2016–2017
Student Attendance Accounting Handbook (SAAH)
Student Attendance Accounting Handbook

- Review and Updates for 2016-2017

SAAH Background

- Describes the attendance accounting rules school districts and charter schools must follow to generate state funding

- Has the force of law; it is adopted by reference in the Texas Administrative Code (TAC)

- Is published yearly to include changes in statute, TAC, and policy
SAAH Background

- Describes eligibility requirements for all students,
- Prescribes minimum standards for all attendance accounting systems,
- Lists documentation requirements for attendance audit purposes, and
- Details responsibilities of all personnel involved in attendance accounting.
SAAH Design

The SAAH is divided into 14 Sections:

1: Overview
2: Audit Requirements
3: General Attendance
4: Special Education
5: Career and Technical Education (CTE)
6: Bilingual/English as a Second Language (ESL)
7: Pre-Kindergarten (PK)
8: Gifted/Talented
9: Pregnancy-Related Services (PRS)
10: Alternative Education Programs (AEPs), Disciplinary Removals
11: Non-Traditional Programs
12: Virtual, Remote, and Electronic Instruction
13: Appendix: Average Daily Attendance (ADA) and Funding
14: Glossary
Additional Information

- The *SAAH* should always be within arm’s reach as it is your “go-to” document for all attendance circumstances.

- An inherent difference exists between being permitted to serve a student and your district being entitled to funding for the service provided to the student.

- Each section specifies the coding structure and lists all documentation to verify student eligibility in the subject area defined by the section title.

- In some instances, charts are provided to determine eligibility and funding.
Significant Changes for 2016-17

- Limited English Proficient (LEP) has been changed to English Language Learner (ELL) throughout the document
- No Child Left Behind Act (NCLB) was removed
- References to school days have been converted to minutes in accordance with HB 2610
- 3.2.2 Funding Eligibility: The 2 through 4 hour rule includes recess and in-class breakfast

This list of changes is not all-inclusive. Please see the SAAH Change Document for a complete listing or view the vertical lines on the right-hand column of the SAAH as an indication of changes.