

Beaumont Independent School District

In-School Suspension (ISS) Student Attendance Log

In accordance with TEA guidelines SAAH 3.6, this form will serve as documentation to support that a student was with a campus official in In-School Suspension for disciplinary purposes when all fields of the form are completed, including a signature and date by the ISS school official, certifying the attendance event.

Secondary Campuses: FOR TEA AUDIT PURPOSES, this form shall be completed and submitted to the campus Attendance Office EACH CLASSPERIOD, even if the same students are in ISS more than 1 class period or the full day. (Attendance shall be taken at the campus' designated official attendance time-21 minutes into the class period).

Campus:	Location/Room#:	Class Period:
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	Date	Grade Level	Student ID	Student Name (Print First Name and Last Name)	Time In	Time Out	Reason Code (Optional)
<i>EX.</i>	<i>01/15/15</i>	<i>09</i>	<i>345678</i>	<i>Ima Learner</i>	<i>7:40 am</i>	<i>8:28 am</i>	<i>1</i>
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REASON CODE: 1= TARDY/CLASS PERIOD REFERRAL 2= PARTIAL DAY, REFERRAL 3=FULL DAY, REFERRAL

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

Signature of ISS Teacher:	Date:
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