

SAN FELIPE DEL RIO CISD



Attendance Procedures Manual

PEIMS Data Quality, Compliance and Accountability Department

2021 - 2022

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Assessment & Accountability Department

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Texas Education Agency Resources

2021-2022 Student Attendance Accounting Handbook:

<https://tea.texas.gov/finance-and-grants/financial-compliance/student-attendance-accounting-handbook>

2021-2022 Texas Education Data Standards via TWEDS: <https://tealprod.tea.state.tx.us/TWEDS/87/0/0/0/Introduction/List/605>

Trainings/Meetings

Attendance is required at all trainings/meetings. In the event you are unable to attend a scheduled training/meeting, you will need to email PEIMS Data Quality via department email assessment_accountability@sfdrcisd.org prior to the scheduled meeting time.

Data Backup

All data is backed up nightly and stored by Skyward.

PEIMS Overview

What is PEIMS?

The Public Education Information Management System (PEIMS) encompasses all data requested and received by TEA about public education, including student demographic and academic performance, personnel, financial, and organizational information.¹

PEIMS Data Standards

The Data Standards provide instructions on the submission of PEIMS data by school districts to the Texas Education Agency.²

¹ <http://www.tea.state.tx.us/index4.aspx?id=3012>

² <http://www.tea.state.tx.us/peims>

Student Attendance Accounting Handbook (SAAH)

No school district official (or any other person in your school district) has the authority, either implied or actual, to change or alter any rules, regulations, or reporting requirements specified in this handbook.³

The Student Attendance Accounting Handbook (SAAH):

- describes the Foundation School Program eligibility requirements of all students,
- prescribes the minimum standards for all attendance accounting systems,
- lists the documentation requirements for attendance audit purposes, and
- details the responsibilities of all district personnel involved in student attendance accounting.⁴

Senate Bill 124

Senate Bill 124 amends the Penal Code to include data required to be reported for a school district or open-enrollment charter school to the Texas Education Agency through the Public Education Information Management System (PEIMS) among the governmental records the tampering with which constitutes a third degree felony and to enhance the penalty for the offense of official oppression by a public servant from a Class A misdemeanor to a third degree felony if the public servant acted with the intent to impair the accuracy of such data.

General Audit Requirements

The District must make available and provide to the Financial Compliance Division of TEA copies of all required attendance records within 20 working days of the agency's written request. Failure to provide all required attendance records (specific program[s], grant[s], or both) will result in TEA retaining 100 percent of your district's FSP allotment for the undocumented attendance for the school year(s) for which records have been requested.⁵

Student Attendance Accounting

Understanding Student Attendance Accounting

This manual will cover an array of information concerning the processing of student attendance accounting. Topics will include official attendance time, attendance reconciliation, six weeks attendance verifications, audit documentation and checklists.

About This Manual

Material contained in this manual is based on the *Student Attendance Accounting Handbook*, the *PEIMS Data Standards*, best practices and district policy.

³ 2021-2022 StudentAttendanceAccountingHandbook, Section1 Overview

⁴ http://www.tea.state.tx.us/index2.aspx?id=7739&menu_id=645&menu_id2=789

⁵ 2021-2022 StudentAttendanceAccountingHandbook, Section2.1

As required by the Texas Education Agency, this procedures manual must include the following information:

- How and when teachers are to take official attendance
- How attendance is entered into the attendance accounting system
- Which position or positions are responsible for the coding of special programs (such as career and technical education, special education, pregnancy-related services [PRS], etc.)
- How changes to special programs are to be documented
- How student membership is to be reconciled between the teacher rosters and the attendance accounting database
- How your district will maintain attendance accounting records (including computerized records, period absence slips, and official calendar) after the completion of the school year
- What backup systems are in place to protect the attendance accounting records
- Which position is responsible for the maintenance and security of the attendance accounting records⁶

How and When Teachers Take Official Attendance

How Attendance is Recorded

Attendance will be recorded electronically through the district student information system. Skyward is the current student information system.

Recording Attendance During the Event of a Technical Outage

In the event that teachers are unable to take attendance due to a technical outage, the attendance must be taken on a paper roster. The paper class roster must be signed, dated and submitted to the attendance clerk for manual entry. Documentation supporting the outage must be filed with the Daily Summary Reports.

Time of Day for Attendance Taking

Each campus must determine attendance for all grades by the absences recorded at the one particular point in time the campus has chosen for roll to be taken (a snapshot, for example, 9:45 a.m.). The selected time may vary from campus to campus within your district. Once a time has been selected, a campus may not change it during the school year.⁷

An attendance accounting system that allows teachers to enter attendance data directly into the automated system must provide security to the data that are entered. Systems must include the following safeguards and security features (this is not necessarily an exhaustive list of required features):

- Requirement that teachers log on to the system using distinct secret passwords
- Timing out (automatic shutoff) if the program has not had an activity in an appropriately short period of time (for example, 10 minutes)

- Ability to report the date, time and identity of the teacher entering the absence data, upon request
- Ability to report the date, time and identity of the individual making changes to the attendance report, upon request
- Provision of a positive confirmation for 100 percent of attendance (teacher submits “all present” rather than showing no one absent)⁸

Campus Official Attendance Recording Times

Prekindergarten Campus: Attendance will be taken each day in the homeroom class. Official snapshot attendance will be recorded each day at the following times for the listed programs:

PK – full day	TBD
PPCD/Language Lab – morning session	TBD
PPCD/Language Lab – afternoon session	TBD

Elementary Campuses: Attendance will be taken each day in the homeroom class. Official snapshot attendance will be recorded each day.

Secondary campuses: Attendance will be taken every period. Official (snapshot) attendance will be recorded each day during the times listed below:

Del Rio High School/Freshman Campus/Early College HS	TBD
Blended Academy	TBD
Del Rio Middle School -7th/8th	TBD
San Felipe Memorial Middle School	TBD

SGLC - Attendance will be taken each day and recorded in the assigned period.

How Attendance is entered into Skyward

Students who are on campus and in their classrooms at the time attendance is taken must have their official attendance taken and completed by the classroom teacher. **Attendance must not be taken by students or classroom aides and clerks that do not meet the requirements for paraprofessionals. (For the requirements for paraprofessionals, see the TEA "Becoming an Educational Aide in Texas" web pagelocated at https://tea.texas.gov/Texas_Educators/Certification/Initial_Certification/Becoming_an_Educational_Aide_in_Texas/.) Using a student sign-in sheet to record attendance is not an acceptable method of taking roll and will result in the attendance being disallowed.**⁹

Pre-entered Absences

The campus attendance secretary may pre-enter student attendance for students who are out of the classroom for field trips, UIL sponsored activities, or other approved activities. The secretary may also pre-enter absences for students who are out of the classroom due to disciplinary placement (ISS, OSS, and D-Hall).

⁸2021-2022 StudentAttendanceAccountingHandbook,Section2.2.3

⁹2021-2022 StudentAttendanceAccounting Handbook, Section 3.6

Legible student rosters must be provided to the office by the trip sponsor and/or discipline administrator in a timely manner. ALL PRE-ENTERED ATTENDANCE MUST BE RECONCILED UPON CONCLUSION OF THE SPECIFIED ACTIVITY (see acceptable documentation). All documentation before and after the approved activity must be kept on file for audit purposes.

Campus Teacher Attendance

Campus teachers will submit attendance electronically through Skyward at the official attendance time.

Substitute Teacher Attendance

Substitute teachers will take attendance on a Skyward generated Attendance Worksheet at the official attendance time. The Attendance Worksheet will be signed and dated by the substitute teacher and submitted to the attendance clerk to be manually entered into Skyward. The paper roster will be kept for auditing purposes with the daily attendance documentation. Substitutes must verify attendance by marking A = "Absent" or P = "Present." Students not on roster, add to bottom of attendance worksheet. Make sure to include last name, first name, and ID on roster.

Long-term substitutes will be granted access to record attendance upon receipt of the Staffing Budget Worksheet designating him/her as a long-term substitute.

Manual Entries or Corrections to Student Attendance Data

District staff members must **always use ink** to make manual entries or corrections in the attendance records, and on daily absence slips, on six-week absence reports, and daily summary sheets. Staff members must never record manual entries in pencil, use liquid correction fluid, or use a signature stamp. If errors are made on any official attendance document, the staff member making the correction must strike through the error, enter corrections nearby and initial.¹⁰ Attendance that was pre-coded for a future date may be deleted/removed. Attendance previously posted may not be deleted/removed.

Unrecorded Class Attendance

The Unrecorded Class Attendance report will automatically generate five minutes after the official attendance time each day. The report will be emailed via Skyward Relay to all campus administrators for appropriate action.

Homebound Attendance

When the homebound committee has approved for a student to receive homebound services, the homebound instructor will submit an attendance log to the campus attendance secretary on a weekly basis. Homebound attendance coding will be pre-entered on a monthly basis (Q-awaiting services). Upon receipt of the homebound log from the teacher, the attendance secretary will manually enter the homebound attendance code (X) based on the chart below. Once the data is entered, keep a copy of the log in alpha order in the homebound folder.

Email the homebound teacher, campus administrator, appropriate program director/coordinator and Assessment and Accountability if the homebound log is not received by the end of the first school day following the week of instruction.

¹⁰

2021 – 2022 Student AttendanceAccountingHandbook,Section3.6.1

Homebound Teacher Instruction Log (GEH, SPED, CEHI)

The minimum documentation required in homebound logs (the attendance record maintained by a homebound teacher) includes:

- The name of the homebound teacher,
- The student's name and Texas Unique ID,
- The date that the homebound teacher visited the homebound student, and
- The specific time period that the student was served (for example, 10:00 a.m until 1:00 p.m.)¹¹

Amount of Time Served per Week	Eligible Days Present Earned per Week	Attendance Entry in Skyward
1 hour	1 day present	Monday = X Tuesday = A Wednesday = A Thursday = A Friday = A
2 hours	2 days present	Monday = X Tuesday = X Wednesday = A Thursday = A Friday = A
3 hours	3 days present	Monday = X Tuesday = X Wednesday = X Thursday = A Friday = A
4 hours	4 days present (if the week is a 4-day week) 5 days present (if the week is a 5-day week)	Monday = X Tuesday = X Wednesday = X Thursday = X Friday = X
More than 4 hours	4 days present (if the week is a 4-day week) 5 days present (if the week is a 5-day week) ¹²	Monday = X Tuesday = X Wednesday = X Thursday = X Friday = X

Office Logs

Students who are on campus at the time attendance is taken but who are not in their assigned classroom are considered in attendance for FSP purposes provided they were with a campus official (nurse, counselor, principal, etc.). Class admit slips or other documentation supporting that a student was with a campus official must be retained for audit purposes.¹²

Students arriving to school late or leaving school early must be documented on the campus sign in/ sign out log and maintained by a campus staff member. At no time are student generated sign in/sign out logs appropriate supporting documentation.

¹¹ 2021-2022 StudentAttendanceAccounting Handbook,Section3.7.2.1

¹² 2021-2022 StudentAttendanceAccountingHandbook,Section3.6

Special Program Data Responsibilities

All special program directors will be provided a special program student list each six-week reporting period to review and verify. Special program directors are responsible for reviewing reports and coordinating with the appropriate campus personnel for data changes. Each special program director will sign, date and return the corrected special program student list to Assessment and Accountability no later than end of the following week after the end of the six-week period. Please refer to the Six Week Attendance Periods chart for exact dates.

Bilingual/English Language Learner (ELL)

The Bilingual Department is responsible for identifying and coding Bilingual/ELL students.

Director, Bilingual/ESL Educational Department – Westlake, Griselda
Phone: 830-778-4084

Career and Technical Education (CTE)

The CTE Director/Coordinator is responsible for the upkeep of contact hours on the master schedule.

Director of CTE – Gonzalez, Rogelio
Coordinator, Career & Technical Education– Barrera, Christi
Phone: 830-778-4365

Pregnancy Related Services (PRS)

The campus counselors and nurses are responsible for identifying and coding any pregnancy related data. Coding will be completed at the campus level under oversight of the assigned campus coordinator. Supporting documentation (CEHI and PEIMS Program Change Form) will be provided to the campus attendance secretary for auditing purposes.

