



**Greenville ISD**

*PEIMS*

**Attendance Procedures Manual**

***2022-2023***



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# Texas Education Agency Resources

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2022-2023 Student Attendance Accounting Handbook:

<https://tea.texas.gov/index2.aspx?id=25769817607>

2022-2023 Texas Education Data Standards:

[http://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS\\_Latest\\_Release/](http://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS_Latest_Release/)

## Meetings

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Attendance is required by all attendance clerks and/or registrars at all PEIMS meetings. In the event you are unable to attend a scheduled meeting, email the Director of PEIMS to set up a time to review the information.

## Data Backup

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All data is backed up nightly.

## TSDS Overview

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### *What is TSDS?*

The Texas Student Data System (TSDS) is a statewide system for collecting and reporting education data for publicly funded schools in the State of Texas.<sup>1</sup>

### *Texas Education Data Standards*

TEDS includes all data elements, code tables, business rules, and data validations needed to load local education agency (LEA—Texas school district or charter school) education data to TSDS for PEIMS.<sup>2</sup>

### *Student Attendance Accounting Handbook*

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

The *Student Attendance Accounting Handbook (SAAH)*:

- describes the FSP eligibility requirements for all students,
- prescribes the minimum standards for all attendance accounting systems,
- lists the documentation requirements for attendance audit purposes, and
- details the responsibilities of all district personnel involved in student attendance accounting.<sup>4</sup>

### *Texas Penal Code, Title 8, Chapter 39.03(d)*

An offense under this section is a Class A misdemeanor, except that an offense is a felony of the third degree if the public servant acted with the intent to impair the accuracy of data reported to the Texas

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<sup>1</sup> <http://www.texasstudentdatasystem.org/TSDS/About/>

<sup>2</sup> [https://www.texasstudentdatasystem.org/TSDS/TEDS/Texas\\_Education\\_Data\\_Standards/](https://www.texasstudentdatasystem.org/TSDS/TEDS/Texas_Education_Data_Standards/)

<sup>3</sup> 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 1 Overview

<sup>4</sup> <http://tea.texas.gov/index2.aspx?id=25769817607>

Education Agency through the Public Education Information Management System (PEIMS) described by Section [42.006](#), Education Code, under a law requiring that reporting.<sup>5</sup>

### *General Audit Requirements*

Your district must make available and provide to the Financial Compliance Division of TEA copies of all required attendance records **within 20 working days** of the agency's written request. Failure to provide all required attendance records (specific program[s], grant[s], or both) will result in TEA retaining 100 percent of your district's FSP allotment for the undocumented attendance for the school year(s) for which records have been requested.<sup>6</sup>

## Student Attendance Accounting

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### *Understanding Student Attendance Accounting*

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

### *About This Manual*

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

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

- how and when teachers are to take official attendance
- how attendance is entered into the attendance accounting system
- which position or positions are responsible for the coding of special programs (such as career and technical education, special education, pregnancy-related services [PRS], etc.)
- how changes to special programs are to be documented
- how student membership is to be reconciled between the teacher rosters and the attendance accounting database
- how your district will maintain attendance accounting records (including computerized records, period absence slips and official calendar) after the completion of the school year
- what backup systems are in place to protect the attendance accounting records
- which position is responsible for the maintenance and security of the attendance accounting records<sup>7</sup>

## Documentation Retention

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

- Attendance Worksheets
- Daily Register Report
- Day Summary Reports

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<sup>5</sup> <http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.39.htm#39.03>

<sup>6</sup> 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 2.1

<sup>7</sup> 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 2.2.5

- Attendance Excuse Notes
- Sign-In/Sign-Out Forms
- Homebound Attendance Logs
- Contact Hours Report
- 6 Weeks Special Program Reports
- Attendance Verification Form
- Any other supporting documentation to justify attendance entries and/or changes

## How and When Teachers Take Official Attendance

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### *How Attendance is Recorded*

Attendance is recorded electronically through the district student information system, currently Skyward.

