC §89.1050(f)(2); 34 CFR, §300.323

²⁰ 19 TAC §89.1050(i); 34 CFR, §300.323

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Change	2014–2015	2015–2016
Deletion	<i>4.3.3 Enrollment Procedures for a Student Who Is New to Your</i>	

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Deletion

4.18.5 Codes 41 and 42 - Resource Room/Services Examples

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Example 4: A 4-year-old student with a disability who is **not** eligible for the PK program but is eligible for the special education program receives special education and related services (including speech therapy) in the PK classroom for 3 hours 5 days a week. The certified special education teacher teaches collaboratively in the PK classroom with the PK teacher for the full 3 hours and the full 5 days. The occupational therapist provides services for 20 minutes twice a week in the PK classroom. The speech therapist provides speech instruction for 30 minutes a week in a pull-out setting.

The student

~~the~~ PK 2.

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2015–2016 Student Attendance Accounting Handbook: Section 5 Change Document

Change	2014–2015	2015–2016
Revision	<p>5.2 Eligibility and Eligible Days Present</p> <p>...</p> <p>5. To be eligible for CTE contact hour funding, your district must offer at least one coherent sequence of courses in at least three different career clusters. . .</p>	<p>5.2 Eligibility and Eligible Days Present</p> <p>...</p> <p>5. To be eligible for CTE contact hour funding, your district must offer at least one coherent sequence of courses in at least three different Career Clusters. . .</p>
Revision	<p><i>5.2.2 Eligibility of Courses for Funding</i></p> <p>State-approved CTE courses are listed in Section 4, Code Table C022 of the PEIMS Data Standards available at http://www.tea.state.tx.us/peims/.</p>	<p><i>5.2.2 Eligibility of Courses for Funding</i></p> <p>State-approved CTE courses are listed in Section 4, Code Table C022 of the PEIMS Data Standards available at http://tea.texas.gov/Reports_and_Data/Data_Submission/PEIMS/PEIMS_Data_Standards/PEIMS_Data_Standards/.</p>
Revision	<p>5.7 Career Preparation and Practicum Learning Experiences</p> <p>...</p> <p>Practicums are specific to a career cluster. . .</p>	<p>5.7 Career Preparation and Practicum Learning Experiences</p> <p>...</p> <p>Practicums are specific to a Career Cluster. . .</p>

2015–2016 Student Attendance Accounting Handbook: Section 5 Change Document

Change	2014–2015	2015–2016
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Revision

5.7.2 Practicum Course Eligibility Requirements

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- x Each practicum course using a work-based learning instructional arrangement must consist of student participation in training appropriate to the student’s coherent sequence of courses plus participation in related CTE classroom instruction. A practicum course **spans the entire year**, and classroom instruction must

2015–2016 Student Attendance Accounting Handbook: Section 6 Change Document

Change	2014–2015	2015–2016
Addition	<p><i>6.2.2 Parent Denial of Services and Eligibility of Students to Receive Bilingual/ESL Summer School Services</i></p> <p>If a student’s parent has denied bilingual/ESL education services and the only summer school program available is a bilingual/ESL summer school program, then the student is not eligible to generate bilingual/ESL ADA in the summer school program.</p>	<p><i>6.2.2 Parent Denial of Services and Eligibility of Students to Receive Bilingual/ESL Summer School Services</i></p> <p>If a student’s parent has denied bilingual/ESL education services and the only summer school program available is a bilingual/ESL summer school program, then the student is not eligible to generate bilingual/ESL ADA in the summer school program. The student must not participate in the summer school program or earn bilingual/ESL eligible days present (be assigned a bilingual or ESL program type code in the attendance accounting system) in the summer program unless the parents explicitly allow, in writing, placement of the student in the bilingual or ESL education program.</p>
Addition	[REDACTED]	<p>6.3 Enrosgrade 1</p>

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Change Revision	2014–2015	2015–2016						
	<p><i>6.8.2 Exit Criteria</i></p> <p>...</p> <p>Visit the TEA Bilingual Education web page at http://www.tea.state.tx.us/index2.aspx?id=4098</p> <p>...</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr style="background-color: #e0e0e0;"> <td style="width: 33%;">9th</td> <td style="width: 33%;">10th</td> <td style="width: 33%;">11th</td> </tr> </table> <p>...</p> <p>To access this document, go to http://www.tea.state.tx.us/index2.aspx?id=4098&menu_id=720</p>	9th	10th	11th	<p><i>6.8.2 Exit Criteria</i></p> <p>...</p> <p>Visit the TEA Bilingual Education web page at http://tea.texas.gov/bilingual/esl/education/</p> <p>...</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr style="background-color: #e0e0e0;"> <td style="width: 33%;">9th</td> <td style="width: 33%;">10th</td> <td style="width: 33%;"></td> </tr> </table>	9th	10th	
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2015–2016 Student Attendance Accounting Handbook: Section 11 Change Document