Questions regarding the program may be referred to:

Del Rio Cares Coordinator –Zuniga, Alda
Phone: 830-778-4149

Special Education

The Special Education PEIMS clerk is responsible for entering into Skyward the Special Education data that is provided by the diagnosticians. Supporting documentation of all changes must be maintained in the student Special Education folder. The Special Education staff is responsible for generating, verifying and correcting Special Education data each six-week period. The completed reports will be submitted to the Special Education Director to verify.

Interim Director of Special Education – Luna, Monica
Phone: 830-778-4253

PK

Director of PK is responsible for verifying eligibility of students and maintaining appropriate PEIMS coding in the Student Information System (SIS).

Director, Head Start/Principal, Cardwell Elementary – Talamantez-Elizondo, Alanna
Phone: 830-778-4650

Use of Attendance Codes and Documentation Requirements

- A. A student not actually on campus at the time attendance is taken may be considered in attendance and eligible for FSP funding for the activities listed below:
1. Participation in an activity that is approved by SFDR CISD and is under the direction of a professional staff member. **Students participating in any activity that is not approved by SFDR CISD or without certified district personnel supervision must be counted absent.** Acceptable documentation: student rosters with student name, ID or TSDS # (no nicknames) signed by the professional staff member verifying the presence of the students at the approved activity. Documentation will be held at the campus level.
 - a. **Attendance Code Z**
 - b. **Attendance Code H**

 2. Participation in a mentorship program approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program requirements. Acceptable documentation: copies of student work schedule, time sheets and letter of support from program director/sponsor. Documentation will be held at the campus level.
 - a. **Attendance Code M**

 3. Receiving general education homebound (GEH) services. Acceptable documentation: Student's eligibility for GEH services (SAAH Section 3.7), GEH committee decision, instructional plan, start and stop dates of homebound instruction, and the attendance record maintained by the homebound teacher (homebound log). Documentation will be held at the campus level.
 - a. **Attendance Code X**

4. Observation of holy days, including days of travel to or from. Travel days for which the student is considered in attendance shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days. Acceptable documentation: Calendar indicating commonly designated holy days. Documentation will be held at the campus level. The student must be afforded a reasonable amount of time to make up school work missed on these days. If the student satisfactorily completes the school work, the day of absence is counted as a day of compulsory attendance.
 - a. **Attendance Code I**

5. In grades 6 through 12 and misses school for the purpose of sounding “Taps” at a military honors funeral held in Texas for a deceased veteran. Acceptable documentation: Letter signed by detail commander requesting student’s services. Documentation will be held at the campus level. The student must be afforded a reasonable amount of time to make up school work missed on these days. If the student satisfactorily completes the school work, the day of absence is counted as a day of compulsory attendance. Documentation will be held at the campus level.
 - a. **Attendance Code 1**

6. Is absent from school for the purpose of attending a required court appearance, including traveling for that purpose. Excused days for traveling shall be limited to one day for travel to and one day for travel from the site the student is required to appear in court. **Important: Absences to meet with probation officers do not qualify for funding but must be excused if they meet the criteria in the TEC 25.087(b)(1)(B).** Acceptable documentation: Copy of summons. Documentation will be held at the campus level.
 - a. **Attendance Code J**

7. Is 17 years of age or older and pursuing enlistment in a branch of the United States Armed Services or the National Guard. Your district: 1) must not excuse the student for this purpose for more than four days of school during the period the student is enrolled in high school and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a policy that verifies the student’s activities related to pursuing enlistment in a branch of the Armed Services or the Texas National Guard. Acceptable documentation: Documentation from branch. Documentation will be held at the campus level.
 - a. **Attendance Code 8**

8. The student or the student's child has a face to face appointment with a health care professional licensed, certified, or registered by an appropriate agency of the State of Texas ¹ to practice in the United States during regular school hours, if the student begins classes **OR** returns to class on the same day of the appointment. Acceptable documentation: Signed note from the US licensed health care professional. Documentation will be held at the campus level.

- a. **Attendance Code O (Student)**
- b. **Attendance Code K (Student's Child)**

9. Is in his or her junior or senior year of high school and misses school for the purpose of visiting an institution of higher education. Visits do not exceed two (2) school days during a student's junior year and 2 days during a student's senior year. Travel days are not included. Acceptable documentation: Dated program/ticket/brochure/letter. Signed parent note verifying campus visit.

- a. **Attendance Code 3**

10. Is absent from school for the purpose of serving as a student early voting clerk, election clerk or student election clerk. Acceptable documentation: Signed documentation from the district/city/county/federal election clerk.

- a. **Attendance Code 5**

11. Is absent from school for the purpose of appearing at a governmental office to complete paperwork required in connection with the **student's** application for US citizenship and/or taking part in the **student's own** US naturalization **oath ceremony**, including travel for that purpose. Acceptable documentation: Copy of application/oath signed by appropriate government official.

- a. **Attendance Code 4**

12. Is absent to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. The district is required to excuse up to 5 days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment. Acceptable documentation: Copy of official orders and/or signed letter from appropriate commanding officer.

- a. **Attendance Code 7**

13. Student placed in Juvenile Detention. Acceptable Documentation: Documentation of placement and Attendance/ Instructional Services Log.

- a. **Attendance Code R**

¹You can access the Texas Medical Board's searchable database of licensed physicians at http://reg.tmb.state.tx.us/OnLineVerif/Phys_NoticeVerif.asp.

B. A student may be excused for temporary absences resulting from any cause listed below. **Funding is not generated.** Acceptable documentation: 1) A note describing the reason for the absence signed by the student's parent or guardian. If the student is 18 or older, or has been declared by the court to be an emancipated minor, student may sign in place of the parent or guardian 2) a signed note by a doctor and/or 3) a discipline referral. Documentation will be held at the campus level.

- a. **Attendance Code E Excused**
- g. **Attendance Code V Suspended (OSS)**
- h. **Attendance Code Q Awaiting Services (Homebound/ Juvenile)**

C. The remaining codes are used for students who are on campus, but not in their assigned classroom when attendance is taken. Funding may be generated.

Acceptable documentation:

- 1) Attendance Correction Request Form
- 2) Verified and signed testing rosters from the campus testing coordinator and/or
- 3) Signed and verified rosters from the ISS teacher with copy of discipline referral

- a. **Attendance Code P Present**
- b. **Attendance Code W ISS (In School Suspension)**
- c. **Attendance Code Y D-Hall (Lunch Period ONLY)**

C. Students who bring documentation for an absence that does not meet the description of the attendance codes listed in the above sections **A, B or C.**

- a. **Attendance Code A - Unexcused Absent Without Documentation**
- b. **Attendance Code U - Unexcused Absent With Documentation**

Absence Reason Codes

Reason Codes are to be used with appropriate attendance types code.

Tardies

For official attendance accounting and FSP purposes, "tardies" do not exist (SAAH, Section 3.6.8) Excessive Tardies cannot be accumulated and converted to an absence.

Tardies are **not** posted in the funding period.

Daily Attendance Reconciliation

In order to ensure that all attendance records are accurate, the Day Summary report must be reconciled with all other attendance documentation. Each day in a six week period must be reconciled prior to submitting the Attendance Verification Form for that six week period. To reconcile daily attendance, the Day Summary report must be cross-referenced with the attendance documentation listed below.

- Sign in/Sign out Logs
- Attendance Worksheets from substitutes
- Nurse's Logs
- Main Office Visit Logs
- Counselor Logs
- Discipline Logs
- Class Admit Slips
- Attendance Correction Request Forms
- Field Trip Rosters
- Homebound Log
- Parent Notes
- Doctor Notes
- Suspension Notifications
- Any other documentation that supports the attendance for the day

Six Week Attendance Verification

Your district should balance all attendance reports by six week period to ensure that all reports match. **If any attendance data are changed in the accounting system for a six week period whose information previously balanced, new reports must be generated and balanced.** Such changes should be documented.¹⁵ New reports reflecting the changes will be generated at the end of each semester.

Six Week Attendance Reconciliation Verification

Before the Attendance Reconciliation Verification Signature Form can be submitted for a six week period, the following tasks must be completed:

- Verify that all student notes have been entered into Skyward, and notes have been filed by date of absence.
- Day Summary reports have been generated and reconciled with all supporting documentation, including, but not limited to, Main Office Visit Logs, Discipline Office Logs, etc.
- Generate and review the Daily Register report for reasonableness. Make any necessary corrections and regenerate corrected report (will be monitored).
- Generate and review the Contact Hours Report for reasonableness. Make any necessary corrections and regenerate corrected report (will be monitored).

Daily Register Report

Each six-week reporting period, the campus personnel responsible for ensuring student attendance accounting codes are correct should generate Student Detail Reports and review them for reasonableness.¹⁶

District Summary Report

District Summary Reports should be generated each six week reporting period and reviewed by the superintendent or the superintendent's designee. The person reviewing the report should do the following:

- Scrutinize regular attendance totals and special program attendance totals based on approximate membership.
- Investigate all data totals that have an exceptionally high value or a value of zero.
- Compare current year totals to prior year totals to detect unreasonable differences.¹⁷

Upon receipt of the Attendance Verification Signature Forms from each campus, the PEIMS Department will generate the District Contact Hours Report in Skyward and provide to the superintendent and/or his designee.

¹⁶ 2021-2022 StudentAttendanceAccountingHandbook,Section2.3.1

¹⁷ 2021-2022 StudentAttendanceAccountingHandbook, Section 2.3.3

Maintaining Records

At the end of each year, all records associated with the official attendance period (including daily teacher logs, six-week reports, semester reports, notes from parents, documentation from principals/ counselors/nurses/ doctors/ dentists, sign-in/sign-out sheets, Attendance Correction Request Forms, etc.) will be boxed and clearly marked for storage in the District Warehouse. The documentation will be retained for five years for auditing purposes.

WITHDRAWAL PROCEDURES

Non-Attendance/Whereabouts Unknown

According to FEA (LOCAL), SFDRCSID may initiate withdrawal of a student under the age of 19 for non-attendance under the following conditions:

1. The student has been absent for ten **consecutive** school days; **and**
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

Student Services will determine final student status for withdrawals under the above conditions. Once it has been determined that the student's whereabouts are unknown, and proper documentation has been received, **Student Services** will withdraw the student with a **Code UNK, which will convert to PEIMS Code 98 – Dropout**. The effective withdrawal date is the day after the 10th consecutive day or the day paperwork from the campus was submitted to Student Services for final determination, whichever is later.

There is no district policy in place allowing for the withdrawal of students for nonattendance.

Not Entitled to Enrollment

Students not entitled to enrollment will be withdrawn by **Student Services** with a **Code 83** after due process has been afforded and all documentation is in place.

Temporary Absences and Withdrawal

The District must **not** withdraw a student who is temporarily absent (for example, as a result of illness or suspension) but still a member of the district (SAAH, Section 3.4.2)

3.4 Withdrawal Procedure

Your district should withdraw a student from the attendance accounting system on the date your district becomes aware the student is no longer a member of the district. With proof of enrollment in a different district or campus, retroactive withdrawals are permitted to the day a student enrolled in another school. Your district must update all attendance accounting records affected by such a change. (See also 3.3.5 Entry and Reentry Dates.)

If a student withdraws before attendance is taken, the withdrawal date is that day. If a student withdraws after attendance is taken, the withdrawal date is the next school day. A student is not in membership on the withdrawal date. Deletion of attendance records will be completed at the district level with proper documentation.

Withdrawal Information: ST/TB/EW/EW (Student-Tab-Entry/With-Withdraw)

When withdrawing a student, please leave the Default Entity as YES.

Enter Code for withdrawal and Comment to note where student is moving to (include city, state, and name of school if available). Make sure Settings are set to Inactive for Current and Next Year Status.

For additional steps on the withdrawal process, please see page 43.

The screenshot shows a web form with a pink background. At the top, there are two buttons: "Expand All Sections" and "Collapse All Sections". Below them is a section titled "Entry Information" with a plus sign icon. Underneath is a section titled "Withdrawal Information" with a minus sign icon. This section contains several fields: "* School Yr:" with a dropdown menu set to "2012"; "* Date:" with a date picker set to "12/01/2011"; "Advanced:" with a dropdown menu set to "No"; "Retained:" with a dropdown menu set to "No"; "Default Entity:" with a dropdown menu set to "Yes"; "* Code:" with a dropdown menu; and a "Comment:" text area. Below these are two more dropdown menus: "Wth Code 2:" and "Wth Code 3:". To the right of the "Withdrawal Information" section are four buttons: "Save", "History", "Defaults", and "Back". Below the "Withdrawal Information" section is a section titled "Settings" with a minus sign icon. This section contains several radio buttons and checkboxes: "Current Year Status:" with "Active" and "Inactive" options ("Inactive" is selected); "Next Year Status:" with "Active" and "Inactive" options ("Inactive" is selected); a checked checkbox for "Include in Honor Roll"; a checked checkbox for "Include in Rank"; and a checked checkbox for "Current year Member". At the bottom left of the form, there is a note: "Asterisk (*) denotes a required field".