### *Recording Attendance During the Event of a Technical Outage*

In the event that teachers are unable to record attendance electronically due to a technical outage, attendance must be recorded on an Attendance Worksheet at the official attendance time. The Attendance Worksheet must be signed, dated and submitted to the attendance clerk for manual entry.

If the campus is unable to generate paper rosters due to a power outage the campus attendance clerk must contact the Director of PEIMS by 9:15am so that paper rosters can be generated and delivered to the campus.

### *Official Attendance Time*

**Greenville ISD has designated 9:30 a.m. as the official attendance time for grades EE-6.**

**Greenville ISD has designated 9:05 a.m. as the official attendance time for GMS.**

**Greenville ISD has designated 9:20 a.m. as the official attendance time for HEC & GAEP**

**Greenville ISD has designated 9:15 a.m. as the official attendance time for grades GHS.**

Each campus must determine attendance for all grades by the absences recorded at the one particular point in time the campus has chosen for roll to be taken (a snapshot, for example, 9:45 a.m.). The selected time may vary from campus to campus within your district. Once a time has been selected, a campus must not change it during the school year.<sup>8</sup>

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

- Requirement that teachers log on to the system using distinct secret passwords
- Timing out (automatic shutoff) if the program has not had an activity in an appropriately short period of time (for example, 10 minutes)
- Ability to report the date, time and identity of the teacher entering the absence data, upon request

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<sup>8</sup> 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 3.6.2

- Ability to report the date, time and identity of the individual making changes to the attendance report, upon request
- Provision of a positive confirmation for 100 percent of attendance (teacher submits “all present” rather than showing no one absent)<sup>9</sup>

## How Attendance is Entered into Skyward

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Students who are on campus and in their classrooms at the time attendance is taken must have their official attendance taken and completed by the classroom teacher. Attendance must not be taken by students or classroom aides and clerks that do not meet the requirements of a highly qualified paraprofessional. (For the requirements for paraprofessionals, see the TEA “Becoming an Educational Aide in Texas” web page located at [https://tea.texas.gov/Texas\\_Educators/Certification/Initial\\_Certification/Becoming\\_an\\_Educational\\_Aid\\_e\\_in\\_Texas/](https://tea.texas.gov/Texas_Educators/Certification/Initial_Certification/Becoming_an_Educational_Aid_e_in_Texas/).) Using a student sign-in sheet to record attendance is not an acceptable method of taking roll and will result in the attendance being disallowed.<sup>10</sup>

### *Campus Teacher Attendance*

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

### *Substitute Teacher Attendance*

Substitute teachers must complete a Substitute Attendance Acknowledgement form for each campus. Substitute teachers will take attendance on a Skyward generated Attendance Worksheet at the official attendance time. Each page of the Attendance Worksheet will be signed and dated by the substitute teacher and submitted to the attendance clerk to be manually entered into Skyward. The Attendance Worksheet will be kept for auditing purposes in the daily attendance folder and should be printed from Skyward each day needed. The time stamp on the class roster should match the date of the substitute signature.

### *Manual Entries or Corrections to Student Attendance Data*

District staff members must **always use ink** to make manual entries or corrections in the attendance records, and on daily absence slips, six-week absence reports and daily summary sheets. Staff members must never record manual entries in pencil, use liquid correction fluid, or use a signature stamp. If errors are made on any official attendance document, the staff member making the correction must strike through the error, enter corrections nearby, and initial.<sup>11</sup> Any correction must be documented. Teachers and administrators must send an email if corrections are needed.

### *Unrecorded Class Attendance*

The Unrecorded Class Attendance report will need to be generated at the official attendance time each day on all campuses. An email will be sent to the teachers who have not recorded attendance, the attendance clerk and the principal. The “Unrecorded Class Attendance” form at the back of this handbook should be filled out and kept for reference.

