

Mathis ISD



Attendance Procedures Manual

2022-2023

Table of Contents

Texas Education Agency Resources.....	4
Meetings.....	4
TSDS Overview.....	4
What is TSDS?	4
Texas Education Data Standards	4
Student Attendance Accounting Handbook.....	4
General Audit Requirements.....	5
Student Attendance Accounting	5
Understanding Student Attendance Accounting.....	5
About This Manual	6
Documentation Retention.....	6
How and When Teachers Take Official Attendance.....	7
How Attendance is Recorded	7
Recording Attendance During the Event of a Technical Outage.....	7
Official Attendance Time.....	7
How Attendance is Entered into Skyward.....	8
Campus Teacher Attendance	8
Substitute Teacher Attendance.....	8
Manual Entries or Corrections to Student Attendance Data	8
Unrecorded Class Attendance.....	8
Homebound Attendance	8
<i>Homebound Teacher Instruction Log</i>	9
Campus Attendance	10
COVID-19 - Process for Remote Asynchronous & On Campus Attendance.....	11
Remote Asynchronous	11
On Campus Instruction.....	11
Attendance Types.....	12
Special Program Data Responsibilities	13
Six Week Attendance Periods.....	13
At-Risk.....	13
Bilingual/English Learner (EL).....	13
Daily Attendance Reconciliation.....	14
Six Week Attendance Verification.....	15
Six Week Periods	15
Attendance/Discipline Verification	15

Average Daily Attendance (ADA) Report.....	16
Daily Register Report.....	16
Contact Hours Report.....	18
Checklists.....	19
Attendance Clerk Daily Checklist.....	19
Attendance Clerk Weekly Checklist.....	19
Attendance Clerk Six Week Checklist.....	19
Reports.....	20
504.....	20
Absence Occurrence 3 in a 4 Week Period.....	20
Absence Occurrence 10 in a 6 Month Period.....	20
ADA Report.....	20
At-Risk.....	20
Attendance Summary.....	21
Attendance Worksheet.....	21
Career and Technology Transaction Report.....	21
Contact Hours Report.....	21
Daily Register Report.....	21
Foster Care.....	21
Homeless/Unaccompanied.....	21
Special Ed Programs.....	22
Suspect Attendance.....	22
Immigrant.....	22
Migrant.....	22
Military Connected.....	22

Texas Education Agency Resources

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/

Meetings

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

TSDS Overview

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.¹

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.²

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.³

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.⁴

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

² https://www.texasstudentdatasystem.org/TSDS/TEDS/Texas_Education_Data_Standards/

³ 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 1 Overview

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

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

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.⁶

Student Attendance Accounting

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.

The **superintendent** is responsible for the accuracy and safekeeping of all attendance record and reports. These records must be available for audit by the Texas Education Agency (TEA) Financial Compliance Division. By signing the District Summary Report, the superintendent affirms that he or she has taken measures to verify the accuracy and authenticity of the attendance data.

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 the 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 attendance data.

Important: The principal or superintendent affirms the propriety of student eligibility determinations, including determinations of student eligibility for particular 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.

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

⁶ 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 2.1

About This Manual

Material contained in this manual is based on the *Student Attendance Accounting Handbook*, the *PEIMS Data Standards*, Mathis 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 records⁷

Documentation Retention

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

- Attendance Worksheets
- Daily Register Report
- Day Summary Reports
- 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

Storage of attendance information can be found in the Mathis ISD student records Policy and Procedures manual. Please note that no records can be stored on the floor of a campus. All records must be boxed and placed on a shelf.

⁷ 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 2.2.5

How and When Teachers Take Official Attendance

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.

Official Attendance Time

Mathis ISD has designated 3rd period as the official attendance time. There is a 10-minute window to record attendance; no later than 9:50am for Elementary campuses and 10:15 for Secondary campuses.

