

Waco ISD Standard Operating Procedures

Frontline SIS & ERP Solution

revised 10.1.2021



frontline
education™

Table of Contents

[Introduction](#)

[Security Roles](#)

[Campus-based Security Roles](#)

[Campus -based Security Role Overview | fig 1](#)

[Principal Security Role | Menus and Entry Points](#)

[Campus Administration Security Role | Menus and Entry Points](#)

[Lead Counselor Security Role | Menus and Entry Points](#)

[Administrative Assistant Security Role | Menus and Entry Points](#)

Introduction

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Security Roles

Accesses to the Frontline SIS & ERP Solution will be determined based on the position of employment. Security roles have been designed to ensure employees have access to the functions and reports necessary to successfully and efficiently perform the duties of the position.

Campus-based Security Roles

Campus -based Security Role Overview | *fig 1*

Security Roles	Positions
Principal	Principal Dean
Campus Administration	Associate Principal Assistant Principal Instructional Specialist
Lead Counselor	Lead Counselor Counselor Campus Secretary (Elementary)
Administrative Assistant	Campus Secretary
Teacher	Teacher Teacher - Special Education
Instructional Aide	Instructional Aide Special Education Aide
Campus Support	Behavioral Aide
Registrar	Registrar
PEIMS Specialist	PEIMS Specialist
Nurse	Nurse
Office Clerk - Campus	Front Office Staff Front Desk

Principal Security Role | Menus and Entry Points

Organization	Time Card Approval Only	Student Discipline	View - Student Information
My Organization	Time Card Approval	Discipline Incident Search (Discipline Clerk)	View Student Information
My Organization Attendance		Discipline Incident Search (Teacher)	Contact Search
Leave Request Approval		Discipline Fast Form	Student Discipline Incident Search (Discipline Clerk)
Substitute Verification Search		Discipline Letter Report	Student - View Transcripts
Applicant Search			
My Preferred Applicants List			
Review Recommended Applicants			
Requisition Approval	Budget	TCH - Attendance and Grading	Student Enrollment
Approve Requisitions	Approve Budget Change Requests	Take Classroom Attendance	Contact Search
Approve Check Requests	Request Budget Change	Enter Classroom Grading	Download Student Attachments
Approve Employee Advance/Reimbursement Requests	My Accounts	Teacher Connect Sections	Enroll/Transfer
Approve Non-Employee Reimbursement Requests	Allocate Budget Owner Allocations	Maintain Teacher Gradebook Category	Maintain Student
Approve Mileage Reimbursement Requests	Stipend Renewal Worksheet	ELOs for Sponsors	Mass Print Online Registration Form
Not to Exceed Requisition Search	Approve Asset Disposal Requests		No Show
Blanket/Project Requisition Search	Campus Cash Receipt		Person Search
			Requested Student Search
			Search Campus By Address
			Withdraw
Student Support	My Accounts	Reporting	
Service Logs	My Accounts	Active Profile Filter	
Student Child Restraint Search		My Query Builder	
Student Truancy Search		Notification Subscription	

Principal Reports

A Honor Roll, A Honor Roll with Course Exclusion, AB Honor Roll, AB Honor Roll with Course Exclusion, Applicant Detail Report, Applicant Detail Report - Waco, Applicant Reference Summary, Applicant Reference Summary - CVN, Applicant Summary Report, Applicant Summary Report - Waco, Assignment Weights By Teacher, Attendance Not Taken, Attendance Summary by Time Period, Base Skillbook, Campus - Student Online Registration Acknowledgements, Campus - Student Online Registration Status, Campus 504 Listing, Campus 504 Verification, Campus At Risk Listing, Campus Career and Technology Listing, Campus District

