

# Beaumont Independent School District

## Student Attendance Verification / Tracking Log

In accordance with TEA SAAH 3.6, *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 are documented to be with a campus official (nurse, counselor, principal, teacher, other staff, etc.).* This form will serve as documentation to support that a student was with a campus official at the time of official attendance when all fields of the form are completed, including a signature and date by a school official to certify the attendance event.

Campus:	Location: <i>(i.e. nurse, principal's office, counselor's office, etc.)</i>
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	Date	Grade Level	Student ID	Student Name (Print First Name and Last Name)	Time In	Time Out	Reason (Optional)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

**\*\*\*I certify the student(s) listed above were present with me on the date and times as indicated.\*\*\***

Campus Official's Printed Name:	Campus Official's Title:
Campus Official's Signature:	Date:

<b>RETAIN IN DAILY ATTENDANCE FOLDER FOR 5 YEARS FOR TEA AUDIT PURPOSES.</b>
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