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, 9:00 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.⁸

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
- 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)⁹

⁸ 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 3.6.2

⁹ 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 2.2.3

How Attendance is Entered into Skyward

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, classroom aides and clerks that do not meet the requirements [of a highly qualified paraprofessional] for paraprofessionals. (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_Aide_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.¹⁰

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.

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.¹¹

Unrecorded Class Attendance

The Unrecorded Class Attendance report will automatically generate ten minutes after the official attendance time each day. An email will be sent to the teachers who have not recorded attendance, the attendance clerk and the principal.

Homebound Attendance

When the homebound committee has approved a student to receive homebound services, the attendance clerk must receive a copy of the paperwork. The attendance clerk can then enter N-M as the attendance code for the duration listed on the homebound 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.

¹⁰ 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 3.6

¹¹ 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 3.6.1

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.)¹²

Amount of Time Served per Week	Eligible Days Present Earned per Week	Attendance Entry in Skyward
1 hour	1-day present	Monday = HB Tuesday = M Wednesday = M Thursday = M Friday = M
2 hours	2 days present	Monday = HB Tuesday = HB Wednesday = M Thursday = M Friday = M
3 hours	3 days present	Monday = HB Tuesday = HB Wednesday = HB Thursday = M Friday = M
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 = HB Tuesday = HB Wednesday = HB Thursday = HB Friday = HB
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) ¹³	Monday = HB Tuesday = HB Wednesday = HB Thursday = HB Friday = HB

¹² 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 3.7.2.1

¹³ 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.¹⁴

Students arriving to school late or leaving school early must be documented. In the event of technical difficulties, the Mathis ISD Sign-In/Sign-Out Sheet must be completed by a school employee.

Any student, who is with a staff member, other than the teacher of record, at the time attendance is taken, must appear on a Mathis ISD Sign-In/Sign-Out Sheet, Mathis ISD School Activity Attendance Form or a note from the staff member accounting for the student. The 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.

¹⁴ 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 3.6

COVID-19 - Process for Remote Asynchronous & On Campus Attendance

Due to the COVID-19 pandemic starting the 20-21 school year there will be specific attendance changes to track remote asynchronous and on campus attendance. MISD has opted to not offer remote synchronous learning for the 20-21 school year. Parent's must choose and commit for a 9-week period if their student will be considered as remote asynchronous or on campus excluding the 3 week grace period at start of school.

Remote Asynchronous

Remote Asynchronous Instruction – Instruction that does not require having the instructor and student engaged at the same time. In this method, students learn from instruction that is not necessarily being delivered in-person or in real time. This type of instruction may include various forms of digital and online learning, such as prerecorded video lessons or game-based learning tasks that students complete on their own, and pre-assigned work and formative assessments made available to students on paper. The instructional method must address the required curriculum, per TEC, §28.002.

How Is Remote Asynchronous Attendance Measured? Measurement frequency is daily. Under an approved learning plan, students earn daily attendance through daily engagement measure(s). The approved engagement methods are listed below:

1. Daily progress in the Learning Management System (LMS), as defined in the approved learning plan; or
2. Daily progress via teacher-student interactions, as defined in the approved learning plan; or
3. Completion/Turn-in of assignments from student to teacher (potentially via email, on-line, or mail).

Student engagement with the LMS or other instructional avenues and/or any daily contact by the teacher with a student focused on supporting or monitoring student academic progress, as defined by the approved asynchronous instructional plan, will establish daily attendance. A student will be considered absent if the student does not have documented engagement with the LMS and/or daily contact with the teacher, and/or documentation of completion/turn in of daily assignments. A teacher or campus representative will input the student's daily attendance into the Student Information System (SIS) for the asynchronous method, based on the student's daily engagement with the LMS or other instructional avenue and/or the daily contact with the teacher, by marking the student remote asynchronous present or absent on that day. If the LEA has an approved remote asynchronous plan with students participating in both synchronous and asynchronous classes, the student's attendance recorded by the teacher in the synchronous class can count for official attendance for funding purposes. A student who misses the synchronous class can still be counted remote asynchronous present for the day by engaging with the teacher or progressing in the LMS during that same day.