PLEASE NOTE:

When withdrawing a student, the following programs in **Special Program Withdrawal/Enrollment** should not be withdrawn: *Sp Ed, Bil/ESL, GT and PK.*

Program Departments need to be contacted when student is withdrawn.

This screenshot is similar to the one above but with the "Student Program Withdrawal/Enrollment" section expanded. The "Withdrawal Information" section is the same. The "Settings" section is also the same. The "Student Program Withdrawal/Enrollment" section has a minus sign icon and contains a paragraph of text: "This program allows you to automatically withdraw students from their currently enrolled programs with the same withdrawal date specified on the entry withdrawal record. For all programs / classifications selected, the withdrawal date and any other withdrawal elements pertaining to the records will be filled in, and a withdrawal date of 02/02/2012 will be used." Below this is a "NOTE": "NOTE: This student is still enrolled in another entity. Programs and classifications are not entity specific, so it is allowable not to select anything if the classifications are still appropriate for this student." At the bottom of this section is a table with two columns. The first column lists programs: "Gifted & Talented", "Special Ed", and "Programs/Related Services - SP". The second column contains buttons: "Add", "Remove", "Add All", and "Rem All". At the bottom left of the form, there is a note: "Asterisk (*) denotes a required field".

Checklists

Attendance Secretary Daily Checklist

For auditing purposes, the following documentation and any other supporting information must be maintained in the Daily Attendance Folder.

- Make sure an Attendance Worksheet is returned for every absent teacher (for all course/sections). Use these paper rosters to enter appropriate attendance data through Entry by Class or Activity. All Attendance Worksheet's from substitutes must be signed and dated by the person that took attendance.
- Make necessary changes in Skyward based on parent notes, doctor notes, office visit reports, etc. All excuses are filed in student excuse folder.
- Generate a Day Summary/Multi-Period Attendance report, and reconcile the daily attendance report with all supporting documentation for that day.
- Generate a Recorded Class Attendance Report
- Generate an Unrecorded Class Attendance Report for all periods
- After all attendance entries and corrections have been made in Skyward, run the final Day Summary report/Multi-Period Attendance report.
- Enter any homebound attendance from the Homebound Attendance Log.

Attendance Secretary Weekly Checklist

For reconciliation purposes, generate and review the reports:

- On the first day of each week, generate a current set of Attendance Worksheets and save to your desktop. In the event of an internet outage, these rosters will be printed for manual attendance recording.
- Teacher Class Summary report every other week to review attendance entered from previous week.
- Blank Schedules Report (ghost students).

Attendance Secretary Six Week Checklist

- Verify that all student notes, office visit reports and other documentation have been entered into Skyward.
- Verify that all Day Summary reports have been reconciled.
- Verify that all daily folders and weekly folders are complete and in order. For auditing purposes, save the following by 6-week period:
 - Generate and verify the Discipline/Attendance Reconciliation report.
 - Generate and verify the Perfect Attendance report.
 - Generate and verify the Daily Register report.
 - Generate and verify the Contact Hours report.
 - Attendance Verification Signature Form

Once all necessary changes have been made, generate a final Perfect Attendance report, Daily Register Report and District Summary Report and retain in the attendance audit box. Complete the Attendance Reconciliation Verification Signature Form, retain the original in the attendance audit box and email a copy to Assessment and Accountability.

Documentation Retention

General Audit Requirements

Your district must make available and provide to the Financial Compliance Division of TEA copies of all required attendance records **within 20 working days** of the agency's written request. Failure to provide all required attendance records (specific program[s], grant[s], or both) will result in TEA's retaining 100 percent of your district's FSP allotment for the undocumented attendance for the school year(s) for which records have been requested.¹⁸

The following documentation is retained in the attendance audit box for five years:

- Attendance Worksheets
- Daily Register Report
- Attendance excuse notes
- Office Visit Reports
- Homebound attendance logs
- Any other supporting documentation to justify attendance entries and/or changes
- Contact Hours Report
- Attendance Verification Form
- Perfect Attendance Report

¹⁸

2021-2022 StudentAttendanceAccountingHandbook Section 2.1

CODES

LEAVER REASON CROSSWALK 2021-2022

Students who drop out for the following reasons in 2019-2020 will be reported in the 2020- 2021 PEIMS Fall Submission 1 under the 2020-2021 PEIMS Data Standards.

Code	Short Description	Long Description	State Code
01	GRADUATED	STUDENT GRADUATED	01
03	STUDENT DIED	STUDENT DIED	03
08	PREGNANCY	PREGNANCY	
16	DOC-HOME COUNTR	DOC OF RETURN TO HOME COUNTRY	16
20	MEDICAL INJURY	MEDICAL INJURY	
24	COLLEGE-DEGREE	COLLEGE-WORK TOWARD DEGREE	24
33*	STATUS CHANGE	STATUS CHANGE	
40	IN DIST TRANS	IN DISTRICT TRANSFER	
44	NO SHOW	NO SHOW	
50	SPECIAL PRG	SPECIAL PROGRAM DISMISSAL	
60	HOME SCHOOLING	CURRENTLY BEING HOME SCHOOLED	60
66	REMOVED BY CPS	REMOVED BY CPS;NO CURRENT INFO	66
78	EXPELLED	THROUGHOUT TERM OF EXPULSION	78
79	AFTER EXPULSION	DID NOT RETURN AFTER EXPULSION	98
80	OTHER TX DIST	ENROLLED OTHER TX DISTRICT	
81	ENROLLED PRVT	TX PRVT/JOB CORPS DIPL PRGM	81
82	SCH OUTSIDE TX	ENROLLED IN SCH OUT TX	82
83*	ADMIN WITHDRAW	NOT ENTITLED TO ENROLLMENT	83
85	GRAD OUT TX RET	GRADUATE OUT TX-RETURN LEFT	85
86	GED OUTSIDE TX	GED OUTSIDE TEXAS	86
87	ENROLL UNIV HS	ENROLL UNIVERSITY HS DIPLOMA	87
88	COURT ORDER	COURT ORDER TO GED PROGRAM	88
89	INCARCERATED	INCARCERATED IN ST JAIL OR FED	89
90	NON TEXAS GRAD	GRAD FROM OTHER STATE-MIITARY	90
98	DROPOUT	DROPOUT	98
ADV*	ADVANCED	ADVANCED 1 OR MORE GR LEVELS	
ATN	POOR ATTENDANCE	POOR ATTENDANCE – Head Start Only	98
IRP*	INCOM REG PRO	INCOMPLETE REGISTRATION PROCESS	
NPE*	NOT ELIGIBLE	DOES NOT MEET PRGM ELIGIBILITY	
RET*	RETAINED	RETAINED FROM PREVIOUS YR	
SSE	SUMMER SCH END	SUMMER SCHOOL END	
UNK*	WHEREABOUTS UNK	WHEREABOUTS UNKNOWN	98
WLI*	WAIT LIST IDENT	WAIT LIST IDENTIFIED	
YE	YEAR END	YEAR END	

ABSENCE TYPE CODES 2021 - 2022

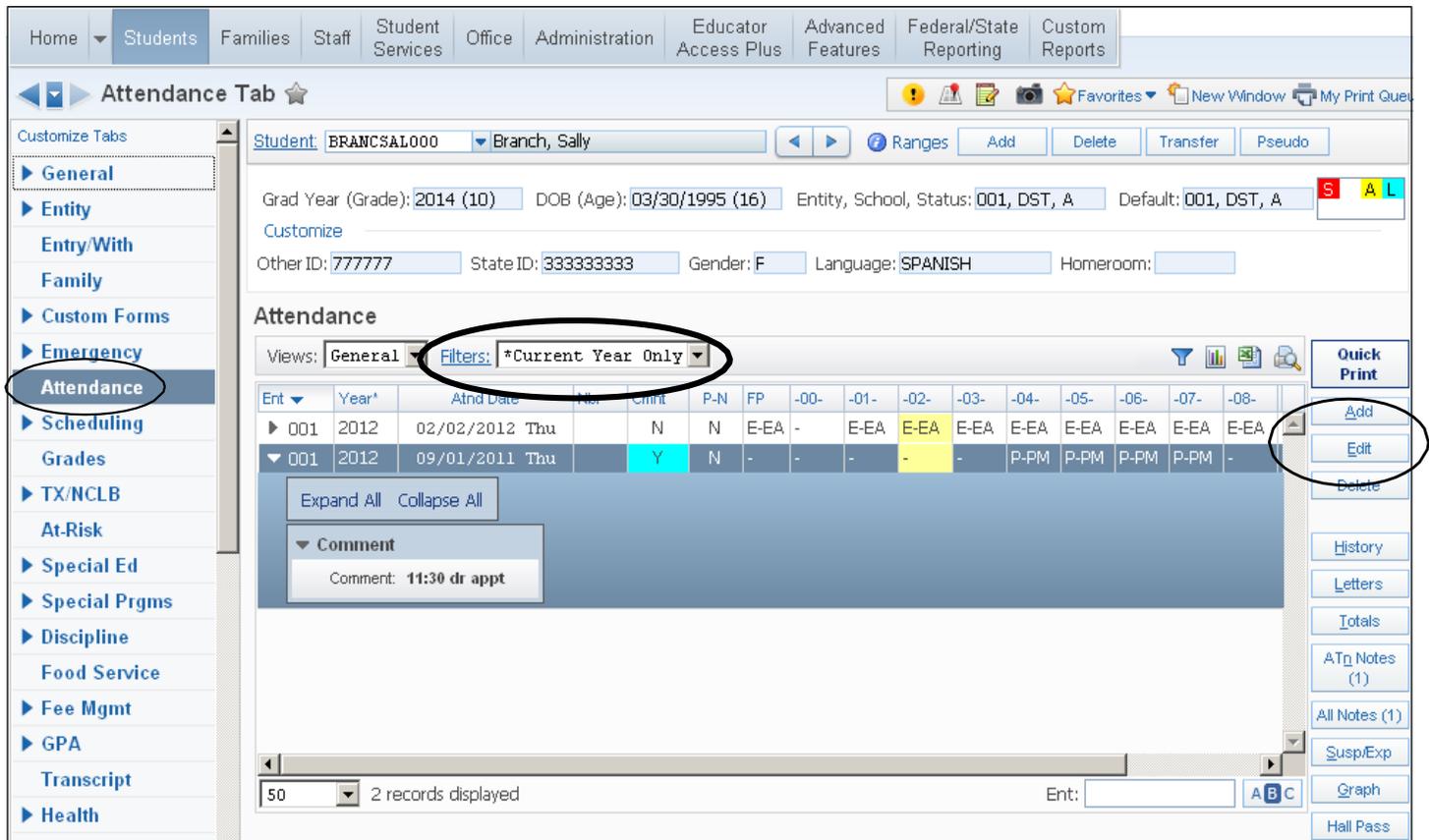
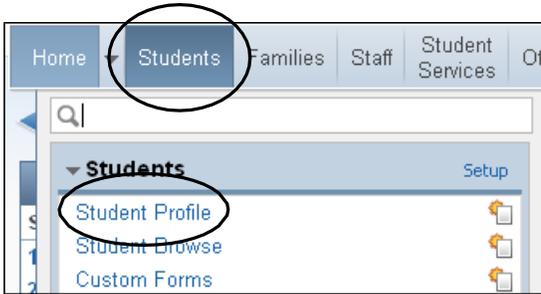
Type Code	Short Description	Long Description	Category	Count in Truancy	Include in Total Attend.	Affects Funding
1	PLAYING OF TAPS	PLAYING OF TAPS AT MILITARY	Excused	N	Y	N
3	VISIT HIGHER ED	VISIT HIGHER ED. INSTITUTION	Excused	N	Y	N
4	CITIZENSHIP	CITIZENSHIP/PAPERWORK/CEREMONY	Excused	N	Y	N
5	ELECTION CLERK	ACT AS ELECTION CLERK	Excused	N	Y	N
7	MILITARY	ACTIVE DUTY LEAVE/DEPLOYMENT	Excused	N	Y	N
8	ENLIST ACTIVITY	PURSUE ENLISTMENT ACTIVITY 17+	Excused	N	Y	N
9	VAC	VOCATIONAL ADJUSTMENT CLASS	Excused	N	N	N
A	ABSENT	NON-SCHOOL RELATED-NO DOCUMENT	Unexcused	Y	Y	Y
E	EXCUSED	EXCUSED ABSENCE	Excused	N	Y	Y
H	4-H	4-H (W/PROPER DOCUMENTATION	Excused	N	N	N
I	HOLY DAYS	HOLY DAYS W/ DOCUMENTATION	Excused	N	Y	N
J	COURT	COURT (W/DOCUMENTATION)	Excused	N	Y	N
K	APPNT STU CHILD	MED APPNT STU CHILD TEMP ABS	Excused	N	Y	N
M	MENTORSHIP	MENTORSHIP PROGRAM	Excused	N	N	N
O	MED APPNT W/DOC	MED APPNT W/DOC TEMP ABS	Excused	N	Y	N
P	PRESENT	PRESENT	Other	N	N	N
Q	AWAITING SVCS	AWAITING SERVICES	Excused	N	Y	Y
R	JUVENILE DETENTION	JUVENILE DETENTION	Excused	N	N	N
T	TARDY	TARDY	Tardy	N	N	N
U	UNEXCUSED	UNEXCUSED ABSENCE w/DOCUMENT	Unexcused	Y	Y	Y
V	OSS	OSS	Excused	N	Y	Y
W	ISS	ISS	Excused	N	N	N
X	HOMEBOUND/CEHI	HOMEBOUND/CEHI W/DOCUMENTATION	Excused	N	N	N
Y	D-HALL	LUNCH PERIOD ONLY (SFMMMS)	Excused	N	N	N
Z	SCHOOL TRIP	UIL/FIELD TRIP	Excused	N	N	N

**ABSENCE REASON CODES
2021-2022**

Reason Code	Short Description	Long Description	Category	Family Access
48	PARENT NOTE	PARENT NOTE REC'D AFTER 48 HRS	Unexcused	N
AA	ADMIN APPROVAL	ADMINISTRATOR APPROVAL ABSENCE	Excused	N
AD	ADMINISTRATOR	DISTRICT/CAMPUS ADMINISTRATOR	Excused	N
AP	AP TESTING	ADVANCED PLACEMENT TESTING	Excused	N
AT	ATHLETIC	ATHLETIC UIL	Excused	N
CC	COUNSELOR	DISTRICT/CAMPUS COUNSELOR	Excused	N
CV	COVID	COVID W/ DOCUMENTATION	Excused	N
DF	DEATH IN FAMILY	DEATH IN FAMILY	Excused	Y
DO	DISC OFFICER	CAMPUS DISCIPLINE OFFICER	Excused	N
DR	DOCTOR NOTE	US PHYSICIAN-PROVIDED EXCUSE	Excused	N
EX	EXEMPT FINAL EX	EXEMPT FROM FINAL EXAM	Excused	N
FA	FINE ARTS	FINE ARTS UIL (BND,CHR,THTR)	Excused	N
FI	FAMILY ILLNESS	IMMEDIATE FAMILY ILLNESS	Excused	Y
FN	FUNERAL	FUNERAL	Excused	Y
HB	HOMEBOUND	HOMEBOUND	Excused	N
IL	ILL	PERSONAL ILLNESS	Excused	Y
JV	JUVENILE DET	JUVENILE DETENTION	Excused	N
LA	LOCAL ASSESSMEN	LOCAL ASSESSMENT	Excused	N
MC	CARE OF MINOR	CARE OF MINOR CHILD	Excused	Y
NU	NURSE	DISTRICT/CAMPUS NURSE	Excused	N
PR	PERSONAL	PERSONAL ABSENCE	Unexcused	Y
QU	QUARANTINED	QUARANTINED	Excused	N
SA	STATE ASSMNT	STAAR/EOC TESTING	Excused	N
SC	SCHOLASTIC	SCHOLASTIC UIL	Excused	N
SE	IEP	IEP	Excused	N
SP	SP PRGM TESTING	TESTING (SPED, BIL, GT, ETC)	Excused	N
SR	SENIORS CLEARED	SENIORS THAT HAVE CLEARED	Excused	N
TP	TELPAS TESTING	TELPAS TESTING	Excused	N
TU	TCHR UNAVAILABL	HMBND TCHR UNAVAILABLE	Excused	N
VA	VACATION	VACATION-PERSONAL ABSENCE	Unexcused	Y
VC	VAC	VOCATIONAL ADJUSTMENT CLASS	Excused	N
WE	WEATHER	WEATHER EVENT	Excused	Y
WT	TEACHER	WITH TEACHER	Excused	N

ENTERING ATTENDANCE

Attendance Entry from Student Profile



Set Filter to display Current Year Only

Click the **Add** button to enter absences for a student. Select an existing absence record and click the **Edit** button to change an absence type code with supporting documentation.

Expand () the absence record to view comments for that date. **Note:** The period that is designated as the funding period for that date will be highlighted.

Click the **Totals** button to view the total days in membership, total days present, total unexcused absences and total excused absences

Click **Atn Notes** button to enter a note regarding overall attendance for the student. The number in parenthesis indicates how many notes are on file for the student.

Student Information

* Student: BRANCSAL000 Branch Sally
 Status: Active
 Entity: 001 MEMORIAL H S
 School: DST DAEP
 Calendar: 001 MEMORIAL HS
 Advisor: Shults, Madelaine
 Phone Number: (832) 555-1234
 Homeroom:
 Grad Year - Grade: 2014 - 10
 Student Type: R

Attendance to Add

Periods to fill: 1 to 7 Fill with: Absence Type E Absence Reason EI
 * Start Date: 03/27/2012 Tuesday
 * End Date: 03/27/2012 Tuesday
 Periods: -00- -01- -02- -03- -04- -05- -06- -07- -08- -09-
 * Attendance: - E-EI E-EI E-EI E-EI E-EI E-EI E-EI - -
 Comment: Sally has the flu
 Parent Notified

Attendance for Branch Sally

Atnd Date	Cmnt	P-N	FP	-00-	-01-	-02-	-03-	-04-	-05-	-06-	-07-	-08-	-09-
02/02/2012 Thu	N	N	E-EA	-	E-EA	-							
09/01/2011 Thu	Y	N	-	-	-	-	-	P-PM	P-PM	P-PM	P-PM	-	-

2 records displayed

Secondary campuses will have multiple periods of attendance to enter. Elementary campuses will have only one period to enter (period 02).

Be sure to use the Tab key to move through the screen so no information is omitted.

Periods to Fill : Enter the periods the student is to be marked absent. For elementary it will be just one period for daily attendance as indicated above. For secondary schools it can be from one to how ever many periods the campus has classes assigned.

Absence Type: Select an Absence Type by clicking on the button and selecting the appropriate absence.

Absence Reason: Select the Absence Reason button to get the list of reasons and select the reason appropriate for the absence type (see chart at the beginning of this document).

Start and End dates: Enter the appropriate date range. It can be one day or a range of dates.

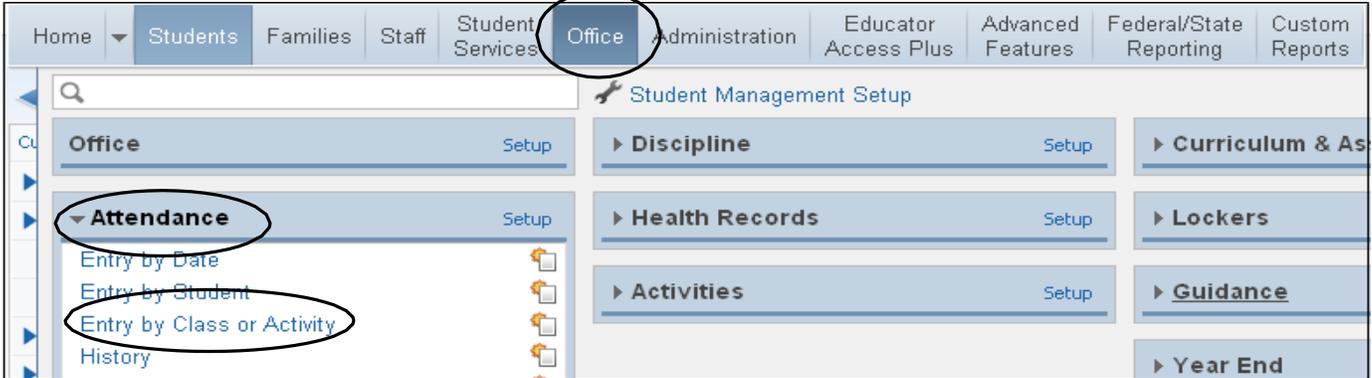
Attendance: The Absence Type and Absence Reason will default into these fields based on the information you have entered.

Comment: Enter any appropriate comment as needed. Do **NOT** use punctuation.

When complete, click the **Save and Add Another** button (if additional entries need to be made) or click the **Save and Back** button to enter a single attendance record.

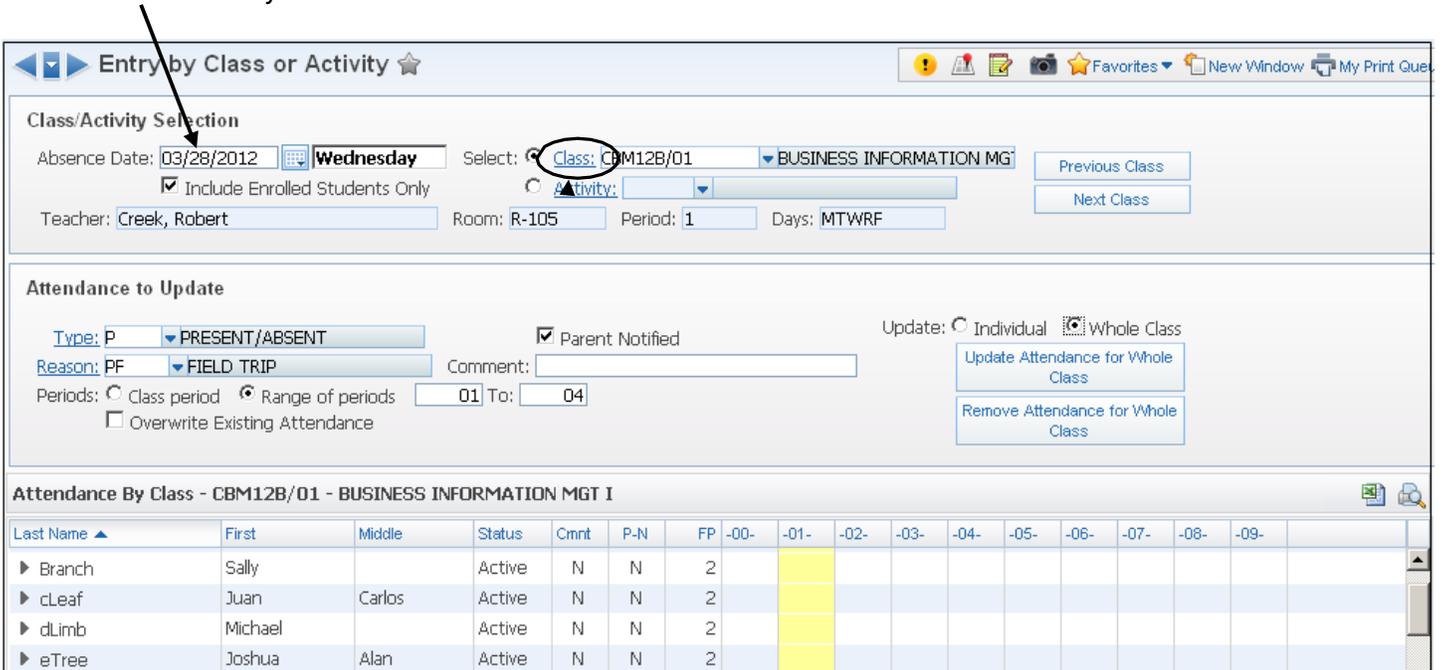
Note: Changing a reason does not change the type. You must have the correct absence type in order for the absence to be reported to PEIMS correctly.