### *Homebound Attendance*

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<sup>9</sup> 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 2.2.3

<sup>10</sup> 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 3.6

<sup>11</sup> 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 3.6.1



When the homebound committee has approved a student to receive homebound services, the attendance clerk must receive a copy of the paperwork. The homebound instructor will submit an attendance log to the campus attendance clerk weekly. The attendance clerk will manually enter attendance **based on the chart below**. Once the data is entered, make a copy of the log, and keep a copy in each daily folder for that week. Email the lead homebound teacher if you have not received the homebound log for a student within one week.

### ***Homebound Teacher Instruction Log***

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

- The name of the homebound teacher,
- The student name and Texas Unique ID,
- The date that the homebound teacher visited the homebound student, and
- The specific time period that the student was served (e.g., 10:00 a.m. until 1:00 p.m.)<sup>12</sup>

<b>Amount of Time Served per Week</b>	<b>Eligible Days Present Earned per Week</b>	<b>Attendance Entry in Skyward</b>
1 hour	1 day present	Monday = Tuesday = A Wednesday = A Thursday = A Friday = A
2 hours	2 days present	Monday = Tuesday = Wednesday = A Thursday = A Friday = A
3 hours	3 days present	Monday = Tuesday = Wednesday = Thursday = A Friday = A
4 hours	4 days present (if the week is a 4-day week) 5 days present (if the week is a 5-day week)	Monday = Tuesday = Wednesday = Thursday = Friday =
More than 4 hours	4 days present (if the week is a 4-day week) 5 days present (if the week is a 5-day week) <sup>13</sup>	Monday = Tuesday = Wednesday = Thursday = Friday =

<sup>12</sup> 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 3.7.2.1

<sup>13</sup> 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 3.7.3

### *Campus Attendance*

Students who are on campus at the time attendance is taken but who are not in their assigned classroom are considered in attendance for FSP purposes provided they were with a campus official (nurse, counselor, principal, etc.). Class admit slips or other documentation supporting that a student was with a campus official must be retained for audit purposes.<sup>14</sup>

Students arriving to school late or leaving school early must be documented on the office log.

Any student, who is with a staff member, other than the teacher of record, at the time attendance is taken, must appear on a Greenville ISD Sign-In/Sign-Out Sheet, Greenville ISD School Activity Attendance Form or a note from the staff member accounting for the student. The aforementioned documentation must include the date and duration of time the student was away from his/her instructional setting. All data entry or documentation must be submitted to the attendance clerk daily. The attendance clerk will manually enter attendance changes into Skyward. Documentation will be submitted from, but not limited to, the assistant principal's office, counselor, ISS, library, special education, etc.

## Special Program Data Responsibilities

All special program staff members will have reports generated for them at the end of each six-week reporting period. These reports must be reviewed and verified for accuracy. Once the campus has made all necessary adjustments, they will send the completed report, signed and dated to the program coordinator. The program coordinator will review, verify, sign, date and forward to Student Services. Please refer to the six-weeks Attendance Periods chart for exact dates.

### *Six Week Attendance Periods*

Reporting Period	Dates	Reports due to PEIMS Department
1	8/17/22-9/23/22	9/28/22
2	9/26/22-11/4/22	11/9/22
3	11/7/22-1/6/23	1/11/23
4	1/9/23-2/17/23	2/22/23
5	2/21/23-4/14/23	4/19/23
6	4/17/23-5/25/23	5/31/23

### *At-Risk*

The district/campus staff is responsible for identifying at-risk students. Any changes or additions to at-risk data must be documented on the Identification Details in Skyward, with the date and initials of the person making the change. All supporting documentation must be maintained in the student cumulative folder. At the end of each six-week reporting period the At-Risk Student Report must be reviewed.

<sup>14</sup> 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 3.6

### *Bilingual/English Learner (EL)*

The campus EL coordinator is responsible for identifying and coding Bilingual/EL students. The EL coordinator should complete the necessary documentation, enter the data into Skyward and file the documentation into the EL folder. At the end of each six-week reporting period the LEP/BIL/ESL report must be reviewed.

