# Onalaska ISD

# Attendance Accounting Procedures Manual 2024-2025

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**Introduction**

The Student Attendance Accounting Handbook (SAAH), published annually by the Texas Education Agency, is for all school district personnel involved in the student attendance accounting process. No school district official has the authority, either implied or actual, to change or alter any rules, regulations, or reporting requirements specified in the handbook. The SAAH is available on the TEA website at: http://tea.texas.gov/Finance_and_Grants/Financial_Compliance/Student_____Attendance_Accounting_Handbook/

According to the SAAH (and state law), *every Texas school district is required to adopt an attendance accounting system, whether manual or automated, that includes procedures that ensure the accurate taking, recording, and reporting of attendance accounting data. District staff must report attendance information through the Public Education Information Management System (PEIMS) to the Texas Education Agency (TEA). The TEA uses the attendance data to determine the allocation of Foundation School Program (FSP) funds to the district.*

Every school district is also required to maintain a procedures manual that provides specific, detailed information on the district's attendance accounting system. The procedure 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(s) is/are responsible for the coding of special programs (such as career and technical, special education, Pregnancy Related Services, 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 records

This procedure manual contains guidance regarding the attendance accounting processes at Onalaska ISD. The procedures can change at any time and shall be superceded by any changes in the Student Attendance Accounting Handbook. Excerpts from the SAAH are contained throughout this procedures manual. For more information, employees may refer to the Student Attendance Handbook, posted on the TEA Website at www.tea.texas.gov.

> *Student Attendance Accounting Handbook = SAAH (produced by TEA)*
>
> *Public Education Information Management System = PEIMS*

# Overview

## Purpose:

The purpose of this manual is to:
- set forth data quality standards
- establish standard enrollment, withdrawal, and PEIMS coding procedures for the Onalaska ISD
- establish standard attendance accounting procedures for the School District
- inform of the legal requirements of attendance accounting and recording leavers

SIS attendance reports are highlighted in green.

## References:
- Student Attendance Accounting Handbook (SAAH), *Texas Education Agency*
- Texas Student Data System (TSDS), *Texas Education Agency*
- Onalaska ISD Student Handbooks
- Onalaska ISD School Board Policy

The Onalaska ISD Board of Trustees approved a District of Innovation Plan on May 17, 2021. The plan's exemptions will be valid for five years.  These procedures reflect provisions of the plan. Exemptions (related to attendance accounting) include:
- School Calendar
- Teacher Certifications
- Probationary Contracts
- Staff Work Days
- Professional Development
- Minimum Salary Schedule for certain Professional Staff

**General Information**

**Attendance, Admission and Enrollment**

Student attendance, admission and enrollment are governed by state law. Each of these areas is addressed within these procedures.

**Compulsory Attendance**

According to state law (TEC 25.085), those children at least 6 years of age (as of September 1) of the applicable school year and those who have not yet reached their 19th birthday are required to attend school, unless the student is exempt under state law (TEC 25.086). This state law also applies to students below the age for compulsory attendance during any period that the student is voluntarily enrolled in prekindergarten or kindergarten. Likewise, a student who voluntarily enrolls in or attends school after the student's 18th birthday is required to attend each school day for the entire period the program of instruction for which the student is enrolled is offered.

Exemptions in the state compulsory attendance law include:

- Expelled students – only applies if the school district does not participate in a JJAEP.
- 16 and 17-year olds enrolled in a GED course
- Excused absences – these absences are not counted when determining the number of absences that trigger a referral or complaint for failure to comply with the compulsory attendance requirement.

**Attendance Warning Notices**
Texas Education Code 25.095 requires the school district to notify a student's parent or legal guardian in writing at the beginning of the school year that if the student is absent from school three days or parts of days in a four-week period without parental consent or is absent without an excuse for more than 10 or more days or parts of days in a six-month period.  The student's parent or legal guardian is subject to prosecution under TEC 25.093.  The student may be subject to referral to truancy court pursuant to Teas House Bill 2398.
The notice must:
- Inform the parent that it is the parent's duty to monitor the student's attendance, require the student to attend school, and the parent is subject to prosecution under Section 25.093;
- For failure to require the child to attend school; and
- Request a conference between school officials and the parent to discuss the absences.

**Attendance for Credit (90% Rule)**

State law (TEC 25.092 and 11.158) contains a provision of law commonly referred to as "the 90 percent rule", which applies to a student in any grade level from kindergarten through grade 12. Generally, to receive credit or a final grade for a class, a student must be in attendance for at least 90 percent of the days the class is offered. A student who is in attendance for at least 75 percent, but less than 90 percent, of the days a class is offered may be given credit of a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements of the class.

The Board of Trustees is required to appoint one or more attendance committees to hear petitions from students who do earn class credit of a final grade through a plan approved by the principal. An attendance committee may give class credit or a final grade due to extenuating circumstances. The Board of Trustees is also required to adopt policies establishing alternative ways for such students to make up work or regain credit or a final grade lost because of absences. Board Policy FEC Local includes the alternate ways for students to regain credit. A copy of the policy is available in the School Board Policy at https://pol.tasb.org/Home/Index/282.

**Student Admission**

According to state law (TEC 25.001), a student, who is at least five (5) years of age and less than 21 on September 1st of a school year is entitled to admission to a school district. There are some exceptions to the age of 21 rule for special education students.

A student's entitlement to be admitted to the Onalaska Independent School District is established if the student meets one or more of the bases for admission included in state law. In addition, a school district *may choose* to accept, as transfers, students who are entitled to enroll in the school district. However, all transfer agreements are limited to annual agreement**. Onalaska ISD has chosen to admit students to the district subject to rules and procedures established in Board Policy FDA Local.** A copy of policy FDA Local can be located in the district's School Board Policy at: https://pol.tasb.org/Home/Index/282.

The ten (10) bases for admission include:

1. Student and *either* parent reside in the school district.
2. Student lives in Texas and the parent resides in the district or the parent is a joint managing conservator, sole managing conservator, or possessory conservator of the student as verified by an order of the court.
3. Student and the student's "guardian or other person having lawful control of the student under a court order" reside within the school district.

4. Student who is under 18 years of age establishes a residence for the purpose of attending the public schools apart from the student's parent, guardian or other person having lawful control. The exclusions for this basis should be carefully reviewed and evaluated by the campus principal prior to admitting a student under this basis.
5. Student is "homeless" as defined by federal law. **All admission requests under this basis shall be referred to the district's Homeless Liaison, the Director of Assessment and Special Programs.**
6. Student is a foreign exchange student and the student is placed with a host family that resides in the school district under a nationally recognized foreign exchange program.
7. Student is residing at a residential facility located in the school district. **There are no residential facilities within the Onalaska ISD boundaries.**
8. Student is over 18 years of age and resides in the school district.
9. Student who resides in Texas (not in school district) but a grandparent resides in the school district and the grandparent provides a substantial amount of after-school care for the student as determined by the Board of Trustees. **All admission requests under this basis shall be referred to the Superintendent.**
10. Student is in foster care and the foster parent resides in the district.

There are additional eligibility criteria for admission of students in the prekindergarten program for four-year olds. Specifically, students of the appropriate age are eligible for a prekindergarten program if the student:

- Is unable to speak and comprehend the English language
- Is educationally disadvantaged
- Is a homeless child
- Is the child or stepchild of an active duty member of the armed forces or reserve component if the duty member is ordered to active duty
- Is the child or stepchild of a member of the armed forces, including a reserve unit, who was injured or killed while serving on active duty, or
- Is or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing under the Family Code

The full text of each of these bases are included in TEA's Attendance, Admission, Enrollment Records, and Tuition letter posted on TEA's website at www.tea.state.tx.us

**Student Enrollment**

Each campus shall ensure that appropriate measures are taken to verify, on enrollment, that a student is entitled to enroll in the district under the TEC, §25.001. **The required records are 1) birth certificate or other proof of identify, 2) the child's records from the school most recently attended, and 3) immunization records. These are the only records statutorily required for enrollment.**

The district also requires the following records for enrollment:

- Student Residency Questionnaire Form
- Proof of residency such as Housing Lease
- Social Security number for PEIMS purposes*

*Note: A student shall not be denied enrollment pending receipt of these records.

If the student's entitlement is contingent on the residency of a person, examples of methods of verifying residency include lease information or verifying with designated district personnel that the applicable residence is within the boundaries of your district. Residency is not defined by an address on a driver's license, a signature on a lease, or the address on a utility bill. These are indicators that may expedite verifying residency, but the absence of such indicators is not conclusive that the student is not a resident. The traditional basic residence criteria are living in the district and having the present intention to remain there. **A student who does not reside in Texas is not entitled to enroll in a Texas public school** under the TEC, §25.001, on the basis of another person's residency, including the residency of the student's parent or grandparent.

On a student's enrollment in the district, each campus should make a bona fide effort to secure all records and required documentation pertaining to the student from the previous district and/or the parent or other person with legal control of the student under a court order, if applicable. A list of required documentation and other enrollment requirements, such as discrepancies in student names, failure to receive school records, homeless students, and immunizations, are included in Section 3 of the SAAH.

**Student Eligibility for Attendance**

The appropriate eligibility code must be recorded for each student upon enrollment in the district**. Documentation to support the ADA Eligibility Code shall be filed retained for audit purposes**. A summary of the eligibility codes is noted below:

- Eligibility Code 0    Student is not eligible for state funding (attends less than 2 hours of instruction each school day or the student has met all graduation requirements.) Note: Use of an eligibility code "0" must be approved by the campus principal and Superintendent.
- Eligibility Code 1    Student is eligible for full-day attendance (receives at least 4 hours of instruction each school day)
- Eligibility Code 2    Student is eligible for half-day attendance (receives at least two, but less than 4 hours of instruction each school day).
- Eligibility Code 3    Student is a non-resident of the district, is legally transferred into the district, and is provided instruction for at least 4 hours. Note. Use of this code requires that the nonresident student have an approved transfer on file. Without an approved transfer, the student is ineligible for state funding.

- Eligibility Code 4    Student is not eligible for ADA but is provided at least 4 hours of instruction each school day (ineligible Pre-K students are the most common)
- Eligibility Code 5    Student is not eligible for ADA but is provided at least 2 but less than 4 hours of instruction each school day)
- Eligibility Code 6    Student is a non-resident of the district, is legally transferred into the district, and is provided at least 2 hours, but not more than 4 hours of instruction each school day. Note. Use of this code requires that the nonresident student have an approved transfer on file. Without an approved transfer, the student is ineligible for state funding.
- Eligibility Code 7    Student is eligible for participation, enrolled in, and provided instruction in an alternative attendance program, such as OFSDP or HSEP. **Not in use at OISD.**
- Eligibility Code 8    Student is ineligible for participation, enrolled in, and provided instruction in an alternative attendance program, such as OFSDP or HSEP, but is enrolled and provided instruction in the program. **Not in use at OISD.**

> Note: Although Onalaska ISD offers a full-day Pre-K program, Pre-K students are only eligible for half-day attendance. All PK students should be coded with an Eligibility Code of 2 or 4, as appropriate.

**State Funding**

Average Daily Attendance (ADA) is primarily used to calculate Tier I funding, while Weighted Average Daily Attendance (WADA) is used to calculate Tier II funding and wealth equalization recapture. Both are defined by the state as noted below:

ADA – is the number of students in average daily attendance, or the sum of attendance for each day of the minimum number of days of instruction as described under the TEC 25.081(a), divided by the number of days of instruction.

WADA – is the weighted average daily attendance figure used in several state funding formulas to calculate the amount of state and local funds a district is entitled to.

Section 13 Appendix of the SAAH includes definitions and examples of ADA and State Funding.

The Foundation School Program (FSP) has a system of weighting that delivers additional funding for services to students with certain characteristics. The regular program has a weight of 1.0 and this entitlement provides the bulk of non-categorical costs for general operation. Career and technology education and special education have full-time equivalent (FTE) replacement weights. Other programs such as Bilingual/ESL, Gifted and Talented, Compensatory Education and Pregnancy Related Services have add-on weights.

> Note: Every student in attendance (at the official time of attendance) earns regular program funding. If the student is enrolled in a special program and all special program requirements have been, the student will earn additional state funding.

**Age Eligibility for Attendance**

Student must meet the age eligibility to attend Texas public schools for FSP funding. The SAAH, Section 3.2.3 includes a table with the age requirements for students.

If the school year starts before the student's birthday, the student is eligible to attend school for the entire year as long as he or she will be required age on or before September 1st. **Documentation to support the Age Eligibility shall be filed retained for audit purposes.**

Of special note is the section related to a child of a military family. The SAAH states that: *A child of a military family who moves to your district from another state that is a member state of the Interstate Compact on Educational Opportunity for Military Children is entitled to continue enrollment at the same grade level, including kindergarten, that he or she was enrolled in in that other state regardless of the child's age. Also, a child of a military family who moves to your district from another state that is a member of the compact and who has satisfactorily completed the prerequisite grade level in that other state is entitled to enroll in the next highest grade level, regardless of age. These children would meet minimum age eligibility requirements for generating ADA, provided applicable.*

**Withdrawal from School**

Each campus shall withdraw a student from the attendance accounting system on the date that the campus becomes aware that the student is no longer a member of the district. With proof of enrollment in a different campus, retroactive withdrawals are permitted to the day a student enrolls in a different campus. All attendance records must be updated to reflect the change in withdrawal date.

If a student withdraws from school **before** attendance is taken, the withdrawal date is that day. If a student withdraws from school **after** the attendance is taken, the withdrawal date is the next school day. A student is not in membership on the withdrawal date.

Documentation must be signed and dated by an authorized representative of the district. The registrar or counselor can act as an authorized representative in lieu of the principal for purposes of signing withdrawal forms and other leaver reason documentation. Withdrawal documentation for the student should also be signed by a:
- parent, or
- guardian, or
- responsible adult as recorded in school records, such as a foster parent or a probation officer, or
- qualified student. A qualified student is one who, at the time he/she stops attending

school:

- is married, or
- is 18 years or older, or
- has established a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student.

An original signature is not required on withdrawal forms received in the district by fax. Withdrawal forms received by e-mail do not need to be physically signed by the parent/guardian or qualified student. Local policy will determine what type(s) of electronic signature is acceptable for e-mail submissions. Written documentation of oral statements made in person or by telephone by the parent/guardian or qualified student is acceptable documentation in some situations if it is signed and dated by the district representative

**First Day of School & No-Show Procedures**

Each campus shall obtain accurate first day counts by requesting each teacher to certify the students that are physically present in their class on the first day of school. Students that are not present on the first day of school shall be coded as a "no-show". A Student No-Show Report (SRG2200) shall be generated by the PEIMS Coordinator and forwarded to the campus principal for review and signature of approval.

> Note: No student is absent the first day of school/enrollment. The enrollment date is changed to the first day the student is physically present in school.

**Attendance Calendar**

The Attendance Calendar reflects the start and end dates for every 6-week cycle. The start and end dates for the current school year are:

| Cycle | Start Date | End Date | |
|-------|-----------|----------|---------|
| 1 | 08/05/2024 | 09/12/2024 | 24 days |
| 2 | 09/16/2024 | 10/24/2024 | 24 days |
| 3 | 10/28/2024 | 12/19/2024 | 28 days |
| 4 | 01/07/2025 | 02/20/2025 | 28 days |
| 5 | 02/24/2025 | 04/10/2025 | 24 days |
| 6 | 04/14/2025 | 05/29/2025 | 27 days |
| | | | 155 days |

**Note. The School Calendar for every track must be maintained for audit purposes.**

The **SIS Attendance Calendars** must be maintained for each track, Each instructional track must meet the required minutes and days.

**Operational Minutes**

The school district must operate so that it provides for at least 75,600 minutes of instruction, including intermissions and recesses (school days) for students (minus any minutes waived by the TEA in writing). If the operational minutes at the end of the school year are less than 75,600 minutes, the district will lose state funding.

A school day shall be at least 420 minutes each day, including intermissions and recesses. The district has applied, and been approved for early release days. The early release instructional days must be at least four (4) hours. An "instructional day" as defined by state law includes lunch, recess, intermissions, etc.

The official start and end times for the 2024-2025 school year are noted below:

7:40 am Start Time          4:00 pm End Time     (500 minutes)

**The early release days for 2024-2025 as denoted on the School Calendar and are listed below. An early release waiver earns up to 180 minutes.**

December 19th 2024
May 29th 2025

The official start and end times for early release days are noted below:

7:40 am Start Time            12:30 pm End Time    (250 minutes)

Other waivers such as missed days (for health and safety), professional development, and low attendance (if the attendance the same day in the prior school year was less than 10% of the current year) earn a total of 500 minutes.

> Note: No extra funding is earned if a district is in session for more than 75,600 operational minutes, but a district does lose funding if the total operational minutes are less than the required 75,600 minutes.

**TEA Attendance Audits**

There are twelve (12) student attendance audit queries used by TEA to conduct the Limited Scope Audits.

1. Duplicate Attendance
2. Student with Perfect Attendance and No Course Completion Indicator
3. Students Coded Ineligible Code "4" or "5", or not in Membership Code "0", on the Snapshot date but coded Eligible for Attendance on the End-of-Year Submission
4. Students Enrolled in Kindergarten Under Five Years Old
5. Prekindergarten Eligibility
6. Early Education Students with No Special Education Setting or Speech Therapy Only
7. Early Education Students with a Special Education Setting of Mainstream
8. Bilingual/ESL Students Eligibility Coding on the Snapshot
9. Homebound and Hospital Class School Students Earning Career & Technology Contact Hours
10. Pregnancy Related Services (PRS)
11. Students Expelled to a County JJAEP That Are Not Reported For Ineligible Attendance
12. Campuses Reporting Less than 75600 minutes of Instruction Without a Waiver

Each campus should review their respective attendance and PEIMS reports to ensure that any potential audit findings are identified and resolved prior to submission of the attendance data through the Summer PEIMS Submission.

**Definitions & Glossary**

Several common definitions and terms used in attendance accounting are included in Glossary Section of the Student Attendance Accounting Handbook (pages 281-290).

**Attendance Accounting Personnel**

The following personnel are directly and/or indirectly responsible for the collection, recording and reporting of attendance accounting information, including student eligibility, special program participation, student class schedules and grades, and other data submitted to TEA through PEIMS.

All attendance accounting personnel must comply with the *TEA Student Attendance Accounting Handbook* and *PEIMS Data Standards*.

**Classroom Teachers**
- Set up a username and password in the Gradebook/SIS system prior to the 1st day of school.
- Take attendance each day using Gradebook/SIS.
- Take attendance at the official attendance time
    - Elementary – 10:00
    - High School – 10:00
- Ensure that attendance is not be taken by students, classroom aides or clerks (SAAH).
- All attendance data shall be accurate and final.
- Ensure that their security password for the automated attendance system is not shared with any other employee.
- Sign and date the **Teacher Membership Roster** at the end of the 1st and 4th six weeks.

Note: Failure to post attendance at the "official" time may result in a loss of state revenues.

**Substitute Teachers**
- Take attendance on paper at the official attendance time each day. Attendance must not be taken by students, classroom aides or clerks (SAAH).
- Ensure attendance data is accurate and final.
- Sign, date, and submit rosters to the Attendance Clerk.

**Counselors**
- Be responsible for student schedule changes in the student information system.
- Notify appropriate teachers, principals, and attendance clerks of schedule changes.

- Verify completed schedule changes. (The integrity of attendance rosters/records is compromised when scheduling changes are not maintained correctly and/or when incorrect dates are entered.)

**Campus Secretaries/Attendance Clerks**
- Enter and withdraw students in the SIS student information system on a daily basis.
- Enter all attendance data changes in the student information system (SIS) on a daily basis.
- Enter all special program data received from the campus principal, counselor, special education co-op, or special program directors/coordinators as of the effective dates of such changes.
- Enter and validate all Registration, Discipline, Grade Reporting, Scheduling, and PEIMS data.
- Comply with all written campus/district attendance accounting procedures.
- Verify that all teachers have electronically posted attendance on a daily basis by generating an Attendance Posting Verification (SAT3800) by noon each day. Note: Teachers who have not posted their attendance should be contacted immediately. If a teacher fails to respond and/or post their attendance, the attendance clerk shall notify the principal or assistant principal. The SAT3800 for each school day shall be filed for audit purposes.
- Document any extenuating circumstances such as fire drills, mass evacuations, etc. that occur during the "official attendance time" for audit purposes.
- Override teacher absence code with corrected absence code based on verification and documentation such as tardy/admit slips, emails, medical notes, etc. (If no attendance office override, the teacher entry is final and reported to TEA.)
- Collect and post all absences as submitted on a Homebound Log.
- Maintain all attendance reports in chronological order.
- File all attendance notes and admit slips for the "official attendance time" by day and by six-week period for audit purposes.
- Obtain the ISS list weekly and compare to the attendance entered to verify that ISS are being posted correctly.
- Obtain the OSS list weekly and compare to the attendance entered to verify that OSS absences are being posted correctly.
- Generate report of student(s) who have excessive consecutive absences upon request (SAT1200)
- Generate and mail attendance letters for students who have accumulated excessive absences, upon request.
- Print attendance reports at the end of each six-week to verify the following:
  - Medical Absences: Documentation that the student attended a portion of the school day and submitted a medical note.
  - College Visit Absences: Only 11th and 12th graders should be coded as absent for a college visit. If coded as absent for this reason, there should be no more than 2 days.
  - TAPS Absences: Only 6th through 12th graders should be coded as absent for TAPS
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- Generate and reconcile the Student Detail (SAT0400), Campus Summary (SAT0900), Absences by Date (SAT1600), and Entry/Withdrawal Summary (SAT1700). Submit signed reports to the PEIMS Coordinator.

- At the end of the year, after final attendance has been entered, generate the Student Detail Report and Campus Summary report for all 6 six weeks; clerk and principal will sign signature pages. Reports must be stored in paper format.

**Special Education Coordinators (Special Education Department)**
- Forward notification of all special education coding changes, especially changes in student schedules to the PEIMS Coordinator and counselor
- Review appropriate special education/ special program data and totals for accuracy at the end of each six weeks.
- After reviewing/verifying special program data advise corrections to or acceptance of report to PEIMS Coordinator (signature of verification page required).

**Campus Principal**
- Communicate with the attendance clerk when a discipline assignment results in out-of-school suspension (OSS), in-school suspension (ISS) or assignment to DAEP.
- Serve as the School Attendance Officer.
- Monitor students with excessive absences by requesting an excessive absence report from the Campus Secretary/Attendance Clerk.
- Monitor timely implementation of district/campus attendance procedures.
- Oversee the campus-wide attendance accounting data collection, recording, and reporting.
- Work cooperatively with the special program directors/coordinators in identifying students eligible for special programs and providing the coding information to the registrar/attendance clerk.
- Designate and provide training for a campus alternate attendance assistant to support the attendance process during any temporary absence of the attendance clerk.
- Monitor bell schedules and school instructional days to ensure [especially during early release, delayed start and testing days] that the state regulations related to the required instructional minutes and day are adhered to.
- Monitor the "actual" time that attendance is taken by teachers to ensure compliance with state law. Note: The principal shall document any non-compliance issues reported by attendance clerks.
- Document any extenuating circumstances such as fire drills, mass evacuations, etc. that occur during the "official attendance time" for audit purposes.
- Review the Campus Summary Reports (SAT0500) and Student Detail Reports (SAT060) each six weeks for inconsistencies and/or any data totals with exceptionally high/low values.
- Sign and date the reports at the end of each six weeks and the year verifying student data. (Principal's Contact Hours Report – SAT0950). The principal affirms that he/she has checked, or caused to be checked, the accuracy and authenticity of the attendance data.

- As part of the checkout procedures for the attendance clerk, ensure that all attendance reports have been generated, signed and forwarded to the PEIMS Coordinator for audit purposes before releasing the employee for the summer break and/or separation from the district.

**Special Program Directors/Coordinators**
- Assist the Campus Principal in identifying students eligible for special programs and providing the coding information to the registrar.
- Ensure that the PEIMS Coordinator is aware of any changes in a student's services and effective dates of such changes.
- Review appropriate special program data and totals for accuracy at the end of each six weeks.
- After reviewing/verifying special program data advise corrections to or acceptance of report to PEIMS Coordinator.

**PEIMS Coordinator**
- Ensure that student eligibility codes are accurate.
- Ensure that every non-resident student has an approved Transfer Application on file and that the appropriate eligibility code (transfer full-day 3 or transfer half-day 6) is entered in the SIS student information system.
- Run reports of students by special program (ESL, GT, and Special Education) and forward the coordinator of the program for their review and approval.
- At the end of every 6-week cycle, run a report of all courses identified as CTE funded. Forward the report to the CTE contacts (CTE Coordinator and High School Counselor) to obtain their review and approval of the CTE courses and contact hours.
- Serve as a backup to the Attendance Clerks.
- Assist campus and department staff with student information system support
- Generate extracts and edits of attendance accounting data for submission through PEIMS/TSDS
- Work cooperatively with the campuses to ensure that all required reports are generated and filed for audit purposes
- Perform random reviews of attendance data integrity and report findings to the Superintendent
- Generate and retain signed copies of the **Teacher Membership Roster** at the end of the 1st and 4th six weeks.

- Collect and verify that all campuses have submitted Teacher Membership Rosters for the 1st and 4th six week cycles. After reviewing the accuracy of the reports (including the teacher's signature) forward to the Superintendent for final review and approval (signature).
- Sign and date the **Teacher Membership Rosters** at the end of the 1st and 4th six weeks. (as District PEIMS Coordinator)
- At the end of the school year, prior to submission of the PEIMS Summer Submission collect all attendance reports that have been generated, signed and forwarded to the district office for audit purposes. Provide email assurance to the Superintendent that all attendance reports from SIS and TSDS are reconciled and that the supporting attendance reports are on file using a checklist.
- Monitor the average daily attendance (ADA) rates throughout the year to adjust the FSP revenue estimates, as appropriate
- Develop and maintain attendance accounting procedures, forms, and workflows with input from campus and department stakeholders.

**Superintendent**
- Oversee the district-wide attendance accounting data collection, recording, and reporting.
- Sign and date the reports at the end of each six weeks and the year verifying student data. (Superintendent's Contact Hours Report)
- Approve and submit the attendance accounting data through PEIMS.
- Ultimately responsible for accuracy and safekeeping of all attendance records and reports.

> Note: Effective September 1, 2013, the penalty for intentionally or knowingly submitting false PEIMS data is a felony.

**Official Attendance Time**

The district must ensure that attendance is taken at the official attendance time. **The official attendance times by campus are as follows:**
- Elementary – 10:00
- Jr/Sr High - 10:00

**All teachers shall record student attendance at the official attendance time.** According to TEA, *original documentation may not be created after-the-fact. Original documentation that is not created at the time of attendance will not be accepted by agency auditors.*

Alternate official attendance times shall be used, as appropriate, due to the following situations:

| Activity or Event | Alternate Official Attendance Time |
|---|---|
| Delayed start of school due to health or safety (such as bad weather) – 11:00 am | Elementary: 11:00 am<br><br>High School: 11:00 am |

**In the event of an emergency such as a fire drill/alarm, mass evacuation (or exercise), or other unexpected event, the teachers shall post the attendance at the soonest time possible.**

**Attendance Accounting System**

The district attendance accounting system is comprised of an automated attendance system (SIS Teacher Portal) and a student information system (SIS). Teachers are required to post attendance on a daily basis at the official attendance time. All corrections to the teacher postings shall be entered in the student information system by the attendance clerk. All changes shall be supported by documentation such as office logs, list of students at board-approved activities, medical certifications, class admission slips, etc.

The Technology Department shall ensure that all state requirements for automated attendance systems related to password access, timing out due to inactivity, audit trail for posting time, and daily backup of data are adhered to at all times.

**Attendance-Taking Rules**

Each teacher or other school employee who records student attendance must certify, in writing, that all such records are true and correct to the best of his or her knowledge and that the records have been prepared in accordance with laws and regulations pertaining to student attendance accounting by signing and dating the record of attendance within one calendar week of the attendance recorded.

General attendance-taking rules include the following:

- Teachers shall post attendance data on a daily basis at the official attendance time
- No tardies shall be posted during the official attendance period(s)
- Attendance clerks shall post attendance data corrections upon receipt of supporting documentation
- No changes to the attendance data shall be posted after 7 calendar days
- Signature stamps or pencil signatures are not acceptable
- Using a student sign-in sheet is not an acceptable method of taking attendance
- Ink must be used to make all manual entries on attendance records
- Manual entries may not be recorded using pencil, liquid correction fluid, or signature stamps
- If errors are made on an official attendance document, strike through the error, enter corrections nearby, and initial the change.

Substitute teachers shall take attendance at the official attendance time on a paper attendance roster provided by the attendance clerk. The clerk shall enter the attendance data in the student information system (SIS) and retain a copy of the paper attendance roster for audit purposes.

The locally-defined attendance posting codes are noted below:

| Posting Code | Description | ADA Code | Prepost | Absence Type |
|---|---|---|---|---|
| 1 | EARLY CHECK OUTS | N | N | M |
| 2 | SKIPPING CLASS | Y | N | U |
| 3 | CPS VISIT | N | N | M |
| 4 | PURSUING MILITARY ENLISTMENT | N | Y | Q |
| A | ABSENT | Y | Y | A |
| B | UIL BAND/CHOIR | N | Y | E |
| C | JROTC | N | Y | F |
| D | DOCTOR DENTAL APPOINTMENT | N | N | M |
| E | UIL ATHLETICS | N | Y | E |
| F | UIL ACADEMIC | N | Y | E |
| G | UIL OAP | N | Y | E |
| H | COLLEGE DAY | N | Y | H |
| I | NHS | N | Y | F |
| J | FFA/AG | N | Y | E |
| K | DRIVER LICENSE | N | Y | W |
| L | STUCO | N | Y | F |
| M | MEDICAID SCREENING | N | N | S |
| N | COURT APPEARANCE | N | N | C |
| O | AEP | N | Y | J |
| P | PRESENT | N | N | P |
| Q | HOME BOUND | N | Y | F |
| R | RELIGIOUS HOLIDAY | N | N | R |
| S | SUSPENSION | Y | Y | A |
| T | TARDY | N | N | T |
| U | UNEXCUSED | Y | N | U |
| V | ISS/ABU | N | Y | J |
| W | COVID 19/ No Remote Conf | Y | Y | A |
| X | SCHOOL RELATED (NON-UIL) | N | Y | F |
| Y | COVID 19/FLU | N | Y | N |
| Z | MEDICAL - NURSE SENT HOME | N | N | M |

The ADA code is used to indicate that an absence is not counted for ADA purposes. All absences are posted as "unexcused". The absence shall be changed to "excused" by the registrar/attendance clerk in the student information system if the parent provides documentation to verify that the absence was excused.

**Requirements for a Student to be Considered Present for Funding Purposes**

According to the Student Attendance Accounting Handbook ISAAH) **for official attendance accounting purposes (funding), "excused" and "unexcused" absences do not exist.**

Students present at school at the official attendance time are counted present for funding. Therefore, teachers <u>must</u> post a student "absent" at the official attendance time if the student <u>is not present in class</u> at the official attendance time. The Attendance Clerk is authorized to change the attendance of a student *if* documentation (such as an admit slip, email, doctor's note, etc.) exists to support that the student was present at school at the official attendance time.

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The SAAH further states that, a student <u>not on campus</u> at the time attendance is taken may be considered in attendance for funding purposes if the student meets one of the exceptions below and the appropriate attendance documentation if filed for audit purposes:

- Student is enrolled and attending an off-campus dual credit program
- Student is enrolled full-time in TxVSN courses
- Student is participating in an activity that is approved by the Board of Trustees and is under the direction of a professional staff member of the district or an adjunct staff member
- Student is participating, with school board approval, in a short-term class that is provided by the TSBVI or TSD
- Student is participating in a mentorship approved by district personnel under the Distinguished Achievement Program
- Student misses school for the purpose of observing religious holy days, plus travel (1 day of travel to and 1 day of travel from the event)
- Student is enrolled 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
- Student misses school for the purpose of attending a <u>required</u> court appearance, including travel (1 day for travel to and 1 day for travel from the court appearance). Note. A court appearance may be for criminal, civil, traffic, jury duty, subpoena, etc.
- Student is in the conservatorship of the Department of Family and Protective Services and missed school related to appropriate activities, including travel (1 day for travel to and 1 day for travel from the activity)
- Student misses school for the purpose of serving as a student early voting clerk (subject to board approval of this type of absence)
- Student misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the <u>student's</u> application for US citizenship, including travel (1 day for travel to and 1 day for travel from the government office)
- Student misses school for the purpose of taking part in the <u>student's own</u> US naturalization oath ceremony, including travel (1 day for travel to and 1 day for travel from the event)
- Student is temporarily absent due to a documented, face-to-face appointment for the student or the student's child that is with a health care professional licensed to practice in the US. To be considered temporarily absent, the student must begin classes or return to class on the same day as the appointment and must submit a note from the health care professional to document the appointment. Note. There is no minimum amount of time that the student must be in school on that day.
- Student 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, limited to no more than 2 days during the junior year and 2 days during the senior year
- Student 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, or is immediately returned from continuous deployment of at least four (4) months

outside the locality where the parent, stepparent, or guardian regularly resides. This type of absence is limited to 5 days in a school year and is 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. A copy of the deployment orders must be obtained from the parent, stepparent or guardian to verify that the absence meets the legal requirements.

