

EXAMPLE LETTER/INFORMATION FOR LOCAL SCHOOL DISTRICTS

MEMORANDUM TO:

SUBJECT:

The State Board of Education passed an amendment to 19 TAC§129.21 (k)(1). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered “in attendance” when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:

- (4-12) 1. The student is participating in an activity which is approved by the local board and is under the direction of a professional staff member of the school district or an adjunct staff member. This adjunct staff member must have a minimum of a bachelor’s degree and be eligible for participation in the Teacher Retirement System of Texas.

- (4-13) Students participating in any activity which is not approved by the local school board and/or without certified district personnel supervision are counted absent [see 94-12]. To qualify for funding purposes, the certified district staff member/adjunct staff member must be accompanying the students as an official of the school district for the specific purpose of supervising the students and must be approved by the school board to supervise the activity. For example, students participating in 4-H activities which are supervised solely by a County Extension Agent are reported present.

This amendment provides local school boards the opportunity to recognize county Extension agents as adjunct staff members and to count students participating in 4-H/Extension educational activities “in attendance for Foundation School Program purposes.”

_____ County requests adjunct staff member status for the county Extension agents for the school year 2009-2010. The following faculty are eligible for participation in the Teacher Retirement System of Texas and have a minimum of a bachelor’s degree.

Name: _____ Title: _____ Degree: _____ Date: _____ Institution: _____

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I hope that _____ Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Sincerely,

County Extension Agent
County Coordinator

Attachments:
cc: