DISD PEIMS
Attendance Procedure
Manual

2019-2020
Updated 8/14/2019

DISD PEIMS ATTENDANCE PROCEDURE MANUAL
2019-2020
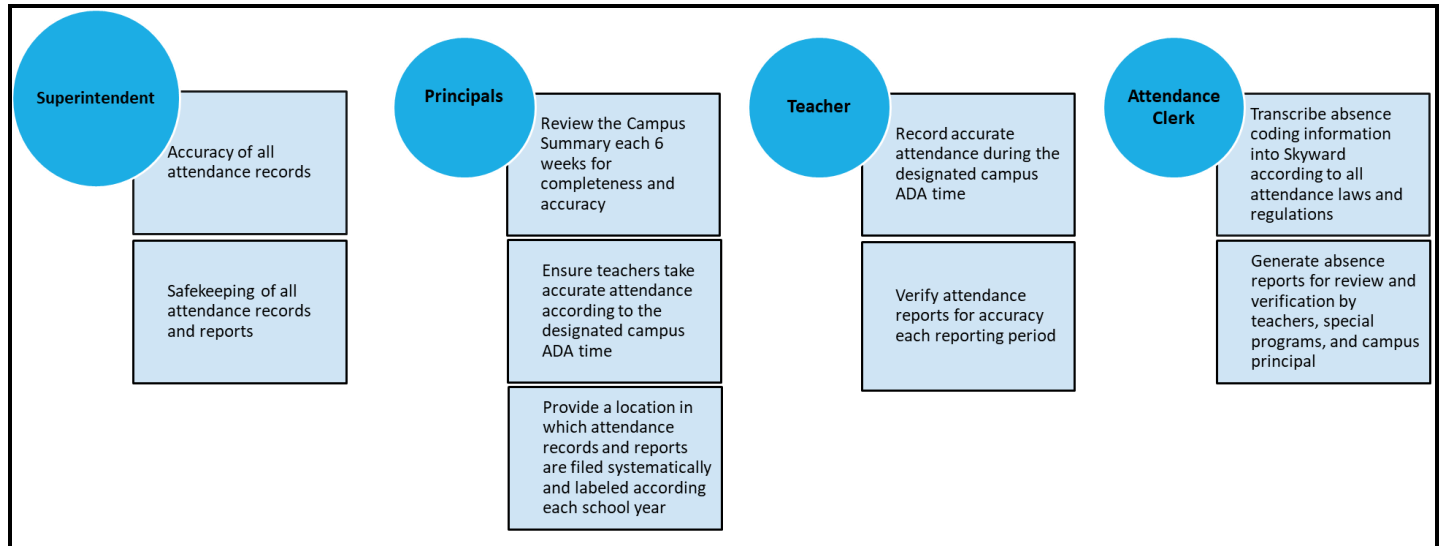
PURPOSE

The Attendance Section clarifies the attendance procedures for the schools in Duncanville Independent School District.

ATTENDANCE RESPONSIBILITIES

See SAAH, 3.3.1.

Superintendent	Principals	Teacher	Attendance Clerk
Accuracy of all attendance records	Review the Campus Summary each 6 weeks for completeness and accuracy	Record accurate attendance during the designated campus ADA time	Transcribe absence coding information into Skyward according to all attendance laws and regulations
Safekeeping of all attendance records and reports	Ensure teachers take accurate attendance according to the designated campus ADA time	Verify attendance reports for accuracy each reporting period	Generate absence reports for review and verification by teachers, special programs, and campus principal
	Provide a location in which attendance records and reports are filed systematically and labeled according each school year		

OFFICIAL ACCOUNTING TIME – ADA TIME

o   The Principal determines the Official Accounting time (ADA time) in the second or fifth instructional hour. This is not necessarily the second or fifth period class. If the campus does not take attendance during this time, the school board must adopt an alternate time for your campus. See SAAH, 3.6.2. Once the principal chooses the official accounting time, it cannot be changed.

o   **The official ADA time is not a window of time, it is a designated time**. However, the teacher may take attendance within a window of time. For example: If the campus ADA time is 10 a.m. and the teacher takes attendance at 9:55, this is acceptable. However, if the student leaves prior to 10 a.m., the student should be marked absent for ADA purposes.

o   The official ADA declaration time must be signed by the attendance clerk and principal and filed in the Campus Attendance Audit Folder.

o   If the campus runs more than one track/calendar, the campus may have two different accounting times/periods which should be noted.

ATTENDANCE FILING SYSTEM

The attendance filing system should include the following components:
- Campus Attendance Audit Folder
- The Daily Attendance Folder documents convert into the Weekly Attendance Folder
- The Weekly Attendance Folder documents convert into documents filed by weeks or months
- Six Weeks Attendance Folder

Campus Attendance Audit Folder
The following items to file in the **Campus Attendance Audit Folder** are **mandatory**. *Internal tracking form available on the PEIMS Website.*
- Documented official ADA Declaration Form designated by the principal
- Official school calendar: If a bad weather day is used, mark it accordingly on the calendar.
- Procedures for substitutes when the teacher of record is not available
- Each six weeks reporting period required reports, once completed
- Documentation indicating the meaning of all locally-designed absence codes
- Approved waivers for attendance, if applicable
- All bell schedules including modified and testing bell schedules, if applicable

Daily Attendance Folder
The following bolded items to file in the **Daily Attendance Folders** are **mandatory**.
- **Daily Attendance Coversheet** *Internal tracking form available on the PEIMS website.*
- **Recorded Class Attendance** (WS\OF\AT\RE\AR\RC) *If not blank, this report will need to be printed and saved in the Daily Attendance Folder. Attach the paper rosters to this report. The paper rosters must be signed and dated in ink.*
- **Unrecorded Class Attendance** (WS\OF\AT\RE\AR\UC) *If not blank, attach the paper rosters to this report. The paper rosters must be signed a and dated in ink.*
    - Substitute teacher paper attendance roster
    - Teacher paper attendance roster
- **Day Summary** (WS\OF\AT\RE\AR\DS)
- **ADA Report** (WS\SR\TX\RE\AT\AA)
- **Field Trip/Extra-Curricular Attendance Rosters** *Signed and dated rosters must be turned into the attendance office by the sponsor before the group leaves campus.*
- **Supporting Attendance Documentation**
    - Student absence notes from parents, doctor office, etc.*
    - Emails from counselors, principals, teachers or other staff member documenting the whereabouts of a student during the ADA time. This is very important for the ADA period. (ie: Johnny was at the counselor's office and Mrs. Smith marked him absent.) The attendance clerk should receive some kind of documentation from the counselor/principal/nurse. Regardless of the method, there must be some form of documentation because the tracking log will show the teacher marked the student absent and then the attendance clerk changed the absence to present.
    - Emails from teacher needing to change attendance records
- **Discipline Attendance Notifications** Notification of students assigned a consequence removing the student from the classroom, such as ISS, OSS, DAEP/Summit, or JJAEP.
- **ISS Attendance Roster/Log** If a student leaves early from ISS you should be notified either by email or a copy of the sign out log should be sent to attendance office.
- **Tardy Log** Must include a date and time. Students cannot sign in.
- **Student Leave Early Log** Must include a date and time. Students cannot sign out.
- **Modified Bell Schedule**
- **Approved Attendance Waivers**

*You can also choose to create a folder for each student to hold the absence notes. However, you must still have an attendance folder for each day in session**.**

The following items are allowable in the **Daily Attendance Folder**, but not mandatory:

- **Daily Funding Absence Report** (WS\SR\TX\RE\AT\DF) – The Daily Funding Absence Report is an auditable document. *This is not the Daily Absence Report you use to call parents.*
- **Daily Balancing Summary Report**. (WS\OF\AT\RE\AR\DR\DB) This report will help with entry, withdraws, and Daily Funding Absence Report.
- **Run Free Period Report** (WS\OF\CS\SS\RE\FP) If this report is not blank, you should be able to account for these students (part-time student, walk-in speech, etc.)
- **Blank Schedule Report** (WS\OF\CS\RE\RE\SS). This report is another tool to see if there are any students with no schedules.
- **Consecutive Absences Report** (WS\OF\AT\RE\CA). Helps monitor students that have consecutive absent days. Provide this report to the person designated on the campus monitoring student attendance for truancy prevention measures.
- **Suspect or Questionable Attendance Report.** (WS\OF\AT\RE\VR\SQ). Helps at the secondary level to determine if teachers are accurately taking attendance or students that may be skipping.

Weekly Attendance Folder

The following bolded items to file in the **Weekly Attendance Folders** are **mandatory**.

- **Weekly Attendance Coversheet** *Internal tracking form available on the PEIMS website.*
- **Entry/Withdrawal Report**
- **ADA Report for the Week**
- The current week's **Daily Attendance Folders, including its documents**

The following item is allowable in the **Weekly Attendance Folder**, but not mandatory:

- **Blank Schedule Report** (WS\OF\CS\RE\SS\SS). This report is another tool to see if there are any students with no schedules.
- **Free Period Report** (WS\OF\CS\SS\RE\FP) – Print and save once every 6 weeks. This is a tool to make sure there are no students unscheduled during the funding period that may be accumulating ADA.

Six Weeks Attendance Folder

The following bolded items to file in the **Six Weeks Attendance Folders** are **mandatory**:

- **Six Week Attendance Coversheet** *Internal tracking form available on the PEIMS website.*
- **Daily Register with Signature Page (Student Detail Report)**
- **Contact Hours Report with Signature Page (Campus Summary Report)**
- **Teacher Six Week Attendance Verification**
- **Enrollment Verification/Student Membership Report (1st and 4th Six Week)**
- **Discipline Summary Report for the Six Weeks: TSDS PEIMS Report**
- **Suspension/Expulsion and Attendance Audit Report**

The following items are allowable in the **Six Weeks Attendance Folder**, but not mandatory:

- **Free Period Report** (WS\OF\CS\SS\RE\FP) – Print and save once every 6 weeks. This is a tool to make sure there are no students unscheduled during the funding period that may be accumulating ADA.

HOW AND WHEN ATTENDANCE IS SUBMITTED

- o The elementary and intermediate campuses will submit their official ADA attendance at the time designated by the principal.