Use this process when entering attendance for a substitute or if it is necessary to update an entire class. You could also use this module for entering absences for students on a field trip or school activity.

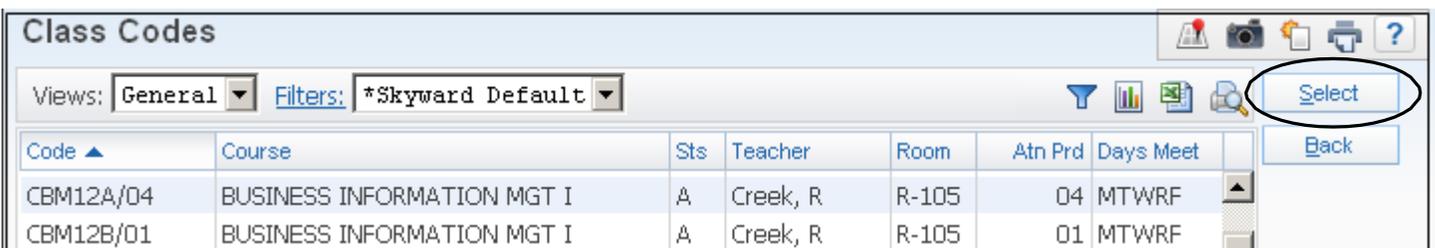


Complete the following information on the attendance screen:

Absence Date - verify it is for the correct date of attendance



Select the class needed by clicking the **Class** link and selecting the class from the list.



Note: ..You can search for a course by entering the course id in the field at the bottom right corner labeled "Code". Or you can begin typing the course in the Class field which will bring up a list from which to select.

Complete the following information:

1. Select **Include Enrolled Students Only**
2. Enter the **Absence Type** and **REASON**
3. Select **Whole Class** if entering attendance for a field trip. Select **Individual** if entering attendance taken by a substitute.
4. Select **Class Period** or **Range of Periods** to update
5. De-Select **Overwrite Existing Attendance**
6. Select **Update Attendance for Whole Class**.

2-Enter the Absence Type and Reason

1-Be sure Include Enrolled Students Only is selected

3-Select Whole Class

5-De-select Overwrite Existing Attendance

4-Enter the Period or Periods to update

6-Click Update Attendance for Whole Class

Class/Activity Selection

Absence Date: 03/28/2012 **Wednesday** Select: Class: CBM12B/01 BUSINESS INFORMATION MGT Activity:
 Include Enrolled Students Only
 Teacher: Creek, Robert Room: R-105 Period: 1 Days: MTWRF

Attendance to Update

Type: **PRESENT/ABSENT** Reason: **FIELD TRIP** Comment:
 Update: Individual Whole Class
 Overwrite Existing Attendance

Attendance By Class - CBM12B/01 - BUSINESS INFORMATION MGT I

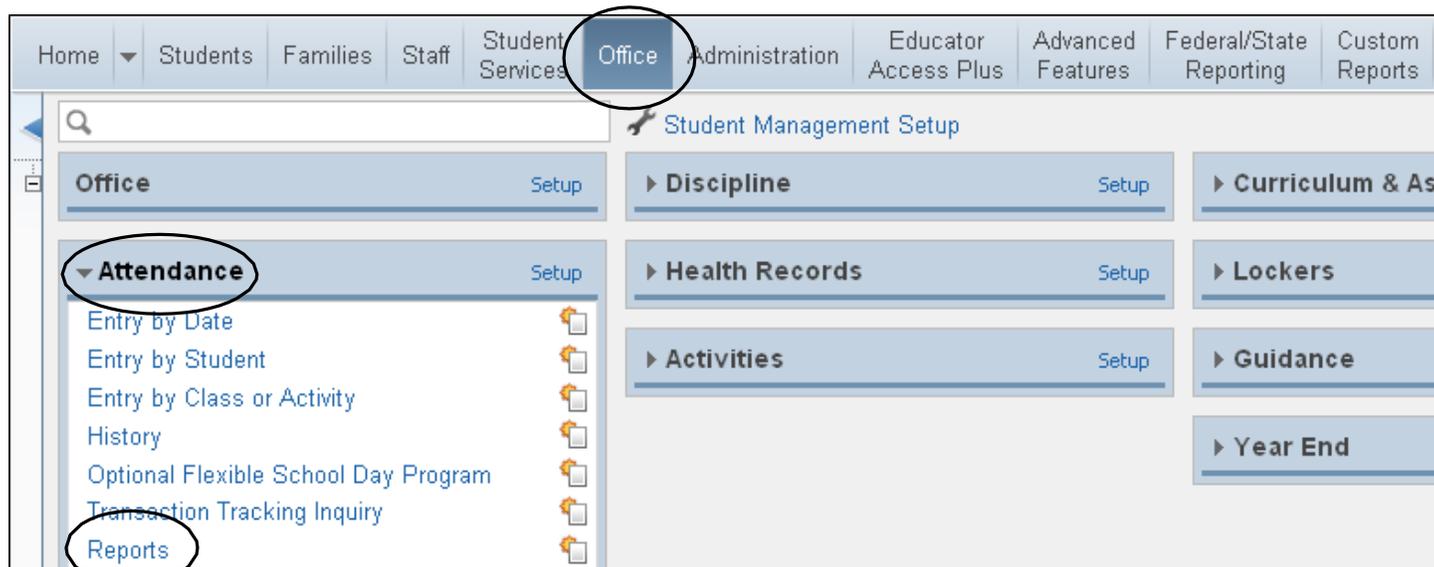
Last Name	First	Middle	Status	Cmnt	P-N	FP	-00-	-01-	-02-	-03-	-04-	-05-	-06-	-07-	-08-	-09-
Branch	Sally		Active	N	N	2										
cLeaf	Juan	Carlos	Active	N	N	2										
dLimb	Michael		Active	N	N	2										
eTree	Joshua	Alan	Active	N	N	2										

Note: If certain students in the mass change need a different absence type and reason, go to the Attendance by Student module and make the change for the individual student.

REPORTS

Unrecorded Class Attendance Report - WS\OFAT\REVAR\DR\UC

Run this report daily a few minutes after snapshot attendance has been submitted for the funding period. Anyone appearing on the report should be reminded to submit attendance. For teachers that are absent document on the form. Run report again 10 minutes after snapshot.



Click the **Add** button to create an Unrecorded Class Attendance Report.

The screenshot shows the 'Unrecorded Class Attendance Report Maintenance' form. It has two main sections: 'Template Settings' and 'Report Options'.
Template Settings:
 * Template Description: Today's Unrecorded Class Att (highlighted)
 Share this template with other users in entity 001
 Print Greenbar
 Buttons: Save, Save and Print (circled), Back
Report Options:
 Specific Date Range
 Starting Date: 03/29/2012
 Ending Date: 03/29/2012
 Today Less number of School Days: 0
 Starting Period: 02
 Ending Period: 02
 Report Type: Both Computer Scansheet
 Print classes for which no scansheet was printed
 Asterisk (*) denotes a required field

Template Description: Name your report. Click the box to share with other users. Click the box to print the report as Greenbar.

Report Options:

Enter the specific date range for which you want to run the report. Dates will automatically update to today's date. You do not have to change dates each time in the template.

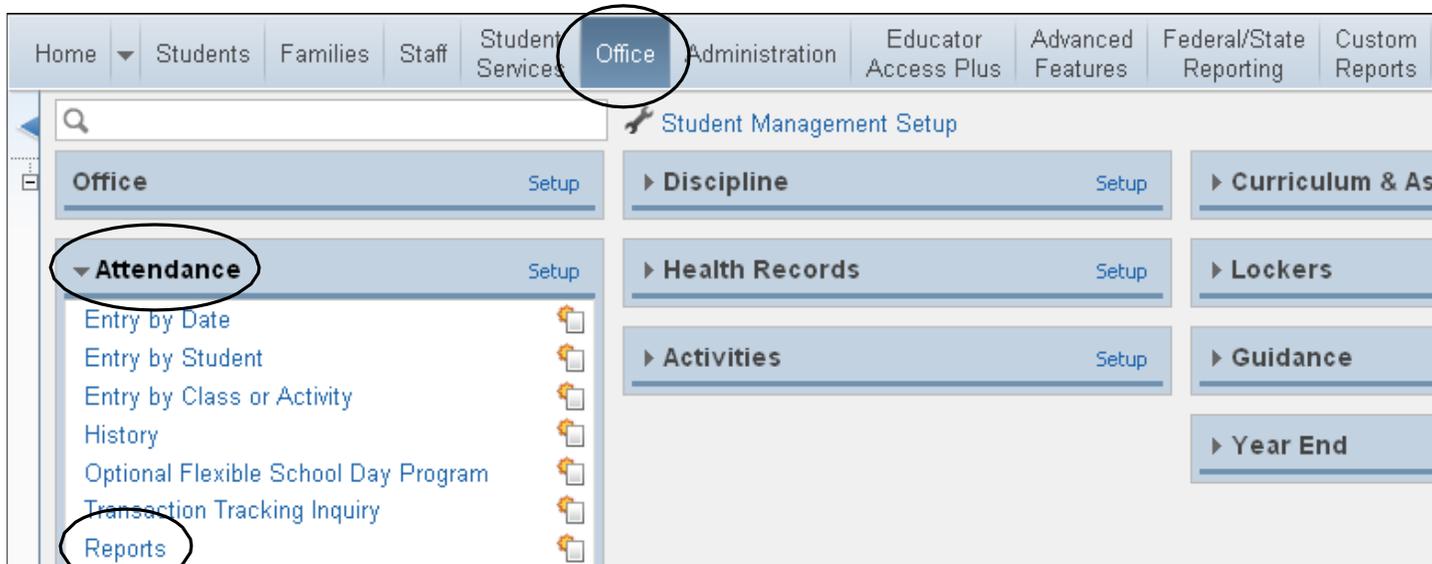
Enter the period range for which you want to print the report. Elementary period range is 02 to 02.

Select Both for Report Type.

Click the **Save and Print** button.

Note: Be sure to change the period range from the default (00-40). Running the report for this large of a range increases processing time.

Run this report daily after attendance has been submitted for the funding period. This is a list of teachers that have submitted their attendance. Keep a copy of this report for the daily attendance reconciliation documentation.



Click the **Add** button to create a Recorded Class Attendance Report.

Recorded Class Attendance

Template Settings

* Template Description:

Share this template with other users in entity 125

Print Greenbar

Recorded Class Attendance

Date: Specific Date Range to

Today Less Number of School Days

Print Course/Section Details

Starting Period:

Ending Period:

Check Spelling

Save

Save and Print

Back

Asterisk (*) denotes a required field

Template Description: Name your report. Click the box to share with other users. Click the box to print the report as Greenbar.

Report Options:

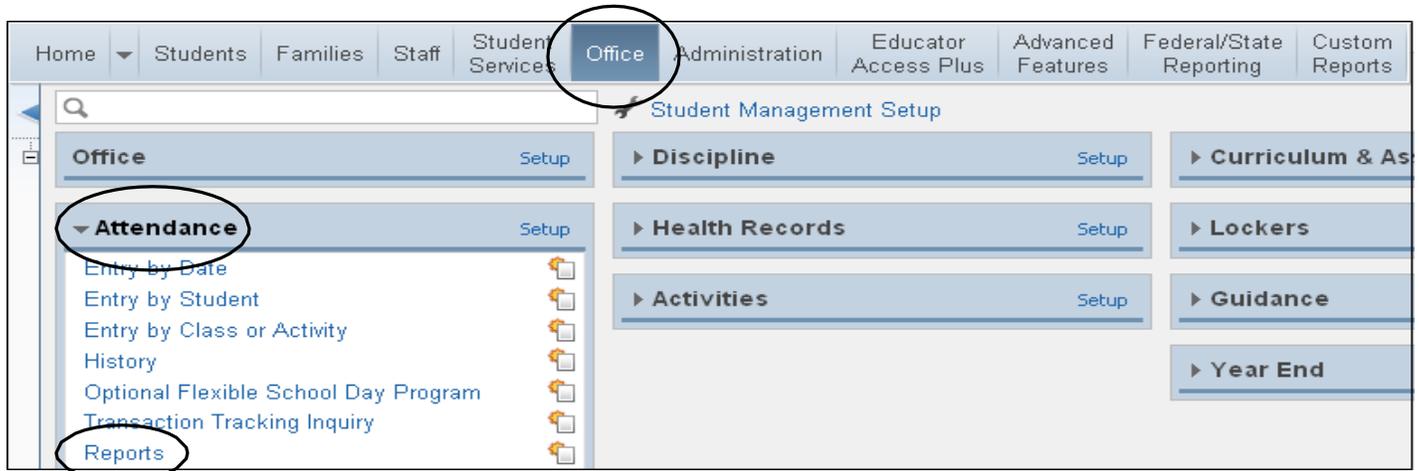
Enter the specific date range for which you want to run the report. Dates will automatically update to today's date. You do not have to change dates each time in the template.