### *Career and Technical Education (CTE)*

A CTE indicator of 1 will be assigned by the CTE calculations run in Skyward based on the student schedule. The CTE Coordinator will determine and enter CTE indicator 2. Supporting documentation will be maintained by the CTE Coordinator. At the end of each six-week reporting period the CTE data must be reviewed.

### *Pregnancy Related Services (PRS)*

The campus counselors and nurse, is responsible for identifying and coding any pregnancy related data. The data is entered into Skyward and supporting documentation is maintained by the campus counselor and sent to Student Services.

### *Special Education*

The Special Education Clerk is responsible for entering into Skyward the Special Education data provided by the diagnosticians/ARD facilitators. Supporting documentation of all changes must be maintained in the student Special Education folder. At the end of each six-week reporting period the Special Education data must be reviewed.

## Daily Attendance Reconciliation

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In order to ensure that all attendance records are accurate, the Day Summary report must be reconciled by cross-referencing with all other attendance documentation listed below. Daily Attendance Reconciliation must not begin until all attendance data is believed to have been entered. Each day in a six-week period must be reconciled prior to the principal signing the six-weeks reports.

- Attendance Worksheets from substitutes
- Campus Sign-In/Sign-Out Forms
- Greenville ISD Student Activity Form
- Homebound Log
- Parent Notes
- Doctor Notes
- Suspension Notifications
- Any other documentation that supports the attendance for the day

Absence codes can only be changed from an "A" if you have supporting documentation that is created at the time the event occurred.

# Six Week Attendance Verification

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## *Six Week Periods*

Reporting Period	Dates	Reports due to PEIMS Department
1	8/17/22-9/23/22	9/28/22
2	9/26/22-11/4/22	11/9/22
3	11/7/22-1/6/23	1/11/23
4	1/9/23-2/17/23	2/22/23
5	2/21/23-4/14/23	4/19/23
6	4/17/23-5/25/23	5/31/23

Your district should balance all attendance reports by six-week periods to ensure that all reports match. If any attendance data are changed in the accounting system for a six-week period whose information was previously balanced, new reports must be generated and balanced.<sup>15</sup>

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

- Verify that all student notes have been entered into Skyward, and notes have been filed by date of absence.
- Day Summary reports have been generated and reconciled with all supporting documentation, including, but not limited to, Attendance Office Visit Reports, etc.
- All Special Program reports have been reviewed, signed and dated.
  - Final reports should not have any corrections written in. The corrections need to be made in Skyward and new reports generated.
- Generate and review the Daily Register report for reasonableness. Make any necessary corrections and regenerate corrected report.
- Generate and review the Contact Hours Report for reasonableness. Make any necessary corrections and regenerate corrected report.

## *Daily Register Report*

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

## *Contact Hours Report*

The Contact Hours Report should be generated each six-week reporting period and reviewed by the principal for reasonableness. The principal should do the following:

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

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<sup>15</sup> 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 3.10

<sup>16</sup> 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 2.3.1

<sup>17</sup> 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 2.3.2

# Checklists

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## *Attendance Clerk Daily Checklist*

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

- Generate an Unrecorded Class Attendance Report for all periods. Write “sub” next to the teachers that have substitutes.
- Collect an Unrecorded Attendance Reason form for all present teachers on the Unrecorded Class Attendance Report.
- Make sure an Attendance Worksheet is returned for every course/section on the Unrecorded Class Attendance Report. Use the Attendance Worksheets to enter appropriate attendance data through Entry by Class or Activity. All Attendance Worksheet’s from substitutes must be signed and dated by the person that recorded attendance.
- Make necessary changes in Skyward based on parent notes, doctor notes, etc.
- Generate a Recorded Class Attendance Report.
- Enter any homebound attendance from the Homebound Attendance Log.
- **Generate a Day Summary report, and reconcile the daily attendance report with all supporting documentation for that day.**
- After all attendance entries and corrections have been made in Skyward, run the final Day Summary report.
- After the daily folder has been reconciled, generate and file the daily ADA Report. If the daily ADA is 10% or more less than the prior year campus or district average contact the PEIMS Department.
- Submit an Alternate Attendance Time/Schedule form to the PEIMS Department if the official attendance time and/or period is altered due to standardized testing or if there is an alternate bell schedule for the day. This form must be submitted at least 24 hours in advance.