- o Middle and high school campuses will take attendance each period. The Student Services department determines how many minutes a student can miss before they are considered absent for class. This will be documented in the Attendance Audit Folder. Campuses that are departmentalized will designate a time during the 2nd or 5th instruction hour as the official accounting time.

  Regardless if the campus is an elementary, intermediate or departmentalized campus, once the official attendance time is set; it cannot be changed.

- o All teachers will submit their attendance using the district provided attendance software, Skyward-Educator Access Plus. (See How to Take Attendance Through Educator Access Plus).

  - In the absence of the teacher of record, the substitute teacher will take attendance on a paper attendance roster (WS\SR\TX]RE\AT\AW) which is provided by campus personnel.
  - The substitute will also be provided instructions on how to accurately take attendance by campus personnel.
  - A copy of the instructions for substitute teachers will also be filed in the Attendance Audit Folder.
  - Paper attendance rosters/Attendance Worksheets are to be returned to the attendance clerk for each class and filed in the Daily Attendance Folder.

MONITORING ATTENDANCE (DAILY)

The campus attendance clerk will monitor the attendance by period for each teacher. 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 a doctor's note or from school nurse, etc.). **The attendance clerk is not permitted to change a student's attendance without proper documentation**.

- o **Unrecorded Class Attendance Report** (WS\OF\AT\RE\AR\UC) If a teacher has forgotten to take their attendance give them a friendly reminder either by telephone or email. This will help keep your attendance accurate. File in daily attendance folder.
- o **Recorded Class Attendance (**WS\OF\AT\RE\AR\DR\RC) This report will be ran every day for the official accounting period to monitor attendance taking time.
- o **Run ADA** (WS\SR\TX\RE\AT\AD) Print to screen to make sure it balances against the Funding Report. File in daily folder.
- o **Daily Funding Absence Report** (WS\SR\TX\RE\AT\DF) Make sure daily funding absence report balances with ADA and daily absences. File in daily folder.
- o **Daily Balancing Summary Report** (WS\OF\AT\RE\AR\DR\DB) This report will help with entry, withdraws, and Daily Funding Absence Report. File in Daily folder.
- o **Free Period Report** (WS\OF\CS\SS\RE\FP) If this report is not blank, you should be able to account for these students (part-time student, walk-in speech, etc.)
- o **Consecutive Absences Report** (WS\OF\AT\RE\CA). Helps monitor students that have consecutive absent days. Provide this report to the person designated on the campus monitoring student attendance for truancy prevention measures.
- o **Suspect or Questionable Attendance Report.** (WS\OF\CS\SS\RE\SQ). Helps at the secondary level to determine if teachers are accurately taking attendance or students that may be skipping.

STUDENT MEMBERSHIP RECONCILIATION

At the end of the first six weeks and at the end of the fourth six weeks, a district developed form will be given to each teacher along with the Attendance Worksheet. The teacher will enter the number of each student **ENROLLED** in each class signed and return it to the attendance clerk that day. Teachers will still be required to take attendance at the campus designated time. The attendance clerk will verify the accuracy of each form and forward a copy of the campus form to the PEIMS office. This original document will be filed by the campus attendance clerk in the daily attendance file. The PEIMS department will also file a copy of this document for district records.

REQUIRED DOCUMENTATION
- **Student Detail Reports** (Six Weeks) (WS\SR\TX\RE\AT\DR) also known as Daily Register.
- **Campus Summary Reports** also known as Contact Hours/Principal's Report.
  - One for each six weeks (six)
  - One for each semester (two)
- **Enrollment Verification/Student Membership Report** (1st and 4th Six Weeks)

It is the responsibility of the attendance clerk to generate the Principal's Report and Student Detail Report (Daily Register). This process will be spooled and saved every six weeks on the network server. Save and print signature page for the Student Detail Report and Principal's Report in the audit folder.

TARDY TRACKER

An electronic tardy tracker system will not be considered to determine whether or not a student is present or absent for class unless it is monitored by a campus staff member. Monitoring the tardy tracker requires a staff member to enter the student's name and/or ID number. Having a student swipe their Student ID is not an acceptable way to track the student's whereabouts for attendance accounting purposes. Ex: Campus ADA time is 10:00, student swipes tardy tracker at 9:58 and makes it to class at 10:01. For ADA purposes, the student is considered absent.

MAINTAINING ATTENDANCE ACCOUNTING RECORDS/BACKUP SYSTEMS

Skyward is backed up nightly by the network manager and stored in a separate location.

FIRST DAY ATTENDANCE

In Texas, there are **NO** absences the first day of school. A student cannot be marked/reported as absent until they have attended one day and have been counted "in membership".

STEP 1 – Run Class Rosters

Each campus will determine who is present/in membership and who was not in membership on the first day of school. Your campus will use class rosters generated out of Skyward for this process. Options include:

- Scheduling Class Rosters (WS\OF\CS\RE\CR)
- It is recommended you do not have the teachers print rosters for first day attendance.

Before rosters are printed, check with the master schedule person at the campus to make sure all students are scheduled. **Do not print rosters until after all the student schedules have been printed and no schedule changes are to be made. In some cases the teachers may not get their rosters until the first day of school. It is the attendance clerk's responsibility to communicate with the person who is running schedules.

It is highly recommended that student schedules are not changed on the 1ˢᵗ day of school

STEP 2 – **How to Conduct Enrollment Counts/Student Membership Verification** (Refer to the detailed instructions provided by Student Services in completing the following procedures to verify campus enrollment counts.)

Elementary-Intermediate-Middle Schools Enrollment Counts Procedures

1. Class rosters are printed according to the ADA period.
2. The class rosters are divided amongst the enrollment counts team members. The enrollment counts team usually consists of campus administrators and certified staff members such as counselors, interventionists, etc.
3. Each enrollment counts team member visits the classrooms according to the given class rosters.
4. The following steps are taken when determining enrollment counts:
    a. All students should be in the classroom while enrollment counts occur.
    b. All students stand up.
    c. The enrollment counts team member reads the first and last name of each student aloud. **Do not just do a head count against the number of students on the class roster.**
    d. As the student hears his/her name, they say "Good Morning" to the enrollment counts team member and then sits down.
    e. The enrollment counts team member will record the full name of any student whose name was not on the class roster. (These students will be left standing.) Middle School will include the grade level of the student.
    f. **On the 1ˢᵗ Day of School:** If a student's name is on the roster, but is not in the classroom, draw one line through the student's name and write "No Show" next to the student's name.
    g. **After the 1ˢᵗ Day of School**: If any student is absent, verify with the classroom teacher the student is scheduled in the class. Leave the student's name on the roster if the student is still scheduled in the class.
    h. **Active Students, On Campus at ADA Time, but not Enrolled in a Class:** You may have students who are active, but are not enrolled in a class, because they are waiting to be scheduled. These students should be included in the enrollment count for the day. A written roster will need to be created for these students.
    i. **Elementary and Intermediate Campuses**: Write the total number of students on the bottom right-hand corner of the class roster.
    j. **Middle School Campuses**: Write the number of 6ᵗʰ-8ᵗʰ grade students on the bottom right-hand corner of the class roster.
    k. The enrollment counts team member will sign and date each class roster in ink. Do not use erasable pens, pencils, crayons or markers. This is an auditable document and must not be destroyed.

5. Once the enrollment counts team member has completed the enrollment counts per class roster, visit with the campus administrator, registrar, and counselor(s) in a group session.
    a. **Students Not on the Class Roster**: Verify the student has a completed online registration application then schedule the student in Skyward.
    b. **Students With Names Crossed Out**: On the first day of school, mark the student as a "No Show" in Skyward if the student did not attend school or assign the student to the correct class in Skyward.
    c. Keep a running total number of students by grade level and compare it to the Skyward Enrollment Counts Report.
    d. Attendance rosters are to be returned to office or collected by office personnel.

STEP 3 – MARK YOUR NO SHOWS
- Use the "No Show" button
    - This can be done for anyone who is a "No Show" the first day of school.
    - If in the district last year on another entity, you can delete on current entity – but you will lose any scheduling data permanently. You should probably wait a week or two before this is done. You will need to contact the PEIMS office to delete students off your entity.
- Manually update records to indicate "No Show"

- Drop/inactivate schedule (the schedule could be printed first in order to assist in rescheduling if the student shows up)
- Withdraw students from all special programs – GT, LEP, PRS, Special Ed.

STEP 4 – BALANCE YOUR NUMBERS
Once all "No Show" students are processed, the campus will need to "balance" their counts of students from what they manually tallied to what is in the Skyward. Several options to work on this balancing project:

- Review the counts under the entity counts area. (WS\AF\EC\RE) Recommend you use the utility to Recount Students (WS\AF\EC\PS\UT\RS) prior to using these numbers. This area ONLY reads the number of Active students on that entity and reads that from the WS/ST/Entity tab – Current Status. This area DOES NOT read any enrollment information from the E/W tab.
- Print an Enrollment Report (WS\OF\AT\RE\AR\ER) for the first day of school – 08/19/19 – be sure to select all schools & calendars – do not click total Special Ed students separate - but DO print the student detail. This will give you counts of students at the top (by grade level, race and gender) that can be used to balance back to the Entity Counts from step #1. Even if the counts match exactly, it is strongly recommended that you verify the names of the students present/in membership from the rosters against the names on this enrollment report. Counts could match but with the wrong students being counted. IF the counts DO NOT match – the school will need to verify the names of the student's present/in membership from the rosters against the names on the enrollment report.

- Possible reasons the counts would be different:
  - Student not entered in the software.
  - Student has the wrong grade level in the software.
  - Student does not have an enrollment date of the first day of school – possibly the date on the E/W tab is before or after the first day.
  - Student is not marked active.

- o If you are not able to determine the students that are causing the school not to balance, print the Student Detail (WS\SR\TX\RE\AT\DR), which lists the students by grade level and ADA Eligibility code.
  - Possible issues may include:
    - Student has the wrong ADA Eligibility Code – such as "0" for not in membership – when they should be a "1" for membership.
    - PK students with wrong ADA Eligibility Code – such as "1" for full day when should be "2" for full day. All full day PK students will be coded as a "2".
    - Speech only students with wrong ADA Code – such as "1" for full day membership when should be "0" for not in membership.
    - Student on incorrect calendar/track

- o Campus will also need to print an ADA Report (WS\SR\TX\RE\AT\AD) – to verify the membership counts for the school and to verify 100% attendance.
  - If less than 100% attendance on ADA report, campus will need to print a Day Summary Report (WS\OF\AT\RE\AR\DS) to get a list of the students marked absent on the first day.
  - REMINDER – since PK students are coded as ADA Eligibility Code "2" they will count on the ADA report as ".5" therefore that count will end up half of the actual "warm bodies" in the building. Other kids that are coded special ways such as "0" or "6" may also cause the ADA report counts to not match exactly the "warm bodies" count from the other reports above.

STEP 5 – AFTER NUMBERS ARE BALANCED
- o Complete First Day "Enrollment Count" form. Place the original in the first day attendance folder and follow district procedures provided by Student Services.

SKYWARD ATTENDANCE CODES

It is important to understand Skyward Attendance Coding. The campus principal determines whether or not an absence is Excused or Unexcused.

In Skyward, absences are coded with an **Absence Type** and **Absence Reason**. For PEIMS purposes, it is important to understand the **Absence Type Code** and whether or not the code counts for or against funding purposes. Below is a list of the **Absence Type Codes** in Skyward. Some codes are designated for specific campuses.

If the **Absence Type Code** has a **"$"** in the Short or Long Description this means this specific Absence Type Code is a funded absence and documentation is required. See SAAH, Section 3.6.3 for details.

Type Code	Short Description	Long Description	Category	Count in Truancy	Disciplinary Action	Include in Total Attendance
A	Unexc -Tchr Abs	Unexcused-Teacher Absence	Unexcused	Y	Absence	Y
E	Excused	Excused	Excused	N	Absence	Y
I	ISS $	In School Suspension Doc Req $	Other	N	In School Suspension	N
L	Left Early $	Present for Funding Doc Req $	Excused	N	Absence	Y
N	OSS After ADA	OSS Partial Day/After ADA Time	Other	N	Absence	N
O	OSS	OSS-Out of School Suspension	Other	N	Out School Suspension	Y
P	Pres/Abs $	Pres/Abs in Class Doc Req $	Other	N	Absence	N
T	Tardy-Teacher $	Tardy-Teach/Pre ADA Doc Req $	Tardy	N	Absence	N
U	Unexcused	Unexcused - Office	Unexcused	Y	Absence	Y
Y	Tardy-Office $	Tardy-Present ADA Doc Req $	Tardy	N	Absence	N

After the **Absence Type Code** has been determined, The **Absence Reason Code** is determined. This helps keep track of student absences and makes pulling student absent reports easy.

Reason Code	Short Description	Long Description
AD	Administrative	Administrative (W/ Principal)
AM	Active Duty VM	Active Duty Visit Military
AS	Autism Spectrum	Autism Spectrum Disorder Hlth
AT	Athletic/Actvty	Athletic/Activity
BA	BAC (ExCel) Cls	BAC (ExCel) Cls
CA	Court Apprnc	Required-Court Appearance
CN	W/ Counselor	With Counselor
CT	Career Tech Act	Career Tech Activity
CV	College Visit	College Visit
EC	Election Clerk	Election Clerk
EX	Extra-Curr Actv	Extra-Curr Act Not FA/AT/CT
FA	Fine Arts Actv	Fine Arts Activity
FL	Flu	Flu
FT	Field Trip	Field Trip
HB	Homebound	Homebound
HI	Home Instr-CEHI	Home Instruction - CEHI
IL	Illness -Parent	Illness - Parent Note
IS	In-Sch Suspens	In-School Suspension
MA	Medical Abs-DR	Medical Absence-DR's Excuse
NN	No Note	No Note
NO	Naturalize Oath	Naturalization Oath
NS	Nurse Sent Home	Nurse Sent Home
NV	With Nurse	With Nurse
PN	Parent Note	Parent Note
RH	Religious Holy	Religious Holy Day
SA	Sch Rel Actvty	School Related Activity
SP	Summit Placemnt	Summit Placement
SR	Senior End Year	Senior End of Year
T3	Tardy (3rd Occ)	Tardy (Third Occurrence)
TA	Sounding "Taps"	Sounding "Taps"
TD	Tardy	Tardy
TE	Testing	Testing
TF	Texas Fam Code	Texas Family Code
TS	Tardy at Summit	Tardy at Summit
UC	App for US Ctzn	Application for US Citizenship
US	Unexc Summit	Unexcused at Summit
XS	Present Summit	Present at Summit
XZ	Exempt frm Exam	Exempt from Exam
ZZ	Other	Other

SIX WEEKS ATTENDANCE TERMS

2019-2020 Six Week Reporting Timeline

| 6 Week Period	Start/End Dates	Reports	Responsibility	Due Date
1st 6 Weeks	August 19-September 27	Principal's Report Daily Registrar Discipline Report ISS/OSS Attendance	Principal, Discipline Officer, Attendance Clerk, Special Programs Contacts	October 11
1st 6 Week: Enrollment Verification August 19-September 27	Thursday, September 26	Enrollment Report	Principal, Attendance Clerk	October 4
School Start Window	September 27	Leaver Dropout	Principal, Registrars, Student Services	
2nd 6 Weeks	September 30-November 8	Principal's Report Daily Registrar Discipline Report ISS/OSS Attendance	Principal, Discipline Officer, Attendance Clerk, Special Programs Contacts	November 22
Fall Snapshot	October 25			
3rd 6 Weeks	November 11-December 20	Principal's Report Daily Registrar Discipline Report ISS/OSS Attendance	Principal, Discipline Officer, Attendance Clerk, Special Programs Contacts	January 24
4th 6 Week: Enrollment Verification January 8-February 21	Thursday, February 20	Enrollment Report	Principal, Attendance Clerk	February 28
4th 6 Weeks	January 8-February 21	Principal's Report Daily Registrar Discipline Report ISS/OSS Attendance	Principal, Discipline Officer, Attendance Clerk, Special Programs Contacts	March 6
5th 6 Weeks	February 24-April 10	Principal's Report Daily Registrar Discipline Report ISS/OSS Attendance	Principal, Discipline Officer, Attendance Clerk, Special Programs Contacts	April 24
6th 6 Weeks	April 13-May 28	Principal's Report Daily Registrar Discipline Report ISS/OSS Attendance	Principal, Discipline Officer, Attendance Clerk, Special Programs Contacts	May 29

V7.28.2019

HOW TO RUN ATTENDANCE WORKSHEETS

Substitute Rosters

SM/SR/TX/RE/AT/AW
Select Attendance Worksheets/Add
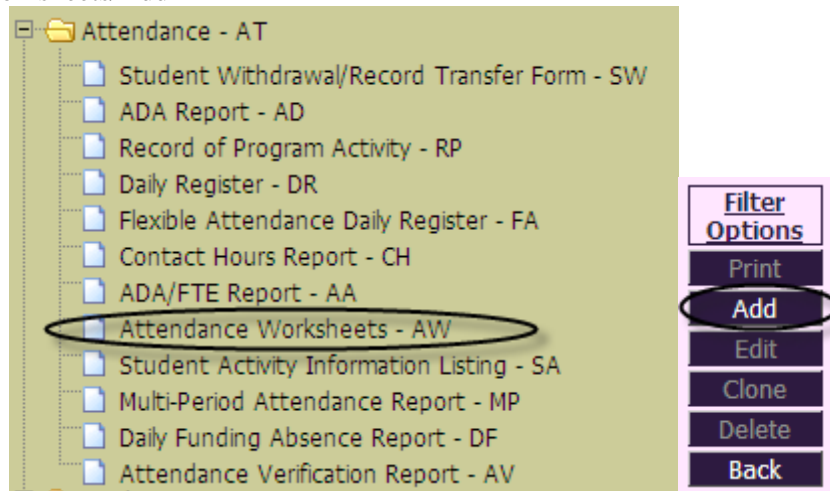
Name template

Options: Calendar Terms/Dates
Worksheet Layout
Class Range Selections
Print Options
Sort Order (must be selected in order for report to run)
After options are selected select Save and Print

Report spools in Print Queue
Select Display Report

Date ▼	Time	Report Description	V	W	Status	Time	Current K
09/29/2010 Wed	7:26 PM	Attendance Worksheets - ATTENDANCE WORKSHEET	N		Completed	00:00:04	
09/29/2010 Wed	7:25 PM	Attendance Worksheets - ATTENDANCE WORKSHEET	Y		Completed	00:00:04	
09/29/2010 Wed	7:25 PM	Attendance Worksheets - ATTENDANCE WORKSHEET	Y		Completed	00:00:03	
09/29/2010 Wed	6:07 PM	eSped EXTRACT Export	N		Completed	00:02:03	
09/29/2010 Wed	2:13 PM	eSped - v1.0 Export	N		Completed	00:01:39	
09/29/2010 Wed	1:55 PM	eSped - v1.0 Export	N		Completed	00:01:44	
09/29/2010 Wed	1:52 PM	eSped - v1.0 Export	N		Completed	00:01:43	
09/29/2010 Wed	2:12 AM	eSped - v1.0 Export	N		Completed	00:00:03	
09/29/2010 Wed	2:00 AM	Follett v5.00 Export	N		Completed	00:03:36	
09/29/2010 Wed	2:00 AM	eSped EXTRACT Export	N		Completed	00:02:02	
09/28/2010 Tue	6:07 PM	eSped EXTRACT Export	N		Completed	00:04:08	
09/28/2010 Tue	2:13 PM	eSped - v1.0 Export	N		Completed		
09/28/2010 Tue	1:55 PM	eSped - v1.0 Export	N		Completed	00:01:29	

Report Finished Processing

The report **Attendance Worksheets - ATTENDANCE WORKSHEET** has finished processing.

Display Report   Back

Report prints to screen
Report stays in print queue for two days if you need to re-run the report

1txatn08.p 08-2	N.A. HOWRY INTERMEDIATE SCHOOL	09/29/10	Page:1
04.10.06.00.00	Attendance Worksheet by Classes		7:26 PM

Teacher: HOOD, DAN   Room: 138
Course/Sec: 5 SOCS/51A Period: 01   Signature: _____ Date: _____

                              Month: Aug   Sep
        Student Key Name   Date: 23 24 25 26 27 30 31 01 02 03 06 07 08 09 10 13 14 15 16 17 20 21 22
                                         M   T   W   T   F   M   T   W   T   F   M   T   W   T   F   M   T   W   T   F   M   T   W

13

HOW TO RUN CLASS ROSTERS

WS/OF/CS/RE/CR
Select Class Roster Report - CR/Add
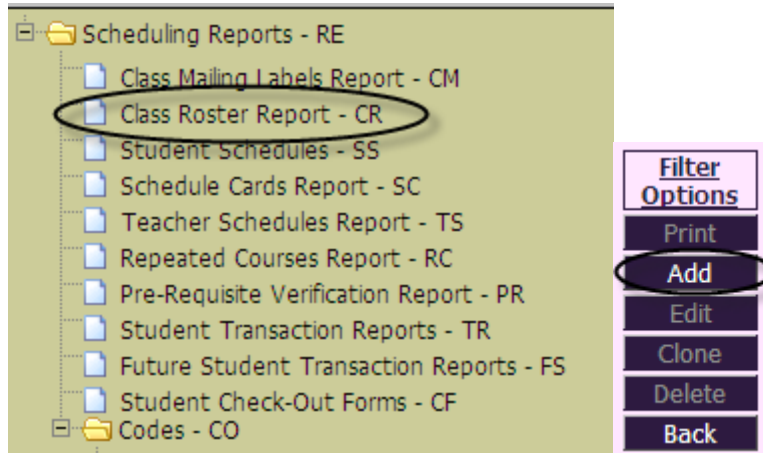
Name template
Print Options: Class Selection by Range or Individual Classes
                Select current School Year
                Select Term to Print
                Select Class Sort

Roster Options: Course/Class
                Teacher
                Class Period

Select what you want printed on the Class Roster.
    Do not select Student Type or Special Ed Indicator for class rosters

Items to Print

Detail Line 1

- ☐ Default Entity (4)
- ☐ Student School Code (4)
- ☑ Middle Name
- ☐ Student Name Key (12)
- ☐ Date of Birth (11)
- ☐ Race Code (5)
- ☐ ~~Student Type (5)~~
- ☐ Homeroom (6)
- ☐ Student Access Login/Pwd (32)

ID Number
- ○ Other ID (13)
- ○ Vocational Ed ID (13)
- ◉ None

- ☐ ~~Special Ed Indicator~~
- ~~Special Ed Indicator:~~
- ☐ Locker Number (7)
  - ☐ Locker Combination (15)
- ☐ Advisor (12)
- ☐ Home Phone (13)
  - ☐ Confidential Phone
- ☐ Work Phone (13)
- ☐ Parent Name (21)
- ☐ Scheduling Team (5)
- ☐ Enrollment Dates (22)
- ☐ LEP Indicator
  - LEP Indicator: L

Detail Line 2

- ☐ Print Detail 2 Heading Line
- ☐ Address (51)
  - ☐ Use Mailing Address ?
- ☐ Student's Email Address (31)
- ☐ Head of 2nd Household (24)
- ☐ Second Parent Name (24)

Note: This (##) indicates the number of characters an item takes up.

Font Size: Large		
Detail Line: 1		2
Max Chars: 80		80
Remaining: 39		80

Formatting: Double Space/Single Space
                    Teacher Name
                    Student Name

Formatting

- ☐ Double Space Class List

Teacher Name
- ◉ Full Name   ○ Short Name

Student Name Print Order
- ◉ First Middle Last
- ○ Last First Middle

Teachers to Print
- ◉ All   ○ Primary

Student Count Display Method
- ◉ Print One Class Total
- ○ Print Totals By Semester
- ○ Print Totals By Term

Number of Report Columns
- ◉ 1 Column   ○ 2 Columns

Student Ranges:Student Sort
                        Grade
                        Student Type
                        Student Current Year Status – Active Only
                        Student Class Record Types – Enrolled Only

After all options are selected

Report spools in Print Queue
Select Display Report

Report prints to screen
Report stays in print queue for five days if you need to re-run the report

HOW TO RUN THE ENTITY COUNTS UTILITY

This utility keeps track of the number of students on an Entity.

This utility is not to replace an Enrollment Count or an ADA count. It is a guide to help keep your Default Entities and Grad Years accurate

WS/AF/EC/RE
Select Add and name template
Save and Print

SM/AF/EC/EC Select Current School Year Entity Counts/Apply Filter

School Year* ▾	Grad Year	Grade Level	Max Students	Current Count	Unduplicated Count	Available
2011	2015	08	0	1	1	-1
2011	2016	07	0	4	4	-4
2011	2017	06	0	191	191	-191
2011	2018	05	0	233	233	-233
2011	9999	Entity	0	429	429	-429

HOW TO PRINT AN ENROLLMENT REPORT

WS/OF/AT/RE/AR/ER
Select Enrollment Report/Add
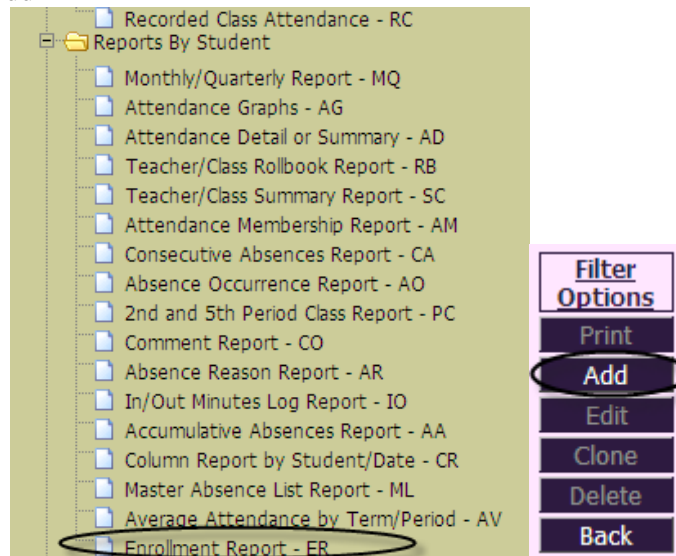
Name template

    Report Ranges: Grade

                                Enrollment Date

                                Print Student Detail Yes/No

                                Save and Print

Report spools in Print Queue
Select Display Report

Date ▼	Time	Report Description	V	W	Status	Time	C
09/29/2010 Wed	8:30 PM	Enrollment Report - ENROLLMENT REPORTS	N		Completed	00:00:03	
09/29/2010 Wed	7:57 PM	Class Roster Report - Test @	Y		Completed	00:00:09	
09/29/2010 Wed	7:55 PM	Class Roster Report - CLASS ROSTERS 2010	Y		Completed	00:00:06	
09/29/2010 Wed	7:55 PM	Class Roster Repo...			Completed		
09/29/2010 Wed	7:52 PM	Class Roster Repo...			Completed	00:00:03	
09/29/2010 Wed	7:26 PM	Attendance Works...					
09/29/2010 Wed	7:25 PM	Attendance Works... KSHEET	Y		Completed	00:00:04	
09/29/2010 Wed	7:25 PM	Attendance Works...eets - ATTENDANCE WORKSHEET	Y		Completed	00:00:03	
09/29/2010 Wed	6:07 PM	eSped EXTRACT E...port	N		Completed	00:02:03	
09/29/2010 Wed	2:13 PM	eSped - v1.0 Expo...t	N		Completed	00:01:39	
09/29/2010 Wed	1:55 PM	eSped - v1.0 Expo...t	N		Completed	00:01...	
09/29/2010 Wed	1:52 PM	eSped - v1.0 Expo...t	N		Completed		
09/29/2010 Wed	2:12 AM	eSped - v1.0 Expo...t	N		Completed	00:01...	

Report Finished Processing

The report **Enrollment Report - ENROLLMENT REPORTS** has finished processing.

Display Report   Back

Report prints to screen
Report stays in print queue for five days if you need to re-run the report

```
lsoatr94.p 05-2                         N.A. HOWRY INTERMEDIATE SCHOOL                09/29/10              Page:1
04.10.06.00.00                 Enrollment as of: 09/29/2010 Run On - 09/29/2010                            8:30 PM


School Enrollment                                                       043 N.A. HOWRY INTERMEDIATE SCHOOL
```

Grade	American Ind Male	Female	Hispanic Male	Female	Asian Male	Female	Pac Islander Male	Female	Black Male	Female	White Male	Female	Unknown Male	Female	Total Male	Female	Total
05	0	0	63	63	2	1	0	0	14	16	46	28	0	0	125	108	233
06	0	1	55	52	2	0	0	0	15	8	37	21	0	0	109	82	191
07	0	0	2	0	0	0	0	0	0	1	1	0	0	0	3	1	4
08	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1
TOTAL	0	1	120	115	4	1	0	0	29	25	85	49	0	0	238	191	429

```
                ************************* End of report *************************
```

HOW TO PRINT THE STUDENT DETAIL REPORT
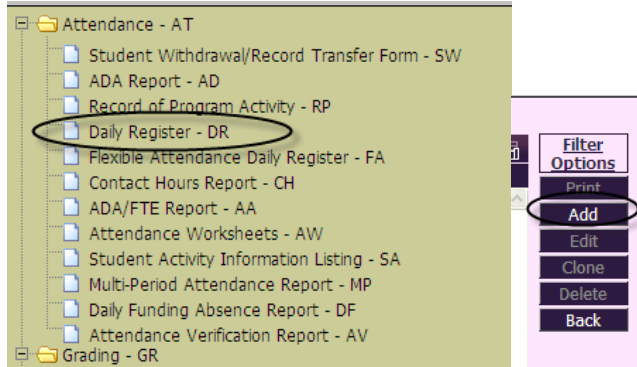## AKA DAILY REGISTER

When do you run this report?

