

LISD 2020/2021 Attendance Processing Timeline

To: Registrar & Attendance Secretary

Official Attendance Time (Face-to-Face) Instruction	Elementary : 9:30 am Secondary : 9:30 am
Asynchronous Attendance	Initial attendance will be entered by teachers by 3:30 pm DAILY, notifications will be sent to parents to encourage student engagement within the SAME day. Attendance clerks will adjust attendance after receipt of the "actual" attendance once engagement has been determined and documented by the teachers (changes must be posted within 5 days)
August 10-14	Teachers create user names and password to access TxEIS (TxGradebook) for attendance posting Run SAT0300 and verify information
August 14	Post No-Show students that are DOCUMENTED that they will not return this school year. Print and distribute all Class Lists to teachers. Disable TxGradebook for attendance posting
August 17 – First Day of School	Implement 1st Day Procedures
August 18	Teachers must reconcile 1 st day counts (paper and e-process by 4 pm on August 18 th)
August 20	Counselors and Registrars shall reconcile 1 st day counts and post all no-shows in TxEIS. Enable txGradebook for teacher attendance posting as of Friday, August 21 st .
Every day	Print SAT0400 Daily Attendance Summary & SAT0500* Campus Attendance Summary for campus records
August 24	Print SAT1400 First Day Principals rpt. – should be complete and signed by campus Principal Print SGR0650 Reports for Special Programs – information is prepared and distributed to the appropriate professional staff member for coding and/or un-coding
August 28	Print SRG2200 – Student No Show Report Principal confirms that the first day counts are accurate and that all No Show students are listed on the No Show Certification list. Forward Report to PEIMS Specialist
August 31	1st Enrollment Event run. File submissions begin on or before the third week of school and every week after that when there is enrollment or withdrawal events. PEIMS Specialist
Every 6 week attendance period (See End of Six Week Cycle Reports)	<ol style="list-style-type: none"> 1. Review of student attendance and special programs posting such as Special Education, Dyslexia, Career and Technology, Gifted & Talented, and ESL. 2. Verification and generation of all TxEIS attendance reports (refer to attendance check list) 3. Print List of withdrawn students and compare to Leaver Tracking forms. (There must be a tracking form (documentation) for every withdrawn student) 4. A copy of the Contact Hour report, (SAT0900) signed by Principal, is submitted to PEIMS Specialist within (1) one week of period ending along with Cycle Balancing sheet. SAT0600 is to be saved as PDF 5. Save all attendance-related documentation such as medical notes, teacher engagement verification, student entry/exit from special programs, students on campus during attendance hour, etc. for audit purposes by Six-Week Period with the TxEIS reports. <p>NOTE: NO CHANGES SHOULD BE MADE IN ATTENDANCE CYCLE ONCE REPORT IS SIGNED AND SUBMITTED TO PEIMS SPECIALIST. Otherwise report will need to be re-run</p>
September 22 Membership Reconciliation	1st Six weeks Attendance Cycle (SAT0670*-Elementary; SAT0671* – Secondary) Print and distribute Teacher Membership roster for review and signature. Must be conducted on this day. Forward the signed, reconciled report for the campus to the PEIMS Specialist before the cycle ends.
September 25	End of 1st Six Weeks Attendance cycle
Oct 2	SAT0900* – Campus/District Summary report <u>due</u> to PEIMS Specialist – Reconciled and signed by Campus Principal. Save as PDF/print SAT0600* and keep for campus records.
November 6	End of 2nd Six Weeks Attendance Cycle
November 13	SAT0900* – Campus/District Summary report <u>due</u> to PEIMS Specialist – Reconciled and signed by Campus Principal. Save as PDF/Print SAT0600* and keep for campus records
December 18	End of 3rd Six Weeks Attendance Cycle (Tr2-21st)
January 8, 2021	SAT0900* – Campus/District Summary report <u>due</u> to PEIMS Specialist – Reconciled and signed by Campus Principal. Print SAT0600* and keep for campus records
February 9	4th Six Weeks Attendance Cycle (SAT0670*-Elementary; SAT0671*– Secondary)

Membership Reconciliation	Print and distribute Teacher Membership roster for review and signature. Must be conducted on this day. Forward the signed, reconciled report for the campus to the <u>PEIMS Specialist</u> before the cycle ends.
February 12	End of 4th Six Weeks Attendance cycle
February 19	SAT0900* – Campus/District Summary report <u>due</u> to PEIMS Specialist – Reconciled and signed by Campus Principal. Print SAT0600* for campus records
April 09	End of 5th Six Week Attendance Cycle
April 16	SAT0900* – Campus/District Summary report <u>due</u> to PEIMS Specialist – Reconciled and signed by Campus Principal. Print SAT0600* for campus records
May 26	End of 6th Six week Attendance Cycle
June 3	SAT0900* – Campus/District Summary report due to PEIMS Specialist – Reconciled and signed by Campus Principal. Print SAT0600* for campus records
June 10	Verify all TxEIS Contact Hour reports match PEIMS/TSDS extracted reports. (**Summer Submission) Prepare all <u>End of year reports</u> for archiving, including all auditable documents such as attendance posting reports, attendance notes, daily sign in sheets, etc. All Attendance records should be boxed and prepared for transport to the District Records Center.
June 7-11	MTGR/End of year check list to be completed, signed and returned to PEIMS Specialist by June 11th

*Auditable reports that must be run and kept for 5 years

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