## *Attendance Clerk Weekly Checklist*

- On the first day of each week, generate a current set of Attendance Worksheets and save to your desktop. In the event of an internet outage, these rosters will be printed for manual attendance recording.
- Generate a Suspect or Questionable Attendance Report for previous week, review and email concerns to the assistant principal (secondary campuses only).

## *Attendance Clerk Six Week Checklist*

**Once all necessary changes have been made, generate a Daily Register report and Contact Hours report and retain in the attendance audit box. Complete the Attendance Verification Signature Form, retain the original in the attendance audit box and email the Director of PEIMS a copy of the Attendance Verification Signature Form only.**

- Verify that all student notes, office visit reports and other documentation have been entered into Skyward.
- Verify that all Day Summary reports have been reconciled.

For auditing purposes, save the following by six-week period:

- Discipline Attendance Cleanup Form

- Generate and verify the Daily Register report
- Generate and verify the Contact Hours report
- Six-week Special Program Report Checklist and reports
- Attendance Verification Signature Form

## Reports

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### *Absence Occurrence 3 in a 4 Week Period*

Menu Path: Office > Attendance > Reports > Reports by Student > Absence Occurrence Report

Report Ranges: (leave defaults with these exceptions)

- Absent Date: These dates will adjust each week. The range should always span a maximum of four school weeks.
- Student Status: Active

Printing Options:

- Last Name/First Name
- Check ALL other options

Criteria Options:

- Selection: Students meeting one of the criteria
- Criteria 1
  - Absence Reasons: A **only**
  - Day/Prd/Cls: Period
  - Minimum: 3
  - Maximum: 99,999

### *Absence Occurrence 10 in a 6 Month Period*

Menu Path: Office > Attendance > Reports > Reports by Student > Absence Occurrence Report

Report Ranges: (leave defaults with these exceptions)

- Absent Date: These dates will adjust each week. The range should always span a maximum of six school months.
- Student Status: Active

Printing Options:

- Last Name/First Name
- Check ALL other options

Criteria Options:

- Selection: Students meeting one of the criteria
- Criteria 1
  - Absence Reasons: A **only**
  - Day/Prd/Cls: Period
  - Minimum: 10

- Maximum: 99,999

### ADA Report

Menu Path: Federal/State Reporting > Attendance > ADA Report

Report Ranges: (leave defaults with these exceptions)

- Date: Date Range: Enter Specific Date
- Totals: By Entity
- Report Type: Summary Only

### Attendance Worksheets

Menu Path: Federal/State Reporting > Texas State Reporting > Reports > Attendance > Attendance Worksheets

Report Ranges:

- Enter Start and End Date
- Enter Class Range and Teacher Selection based on what you need

### Contact Hours Report

Menu Path: Federal/State Reporting > Texas State Reporting > Reports > Attendance > Contact Hours Report

Report Ranges:

- School Year: 2023
- Report to Print: Principal's 6-wk report
- Reporting Period: Enter the appropriate six-week period
- Output Options: Report
- Print Table I: Yes
- Print Table II: Yes
- Print Table III: Yes
- Print Table IV: Yes
- Print signature page: No
- Print Log of Registers: No

### Daily Register Report

Menu Path: Federal/State Reporting > Texas State Reporting > Reports > Attendance > Daily Register

Report Ranges: (leave defaults with these exceptions)

- Print Signature Page: No
- Build PEIMS Records: Yes
- Local ID: Other ID
- Print entity totals: Yes
- Reporting Period Selection Print: Place a check in the appropriate six-weeks