- Student is absent for the purpose of visiting a driver's license office to obtain a driver's license or learner permit. The student must be enrolled in high school and 15 years of age or older. The district may not excuse the student for more than one day of school during the period the student is enrolled in high school for each purpose (obtaining a driver's license and obtaining a learner license). The student must provide the district with documentation to verify the student's visit to the driver's license office

> Note: Students absent for one of these qualifying event, with the proper documentation, must be allowed 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(s) is counted as a day of compulsory attendance.

The district may excuse the temporary absence of a student for any reason that is acceptable to the teacher, principal or superintendent in accordance with district guidelines. However, the student's excused absence will not be counted for funding purposes.

**The attendance clerk shall ensure that the appropriate absence code is posted in SIS.**

### Special Program Coding

All students earn state funding (FSP) for each day in attendance. Students eligible, identified, and served in a special program, such as Special Education, Bilingual/ ESL, Career Technology, etc., earn additional state funding. To claim a student for special program funding purposes, complete documentation that proves the eligibility of the student must be on file. The major roles of the special program coordinators will be to: 1) ensure that all required documentation for entry and exit from special programs is retained for audit and 2) prepare and submit the special program coding sheet (form) to the PEIMS Coordinator.

Although school districts may serve any student in a special program, the only time that a student may be coded as an eligible participant in a program/setting, thereby generating special program funding, is when the student meets all the eligibility requirements and all documentation is complete and on file.

For districts to receive the maximum amount of funding for all their students, the following personnel must be aware of their individual responsibilities and must work together to assemble the required documentation at the earliest possible time: central and campus administrators, special program staff, teachers, attendance clerks, and PEIMS Coordinator.

Guidance for each special program is contained in the SAAH. Excerpts for each of the special programs address the unique provisions for the program.

> Note: In no case shall an attendance clerk or PEIMS Coordinator be assigned the responsibility of determining a student's special program coding. Special program staff, directors, and/or teachers should provide them with names and coding information of all students who are eligible, whose documentation is in order, and who are being served in the special program.

## Special Education - SAAH – Section 4

All special education coding and documentation shall be in accordance with Section 4 of the Student Attendance Accounting Handbook. Staff responsible for special education coding should be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to special education.

Special education students receiving homebound services shall be coded "present" in accordance with the SAAH homebound requirements. Specifically, the certified special education teacher that provides homebound instruction shall submit a **Homebound Attendance Roster** to the registrar/attendance clerk every week that homebound services are provided to a student.

A student who receives special education and related services in the special education homebound instructional arrangement/setting earns eligible days present (generates contact hours and thus funding) based on the number of hours the student is served at home or hospital bedside by a certified special education teacher each week. Use the following chart to calculate eligible days present:

| Amount of Time Served per Week | Eligible Days Present Earned per Week |
|---|---|
| 1 hour | 1 day present |
| 2 hours | 2 days present |
| 3 hours | 3 days present |
| 4 hours | 4 days present (if the week is 4-day week) 5 days present (if the week is 5-day week) |
| More than 4 hours | 4 days present (if the week is 4-day week) 5 days present (if the week is 5-day week) |

A student shall be withdrawn from the special education program when one of the following occurs:

- Student withdraws from the campus,
- The ARD determines that the student is no longer a child with a disability and therefore no longer eligible for special education, or
- The parent(s) revoke consent in writing for their student's receipt of special education services.

The special education staff shall notify the PEIMS Coordinator of the dismissal from special education, including the effective date. The PEIMS Coordinator shall post the withdrawal in the student information system (SIS).

**Career & Technology Education (CTE) – SAAH Section 5**

All CTE coding and documentation shall be in accordance with Section 5 of the Student Attendance Accounting Handbook. Staff responsible for CTE coding should be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to CTE.

The counselor or CTE staff shall develop the campus master schedule, to include all approved CTE courses. TEA-approved, Innovative courses, if any, shall be approved by the site-based committee and the Board to be eligible for CTE funding. All teachers assigned to teach CTE courses must be qualified and certified to teach the assigned CTE course(s).

The student's class schedule shall be the primary record that the student was enrolled and participating in a CTE course. Students in grades 6 through 12 are eligible to be served in CTE programs; however, only students in grades 9 through 12 are eligible for CTE contact hours (funding). The maximum number of contact hours that may be claimed for a student is six (6) contact hours. The CTE code for each course is determined by the average minutes per day in a CTE course(s). The total CTE code is calculated by adding the CTE code for each student course(s). Use the following chart to determine the CTE codes to use for coding students.

| CTE Code | Average Minutes per Day in CTE Course |
|----------|---------------------------------------|
| V1 | 45-89 minutes |
| V2 | 90-134 minutes |
| V3 | 135-180+ minutes |

A student shall be withdrawn from the CTE program when one of the following occurs:

- Student withdraws from the campus, or
- The student changes his/her class schedule and ceases to be enrolled in a CTE course.

The counselor or CTE staff shall notify the attendance clerk of the withdrawal from CTE eligibility, including the effective date. The counselor or CTE staff shall also notify the attendance clerk when a student schedule changes that results in a change to the CTE code.

attendance clerk shall post the withdrawal and/or change in CTE code in the student information system (SIS).

## English as a Second Language (ESL) – SAAH Section 6

ESL coding and documentation shall be in accordance with Section 6 of the Student Attendance Accounting Handbook. Staff responsible for ESL coding should be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to ESL.

To be eligible for ESL state funding, a student in the ESL education program must meet the following requirements:

- Have a language other than English indicated on the Home Language Survey;
- Be considered Emergent Bilingual (EB) because of the student's test score fell below the cutoff scores on the TELPAS assessment.
- Be recommended for placement in the program by a language proficiency assessment committee (LPAC); and
- Have a record of parental approval to place the BE student in an ESL education program. (Parent must sign and date a permission form.)

> Note: The district must place the student in the ESL program on the date the LPAC recommends placement, but may not count the student for ESL state funding until the written, parent approval is received. If a parent denies the placement, the district must discontinue serving the student in this program. **The state funding is effective on the date the parent approval is received.**

### Reclassification as Non-LEP / English Proficient (EP)

Once an Emergent Bilingual student meets reclassification criteria set by the State, the LPAC will reclassify the student as non-LEP / EP. This includes English learners who were served in a bilingual education or ESL program as well as English learners with parental denial of services. The LEP Indicator Code changes to
- F for the first year of monitoring
- S for the second year of monitoring
- 3 for the third year of monitoring
- 4 for the fourth year of monitoring
- then code 5 (Former LEP / EL) will be used through the duration of his or her schooling in Texas.