On Campus Instruction

A student who is physically on campus will be considered for on campus instruction.

Attendance Types

Each student must be marked as “present” or “absent” in Skyward for reporting purposes.

P- Present: On Campus for Face to Face Instruction (represented by no absence code present)

R- Remote Asynchronous: Student “engaged” through one of the 3 methods defined above.

J – Teacher Entered Absence

Additional absence codes entered by office defined in the SAAH – Documentation required for funding

The teacher or attendance clerk must mark each student as either Present at attendance time, or Remote by the end of the day if engaged. The office will reconcile the following day any absence marked by the teacher against activity logs and registers. If the office was able to verify that the student was engaged for that course, then they are considered R-Remote Asynchronous and will have the code adjusted accordingly.

Special Program Data Responsibilities

All special program staff members will be required to generate a report 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 the campus attendance clerk. Please refer to the six-week Attendance Periods chart for exact dates.

Six Week Attendance Periods

Reporting Period	Dates	# Days	Meeting Date	Reports due to PEIMS Department
1	08/03/22 – 09/02/22	22	09/09/22	09/09/22
2	09/05/22 – 10/21/22	28	10/28/22	10/28//22
3	10/24/22 – 12/16/22	32	01/21/23	01/28/23
4	01/11/23 – 02/17/23	27	03/02/23	03/12/23
5	02/20/23 – 04/21/23	35	04/28/23	05/14/23
6	04/24/23 – 05/25/23	23	06/04/23	06/15/23

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.

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.

Special Education

The Special Education secretary 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

To ensure that all attendance records are accurate, the Suspect Attendance 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-week reports.

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

After all documentation has been reconciled, any absences without accompanying documentation (absences still coded with an "X") must be changed to Unexcused. Absence codes shall not be changed to unexcused until all documentation has been reconciled.

Six Week Attendance Verification

Attendance verification will be done not only daily, but each six weeks to ensure the correct attendance codes are used and the proper documentation is on file. The student attendance data asked for in an audit must be organized into three distinct datasets: the Student Detail Report (Daily Register), the Campus Summary Report (Contact Hours Report), and the District Summary Report. Mathis ISD has developed a *Six Weeks Attendance Checklist* to ensure all reports are run, signed, and saved where necessary.

Each campus attendance clerk will attend an Attendance/Discipline/Program meeting. The dates of the meeting are as follows:

Six Week Periods

Reporting Period	Dates	# Days	Meeting Date	Reports due to PEIMS Department
1	08/03/22 – 09/02/22	22	09/09/22	09/09/22
2	09/05/22 – 10/21/22	28	10/28/22	10/28//22
3	10/24/22 – 12/16/22	32	01/21/23	01/28/23
4	01/11/23 – 02/17/23	27	03/02/23	03/12/23
5	02/20/23 – 04/21/23	35	04/28/23	05/14/23
6	04/24/23 – 05/25/23	23	06/04/23	06/15/23

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.¹⁵

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.
- 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.

Attendance/Discipline Verification

Every six weeks the campus attendance clerk will run a discipline report and compare each discipline record to the discipline attendance for each student. If there are any discrepancies the attendance clerk will work with the person on campus responsible for discipline coding to ensure they are corrected prior to running additional attendance reports

¹⁵ 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 3.10

Average Daily Attendance (ADA) Report

After all attendance has been posted and verified the Average Daily Attendance (ADA) report will be run to determine the percentage of attendance for each grade level.

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.¹⁶

For a campus, data totals for all **Student Detail Reports (Daily Register)** must add up to respective totals on the **Campus Summary Report (Contact Hours Report)**. For schools such as the high school, offering multiple tracks, student detail must be summarized by individual tracks.

