

Vidor ISD's official attendance reporting time is 10:00 a.m. A request for an alternate recording time, by any campus, must be requested and approved by the Superintendent on the form below. FEB (Local)

Request for Alternate Recording Time

Please submit this form at least 14 days before the first day of instruction if an alternate recording time is requested for the entire campus or at least 14 days before an alternate recording time begins for certain student populations.

Campus: _____

Grade levels: _____

Previous recording time: _____

Alternate recording time requested: _____

Duration of alternate recording time: _____

Request is for:

(check only one)

- Entire campus
- Certain students

If request is only for certain students, please identify the group(s) of students:

Are these students enrolled and participating in a commissioner-approved alternative attendance accounting program?

- Yes
- No

Reason for requesting alternate recording time:

Principal's signature: _____

Date: _____

For Office Use Only

Request is:

- Approved
- Denied

Reason if denied: _____

Superintendent's signature: _____

Date: _____