Enter the period range for which you want to print the report. Elementary period range is 02 to 02.

Click the **Save and Print** button.

Note: Be sure to change the period range from the default (00-40). Running the report for this large of a range increases processing time.

Use this report to print attendance for one day. Use for a 'call' report if you are going to call parents whose child is not there.



Click the **Add** button to create a Day Summary Report.

Template Description : Name your report. Click the box to share with other users. Click the box to print the report as Greenbar.

Report Ranges:

Select By Date and then click Specific Date and enter the date for your report.

Attendance period fields: Enter the Funding Period for your campus. (02-02 for Elementary Campuses)

Student Status: Select Active unless running for a prior date, then, select Both.

Select the Absence Types for which you want to run the report by clicking the **Absence Types** button.

Report Options:

Select what type of report you want to run.

Printing Options:

Select the fields that you want printed on the report. Be sure to check Print Confidential Phone Numbers so that unlisted numbers print on the report.

Print Attendance Detail: Select the attendance that you want printed.

Print Guardian's Name: Select how you want the Guardian name printed.

Name Format: Last Name/First Name is the default. Click the **Save and Print** button.

Absence Type Selection

Available Excused Types

- E - 4-H (w/proper documentation)
- V - OSS
- X - Homebound/CEHI w/Documentation
- Y - LUNCH PERIOD ONLY
- Z - UIL

Selected Excused Types

- B - ILL - Full Day Absence
- C - Funeral
- F - Immediate Family Illness
- G - Death in Family
- H - ADMIN PERMISSION
- I - Holy Days w/documentation
- J - Court (w/documentation)

Available Unexcused Types

Selected Unexcused Types

- A - Non School Related/Personal

Available Tardy Types

- T - Tardy

Selected Tardy Types

Available Other Types

- P - Present

Selected Other Types

Save
Back

When you click the **Absence Type** button, you will need to select the absence types for which you want to run this report.

Highlight the Absence Type in the 'Available Box' and click the **Add** button. The type you highlighted will be moved to the 'Selected Box'. When all types have been selected, click the **Save** button.

Note: To add all types to the 'Selected Box', click the **Add All** button.

To remove a type from the 'Selected Box', highlight the type you want removed and click the **Remove** button.

To remove all types from the 'Selected Box', click the **Remove All** button.

ABSENT DATE: 01/27/2015

STUDENT	GR	NOTES	FP	1	2	3	4	5	6	7	8	9	PN
CANTU, JOSHUA	08		2	-	W	-	-	-	-	-	-	-	N
COLUNGA, CAITLAN	08		2	-	W	-	-	-	-	-	-	-	N
GARCIA, JOSE JR.	08		2	-	W	-	-	-	-	-	-	-	N
GARZA, ADRIAN	08		2	-	W	-	-	-	-	-	-	-	N
GARZA, ANDRU	08		2	-	W	-	-	-	-	-	-	-	N
GARZA, HECTOR	08		2	-	W	-	-	-	-	-	-	-	N
GONZALES, ANDREW	08		2	-	W	-	-	-	-	-	-	-	N

Print Attendance Detail

All Periods in Day Only Periods in Range
 All Types in Day Only Types used for Selection

Displays only selected period postings.

05.14.10.00.02 Day Summary (Morning Report) 3:40 PM

ABSENT DATE: 01/27/2015

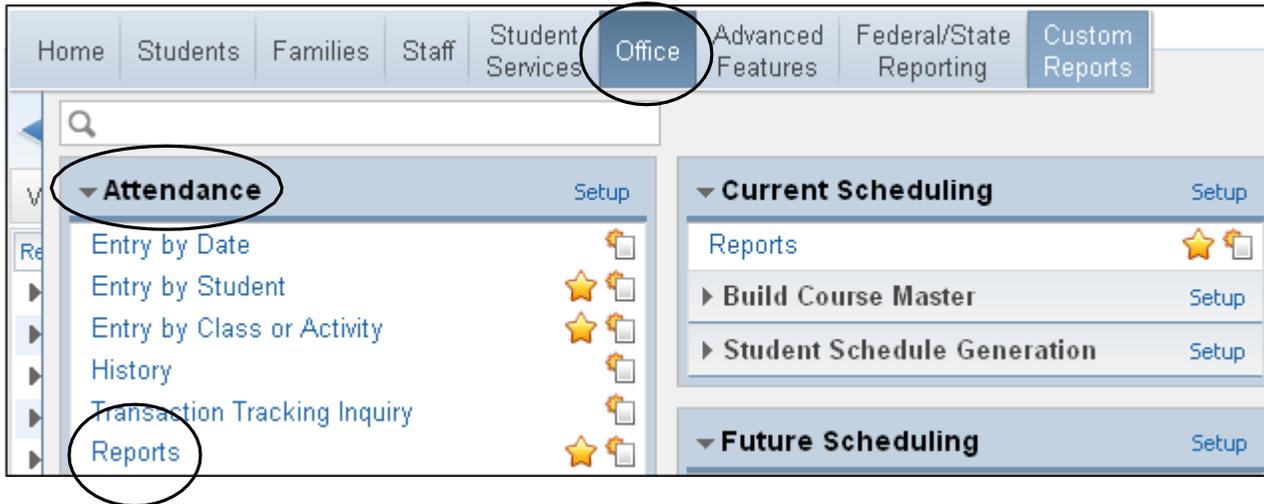
STUDENT	GR	NOTES	FP	1	2	3	4	5	6	7	8	9	PN
CANTU, JOSHUA	08		2	-	W	W	W	-	-	-	-	W	N
COLUNGA, CAITLAN	08		2	-	W	-	W	W	W	-	W	W	N
GARCIA, JOSE JR.	08		2	-	W	W	-	-	-	-	W	W	N
GARZA, ADRIAN	08		2	W	W	W	W	-	W	-	W	W	N
GARZA, ANDRU	08		2	W	W	W	W	-	W	-	W	W	N
GARZA, HECTOR	08		2	-	W	-	W	-	W	-	W	-	N

Print Attendance Detail

All Periods in Day Only Periods in Range
 All Types in Day Only Types used for Selection

Displays all period postings

Run this report to verify campus counts. Compare the enrollment numbers on this report to the campus membership count or class rosters.



Click the **Add** button to create an Enrollment Report.

Enrollment Report

Template Settings

* Template Description:

Share this template with other users in entity 103

Print Greenbar

[Check Spelling](#)

[Save](#)

[Save and Print](#)

[Back](#)

Report Ranges

Low	High
Entity: <input style="width: 50%;" type="text" value="103"/>	<input style="width: 50%;" type="text" value="103"/>
Student Key: <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text" value="ZZZZZZZZZZ"/>
Grade/Grad Yr: <input style="width: 50%;" type="text" value="9999"/>	<input style="width: 50%;" type="text" value="0000"/>
Enrollment As Of: <input style="width: 50%;" type="text" value="04/02/2012"/> <input type="button" value="Monday"/>	

Include All Calendars

Include All Schools

Printing Options

Total Special Ed Students Separate from Mainstream Students

Total Eval Code Groups by Gender

Print Student Detail

Print Totals by County

Page Break by School

Asterisk (*) denotes a required field

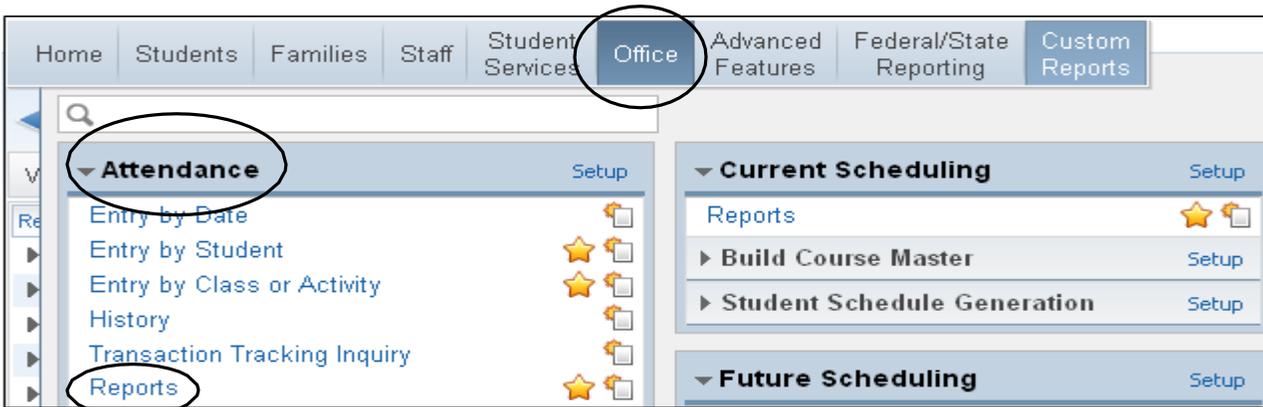
Template Description : Name your report. Click the box to share with other users. Click the box to print the report as Greenbar.

Report Ranges:
Enrollment As Of : Enter the date for which you want to run the report.

Printing Options:
 Select how you want the report printed. Print Student Detail with Other ID if the total numbers do not reconcile with the Class Rosters.

Click the **Save and Print** button.

Run this report tfor teachers verify the absences marked in the funding period once all corrections have been made/verified.



Click the **Add** button to create a Teacher Verification Report.

Teacher Verification Report Maintenance

Template Settings

* Template Description:

Share this template with other users in entity 101

Print Greenbar

Report Ranges

Course/Class:

Teacher:

Only Print Primary Teachers

Report On: Funding Period Period Range

Reporting Period

Six Week Period Date Range

6 Week Period:

Exclude Dropped Students

Absences

Minimum: Maximum:

Cover Page

Print Cover Pages

Title for Signature One:

Title for Signature Two:

Title for Signature Three:

Sort Options

Move	Label
↕	Teacher

Asterisk (*) denotes a required field

Template Description : Name your report. Click the box to share with other users.

Report Ranges: Report On: Funding Period. You may choose to Only Print Primary Teachers.

Reporting Period: Select Six Week Period and enter the number for that period or enter a Date Range. You may choose to Exclude Dropped Students

Absences: Minimum - 0; Maximum - 999. This will cause all students to print on the report.

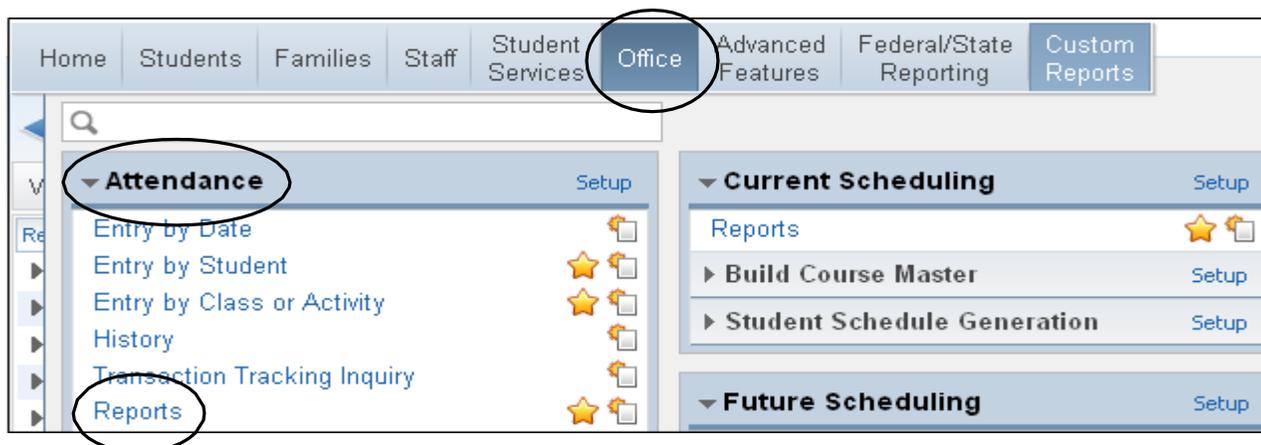
Cover Pages: optional
Select Print Cover Pages and include a signature line for Attendance Clerk and Principal. Teacher Signature line automatically prints.

