

An aerial photograph of a city skyline at dusk or dawn. The sky is a mix of blue and orange, with scattered clouds. In the foreground, a large body of water reflects the sky and the buildings. The city is filled with various high-rise buildings, some with glass facades that catch the light. A river or lake flows through the city, with a bridge visible in the distance. The overall scene is vibrant and modern.

Student Attendance Accounting Handbook

Introduction and 21-22 Change Highlights

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Student Attendance Accounting Handbook

State law requires that every Texas school district adopts an attendance accounting system that includes procedures to ensure the accurate recording and reporting of student attendance data. The *Student Attendance Accounting Handbook* (SAAH) contains the official attendance accounting requirements that all public school districts and open-enrollment charter schools in Texas must meet. The agency collects student attendance data primarily to ensure that [Foundation School Program](#) (FSP) funds can be correctly allocated to Texas's public schools.

The SAAH

- describes the FSP eligibility requirements for 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 personnel involved in student attendance accounting.

The final version of the adopted 2020-2021 SAAH and an updated change document has been added to the table below.

SAAH	PDF Version	Change Document	PDF Version
2020-2021 Handbook, Adopted	PDF, 5,685 KB	2020-2021 Change Document, Adopted	PDF, 622 KB
2019-2020 Handbook Version 2, Adopted	PDF, 4,238 KB	2019-2020 Change Document Version 2	PDF, 422 KB

Financial Compliance

[Financial Integrity Rating System of Texas](#)

[Student Attendance Accounting Handbook](#)

[Annual Financial and Compliance Reports \(AFRs\)](#)

[Resource Guide \(FASRG\)](#)

[School Health and Related Services](#)

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SAAH Background, What & Why

State law requires that every Texas school district adopts an attendance accounting system that includes procedures to ensure the accurate recording and reporting of student attendance data. The *Student Attendance Accounting Handbook* (SAAH) contains the official attendance accounting requirements that all public school districts and open-enrollment charter schools in Texas must meet. The agency collects student attendance data primarily to ensure that [Foundation School Program](#) (FSP) funds can be correctly allocated to Texas's public schools.

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- Attendance
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- Special Education
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 - contact hours, documentation
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- Prekindergarten
- Gifted/Talented
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- AEP and Disciplinary Removals
- Nontraditional Programs
 - dual credit, OFSDP
- Virtual Remote and Electronic Learning
- Appendix



3.6.3 Requirements for a Student to Be Considered Present for FSP (Funding) Purposes



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



SB289: Provides for an excused absence to obtain a driver's license

misses school for the purpose of visiting a driver's license office to obtain a driver's license or learner permit. The student must be enrolled in high school and 15 years of age or older. Your district may not excuse the student for more than one day of school during the period the student is enrolled in high school for each purpose (obtaining a driver's license and obtaining a learner license). Your district must verify the student's visit to the driver's license office in accordance with the procedures adopted by your district.

HB699: Excuses a student with a life-threatening illness



is absent as the result of a serious or life-threatening illness or related treatment that makes the student's attendance infeasible.

Documentation from a health care professional licensed, certified, or registered to practice in Texas must be provided that specifies the student's illness and the anticipated period of the student's absence relating to the illness or related treatment.

4.9.3 ECSE Services and Pre-K Programs

A student who is not eligible for pre-k may be served in the pre-K classroom if the ARD committee determines that this is the appropriate setting based on the student's IEP.



7.2 Eligibility (Pre-K)

- **has** ever been in the conservatorship of the Texas DFPS (foster care) following an adversary hearing
- **has been in foster care in another state or territory, if the child resides in this state**
- is the child of a person eligible for the Star of Texas Award such as:
 - a peace officer under [Texas Government Code, §3106.002](#)
 - a firefighter under [Texas Government Code, §3106.003](#)
 - an emergency medical first responder under [Texas Government Code, §3106.004](#)



A student is eligible for pre-K if the student was eligible to enroll in pre-K but did not attend during the previous school year under the [TEC, §29.153\(b\)](#), and the child has not yet enrolled in kindergarten, or if the child's parent or guardian elects for the child to repeat pre-K in accordance with the [TEC, §28.02124](#).



7.2.1 Pre-K Eligibility and Age

A child who is three years old is eligible for pre-K only if your district operates a three-year-old pre-K program. A child who is eligible and enrolls in a pre-K class at the age of three remains eligible for enrollment in a pre-K class for the following school year. If a child is automatically eligible for a four-year old pre-K program due to being eligible and enrolled in a three-year-old pre-K program, a district should still ensure a child is appropriately coded as economically disadvantaged or identified as LEP. A child who is five years of age on September 1 of the current school year ***is eligible*** for enrollment in a pre-K class ***if the child's parent or guardian elects for the child to repeat pre-K in accordance with the TEC, §28.02124, or if the child would have been eligible to enroll in pre-K during the previous school year under the TEC, §29.153(b), and the child has not yet enrolled in kindergarten.***

7.2.6 Pre-K Eligibility Based on a Child's Having Been in Foster Care



Students who are in or who have ever been in the conservatorship of the Texas DFPS (that is, in foster care) following an adversary hearing ***or were in foster care in another state or territory but now reside in Texas*** are eligible for free pre-K. This includes not only students who are in or who have ever been in DFPS conservatorship but also students who have been adopted or returned to their parents after having been in DFPS conservatorship.



Questions



The background of the slide is an aerial photograph of Austin, Texas. The top half shows the city skyline with several skyscrapers, including the Frost Tower, under a blue sky with light clouds. The bottom half shows a waterfront area with a river, a bridge, and various buildings and green spaces.

Thank you!

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