       End of every reporting period after you have verified –

- Entry/withdrawals are correct,
- Students are entered/withdrawn from special programs (Sped, ESL, CATE, G/T, etc.),
- Attendance has entered by teachers, and
- Attendance has been balanced by attendance personnel

WS/SR/TX/RE/AT/DR

Select Daily Register - DR/Add

Set template up with the same settings as in PaC. Remember by the end of the year all six (6) reporting periods will be checked.

       Always Build PEIMS records

       Save and Print

Display Report

HOW TO TAKE ATTENDANCE THROUGH EDUCATOR ACCESS PLUS

1. Home Page/Staff Resources/Gradebook
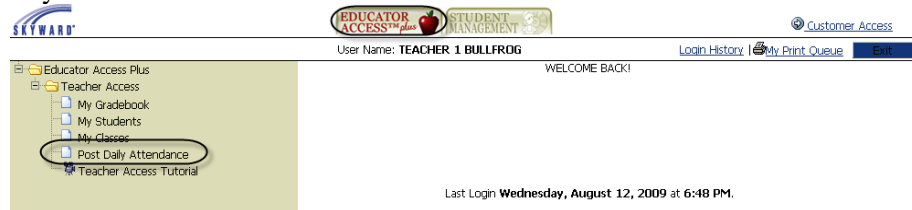   **DO NOT** select Skyward Employee Access
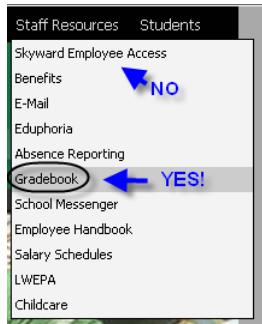
2. "Click Here!"

3. Enter Username and Password

4. Select Post Daily Attendance

5. Select the "class" and the "option" for how you will be taking attendance

6. Students default to "PRESENT"

7. Select Absent/Tardy/Present
    Be sure to refer to your campus procedures for determining if a student is tardy or absent.
8. Select "Save"

Take Attendance for **Wednesday, August 19, 2009**

Save
Undo
Back

Alert Legend | Show Today's Attendance for All Periods | View Class Summary

Alerts	Last Name ↑	First Middle	GR	Sch	Absent	Tardy	Present	Absent Count	Tardy Count	Wed 8/19	Tue 8/18	Mon 8/17	Fri 8/14	Thu 8/13	Wed 8/12	Tue 8/11	Mon 8/10	Fri 8/07
	BULLFROG	BERTHA	01	101	●	○	○											
	BULLFROG	BOBBIE	01	101	○	●	○											
	BULLFROG	BUBBA	01	101	○	○	●											
	BULLFROG	STUDENT	01	101	○	○	●											

9. Educator Access Plus marks "Attendance Taken"

Attendance for **Wednesday, August 19, 2009**

101 EFFIE MORRIS ELEMENTARY

| Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
01	01	1 - 6	2	MTWRF	1010 / 02	READING 1	By Name	By Seating Chart	Assign Seats

Attendance Taken: 7:04 PM by TEACHER 2 BULLFROG

10. You have until the end of the school day to make corrections and/or adjustments to a student's attendance record. If changes need to be made after the window closes, you will need to contact the campus attendance clerk in writing.

HOW TO PRINT DAY SUMMARY
ABSENCE REPORT

WS/OF/AT/RE/DS
Select Day Summary/Add
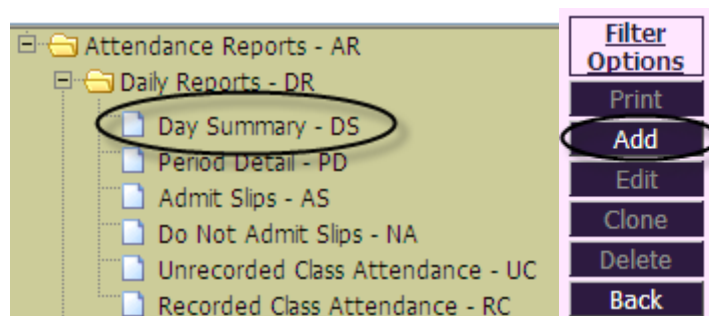
Name template

    Report Ranges: School Year to Process
                                   Grade
                                   Specific Date
                                   Parent Notified Yes/No/Both
                                   Student Status – Active
                                   Absence Types - Unexcused

Printing Options: Print Primary Phone
                                 Print Confidential Phone
                                 Print Absent Comment
                                 Type to Highlight with - Unexcused
                                 Print Guardian Work Phone
                                 Print Guardian's Name – Always
                                 Name Format

Printing Options
- ☑ Print Primary Phone
- ☑ Print Confidential Phone
- ☐ Print Student Key
- ☐ Print Student Other ID#
- ☑ Print Absent Comment
- ☐ Print Attendance Note
- ☐ Print Both Guardians' Information
- ☑ Print Guardians Work Phone

Type to Highlight With "**": U=UNEXCUSED

Print Guardian's Name
- ○ Never ○ If Different Than Student ○ If Same As Student ⦿ Always

Print Attendance Detail
- ⦿ All Periods in Day ○ Only Periods in Range
- ⦿ All Types in Day ○ Only Types used for Selection

Name Format
- ⦿ Last Name/First Name ○ First Name/Last Name
- ○ Print Middle Initial ○ Print Middle Name ⦿ Neither

Save and Print

Save
Save and Print
Back

Report spools in Print Queue
Select Display Report

Print Queue for MICHELLE ANDERSON

Date ▼	Time	Report Description	V	W	Status	Time
09/29/2010 Wed	8:53 PM	Day Summary - MID MORNING REPORT	N		Completed	00:00:03
09/29/2010 Wed	8:30 PM	Enrollment Report - ENROLLMENT REPORTS	Y		Completed	00:00:03
09/29/2010 Wed	7:57 PM	Class Roster Report - Test @	Y		Completed	00:00:09
09/29/2010 Wed	7:55 PM	Class Roster Repo			Completed	
09/29/2010 Wed	7:55 PM	Class Roster Repo			Completed	
09/29/2010 Wed	7:52 PM	Class Roster Repo				
09/29/2010 Wed	7:26 PM	Attendance Works				
09/29/2010 Wed	7:25 PM	Attendance Works				
09/29/2010 Wed	7:25 PM	Attendance Works				
09/29/2010 Wed	6:07 PM	eSped EXTRACT E				
09/29/2010 Wed	2:13 PM	eSped - v1.0 Expo				
09/29/2010 Wed	1:55 PM	eSped - v1.0 Expo				
09/29/2010 Wed	1:52 PM	eSped - v1.0 Expo				

Report Finished Processing

The report **Day Summary - MID MORNING REPORT** has finished processing.

Display Report   Back

Report prints to screen
Report stays in print queue for five days if you need to re-run the report

1soatr05.p 32-2	N.A. HOWRY INTERMEDIATE SCHOOL	09/29/10	Page:1
04.10.06.01.00	Day Summary(Morning Report)		8:53 PM

HM PHONE   ABS. DATE 09/29/2010   STS GRD FP 0   1   2   3   4   5   6   7   8   9   PN

HOW TO PRINT THE ADA REPORT

WS/SR/TX/AT/AD
Select ADA Report/Add

Name Template
      Report Ranges: Date Range
                          Totals – Both/Report for Each Date/Summary Only
                          Save and Print
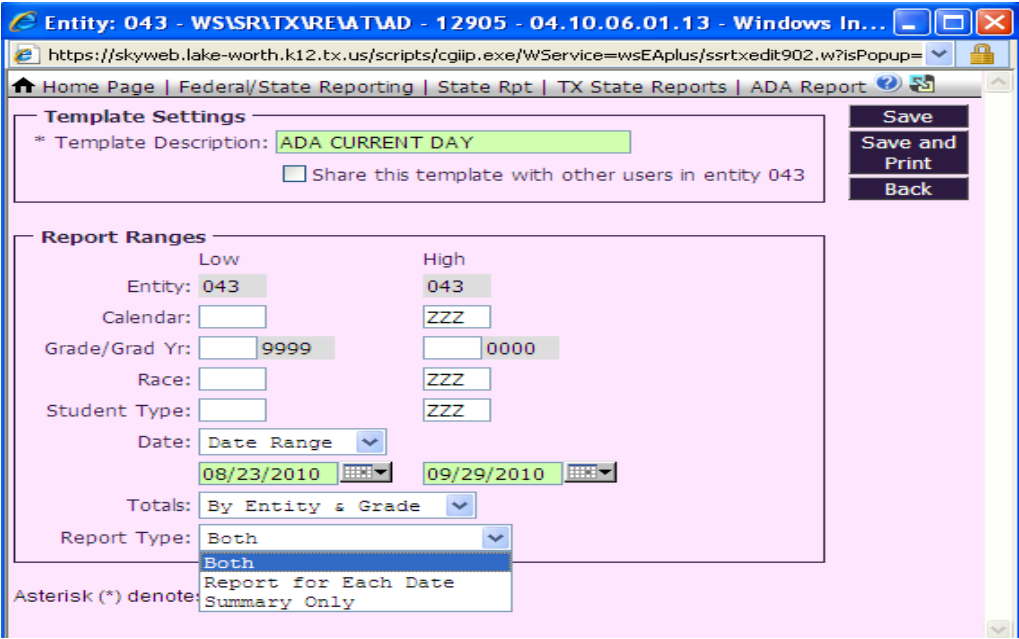
Report spools in Print Queue
Select Display Report