Sort Options:
Click the **Select Sorts** button for sort criteria. If you want to change the sort order, hold down the arrow icon under the move column and change the order of the fields.

Click the **Save and Print** button.

Suspect or Questionable Attendance Report - WS\OFAT\RE\VR\ISQ

Use this report to find students that are not absent for consecutive periods (for example, absent 1st and 3rd period but not 2nd period). **This report is for secondary campuses only.**



Click the **Add** button to create a Suspect or Questionable Attendance Report.

Suspect or Questionable Attendance Report

Template Settings

* Template Description:

Share this template with other users in entity 044

Print Greenbar

Report Ranges

Low Entity: High Entity:

Student Key:

Grade/Grad Yr:

Attendance Date:

Attendance Period:

Attendance Period:

Include All Calendars

Include All Schools

Print Totals by First Sort Sequence

Report Options

Validate Limited Student Presence

Validate Limited Student Absence

Validate Attendance Types

Asterisk (*) denotes a required field

Sorting/Grouping Options

Move	Label
<input type="button" value="↑"/>	Entity
<input type="button" value="↑"/>	Teacher Name

Buttons: Check Spelling, Save, Save and Print, Back

Template Description : Name your report. Click the box to share with other users.

Report Ranges: Select the Attendance Date Range. Select the Attendance Period Range.

Report Options: **Validate Limited Student Presence:** Click the ? Icon to determine if this is the condition you want to check.

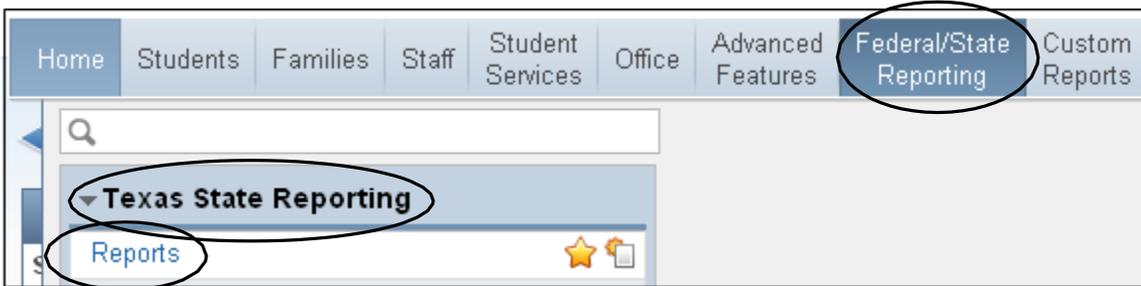
Validate Limited Student Absence: Click the ? Icon to determine if this is the condition you want to check. Click the Absence Types button to select the absence types you wish to validate.

Validate Attendance Type: Click the ? Icon to determine if this is the condition you want to check.

Sorting/Grouping Options: Click the **Select Sorts** button for sort criteria.

Click the **Save and Print** button.

Running the ADA Report will give you the average daily attendance count for a range of days or for one day only. Percent of Attendance is also on this report. This report should be run daily and a summary of this report will be run each six weeks.



Click the **Add** button to create an ADA Report.

ADA Report

Template Settings

* Template Description:

Share this template with other users in entity 102

Print Greenbar

Report Ranges

Low	High
Entity: <input type="text" value="102"/>	102
Calendar: <input type="text"/>	ZZZ
Grade/Grad Yr: <input type="text" value="9999"/>	<input type="text" value="0000"/>
Race: <input type="text"/>	ZZZ
Student Type: <input type="text"/>	ZZZ
Date: Date Range	
<input type="text" value="03/26/2012"/>	<input type="text" value="03/30/2012"/>
Totals: By Entity & Grade	
Report Type: Report for Each Date	

Asterisk (*) denotes a required field

Template Description : Name your report. Click the box to share with other users. Click the box to print the report as Greenbar.

Report Ranges: Select and enter the Date Range.

Totals: Select either By Entity & Grade or By Entity.

Report Type: Select either Report for Each Date, Summary Only or Both.

Click the **Save and Print** button.

Print this report when there is a substitute teacher that needs to take attendance.



Click the **Add** button to create an Attendance Worksheet.

Attendance Worksheets

Template Settings

* Template Description:

Share this template with other users in entity 102

Print Greenbar

Calendar Term(s) and Date(s):

* Calendar: 102

Term	Start	Stop
01	08/22/2011	09/28/2011
02	09/29/2011	11/04/2011
03	11/07/2011	12/16/2011
04	01/04/2012	02/17/2012
05	02/21/2012	04/13/2012
06	04/16/2012	05/28/2012

6 records displayed

* Start Date: * End Date:

Worksheet Layout:

Worksheet Layout:

Class Range Selections:

Low Course/Class: High

Class Period:

Teacher Selection:

Range Individual

Print Options:

Print blank lines for new students: If yes, how many?:

Print blank lines for totals:

Print one sheet per matching pattern?:

Orientation: Portrait Landscape

*** Sort Order:**

Asterisk (*) denotes a required field

Template Description: Name your report. Click the box to share with other users. Click the box to print the report as Greenbar.

Calendar Terms: Select the six-weeks reporting period for which you want to print the report. Enter the Start and End dates that should print on the report.

Worksheet Layout: Select classes.

Class Range Selections: Enter the Course/Class, Period or Individual Teacher for which you want to print the worksheets. Click the Individual Selection button to select the teacher's sections for which you need to print worksheets.

Print Options: Select the way in which you want the worksheets to be formatted.

Sort Order : Click the **Select** button to enter the sort order for the worksheets.

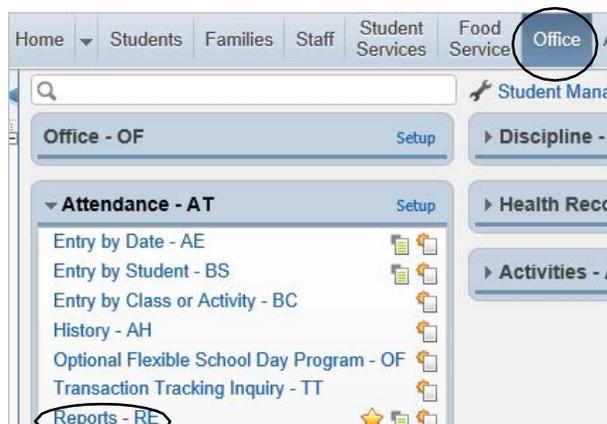
Click the **Save and Print** button.

Note: Instruct substitutes to enter a 'P' for Present or an 'A' for Absent for each student.

Sign/date form and turn in to office after attendance is taken for each period.

Accumulative Absences Report - WS\SR\TX\RE\AT\AW

Run this report to display the total number of absences for students.



Accumulative Absences Report

Template Settings

* Template Description: Save and Print

Share with other users in entity 104

Print Greenbar

* School Year to Process:

Report Options

By Period By Absence Code ?

Attendance Low Date: Today Less number of School Days ?

Attendance High Date: Today Less number of School Days ?

Low High

Attendance Period:

Number of Absences: *Absence Types ?

Sorting/Grouping Options

Select Sorts ?

Move	Label
⬇	Student

Report Ranges

Low High

Entity:

Student Key:

Grade/Grad Yr:

Teacher Key:

Course/Class:

Student Status: Active Inactive Both

Include All Calendars

Include All Schools

Template Description: Name your report. Click the box to share with other users.

Report Options: Select option By Period and date range for report. Enter Attendance Period and number of absences to generate. Select the Absence Types for which you want to run the report by clicking the Absence Types button.

Report Ranges: Select Active for Student Status

Click Save and Print button

STEP BY STEP PROCESSES

Viewing all students at the "000" Level –



Step 1

On the homepage of gradebook, ensure the Entity is set to (000).



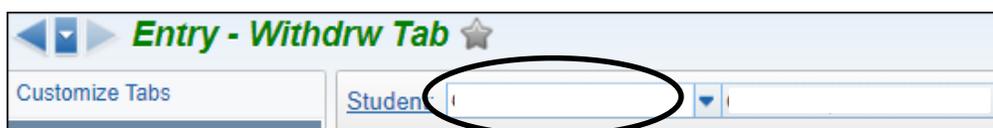
Step 2

Select the Students tab located at the top the page. Proceed with selecting *Student Profile - PR* when the dropdown appears.



Step 3

Once on the student profile page, ensure you are under the Entry/With tab located to the left of the student data.

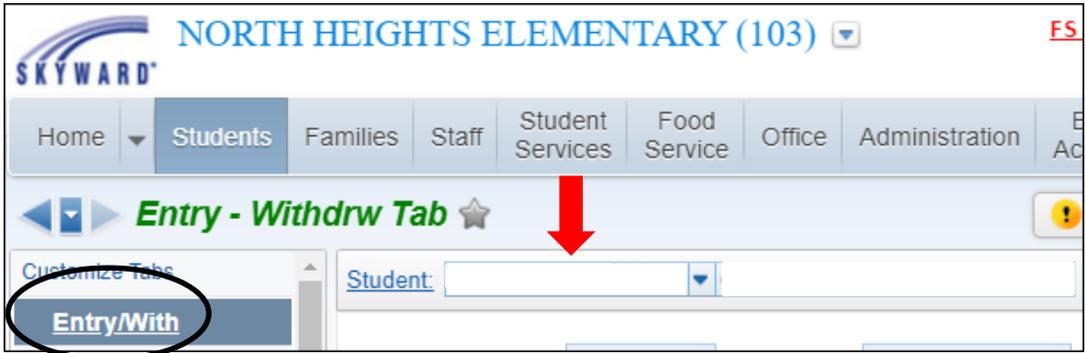


Step 4

Enter Student Name Key/ or Other ID.

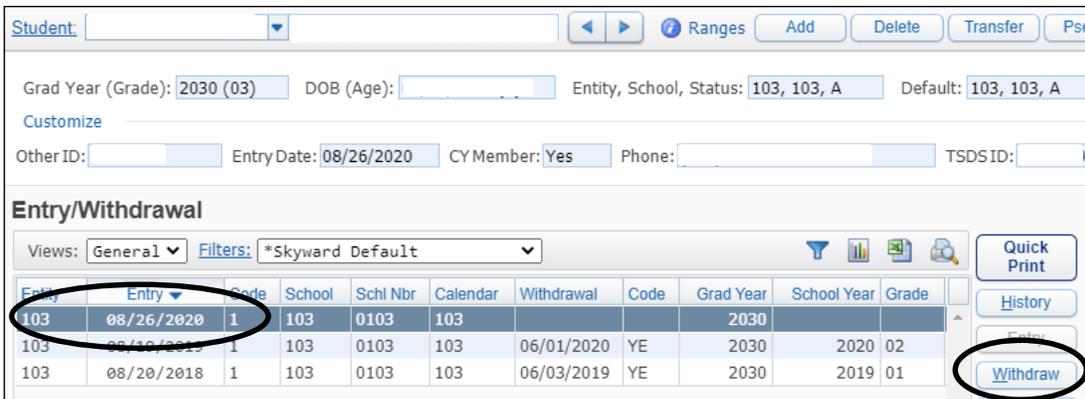
Student data will populate showing which school the student is located at in the District.

