



## **PEIMS Campus Yearly Audit Box Documentation Retention Guide**

**Introduction:** Tomball ISD recognizes the importance of maintaining accurate and compliant records for auditing purposes. This guide outlines the documentation retention process for campus audit boxes. All campuses are required to retain records for a period of five years. This documentation helps ensure transparency and compliance with attendance and reporting standards.

### **Campus Audit Box Setup:**

1. Campuses may choose to have more than one audit box based on their specific needs.
2. The process of retaining documentation and records is established and maintained by each campus.

**Example of Daily Documentation to be Retained:** The following is an illustrative list of documents that should be included in the campus audit box. This list is not exhaustive, and campuses may include additional records as needed.

1. **Attendance Worksheets**
2. **Daily Register Report**
3. **Day Summary Reports**
4. **Attendance Excuse Notes**
5. **Sign-In/Sign-Out Forms**
6. **CSR 6 Weeks Reports**
7. **TxSDR 6 Weeks Reports**
8. **3 Weeks Attendance Verification Reports**
9. **Attendance Correction supporting a change/update in Attendance**
  - Manual Entries or Corrections to Student Attendance Data
  - Emails or documentation
  - Sub Attendance Rosters
10. **Headcount Statistics Report**
11. **Nurse/AP/Counselor Logs**
12. **Suspension Notifications**
13. **PEIMS Reports**
  - Snapshot (Fall)
  - Summer
14. **PEIMS Student Correction Documentation**
  - Emails
  - Forms
15. **Grade Change**
  - Forms
  - Emails
16. **Grade Verification Reports**
17. **Failure Reports**

**Additional Documentation:** Include any other supporting documentation that justifies attendance entries and/or changes. It is essential to maintain a comprehensive record that provides a clear and accurate representation of attendance-related activities.

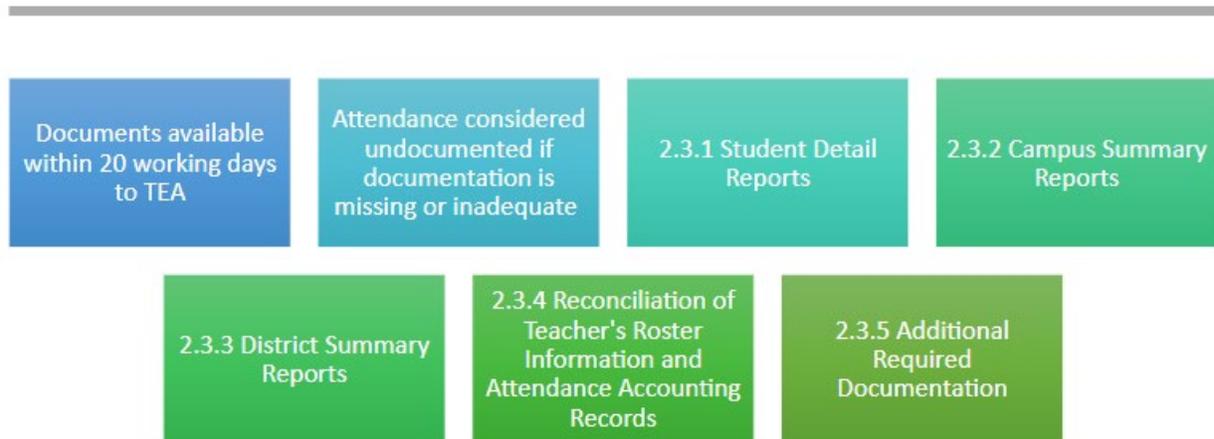
**Retention Period:** All documentation must be retained for a minimum of five years. This ensures compliance with record retention requirements.

**Conclusion:** Effective documentation retention is crucial for accurate reporting, auditing, and compliance. By following this guide, campuses contribute to the overall transparency and integrity of Student, Staff and Attendance records within Tomball ISD. For any questions or clarification, please contact Tomball ISD Records Management team or visit the Texas State Library and Archives Commission: <https://www.tsl.texas.gov/slrn>



Use a process so documentation is readily available to pull in case of an audit.

## Audit Requirements/Required Documentation – SAAH 2.1 & 2.3



## Automated Attendance System Requirements – 2.2.3