The LPAC is required to conduct an annual review of the placement in the Bilingual/ESL education program. Changes, if any, shall be recorded and submitted to the PEIMS

Coordinator. The initial parental approval remains in effect until the EB student is reclassified as EP.

The counselor or ESL staff shall notify the PEIMS Coordinator of a student's reclassification as EP, including the effective date. The PEIMS Coordinator shall record any changes to ESL data in the student information system (SIS).

**Prekindergarten (PK) – SAAH Section 7**

All prekindergarten coding and documentation shall be in accordance with Section 7 of the Student Attendance Accounting Handbook. Staff responsible for prekindergarten coding should be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to special education.

To be eligible for prekindergarten state funding, a student in the prekindergarten program must be 3 or 4 years of age on September 1st of the current school year and meet *one* of the following requirements:

- Unable to speak and comprehend the English language (documentation – Home Language Survey or OLPT);
- Educationally disadvantaged (eligible for NSLP free or reduced lunch program);
- Be homeless;
- Be the child of an active duty member of the armed forces;
- Be the child of a member of the armed forces who was injured or killed while serving on active duty; or
- Has ever been in the conservatorship of the Texas Department of Family and Protective Services (foster care) following an adversary hearing.

Once a student is determined to be eligible for PK, the student remains eligible for the remainder of the current school year.

PK classes must operate on a full-day basis. Students who meet the eligibility requirements for the PK program should be coded eligible half-day (ADA eligibility code 2). Students who do not meet the eligibility requirements should be coded ineligible full-day (ADA eligibility code 4).

> Note: The district provides a full-day PK program as a local option; however, Pre-K students are not eligible for full-day ADA funding.

**Gifted & Talented (GT) – SAAH Section 8**

All Gifted & Talented program coding and documentation shall be in accordance with Section 8 of the Student Attendance Accounting Handbook. Staff responsible for Gifted & Talented program coding should be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to special education.

Final selection of students to be served in the Gifted & Talented program must be made by a committee of at least three local district educators who have received training in the nature and needs of gifted students.

The district written policy (EHBB Local) on student identification has been approved by the board of trustees and disseminated to parents. The policy is available on the district's website at https://pol.tasb.org/Policy/Search/1002?filter=ehbb.

To claim Gifted & Talented state funding, documentation must be complete. All documentation supporting student eligibility must be on file for every student with a Gifted & Talented indicator code of 1. The indicator code must reflect the student's services in the GT program for each 6-week reporting period. The district must also keep on file a class roster of all students who are served in the Gifted & Talented program in each school year.

A student shall be withdrawn (exited) from the Gifted & Talented program when one of the following occurs:

- Student withdraws from the campus,
- The district decides the student must be withdrawn from the program according to the local board-approved exit policy (EHBB Local), or
- The parent requests that the student no longer be served in the program.

**Pregnancy-Related Services (PRS) – SAAH Section 9**

All PRS program coding and documentation shall be in accordance with Section 9 of the Student Attendance Accounting Handbook. Staff responsible for PRS program coding should be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to special education.

**Reconciliation of Student Membership**

Student membership from the teacher's roster is to be reconciled to the attendance accounting records at the end of the first and fourth 6-week reporting periods. The reconciliation is to verify that all students are reported on attendance records and that "no show" students have been purged from the attendance accounting system.

The **Teacher Membership Report (SAT0670 at Elementary and SAT0671 at Middle School and High School)** for the official attendance period shall be used before the end of the first and fourth 6-week reporting periods to show the total number of students in membership in each teacher's class during the official attendance period. On the date indicated on "Attendance Timeline" of the 1st and 4th six-week cycle, the attendance clerk shall print and distribute the Teacher Membership Reports. Each teacher shall sign the Membership Report for their attendance period class.

The total number of students in membership shall be reconciled (by the attendance clerk) to the total number of students listed in attendance accounting records, i.e. the **Campus Recap Report (SAT1000).** The signed Teacher Membership Reports and Campus Recap shall be signed by each campus principal and forwarded to the PEIMS Coordinator for reconciliation with the **District Recap Report (SAT1100).** After reconciliation, the reports shall be forwarded to the Superintendent for final review and signature. The reports shall be filed for audit purposes with the 1st and 4th six-week attendance records.

**Required Documentation (Reports)**

The student attendance data asked for an audit must be organized into three distinct data sets: the Student Detail Report, the Campus Summary Report(s), and the District Summary Report. A **List of SIS Attendance Reports** is included in the Appendix.

The attendance clerk shall generate Student Detail Reports and Campus Summary Reports for **each** 6-week reporting period.

The data totals for all **Student Detail Reports (SAT0600)** must add up to respective totals on the **Campus Summary Report (SAT0900).** Likewise, data totals for all **Campus Summary Reports** must add up to respective totals on the **District Summary Report (SAT0900).** For schools offering multiple tracks, student detail must be summarized by individual tracks.

After the attendance clerk has reconciled and signed the Student Detail and Campus Summary reports, the reports shall be forwarded to the campus principal for review and signature of approval.  The campus principal shall review both reports for reasonableness. A copy of the signed Campus Summary report shall be forwarded to the PEIMS Coordinator. The reports must be retained for audit purposes for five (5) years.

The PEIMS Coordinator shall reconcile the individual Campus Summary Reports with the District Summary Report. The District Summary Report shall be forwarded to the superintendent for review and signature of approval.

> Note: The PEIMS Coordinator shall generate and forward a District Attendance & Contact Hours Report (SAT0950) to Business Manager **every 6-week period** for the purposes of monitoring ADA and state funding throughout the school year.

At the end of the school year, the PEIMS Coordinator shall generate and reconcile a **District Attendance & Contact Hours Report (SAT0950)** from the student information system (SIS) with the PEIMS Superintendent's Reports of Student Attendance (PDM3-180-001). In addition, the Comparison of Current and Prior Year Attendance (PDM3-130-005) must also be reviewed for reasonableness.

After review and reconciliation, the superintendent will be notified that the attendance data is ready for submission to the TEA through the summer PEIMS submission.

> Note: If any 6-week cycle reports have changed since the original submission by the campus principal to the PEIMS Coordinator, the reports must be printed, verified and signed by the campus principal before filing them for audit purposes.

Additional required documentation includes, but is not limited to the following:

- Grade books to support student's special program service
- For paperless attendance accounting systems (SIS), sufficient documentation to support any changes to posted absences such as:
    - Class admit slips or other documentation to prove that the student was on campus in an administrator's or counselor's office, clinic, or with other school official at the time attendance was taken.
    - Documentation to support that the student was attending a board-approved activity accompanied by a certified teacher, signed by the person who supervised the student
    - Documentation to support that the student was at a medical appointment
    - Other exceptions as listed in the SAAH, Section 2.3.5 Additional Required Documentation.
- Copies of the student's class schedule if the student had a program change, including the dates of entry or withdrawal from the program
- Copies of any approved waivers that affect funding (such as early release days)
- Copy of the "official" school calendar (including days of instruction, bad weather days, holidays, and each 6-week reporting period clearly identified)
- Documentation that indicates the meaning of all locally designed codes in the attendance system

**Retention, Maintenance, and Security of Records**

All attendance records must be provided to the TEA Financial Audits Division within 20 working days upon request; therefore, it is essential that all attendance records for the entire school year be retained and maintained in a secure environment for the entire five-year (5-year) retention period.