HOW TO RUN THE DAILY FUNDING ABSENCE REPORT
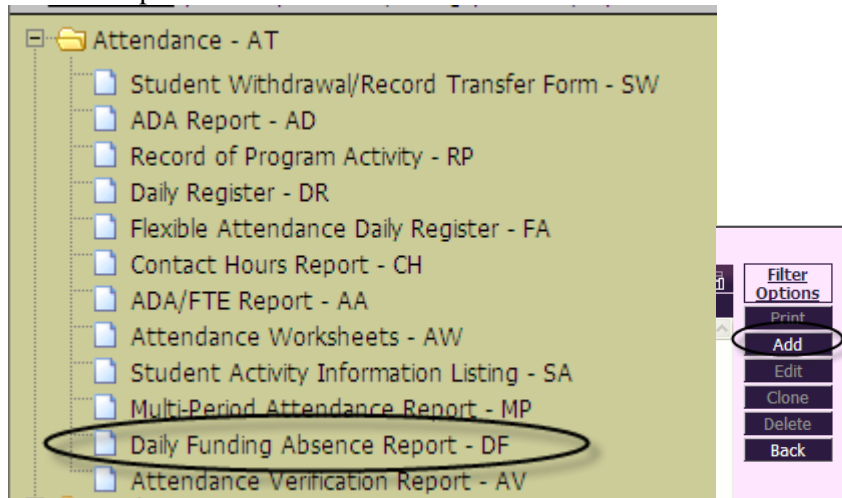
WS/SR/TX/RE/AT/DF
Select Daily Funding Absence Report - DF/Add

Name Template
     Report Ranges: Date Range
                         Sort by Grade Level
                         Save and Print

Report spools in Print Queue
Select Display Report

Print Queue for MICHELLE ANDERSON

Date ▼	Time	Report Description	V	W	Status	Time	Cu
09/30/2010 Thu	5:33 PM	Daily Funding Absence Report - DAILY FUNDING ABSENC	N		Completed	00:00:03	
09/30/2010 Thu	2:13 PM	eSped - v1.0 Export	N		Completed	00:01:37	
09/30/2010 Thu	1:55 PM	eSped - v1.0 Export	N		Completed	00:01:46	
09/30/2010 Thu	1:52 PM	eSped - v1.0 Export	N		Completed		
09/30/2010 Thu	2:12 AM	eSped - v1.0 Expo	N		Completed	00:01:38	
09/30/2010 Thu	2:00 AM	Follett v5.00 Expo				00:00:	
09/30/2010 Thu	2:00 AM	eSped EXTRACT E				00:03:47	
09/29/2010 Wed	9:00 PM	ADA Report - ADA CURRENT DAYs	Y		Completed	00:00:06	
09/29/2010 Wed	8:53 PM	Day Summary - MID MORNING REPORT	Y		Completed	00:00:03	
09/29/2010 Wed	8:30 PM	Enrollment Report - ENROLLMENT REPORTS	Y		Completed	00:00:03	
09/29/2010 Wed	7:57 PM	Class Roster Report - Test @	Y		Completed	00:00:	
09/29/2010 Wed	7:55 PM	Class Roster Repo - CLASS ROSTERS 2010	Y		Completed	00:00:0	
09/29/2010 Wed	7:55 PM	Class Roster Repo - CLASS ROSTERS 2010	Y		Completed	00:00:0	

Report Finished Processing

The report **Daily Funding Absence Report - DAILY FUNDING ABSENCE REPORT** has finished processing.

Display Report   **Back**

Report prints to screen
Report stays in print queue for five days if you need to re-run the report

ENROLLED   394   ABSENT   15   PERCENT ABSENT   3.8071

************************* End of report *************************

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HOW TO RUN FREE PERIOD REPORT

WS/OF/CS/SS/RE/FP
Select Free Period Report - FP/Add
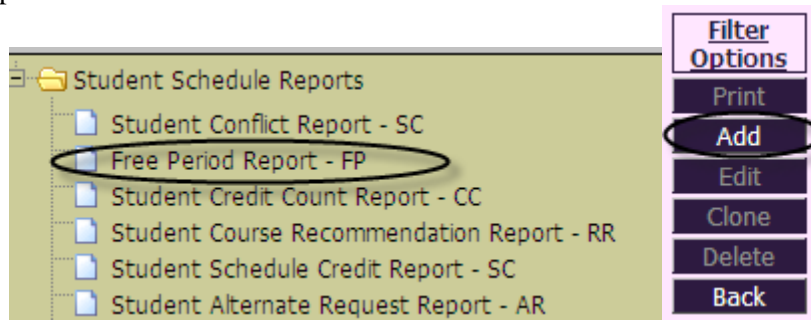
Name template
Student Ranges:Select Grades or leave ranges open
Select Period(s)
Student Status – Active
Terms to Use – Current Term
Select Calendars / Select Schools

After all options are selected

Save and Print

Report spools in Print Queue
Select Display Report

Print Queue for MICHELLE ANDERSON

Date ▼	Time	Report Description	V	W	Status	Time	
09/30/2010 Thu	5:52 PM	Free Period Report - FREE PERIOD REPORT	N		Completed	00:00:45	
09/30/2010 Thu	5:33 PM	Daily Funding Absence Report - DAILY FUNDING ABSENC	Y		Completed	00:00:03	
09/30/2010 Thu	2:13 PM	eSped - v1.0 Export	N		Completed	00:01:37	
09/30/2010 Thu	1:55 PM	eSped - v1.0 Export					
09/30/2010 Thu	1:52 PM	eSped - v1.0 Expo	**Report Finished Processing**				
09/30/2010 Thu	2:12 AM	eSped - v1.0 Expo	The report **Free Period Report** - **FREE PERIOD REPORT**	N	Completed	00:00:03	
09/30/2010 Thu	2:00 AM	Follett v5.00 Expo	has finished processing.	N	Completed	00:03:47	
09/30/2010 Thu	2:00 AM	eSped EXTRACT Export		N	Completed		
09/29/2010 Wed	9:00 PM	ADA Report - ADA CURRENT DAYs	Y		Completed	00:00:06	
09/29/2010 Wed	8:53 PM	Day Summary - MID MORNING REPORT	Y		Completed	00:00:03	
09/29/2010 Wed	8:30 PM	Enrollment Report ENROLLMENT REPORTS	Y		Completed	00:00	
09/29/2010 Wed	7:57 PM	Class Roster Repo Test @					
09/29/2010 Wed	7:55 PM	Class Roster Repo CLASS	Y				

Display Report   **Back**

Report prints to screen

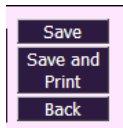Report stays in print queue for five days if you need to re-run the report

If this report is not blank you should have a reason why they are on this report.

Some examples would be:

    ADA Eligible 0 student

    ADA Eligible 2 student

    Be sure this report is blank for the funding period. If not, it is possible we are counting a student in membership who is not scheduled to a teacher/class

---

```
1sosch30.p 11-2                        COLLINS MIDDLE SCHOOL                    09/30/10              Page:0
04.10.06.01.09             GRAD-YEAR 2015 - 2016 FREE PERIOD REPORT FOR PERIOD                       5:52 PM
```

```
No free periods to report on
```

HOW TO PRINT THE BLANK SCHEDULE REPORT

WS/OF/CS/RE/RE/SS
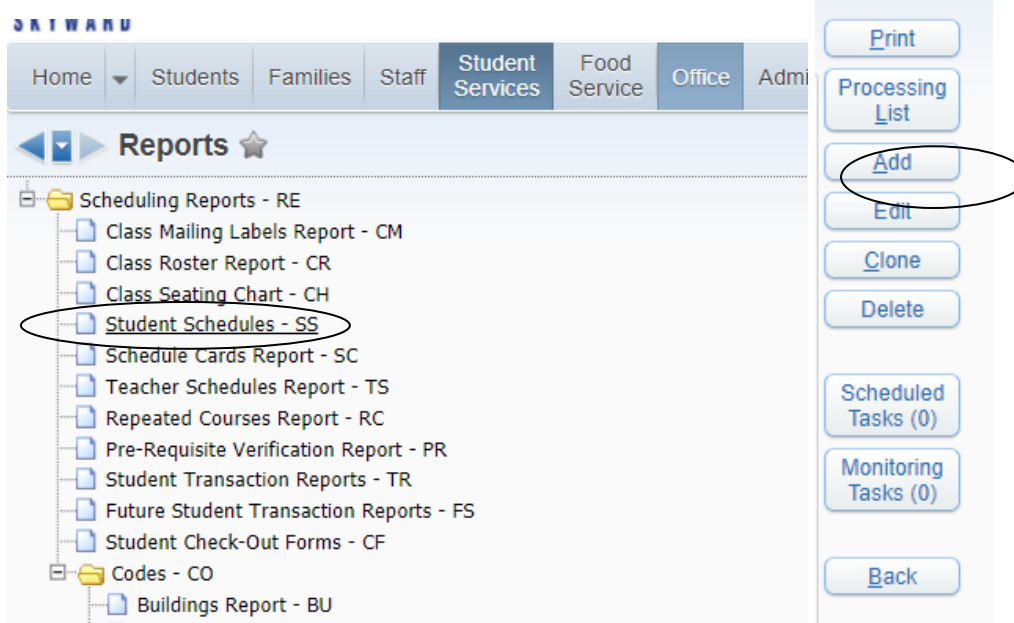
Name the template.
Select Students by Range or Individual.
Check Print Blank Schedules and Print Only Blank Schedules.


```
19-20 CAMPBKAM000  Campbell, Kameron D.   Grade  09  001      Homeroom                          08/12/2019 13:06
                                          Birth  08/18/2005
                                          Gender  Male

                                                                                Other  149022
--------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------
```