### Day Summary

Menu Path: Office > Attendance > Reports > Daily Reports > Day Summary

Report Ranges: (leave defaults with these exceptions)

- Select By: Specific Date (Select Date)
- Student Status: Both

Report Options: (leave defaults with these exceptions)

- Print Absence Code Legend for Printed Types and Reasons: Yes

Printing Options: (leave defaults with these exceptions)

- Print Student Other ID: Yes
- Print Absent Comment: Yes

### Discipline Attendance Report

Menu Path: Custom Reports > Reports > Discipline Attendance Report > Run

Prompt Values

- Enter Date Range of six-week period
- Select appropriate campus
- Select all grade levels

### Recorded Class Attendance

Menu Path: Office > Attendance > Reports > Recorded Class Attendance

Recorded Class Attendance: (leave defaults with these exceptions)

- Date: Enter appropriate date
- Print Course/Section Details: Yes

### Schedule & Enrollment Inconsistencies Report

Menu Path: Office > Attendance > Reports > Verification Reports > Schedule & Enrollment Inconsistencies Report

Schedule & Enrollment Inconsistencies Report: (leave defaults with these exceptions)

- Attendance Date: First Day of School through Last Day of School



### *Suspect or Questionable Attendance Report*

Menu Path: Office > Attendance > Reports > Verification Reports > Suspect or Questionable Attendance Report

Suspect or Questionable Attendance Report: (leave defaults with these exceptions)

- Date Range: Enter date range
- Report Options:
  - Validate Limited Student Presence
  - Validate Limited Student Absence (Absence Type = A)
  - Validate Attendance Types

### *Unrecorded Class Attendance*

Menu Path: Office > Attendance > Reports > Unrecorded Class Attendance

Report Options: (leave defaults with these exceptions)

- Specific Date Range: Enter appropriate date
- Report Type: Both

# 2022-2023 Six-week Special Program Verification

Campus: \_\_\_\_\_

Six-week Reporting Period: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**By signing this form, I acknowledge that I have received and reviewed all information pertaining to the Special Program indicated for the specified six-week reporting period and believe all attendance records to be true and accurate to the best of my knowledge.**

Program	Date Received	Received From
504		
At-Risk		
CTE (HS only)		
District Categories		
Dyslexia		
Expanded Learning Opportunities (ELO)		
Foster Care		
Gifted & Talented		
Homeless/Unaccompanied		
Immigrant		
LEP/BIL/ESL		
Migrant		
Military Connected		
PRS		
Restraints		
RTI		
Special Education		

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Attendance Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

*Verified reports must be attached.*

## 2022-2023 Alternate Attendance Time/Bell Schedule Form

Campus: \_\_\_\_\_

### **Alternate Attendance Time**

A campus, due to standardized testing, may alter the official attendance time. If your campus will be adjusting the official attendance time due to standardized testing, please complete this section and submit it to the Director of PEIMS 24 hours before the date of change.

Date of Official Attendance Time Change: \_\_\_\_\_

Alternate Attendance Time: \_\_\_\_\_ This time will fall during \_\_\_\_\_ period.

### **Alternate Bell Schedule**

Alternate bell schedules must be submitted to the Director of PEIMS in a timely manner in order for teachers to be able to accurately record attendance and for the student locator to be correct.

Date of Alternate Bell Schedule: \_\_\_\_\_

The official attendance time will fall during \_\_\_\_\_ period.

Please complete this section and submit with the alternate bell schedule to the Director of PEIMS 24 hours before the date of change.