Attendance will be considered undocumented if documentation of the attendance either is missing or is so inadequate that a reasonable person could not conclude from the

documentation that the attendance it is intended to support actually occurred. If attendance is undocumented at the days of attendance level, any special program attendance based on those days of attendance also will be considered undocumented. The adjustment to the FSP allotment for any undocumented attendance will apply to the time period for which documentation was missing or inadequate. For example, if the documentation provided to support a particular campus' daily attendance for a semester consisted only of period absence slips for certain students and no documentation was provided showing the names of students present for classes each day, the TEA would adjust the district's FSP allotment to withhold **100%** of the funding for all students at that campus for the semester.

All attendance records listed as **Required Documentation** shall be boxed up at the end of each school for archival. The PEIMS Coordinator (District Records Management Officer) shall ensure that the records are collected, stored and archived in the Records Center. A checklist of all Required Documentation shall accompany the attendance records from each campus.

The student information system (SIS) and automated attendance system will be maintained in working order throughout the school year and during the subsequent five-year retention period. The Technology Department shall backup all data from both systems on a daily basis. The daily backups shall be stored at an off-site facility. An additional backup shall be maintained through an Interlocal Agreement with the Education Service Center, Region 6 at their facility. On at least an annual basis, the Technology Department shall test the data recovery plan. In addition, backups shall also be performed prior to update functions such as "move-to-grade".

## Data Entry Guidelines

Attendance/PEIMS personnel must be trained in entering, changing, and deleting data from the student software. All entries, changes, and deletions require supporting documentation. Any changes made to original documentation must be initialed and dated by the person making the change.

Coding decisions are **NOT** made by the Attendance Clerk or PEIMS Coordinator. Coding decisions shall be made by the counselor, special programs personnel, or principal.

## Importance of Accurate Attendance Reporting

"*Superintendents, principals, and teachers are responsible to their school boards and to the state to maintain accurate, current attendance records.*" TAC §129.21(a)

All students must meet the requirements for **membership** in the District as well as in special programs as defined in Section III of the Student Attendance Accounting Handbook, before they are eligible for Foundation School Program (FSP) funds for attendance and special programs**.**

The only time a student may be coded as an eligible participant in a program/setting, thereby generating state funding, is when that student meets *all* of the eligibility requirements and *all* documentation is complete and on file. This documentation is auditable.

**How Attendance is Monitored**
The campus Attendance Clerk shall monitor the attendance period for each teacher by printing the SAT 3800 TeacherPortal Attendance Posting Verification to ensure all teachers have submitted attendance at the official attendance time. The attendance clerk is responsible for making any changes to the attendance record as needed after submission by the teacher (i.e. students returning to school with doctor's notes).

# Data Quality Requirements

**Eight Requirements for Data Quality are Established by the Texas Education Agency**

**1. Security**
Data is protected against unauthorized access to elements, records, or files

**2. Availability**
Data is present and ready for use

**3. Integrity**
The extent to which data rules are followed

**4. Accuracy**
The extent to which a data value is close to the real value

**5. Completeness**
Suggests having sufficient, but not more than the necessary data or information

**6. Clarity**
Data is readily understood and not open to more than one interpretation

**7. Consistency**
The same results are yielded at a particular time, different times, and longitudinally

**8. Timeliness**
Reflects a time that is appropriate for a particular activity or use

**Additionally, Campuses are required to have:**

- Regular management review of the system
- Written quality procedures
- Effective use of procedures
- Verification and process or data quality

- Well defined roles within the system
- Continuous improvement in data quality
- Criteria of acceptability
- Quality records
- A school organizational chart

## COMPUTER SYSTEM SAFEGUARDS
All users connected to the SIS Student Information System must have unique passwords and separate access to the database and adhere to the Acceptable Use Policies of the district.

Teachers must ensure the security of their work station housing student attendance data. Under no circumstances should teacher IDs and passwords be posted or shared. Under no circumstances should students be allowed to view or input attendance. Teachers should login to Teacher Gradebook/SIS, submit attendance, and log out of the attendance software during each class period.

# Backup System and Secondary Sources

The *Student Attendance Accounting Handbook* indicates that "it is advisable to print and retain paper copies for audit purposes in lieu of exercising the option to store the data electronically."

Onalaska ISD mandates that paper copies of attendance recordkeeping be kept in one of the following forms in order to maintain and verify attendance:
- Print out submitted attendance daily
- Maintain a hard-copy grade book with daily attendance marked
- Homeroom Roster Report

Additionally, data is backed-up on the server daily and maintained in case of technical failure. At the end of the school year, the databases are saved as well as maintained on the server. There are steps in place to ensure that historical data will continue to be able to run with current hardware/software.

## STORAGE OF RECORDS
Records must be stored in a manner that assures they will be readily accessible in order to meet audit requirements. Campus staff will use the documentation standards as outlined in the procedure manual and in the Student Attendance Accounting Handbook (SAAH) to ensure that all required records are generated, maintained and forwarded to the district office for storage. Attendance accounting records must be maintained for a period of 5 years after the completion of the school year.

**Storage During the School Year:**
Campuses shall generate and store all attendance records in a secured file cabinet and/or in PDF format on a network drive. The OISD Attendance Checklist and these attendance

procedures provide guidance related to the required attendance records and supporting documentation.

Individual files by student, by day or by week must include the following attendance documentation for the official attendance time.
- Parent notes
- Physician and medical notes
- Tardy slips
- Extended absence forms
- Office sign-in sheets with time-in and time-out (signed by a certified staff member such as campus administration, counselors, nurse, librarian, etc.
- Teacher notes with corrections to attendance posting
- Documentation from other professional staff related to the student's presence in an alternate setting for speech, PT, OT, or other services.

**Storage After the School Year:**
In accordance with the SAAH, the superintendent of schools is responsible for the safekeeping of all attendance records and reports. The superintendent has determined that the properly certified attendance records and reports for the school year shall be filed at the central, secured location (OISD Records Center). The PEIMS Coordinator shall be responsible for collecting and verifying all attendance records at the end of each school year. [Note. The move-to-grade reporting process for each campus shall not be processed until it has been verified that all attendance reports required for audit are properly certified and stored at the designated facility.]

After the required retention period (5 years after the end of the school year), the Superintendent shall arrange for the proper destruction of the records.