HOW TO PRINT THE CONSECUTIVE ABSENCES REPORT

WS\OF\AT\RE\CA
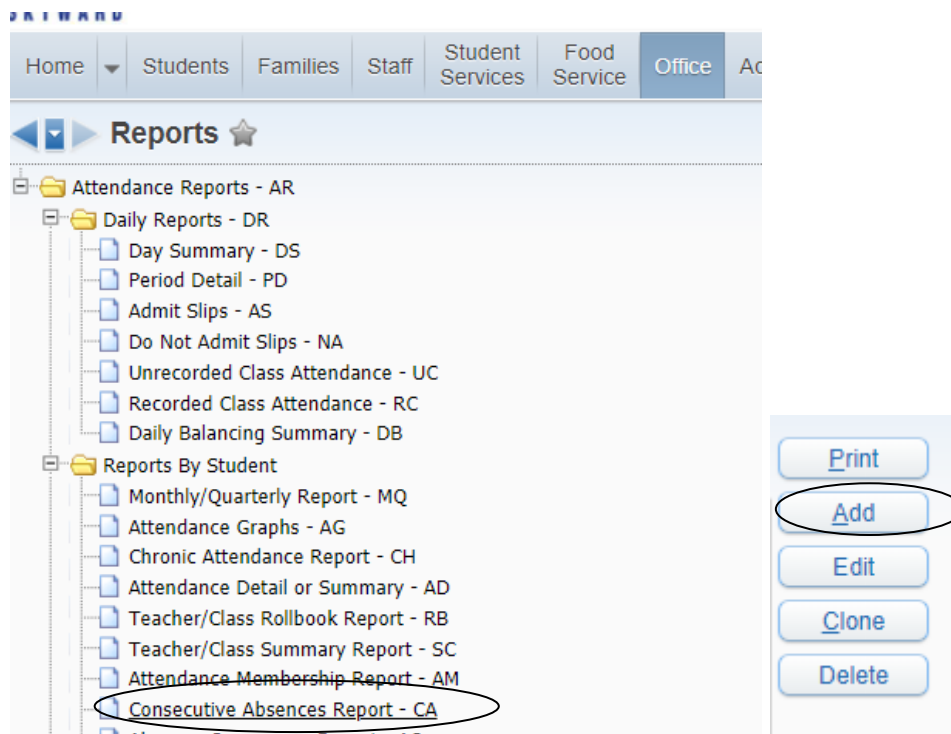
Name the template.
Choose the Absence Types.
Define the Date Options: Last Date to Check or Date Range

Save and Print

```
Other ID        Name Key      Gr  Student Name
121146          ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
      1 Days     03/05/2019   ->  03/05/2019
   Abs. Date   01    02    03    04    05    06    07    08
   03/05/2019  P-TE  P-TE

      1 Days     03/07/2019   ->  03/07/2019
   Abs. Date   01    02    03    04    05    06    07    08
   03/07/2019  P-TE  P-TE

      2 Days     03/18/2019   ->  03/19/2019
   Abs. Date   01    02    03    04    05    06    07    08
   03/19/2019  P-AT                    P-AT  P-AT  P-AT  P-AT
   03/18/2019  P-TE  P-TE

109170          ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
      1 Days     03/08/2019   ->  03/08/2019
   Abs. Date   01    02    03    04    05    06    07    08
   03/08/2019                                      A     A

      1 Days     03/26/2019   ->  03/26/2019
   Abs. Date   01    02    03    04    05    06    07    08
   03/26/2019  A
```

HOW TO PRINT THE SUSPECT OR QUESTIONABLE ATTENDANCE REPORT

WS\OF\AT\RE\VR\SQ

Name the template.
Set the Report Ranges: include all calendars.
Report Options: Validate Limited Student Presence, Validate Limited Student Absences/Absence Types, Validate Attendance Types
Save and Print

Report Date Range: 05/13/2019 to 08/16/2019

Student Name	Entity	School	Grd	Gnd	Local Race	Fed. Race	Class Name	Course Desc	Teacher Name	Validation Reason
▓▓▓▓▓▓▓	042	042	07	M	3	3	0703201/19	Math	Bowen,L	Suspect Presence

Atnd Date	00	01	02	03	04	05	06	07
05/15/2019 Wed	-	-	-	-	A-	A-	-	A-

Student Name	Entity	School	Grd	Gnd	Local Race	Fed. Race	Class Name	Course Desc	Teacher Name	Validation Reason
▓▓▓▓▓▓▓	042	042	07	M	3	3	0709201/12	Spanish Intro	Deluna,D	Suspect Absence

Atnd Date	00	01	02	03	04	05	06	07
05/15/2019 Wed	-	-	-	-	A-	A-	-	A-

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HOW TO PRINT THE DAILY BALANCING SUMMARY REPORT

WS/OF/AT/RE/DB
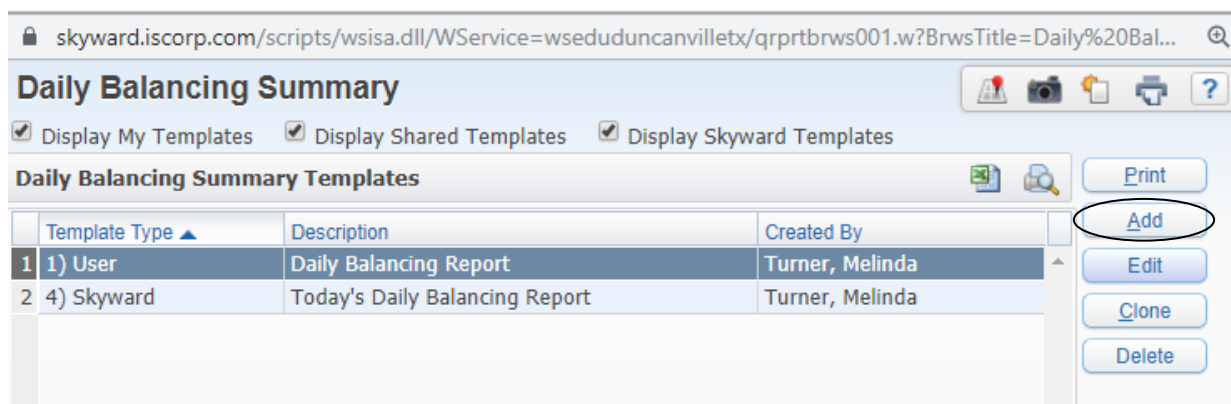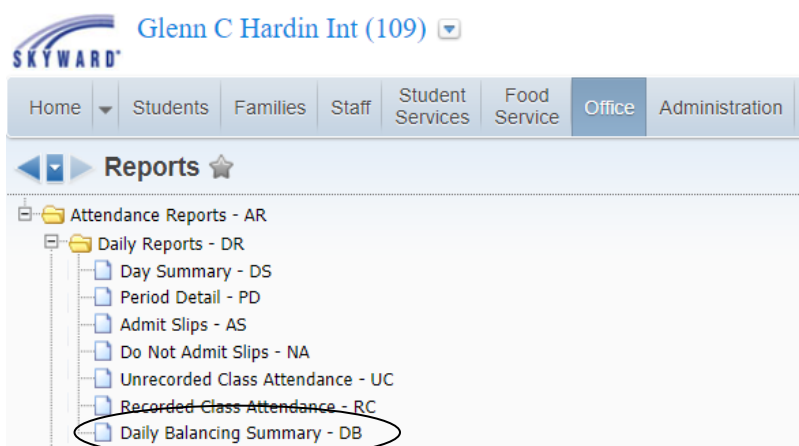
Name the Template
Choose the Absence Types
Choose all Entry Codes and Calendars
Report Options: Choose Today or a Specific Date
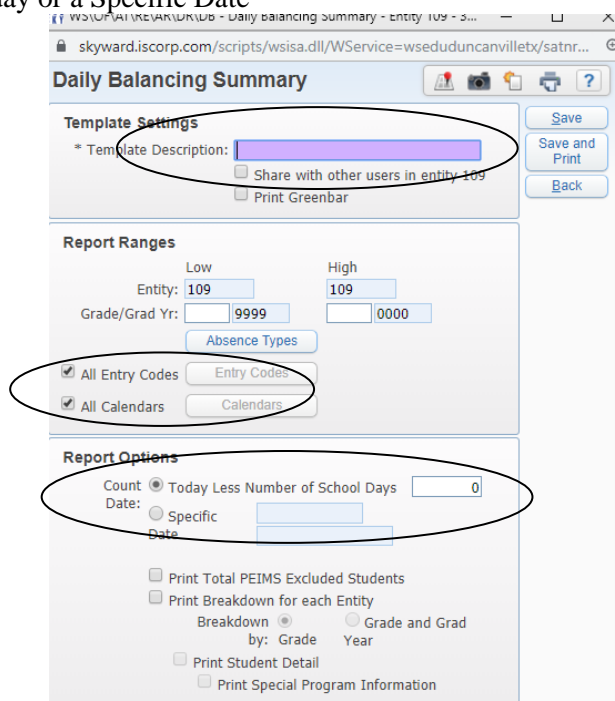
```
                                                                                                    TOTAL

1. BEGINNING MEMBERSHIP                                                                                630

2. NEW OR REENTRY STUDENTS TODAY

SEE GRADE SUMMARY PAGES

3. TOTAL NEW OR REENTRIES                                                                                0

4. TOTAL (1 + 3)                                                                                       630

5. WITHDRAWALS TODAY

SEE GRADE SUMMARY PAGES

6. TOTAL WITHDRAWALS                                                                                     0

7. TOTAL CLOSING MEMBERSHIP (4 - 6)                                                                    630

8. STUDENTS ABSENT TODAY

SEE GRADE SUMMARY PAGES

9. TOTAL STUDENTS ABSENT                                                                                26

10. TOTAL MEMBERSHIP PRESENT (7 - 9)                                                                   604

11. TOTAL MEMBERSHIP FOR A.D.A                                                                       630.0

12. TOTAL ABSENT FOR A.D.A                                                                            26.0

13. TOTAL PRESENT FOR A.D.A                                                                          604.0

14. TOTAL ADA-INELIGIBLE STUDENTS                                                                      0.0
```

************************ End of report ************************

HOW TO PRINT THE CAMPUS SUMMARY REPORT
AKA CONTACT HOUR REPORT

When do you run this report?

     End of every reporting period after you have verified –

- Entry/withdrawals are correct,
- Students are entered/withdrawn from special programs (Sped, ESL, CATE, G/T, etc.),
- Attendance has been verified by teachers,
- Attendance has been balance by attendance personnel and
- After you have generated the Student Detail report (Daily Register)

At the end of the year you will have one final six weeks report covering the entire school year - two principal semester reports and - two (2) principal summary reports.