Campus Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Attendance Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

*File this form in the front of the Daily Attendance Folder for the date of change.*

## 2022-2023 Attendance Codes

Funded Absence Reasons		Supporting Documentation
H	Higher Ed/ College Visit	Documentation from college that student was present - must be signed and dated by college official (11 <sup>th</sup> and 12 <sup>th</sup> grade only)
F	Present - Funding	Varies - may include notes from teacher
C	Court	Copy of documentation filed with the court, a notice from the court clerk regarding a hearing or trial date, a jury summons, a subpoena, etc.
M	Medical/Part Day	Doctor Note
N	Nurse	Health log showing student was at the nurse at that official attendance time
I	In School Suspension	ISS Roster – email from campus administrator
R	Religious	Letter from parent and/or religious institution
S	School Related	School Activity Attendance Form
T	Tardy	Tardy Slip
X	Exempt	Sign in or out sheet
Y	Special Ed Absence	Sign in sheet

Non-Funded Absence Reasons		Supporting Documentation
A**	Unexcused Absence	Skyward
E	Excused Absence	Note or Email from parent/guardian
O	Out of School Suspension	Suspension Letter

\*\*Attendance code used to file truancy

# 2022-2023 Attendance Verification Form

Campus: \_\_\_\_\_

Six-week Reporting Period: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**By signing this form, I acknowledge that I have reviewed and verified all information listed below for the six-week reporting period indicated and believe all attendance records to be true and accurate to the best of my knowledge.**

\_\_\_\_\_ All student notes have been entered into Skyward and notes have been filed by date of absence.

\_\_\_\_\_ Day Summary reports have been generated and reconciled with all supporting documentation, including, but not limited to, Sign-In/Sign-Out Sheets, nurse log, etc.

\_\_\_\_\_ All daily attendance folders have been verified for completeness.

\_\_\_\_\_ All Special Programs have been verified. The Special Program Verification form is complete and filed with the reports in the PEIMS Audit Box. (Must be completed before running Daily Register Report)

\_\_\_\_\_ The Discipline Attendance Report has been generated, reviewed and approved by the PEIMS Specialist. The report and the signature form are filed in the PEIMS Audit Box.

\_\_\_\_\_ The Daily Register Report has been generated, reviewed for reasonableness, signed, dated, and filed in the PEIMS Audit Box. (Must be complete before running Contact Hours Report)

\_\_\_\_\_ The Contact Hours Report has been generated, reviewed for reasonableness, signed, dated and filed in the PEIMS Audit Box.

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Attendance Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

# 2022-2023 Unrecorded Attendance Reason

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Campus: \_\_\_\_\_ Teacher: \_\_\_\_\_

Attendance Date: \_\_\_\_\_

Reason attendance was not recorded at the official attendance time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

# 2022-2023 Attendance Procedures Manual Signature Form

This form must be signed and returned to the Director of PEIMS prior to the first day of school

Campus: \_\_\_\_\_

**Please indicate below who is responsible for the maintenance and accuracy of attendance data.**

**(Please print)**

Building Principal: \_\_\_\_\_

Attendance Clerk: \_\_\_\_\_

Registrar: \_\_\_\_\_

504: \_\_\_\_\_

At-Risk: \_\_\_\_\_

Dyslexia: \_\_\_\_\_

ELO: \_\_\_\_\_

Immigrant/LEP/BIL/ESL: \_\_\_\_\_

Military Connected: \_\_\_\_\_

Pregnancy Related Services (GHS & HEC Only): \_\_\_\_\_

Restraints: \_\_\_\_\_

RTI: \_\_\_\_\_

**By signing below, I acknowledge that I have received, read and will adhere to the Greenville ISD 2022-2023 Attendance Procedures Manual.**

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Attendance Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

504: \_\_\_\_\_ Date: \_\_\_\_\_

At-Risk: \_\_\_\_\_ Date: \_\_\_\_\_

Dyslexia: \_\_\_\_\_ Date: \_\_\_\_\_

ELO: \_\_\_\_\_ Date: \_\_\_\_\_

Immigrant/LEP/BIL/ESL: \_\_\_\_\_ Date: \_\_\_\_\_

Military Connected: \_\_\_\_\_ Date: \_\_\_\_\_

PRS (GMS & GHS Only): \_\_\_\_\_ Date: \_\_\_\_\_

Restraints: \_\_\_\_\_ Date: \_\_\_\_\_

RTI: \_\_\_\_\_ Date: \_\_\_\_\_