

Beaumont Independent School District

Alternate Attendance Time Form

TEA RULE:

SAAH 3.6.6 – If standardized achievement tests or final exams are administered during the period designated for attendance taking, staff members should record absences just before, during, or immediately after the exam.

Action Required:

If your campus will be adjusting the official attendance time due to final exams or standardized testing, please complete this form and submit it to the Student Services Department at least three (3) working days prior to the date of change in order for changes to be applied in the TEAMS.

Campus Name: _____ Campus Number: _____

Date(s) of Official Attendance Time Change:

Day of Week	Date MM/DD/YYYY	Alternate Attendance Period	Attendance Time
<i>Example</i>	<i>05/05/18</i>	<i>5th</i>	<i>12:30 pm</i>
Monday			
Tuesday			
Wednesday			
Thursday			
Frid			

PEIMS Data Clerk: _____ Date: _____
Signature (Black or Blue Ink Only)

Campus Principal: _____ Date: _____
Signature (Black or Blue Ink Only)

FOR OFFICIAL USE – STUDENT SERVICES DEPARTMENT	
DATE ALTERNATE ATTENDANCE PERIOD CHANGED IN TEAMS	SIGNATURE OF STAFF MEMBER APPLYING CHANGE

TEA Audit Document:
File this form in the front of the Daily Attendance Folder for the date of change.