Student Withdrawal – WS/ST/TB/EW/EW



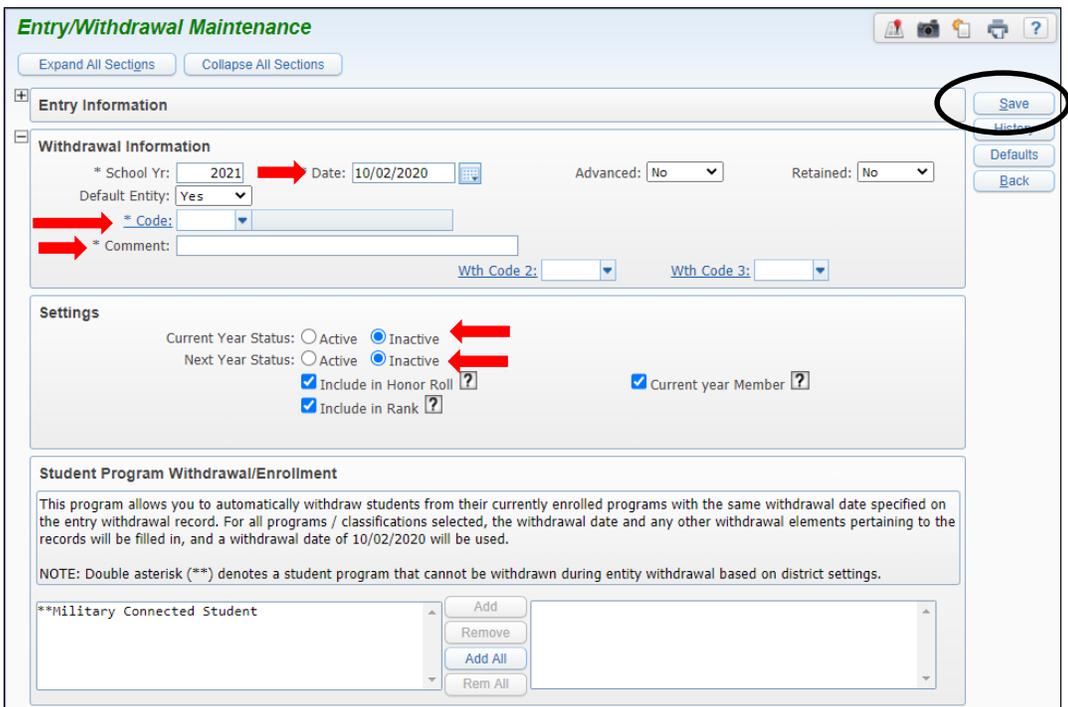
Step 1
Enter the student name key or other ID.

Step 2
Ensure you are under the Entry/With tab.



Step 3
Select the students most current entry date.

Step 4
Select the Withdraw button



Step 5
Verify the correct *Date is listed (this will reflect as the student's withdrawal date).

Step 6
Enter the correct W/D code.

Step 7
Enter a W/D comment indicating the reason for withdrawal.

Step 8
Set the Current Year Status to Inactive & Next Year Status to Inactive.

Step 9
Save.

Transaction Update Options

Transaction Options

Current Year Scheduling Options

Schedule Records Without Grades That Don't Keep Attendance: **Drop/Inactivate**

Schedule Records Without Grades That Keep Attendance: **Drop/Inactivate**

Scheduling Transaction Options

Effective Date: 10/02/2020 **Friday**

Student's Calendar: 103

Record Person Requesting Schedule Change

Requested By: _____

Continue Withdrawal

Save as Default and Continue Withdrawal

Back

Step 10
 Select Drop/Inactivate for both options listed.

Step 11
 Verify the scheduling transaction effective date.

Step 12
 Select Continue Withdrawal.

Student: _____ Ranges Add Delete

Grad Year (Grade): 2030 (03) DOB (Age): _____ Entity, School, Status: 103, 103, I Default

Customize

Other ID: _____ Entry Date: _____ CY Member: Yes Phone: _____

Entry/Withdrawal

Views: General Filters: *Skyward Default

Entity	Entry	Code	School	Schl Nbr	Calendar	Withdrawal	Code	Grad Year	School Year	Grade
103	08/26/2020	1	103	0103	103	10/02/2020	40	2030	2021	03

Step 13
 The students Entry/Withdrawal record will now reflect the withdrawal.

Generating Withdrawal Form – WS/SR/TX/RE/AT/SW



Step 1

Select Federal/State Reporting tab



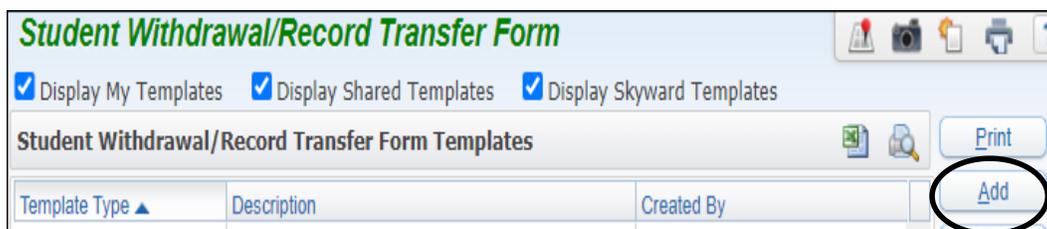
Step 2

Select Reports



Step 3

Select Student Withdrawal/Record Transfer Form



Step 4

Select Add

Student Withdrawal/Record Transfer Form

Template Settings

* Template Description: **WITHDRAWAL FORM**

Share with other users in entity 103

Print Greenbar

Buttons: Save, Save and Print, Back

* Student Key: [Dropdown]

Extract the following information:

Free/Reduced-Price Lunch:

Other Economic Disadvantage:

Special Education:

504:

Gifted/Talented:

LEP:

ESL:

Bilingual:

Home Language:

Title I:

Migrant:

STAAR/TAKS Scores: Select

Health

Immunization Report: Hearing Report:

Vision Report: Scoliosis Report:

Local Student ID: Other ID

Print additional signature lines:

Report Card:

* Last PEIMS Submission:

1. Fall

2. Summer

3. Not enrolled at last submission - ID not available

* Withdrawal Date:

Print last withdrawal code?:

Asterisk (*) denotes a required field

Step 5
Set Ranges in template to preference.

NOTE; Other ID, Last PEIMS Submission, Withdrawal date, and Print last withdrawal code must be included.

Step 6
Save and Print

Itxatn16.p 35-4 STUDENT WITHDRAWAL/RECORD TRANSFER FORM 10/02/20 Page:1
05.20.06.00.01 *TestDB* 12:28 PM

DISTRICT NAME: SAN FELIPE-DEL RIO CISD - TEST CO/DIS/OMP NO: _____
CAMPUS NAME: _____ PHONE: _____
ADDRESS: _____ FAX: _____

LEGAL NAME: _____
FIRST NAME: DOMINIC SSN OR ALT ID: _____ CURRENT GRADE LEVEL: 03
MIDDLE NAME: ALEXANDER LAST PEIMS ID: _____ GRADE(S) OF RETENTION (PE-4): _____
LAST NAME: GONZALES LOCAL ID: _____ GRADE(S) OF RETENTION (5-8): _____
GENERATION: _____ TSDS UNIQUE ID: _____
DOB: 08/02/12 HISPANIC/LATINO: Yes
SEX: M FEDERAL RACE: White

ORIGINAL ENTRY DATE: _____ SUSPENSION/REMOVAL: NONE: _____
LAST WITHDRAWAL DATE: _____ EMERGENCY REMOVAL: _____
WITHDRAWAL CODE: 4 OUT-OF-SCHOOL SUSPENSION: _____
LAST DATE OF ATTEND: _____ EXPULSION: _____
PLACED IN GRADE: _____ PROMOTED TO GRADE: _____ ALTERNATIVE PROGRAM: _____
PEK/REDUCE LUNCH ELIGIBILITY: _____
OTHER ECONOMIC DISADVANTAGE: _____

I. SPECIAL PROGRAM INFORMATION

SPECIAL EDUCATION: _____ LEP: _____
SPEECH THERAPY: _____ ESL: _____
INSTRUCTIONAL SETTING: _____ BILINGUAL: _____
TITLE I: _____ HOME LANGUAGE: _____
GIFTED/TALENTED: _____ MIGRANT: _____
04: _____

II. MOST RECENT STAAR/TAKS TEST RESULTS

EXEMPTIONS: YES ___ NO ___ MATH SCORE CODE: _____ MATH SCORE: _____ MATH MASTERY CODE: _____
LAST TEST DATE: _____ READING SCORE CODE: _____ READING SCORE: _____ READING MASTERY CODE: _____
GRADE LEVEL: _____ WRITING SCORE CODE: _____ WRITING SCORE: _____ WRITING MASTERY CODE: _____
TEST LANGUAGE: _____ SCIENCE SCORE CODE: _____ SCIENCE SCORE: _____ SCIENCE MASTERY CODE: _____
SOC. STUD. SCORE CODE: _____ SOC. STUD. SCORE: _____ SOC. STUD. MASTERY CODE: _____

CURRENT GRADES

SERVICE ID	COURSE NAME	CREDIT TYPE	ABSENCES EX. UNEX.	WITHDRAWAL GRADE	TEACHER INITIALS
02030000	3-HOMEROOM				

SIGNATURES

1. _____ DATE _____ (VICE PRIN/ PRINCIPAL) RECORDS REQUESTOR (CIRCLE ONE):
2. _____ DATE _____ (COUNSELOR) DISTRICT/PARENT/GUARDIAN/STUDENT
3. _____ DATE _____ (REGISTRAR/ SECRETARY) DISTRICT NAME (IF REQUESTOR):
WITHDRAWAL REASON: _____

ENROLLING IN A PRIVATE SCHOOL IN TEXAS OR A SCHOOL OUTSIDE TEXAS: YES ___ NO ___ MOVING TO: _____
STUDENT IS LEAVING SCHOOL TO RETURN TO THE HOME COUNTRY: YES ___ NO ___ DESTINATION: _____

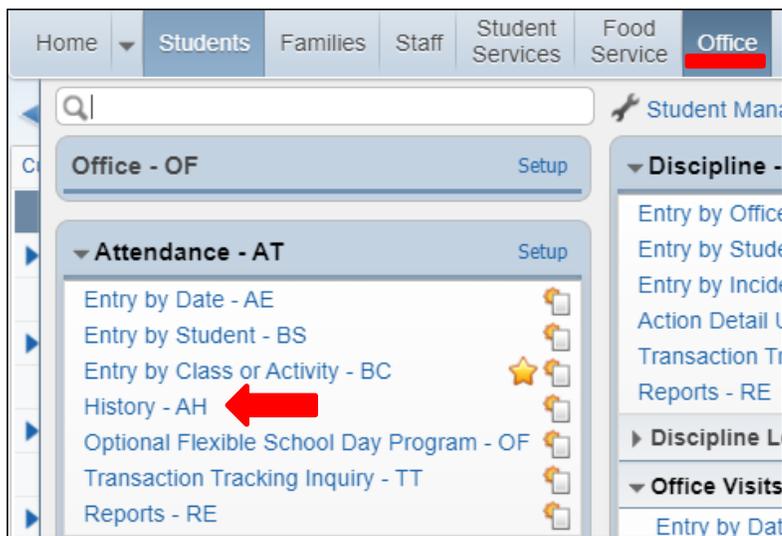
I, _____ AM REQUESTING THIS INFORMATION FOR STUDENT ENROLLMENT
IN _____ (CITY, STATE, OR DISTRICT).
DATE _____ (PARENT/GUARDIAN)

***** End of rddet *****

Step 7
Print Withdrawal form from Print Queue.

Viewing Historical Attendance –

Search for attendance from previous years



A screenshot of a student's attendance history page. At the top, there are columns for 'Last Name', 'First', 'Middle', 'S*', 'GY', 'Gr', 'DE', 'Cldr', and 'Schl'. The student's name is 'GON,' and the school is '103'. Below this, there are buttons for 'Expand All', 'Collapse All', 'Modify Details (displaying 3 of 3)', and 'View Printable Details'. There are also expandable sections for 'Student Details', 'Attendance Letters Totals Notes (0)', and 'Attendance History'. The 'Attendance History' section is expanded, showing a table with the following data:

	Year	Grd	Ent	Absence Total	Member Days	Days Psble	Days Excused
▶ View	2016	04	106	5.00	177.00	177.00	0.00
▶ View	2015	03	106	2.00	178.00	178.00	0.00
▶ View	2014	03	106	1.00	178.00	178.00	0.00
▶ View	2013	02	106	5.00	178.00	178.00	1.00
▶ View	2012	01	102	10.00	174.00	174.00	3.00

The word 'Previous campus' is written in red above the table. A red arrow points to the 'Attendance History' section header.

Search for attendance from previous campus current year

A screenshot of a search bar. It contains the text 'Student:' followed by a dropdown menu. To the right of the dropdown are navigation arrows and a 'Ranges' button with a Facebook icon.