Change	2014–2015	2015–2016
Deletion	<p>11.3.1.1 Student Eligibility for Dual Credit Courses</p> <p>A high school student is eligible to enroll in dual credit courses in the 11th and/or 12th grade if the student demonstrates college readiness by achieving the minimum passing standard(s) on a qualifying assessment instrument, as shown in the following chart.</p> <p>...</p> <p>Alternatively, a student is eligible to enroll in dual credit courses in the 11th and/or 12th grade if the student has satisfied at least one of the following criteria:</p> <p>...</p> <p>To be eligible for enrollment in a dual credit course offered by a public college, a student must have at least junior year high school standing. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by achieving or exceeding the minimum Texas Success Initiative (TSI) college readiness standards on the PSAT/NMSQT, PL.7(16u.2(i)2 0 Tw T[(a)2.7(c)1.1(h33.1(10.7(Pm)-6.81.3(fi)10C1.74.9(.7(16u.(xc)1.1(e1406 Tw 0 -1.217</p>	

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2015–2016 Student Attendance Accounting Handbook: Section 11 Change Document

Change	2014–2015	2015–2016
Revision	<p>11.6.2 OFSDP Funding</p> <p>The OFSDP is not a competitive grant program. The OFSDP program provides an alternative method of attendance accounting. The standard attendance rule requiring students to be scheduled to receive instruction for a minimum of 2 hours per day for half-time funding and a minimum of 4 hours per day for full-time funding does not apply to students who earn attendance through the OFSDP. Funding is based on the total eligible minutes of instructional contact time each student receives.</p> <p>...</p> <p>Instructional contact time . . . A full-time equivalent student is expected to have 1,080 instructional contact hours per year.</p>	<p>11.6.2 OFSDP Funding</p> <p>The OFSDP is not a competitive grant program. The OFSDP program provides an alternative method of attendance accounting. A student must receive 2 hours of instruction in the OFSDP (or in OFSDP and traditional attendance program courses) to generate half-day attendance. A student must receive 4 hours of instruction in the OFSDP (or in OFSDP and traditional attendance program courses) to generate full-day attendance. Funding is based on the total eligible minutes of instructional contact time each student receives.</p> <p>...</p> <p>Instructional contact time . . . A full-time equivalent student is expected to have 720 instructional contact hours per year.</p>
Revision	<p>11.6.7 Estimating OFSDP Funding</p> <p>Your school district . . . at the Region XIII Education Service Center website at http://www5.esc13.net/finance/</p>	<p>11.6.7 Estimating OFSDP Funding</p> <p>Your school district . . . at the TEA Foundation School Program web page at http://tea.texas.gov/Finance_and_Grants/State_Funding/Foundation_School_Program/Foundation_School_Program/.</p>
Revision	<p>11.6.9 More Information</p> <p>More information . . . at http://www.tea.state.tx.us/index2.aspx?id=7733&menu_id=645&menu_id2=789</p>	<p>11.6.9 More Information</p> <p>More information . . . at http://tea.texas.gov/index2.aspx?id=25769817595.</p>

2015–2016 Student Attendance Accounting Handbook: Section 11 Change Document

Change	2014–2015	2015–2016
Addition	[none]	<p><i>11.9.2 Notable Compact Provisions and Requirements</i></p> <p>...</p> <p>A child of a military family who is under the age of five on September 1 and who moved to Texas from another member state where the child completed prekindergarten is eligible for enrollment in kindergarten and will be considered to meet minimum age eligibility requirements to generate ADA on presentation of the items specified in the previous paragraph.</p>

2015–2016 Student Attendance Accounting Handbook: Section 13 Change Document

Change	2014–2015	2015–2016
Revision	<p>ADA: ...</p> <p>Note on ADA and Flexible Attendance: Attendance for flexible attendance programs (Optional Flexible School Day Program and High School Equivalency Program)</p>	<p>ADA: ...</p> <p>Note on ADA and HSEP Attendance: Attendance for the High School Equivalency Program ...</p> <p>Note on ADA and OFSDP Attendance: Attendance for the Optional Flexible School Day Program is recorded in contact minutes instead of days present. For this program, 240 contact minutes (60 minutes × 4 hours), or 4 hours, is equivalent to one full day of attendance (one day present), and 720 hours (4 hours × 180 days), or 180 days, is equivalent to a full school year's attendance, or one ADA (the attendance that would be earned by one traditional-program student with perfect attendance). A student must receive at least 45 minutes of instruction in a day for contact minutes to be recorded for the day and may earn a maximum of 600 contact minutes (10 hours) in a single day.</p> <p>The number of days present that is equivalent to the contact minutes earned by a student for a particular six-week period is calculated as follows:</p> <ul style="list-style-type: none"> x Sum the total contact minutes for the reporting period. x Divide the total contact minutes by 60 to determine the number of hours for the reporting period. x Divide the number of hours for the reporting period by 4 (that is, the number of hours that is equal to one day present) to determine the number of days present for the reporting period. <p>Round the number of days present down to the nearest half day.</p>

2015–2016 Student Attendance Accounting Handbook: Section 14 Change Document

Change	2014–2015	2015–2016
Addition	school day – A school day must be at least 7 hours each day, including intermissions and recesses.	school day – A school day must be at least 7 hours (420 minutes) each day, including intermissions and recesses.
Addition	school year – A period of sce9(0)-78a	