WS/SR/TX/RE/CH

Select Contact Hours Report - CH/Add
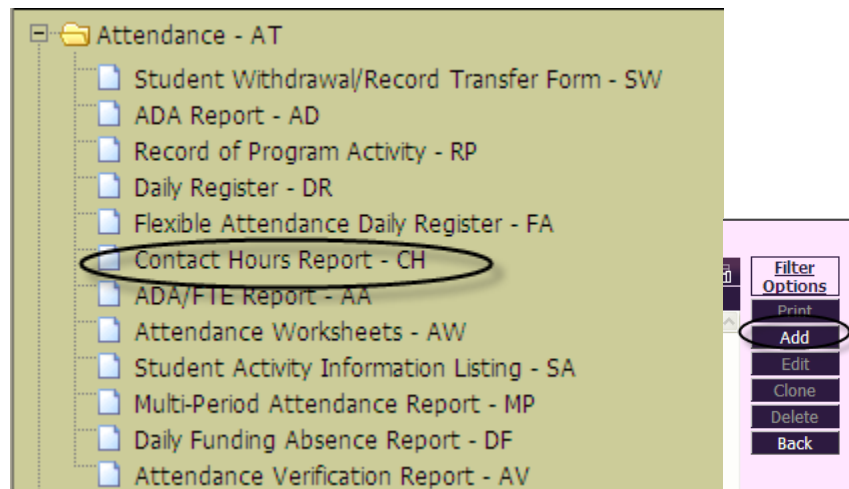
Name Template
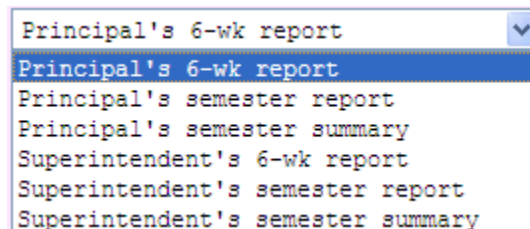
Report to print:
Reporting period: Current reporting period
Always: Print signature page, Print Table I, II, III and IV
                Save and Print

Template Settings
* Template Description: FIRST SIX WEEKS
☑ Share this template with other users in entity 043

Save
Save and Print
Back

Report Ranges
* Report to print: Principal's 6-wk report
* Reporting period: 1
Print signature page: ☑
Print Table I: ☑
Print Table II: ☑
Print Table III: ☑
Print Table IV: ☑

Report spools in Print Queue
Select Display Report

Print Queue for MICHELLE ANDERSON

| Date ▼	Time	Report Description	V	W	Status	Time
09/30/2010 Thu	6:18 PM	Contact Hours Report - FIRST SIX WEEKS	N		Completed	00:00:03
09/30/2010 Thu	6:07 PM	eSped EXTRACT Export	N		Completed	00:02:00
09/30/2010 Thu	5:52 PM	Free Period Report - FREE PERIOD REPORT	Y		Completed	00:00:45
09/30/2010 Thu	5:33 PM	Daily Funding Abs				
09/30/2010 Thu	2:13 PM	eSped - v1.0 Expo				
09/30/2010 Thu	1:55 PM	eSped - v1.0 Expo				
09/30/2010 Thu	1:52 PM	eSped - v1.0 Expo				
09/30/2010 Thu	2:12 AM	eSped - v1.0 Expo				
09/30/2010 Thu	2:00 AM	Follett v5.00 Expo				
09/30/2010 Thu	2:00 AM	eSped EXTRACT E				
09/29/2010 Wed	9:00 PM	ADA Report - ADA				
09/29/2010 Wed	8:53 PM	Day Summary - MI				
09/29/2010 Wed	8:30 PM	Enrollment Report				

Report Finished Processing
The report Contact Hours Report - FIRST SIX WEEKS has finished processing.

Display Report   Back

Report prints to screen


```
1txatn06.p 09-2   Page Navigation        TABLE I               09/30/10        Page:2
04.10.06.00.00       PRINCIPAL'S SIX WEEK REPORT OF STUDENT ATTENDANCE AND CONTACT HOURS    6:18 PM



                          FIRST SEMESTER 2010-2011
                           LAKE WORTH ISD 220910
                        N.A. HOWRY INTERMEDIATE SCHOOL 043
-------------------------------------------------------------------------------------

1ST SIX WEEK REPORTING PERIOD
FROM 08/23/10 TO 10/01/10
A. NUMBER OF DAYS TAUGHT:  29          EE     PK     KG     01     02     03     04     05
-------------------------------------------------------------------------------------
```

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Official Accounting Period Membership/Enrollment Verification Procedures
1st and 4th Six Weeks

According to the Student Attendance Accounting Handbook:

Student membership from the teacher's roster is to be reconciled to the attendance accounting records at the end of the 1st and 4th six-weeks reporting periods.

1. Electronic attendance will be taken during the official accounting period on Thursday, September 26, 2019 and Thursday, February 20. 2020.
2. Each teacher is given a copy of the class roster at the official ADA time.
3. Call out each student's name.
   - If student is on your roster and has <u>NEVER</u> attended your class mark "No Show"
   - If a student is in your class and not on your roster, write the student's name, grade and ID#.
4. Fill out the attached form and total up the number of students that are enrolled in your class. (Do Not Total up "No Shows")
5. Attach form to signed and dated class roster and return to the office. The form and rosters are not to be shredded or thrown away.

Please remember this is an auditable document

- Make all entries with ink (no pencil) .
- Do not use White-Out, correction tape, or an erasable pen.
- If errors are made, strike through the error, enter corrections nearby, and initial.

DUNCANVILLE ISD

Writing success stories, one student at a time.

ENROLLMENT VERIFICATION/
STUDENT MEMBERSHIP RECONCILIATION

Teacher Form

(Circle the Date of Verification)
September 26, 2019
February 20, 2020

Teacher Name: _____

Class: _____

Grade(s): _____

Room: _____

Time: _____

<u>Number of Students</u>   <u>This is for multi-grade classes</u>

Grade _____   Grade Total ____

Grade _____   Grade Total ____

Grade _____   Grade Total ____

Grade _____   Grade Total ____

The purpose is to remove any No Shows that are still active in our Student Information System and on the teacher's rosters.

 # No Shows_____   **Total Enrolled in Class_____**
        (Do Not Add No Shows in Student Total)

_____   _____
Teacher Signature   Date

_____   _____
Attendance Clerk - Verified   Date

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DUNCANVILLE ISD

Writing success stories, one student at a time.

**ENROLLMENT VERIFICATION/
STUDENT MEMBERSHIP RECONCILIATION**

Campus Form

(Circle the Date of Verification)
September 26, 2019
February 20, 2020

Campus: _____

Official Accounting Time: _____

Total Number of Students

Grade_____   Grade Total _____

Grade_____   Grade Total _____

Grade_____   Grade Total _____

Grade_____   Grade Total _____

Grade_____   Grade Total _____

Grade_____   Grade Total _____

Grade_____   Grade Total _____

Grade_____   Grade Total _____

 # No Shows Removed from the Campus _____   **Total Students Enrolled _____**
                                                   (Do Not Add No Shows in Student Total)

_____   _____
Attendance Clerk   Date

_____   _____
Principal   Date

Total up the number of students at each grade level from the Class Rosters. Remove all "No Shows" from Skyward, if needed. Your campus total should equal the roster totals and enrollment totals. Balance the campus totals back to the Enrollment report. Make a copy of this worksheet and Enrollment Report and send to the PEIMS office by the end of the day, Friday, October 4, 2019 and Friday, February 28, 2020. File this original form, class rosters, and Detailed Enrollment Report in the six weeks attendance folder. ***DO NOT SHRED ROSTERS***

DUNCANVILLE ISD

Writing success stories, one student at a time.

ENROLLMENT VERIFICATION/
STUDENT MEMBERSHIP RECONCILIATION

District Form

(Circle the Date of Verification)
September 26, 2019
February 20, 2020

Total Number of Students by campus

001 Total Membership_____

004 Total Membership_____

005 Total Membership_____

007 Total Membership_____

041 Total Membership_____

042 Total Membership_____

043 Total Membership_____

101 Total Membership_____

102 Total Membership_____

103 Total Membership_____

104 Total Membership_____

105 Total Membership_____

106 Total Membership_____

107 Total Membership_____

108 Total Membership_____

109 Total Membership_____

110 Total Membership_____

111 Total Membership_____

112 Total Membership_____

District Total Membership _____

_____   _____
PEIMS Manager   Date

_____   _____
Chief Academic Officer   Date

Campus Attendance Audit Folder Coversheet

Campus Name: _____   Year: _____

Attached	NA	Documentation
		ADA Declaration Form
		Official School Calendar
		Substitute Procedures for Attendance
		Six Week Reporting Period Reports
		Locally Designed Absence Codes Meanings
		Attendance Waivers, If Applicable
		Bell Schedules, If Applicable
		Other:
		Other:
		Other:

Attendance Clerk Signature: _____

Date: _____

Daily Attendance Coversheet

Campus Name: _____   Date: _____

Attached	NA	Documentation
		Unrecorded Class Attendance Report
		Recorded Class Attendance Report
		Day Summary Report
		ADA Report
		Substitute Paper Attendance
		Teacher Paper Attendance
		Field Trip/UIL Attendance
		Parent, Doctor, Etc. Notes
		Notes/Emails from Campus Staff Changing Attendance
		Discipline Attendance Notification
		ISS Attendance Log
		Official Attendance Time During Testing Form (send copy to PEIMS)
		Tardy Log/Raptor Log
		Student Leave Early Log/Raptor Log
		Modified Bell Schedule
		Approved Attendance Waivers
		Other:
		Other:
		Other:

Attendance Clerk Signature: _____

Date: _____

Weekly Attendance Coversheet

Campus Name: _____   Date: _____

Attached	NA	**Documentation**
		Entry/Withdrawal Report
		ADA Report for the Week
		Daily Attendance Coversheet for the Current Days of the Week, plus Documents
		Other:
		Other:
		Other:

Attendance Clerk Signature: _____

Date: _____

Six Weeks Attendance Coversheet

Campus Name: _____   Date: _____

Attached	NA	**Documentation**
		Daily Register with Signature Page (Student Detail Report)
		Contact Hours Report with Signature Page (Campus Summary Report)
		Teacher Six Week Attendance Verification
		Enrollment Verification/Student Membership Report (1st and 4th Six Weeks)
		Discipline Summary Report For the Six Weeks
		Suspension/Expulsion and Attendance Audit Report
		Other:
		Other:
		Other:

Attendance Clerk Signature: _____

Date: _____