The Daily Register contains all the following information:

1. Name of the district and the campus
2. County-district-campus number
3. Reporting period code
4. Beginning and ending dates of reporting period, including the year
5. Total number of days of instruction in the reporting period
6. Instructional track the student attends. Please note that campuses that offer multiple instructional tracks will have multiple student detail reports
7. All identification data elements for the student:
 - a. Legal first, middle, and last name
 - b. Generation code, where applicable
 - c. Gender
 - d. Date of birth
 - e. Age as of September 1
 - f. Texas Unique Student ID
 - g. Social Security number or state-assigned alternative ID number
 - h. Ethnic group
 - i. First and last name of parent or guardian with whom the student resides
 - j. Address of parent or guardian with whom the student resides, to include the street number, route number, or PO box number; city; and zip code, and campus ID of residence for nonresident students
8. Student's original entry date and all subsequent withdrawal and reentry dates, where applicable (regular classroom and all special programs)
9. Student's grade level code
10. Student's:
 - a. Average daily attendance (ADA) eligibility code
 - b. Special education instructional setting code
 - c. Speech therapy indicator code
 - d. Career and technical education code
 - e. Bilingual program type code and ESL program type code
 - f. Gifted/talented indicator code
 - g. Pregnancy-related services code, where applicable
11. Student's absences (from the official attendance snapshot) by date for each 6-week reporting period
12. The following, by 6-week reporting period:
 - a. Student's total days membership
 - b. Total days absent

¹⁶ 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 2.3.1

-
- c. Total days present
 - d. Total eligible days present and total eligible minutes present for Optional Flexible School Day Program [OFSDP] or High School Equivalency Program [HSEP] students
 - e. Total ineligible days present and total ineligible minutes present for OFSDP or HSEP students
 13. Student's total eligible days present and total eligible minutes present for OFSDP or HSEP students in each program (listed in item 10, except for gifted/talented) by 6-week reporting period, where applicable
 14. Student's number of excess contact hours earned in one day, where applicable
 15. Student's total excess contact hours by instructional setting code by 6-week period, where applicable
 16. Attendance data totals for all students, **summarized by grade**. These totals include the following:
 - a. Days membership (includes both eligible and ineligible students)
 - b. Days absent (includes both eligible and ineligible students)
 - c. Total days present (includes both eligible and ineligible students)
 - d. Ineligible days present and total ineligible minutes present for OFSDP or HSEP students
 - e. Eligible days present and total eligible minutes present for OFSDP or HSEP students
 - f. Eligible days bilingual/ESL and total eligible minutes present for OFSDP or HSEP students
 - g. Eligible days pregnancy-related services and total eligible minutes present for OFSDP or HSEP students
 - h. Eligible days special education mainstream and total eligible minutes present for OFSDP or HSEP students
 17. Track total for all grades for all data required in 16 above
 18. Track ADA (regular classroom eligible participation, bilingual/ESL, pregnancy-related services, and mainstream)
 19. Total eligible days present, total eligible minutes present for OFSDP or HSEP students, and total contact hours for all career and technical education codes (V1–V6) by grade and a campus total for all grades, where applicable
 20. Total eligible days present, total eligible minutes present for OFSDP or HSEP students, total contact hours, and total excess contact hours for all special education instructional settings, including speech therapy, by grade and a campus total for all grades, where applicable
 21. Signature page, signed by persons recording data and persons approving data. This page may be signed each 6-week reporting period.

Contact Hours Report

The Contact Hours Report must 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.¹⁷

The **Campus Summary Reports** summarizes all tracks on a campus and must include the following data:

1. Name of the district and the campus
2. County-district-campus number
3. Six-week reporting period
4. Beginning and ending dates of the reporting period, including the year (If the campus has multiple tracks the earliest track beginning date and latest track ending date should be indicated)
5. Attendance data totals for all students, **summarized by grade**. These totals include the following:
 - a. Days membership (includes both eligible and ineligible students)
 - b. Days absent (includes both eligible and ineligible students)
 - c. Total days present (includes both eligible and ineligible students)
 - d. Ineligible days present
 - e. Eligible days present
 - f. Eligible days bilingual/ESL
 - g. Eligible days pregnancy-related services
 - h. Eligible days special education mainstream
6. Campus total for all grades for all data required in these 7 items above
7. Total days absent reported by date for entire calendar
8. Campus ADA (regular classroom eligible participation, bilingual/ESL, pregnancy-related services, and mainstream)
9. Total eligible days present and total contact hours for all career and technical education codes (V1–V6), if applicable
10. Total eligible days present, total contact hours, and total excess contact hours for all special education instructional settings, including speech therapy, if applicable
11. FTE calculations for all special programs reported for data required in items 11 and 12
12. Total number of students, by grade, who were served in a state-approved gifted/talented program, if applicable
13. Signature page, signed by persons recording data and persons approving data.

¹⁷ 2022-2023 Student Attendance Accounting Handbook (Proposed), Section 2.3.2

Checklists

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.
- 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 PEIMS Coordinator 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

Reports

504

Menu Path: Student > Reports > Section 504 Students > Year & 6 Weeks Date Range > Run Report > Print

Absence Occurrence 3 in a 4 Week Period

Menu Path: Attendance > Reports > Absence Occurrence by Period (Entity)

Report Ranges: (leave defaults with these exceptions)

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

Criteria Options:

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

Absence Occurrence 10 in a 6 Month Period

Menu Path: Attendance > Reports > Absence Occurrence by Period (Entity)

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

Criteria Options:

- Selection: Students meeting one of the criteria
- Criteria 1
 - Absence Reasons: U **only**
 - Day/Prd/Cls: Period
 - Minimum: 10
 - Maximum: 99,999

ADA Report

Menu Path: State Reporting > Features > Average Daily Attendance (Must Extract First)

Menu Path: State Reporting > Reports > Average Daily Attendance (Entity)

Report Ranges: (leave defaults with these exceptions)

- Select Current School Year
- ADA Extract Run
- Print Tract Totals: Yes

At-Risk

Menu Path: Student Services > At-Risk > Reports > At-Risk Student Report > 6 Weeks Report > Print

Attendance Roster

Menu Path: Attendance > Reports > Daily Attendance Class Roster

Report Ranges:

- Enter Date
- Enter Class Period and Teacher

Attendance Summary

Main Menu > Attendance > Reports > Attendance Summary > Select Date Range

This report will list student attendance by period. This will help to see if a student was engaged and or present in one class by not another.

Attendance Worksheet

Menu Path: Attendance > Attendance Worksheet > Select appropriate ranges > Run Report

Career and Technology Transaction Report

Menu Path: State Reporting > Reports > Student CTE Entered Records > 6 Weeks Date Range > Run Report

Contact Hours Report

Menu Path: State Reporting > Features > Daily Register (Must Extract First)

Menu Path: State Reporting > Reports > Contract Hours (Entity)

Report Ranges:

- School Year: Current
- Reporting Period: Enter the appropriate six-week period
- Print Summary: Yes
- Print Details: Yes
- Combine Table I Tracks: No

Daily Register Report

Menu Path: State Reporting > Reports > Daily Register

- Select School Year
- Campus/Entity
- Reporting Period

Foster Care

Menu Path: Students > Reports > Foster Care Students

- Select Date Range

Student Programs

BIL/CTE/ESL/GT/SPED/Intervention/504/FHSP

Menu Path: State Reporting > Reports > PEIMS Student Programs

Homeless/Unaccompanied

Menu Path: Students > Reports > Homeless Students

-
- Select Date Range

-

Special Ed Programs

Menu Path: State Reporting > Reports > PEIMS Special Ed Program Association

Suspect Attendance

Menu Path: Attendance > Reports > Suspect Attendance > Select Date & Attendance Period

Immigrant

Menu Path: Students > Reports > Immigrant Students

- Select Date Range

Migrant

Menu Path: Students > Reports > Migrant Students

- Select Date Range

Military Connected

Menu Path: Students > Reports > Military Connected Students

- Select Date Range