



## **WHO IS RESPONSIBLE FOR DOCUMENTATION, REPORTS AND RECORDS?**

The **superintendent** is responsible for the accuracy of all records and reports for TISD. Reports must be available for audit by TEA (Texas Education Agency) Financial Compliance Division. Basically, this is everything that is entered and extracted from our SIS (PowerSchool) for the district.

The **principal** of each campus is responsible for reviewing his or her respective Campus Summary Reports for completeness and accuracy. A principal should compare reports from TEA, which reflect Texas Student Data System Public Education Information Management System (TSDS PEIMS) data, to locally produced reports for reasonableness and accuracy. By signing the Campus Summary Report—or, in the case of a paperless attendance accounting system, by indicating his or her approval of data electronically—a principal affirms that he or she has checked, or caused to be checked, the accuracy and authenticity of the reported data.

**Attendance Personnel** is responsible for adhering to all laws and regulations pertaining to TEA's Student Attendance Accounting Handbook (SAAH).

**Important:** The principal or superintendent affirms the propriety of student eligibility determinations, including determinations of student eligibility for educational programs, when he or she signs affidavits—or, in the case of a paperless attendance accounting system, when he or she indicates electronically that he or she attests to the validity of the determinations.

### **General Audit Requirements**

Our district must make available and provide to the Financial Compliance Division of TEA copies of all required records **within 20 working days** of the agency's written request.

**\*Attendance Records:** Failure to provide all required attendance records (specific program[s], grant[s], or both) will result in TEA retaining 100 percent of Tomball ISDs FSP allotment for the undocumented attendance for the school year(s) for which records have been requested.

### **AUDIT BOX/FOLDER(S)**

IS MAINTAINED BY EVERY CAMPUS TO HOUSE REQUIRED DOCUMENTATION AND REPORTS. Tomball ISD retains documentation throughout the years in many ways. Each Campus has an Audit Box / Folder(s) set up to hold all auditable documents. Some auditable documents are placed in Student Folders, Special Program Files, etc.