



# Donna Independent School District

## Attendance Six Weeks Reports

### Timeline 2023-2024

DATE	ACTIVITY	DATA REQUIRED
<b>September 21</b>	End of 1 <sup>st</sup> Six Weeks (29 days)	PEIMS Clerks - Run TEA Principal Report and TEA Student Detail. Principal must review reports and sign oath/affidavits form then forward copy to PEIMS Coordinator by <b>Thursday, September 28, 2023</b> .  District Attendance Department - Run TEA Superintendent Principal Report when campuses are done by <b>Friday, September 29, 2023</b> .
	Student Membership Reconciliation	PEIMS Clerks - Student membership from the teacher's roster is reconciled to the attendance accounting records in the attendance office. Keep on your campus for audit purposes by <b>Friday, September 29, 2023</b> .
<b>November 2</b>	End of 2 <sup>nd</sup> Six Weeks (28 days)	PEIMS Clerks - Run TEA Principal Report and TEA Student Detail. Principal must review reports and sign oath/affidavits form then forward copy to PEIMS Coordinator by <b>Thursday, November 9, 2023</b> .  District Attendance Department - Run TEA Superintendent Principal Report when campuses are done by <b>Friday, November 10, 2023</b> .
<b>December 20</b>	End of 3 <sup>rd</sup> Six Weeks (28 days)	PEIMS Clerks - Run TEA Principal Report and TEA Student Detail. Principal must review reports and sign oath/affidavits form then forward copy to PEIMS Coordinator by <b>Thursday, January 11, 2024</b> .  District Attendance Department - Run TEA Superintendent Principal Report when campuses are done by <b>Friday, January 12, 2024</b> .
<b>February 16</b>	End of 4 <sup>th</sup> Six Weeks (29 days)	PEIMS Clerks - Run TEA Principal Report and TEA Student Detail. Principal must review reports and sign oath/affidavits form then forward copy to PEIMS Coordinator by <b>Thursday, February 22, 2024</b> .  District Attendance Department - Run TEA Superintendent Principal Report when all campuses are done by <b>Friday, February 23, 2024</b> .
	Student Membership Reconciliation	PEIMS Clerks - Student membership from the teacher's roster is reconciled to the attendance accounting records in the attendance office. Keep on your campus for audit purposes by <b>Friday, February 23, 2024</b> .
<b>April 12</b>	End of 5 <sup>th</sup> Six Weeks (33 days)	PEIMS Clerks - Run TEA Principal Report and TEA Student Detail. Principal must review reports and sign oath/affidavits form then forward copy to PEIMS Coordinator by <b>Thursday, April 18, 2024</b> .  District Attendance Department - Run TEA Superintendent Principal Report when campuses are done by <b>Friday, April 19, 2024</b> .
<b>May 23</b>	End of 6 <sup>th</sup> Six Weeks (29 days)	PEIMS Clerks - Run TEA Principal Report and TEA Student Detail. Principal must review reports and sign oath/affidavits form then forward copy to PEIMS Coordinator by <b>Thursday, May 30, 2024</b> .  District Attendance Department - Run TEA Superintendent Principal Report when campuses are done by <b>Friday, May 31, 2024</b> .
<b>May 31</b>	Audit Box	Prepare all End of the Year for archiving, including all auditable documents such as attendance posting reports, attendance notes, daily sign in sheets, etc. The following attendance information must be packed and retained at your campus for 2 school years then forward to record for 3 more years for audit purposes.

NOTE: No changes should be made in attendance cycle once report is signed and submitted to PEIMS Department. If changes need to be made contact PEIMS Department for approval.