Program Listing, Campus Early Reading Verification, Campus Economic Disadvantage Listing, Campus Enrollment by Ethnicity, Campus Enrollment Summary By ADA, Campus Ethnic Breakdown, Campus Gifted and Talented Listing, Campus Grades Posted and Finalized, Campus Homeless Unaccompanied Youth Verification, Campus Immigrant Listing, Campus Incidents by Offense, Campus Incidents by Referring Employee, Campus LEP_BIL_ESL Listing, Campus Migrant Listing, Campus No Show Report, Campus Percentage of Attendance, Campus PRS Listing, Campus Special Education Listing, Campus Special Education Listing XLS, Campus Student Birthday List, Campus Student Crisis Code Verification, Campus Student Intervention Strategy Verification, Campus Title I Listing, Child Restraint Listing, Class And Category Averages, Class Assignments Report, Class Assignments Teacher Report, Class Attendance Summary, Class Student Listing with Addresses, Daily Attendance, Daily Attendance By Student, Daily English Learners Report, Data Labels, Discipline Assignment Attendance Reconciliation, Discipline Incident Detail, Discipline Incident Summary, Discipline Letter, Dyslexia Listing, Elementary Individual Progress Report by Teacher, Elementary Individual Progress Report For Signed On User, Elementary Individual Progress Rpt - Signed On User By Due Date, Employee Absence Summary, Employee Birthday List, Employee Certifications, Enrolled Student Listing, Excessive Attendance By Course, Excessive Attendance By Day Period, Excessive Attendance By Day Period - Excel, Excessive Attendance Letter, Extra Hours and Overtime Detail, Failing Assignments Report, Failing Averages Report, Failing Averages Report Admin, Failing Averages Report Admin Allow All, Failing Averages Show All Courses, Foster Care Listing, Four Year Plan, Gifted Verification, Grade Distribution By Course, Grade Distribution By Teacher, Grade Verification By Campus, Grades Not Verified By Campus, Graduates, Continuers, and Dropouts, Graduates, Continuers, and Dropouts by Ethnicity, LEP Verification, Mailing Labels By Course, Mailing Labels By Grade, Mailing Labels By Household, Migrant Verification, Military Connected Listing, Missing Assignments Report, Perfect Attendance, Perfect Attendance - Official Attendance Periods, Perfect Attendance By Day Period, Performance Acknowledgments by Campus, Personnel Roster, PK Eligibility, Progress Report, Projected Student Listing, PRS PEP Verification, Six Week Elementary Report Card, Special Education Verification, Student Assignments Report, Student Attendance Detail, Student Class Roster, Student Class Roster By Date, Student Class Roster Period Attendance, Student Class Roster With Period Attendance And Dates, Student Class Roster With Period Attendance And Dates Teacher, Student Consecutive Attendance Detail, Student Discipline Action Removal Summary, Student Enrollment, Student Failure List By Course Request Category, Student Failure List By Course Request Category Show All Courses, Student Failure Listing, Student GPA Detail, Student GPA Summary, Student Grade Listing, Student Immunization Letter, Student Immunizations, Student Immunizations By Grade, Student Immunizations By Status, Student Immunizations By Student, Student Listing, Student Listing With Address, Student Marked Present In Attendance, Sub Cancellation, Sub Verification, Substitute SignIn Sheet, TEA - Principal Report, TEA - Student Detail, TEA-Student-Membership By Date, Teacher Availability, Warehouse Inventory Stock Book

Campus Administration Security Role | Menus and Entry Points

 Instructions | Office Discipline Referral

Organization	Time Card Approval Only	Student Discipline	View - Student Information
My Organization	Time Card Approval	Discipline Incident Search (Discipline Clerk)	View Student Information
My Organization Attendance		Discipline Incident Search (Teacher)	Contact Search
Leave Request Approval		Discipline Fast Form	Student Discipline Incident Search (Discipline Clerk)
Substitute Verification Search		Discipline Letter Report	Student - View Transcripts
Applicant Search			

My Preferred Applicants List			
Review Recommended Applicants			
TCH - Attendance and Grading	Student Enrollment	Student Support	My Accounts
Take Classroom Attendance	Contact Search	Service Logs	My Accounts
Enter Classroom Grading	Download Student Attachments	Student Child Restraint Search	
Teacher Connect Sections	Enroll/Transfer	Student Truancy Search	
Maintain Teacher Gradebook Category	Maintain Student		
ELOs for Sponsors	Mass Print Online Registration Form		
	No Show		
	Person Search		
	Requested Student Search		
	Search Campus By Address		
	Withdraw		
Reporting			
Active Profile Filter			
My Query Builder			
Notification Subscription			

Campus Administration Reports

A Honor Roll, A Honor Roll with Course Exclusion, AB Honor Roll, AB Honor Roll with Course Exclusion, Applicant Detail Report, Applicant Detail Report - Waco, Applicant Reference Summary, Applicant Reference Summary - CVN, Applicant Summary Report, Applicant Summary Report - Waco, Assignment Weights By Teacher, Attendance Not Taken, Attendance Summary by Time Period, Base Skillbook, Campus - Student Online Registration Acknowledgements, Campus - Student Online Registration Status, Campus 504 Listing, Campus 504 Verification, Campus At Risk Listing, Campus Career and Technology Listing, Campus District Program Listing, Campus Early Reading Verification, Campus Economic Disadvantage Listing, Campus Enrollment by Ethnicity, Campus Enrollment Summary By ADA, Campus Ethnic Breakdown, Campus Gifted and Talented Listing, Campus Grades Posted and Finalized, Campus Homeless Unaccompanied Youth Verification, Campus Immigrant Listing, Campus Incidents by Offense, Campus Incidents by Referring Employee, Campus LEP_BIL_ESL Listing, Campus Migrant Listing, Campus No Show Report, Campus Percentage of Attendance, Campus PRS Listing, Campus Special Education Listing, Campus Special Education Listing XLS, Campus Student Birthday List, Campus Student Crisis Code Verification, Campus Student Intervention Strategy Verification, Campus Title I Listing, Child Restraint Listing, Class And Category Averages, Class Assignments Report, Class Assignments Teacher Report, Class Attendance Summary, Class Student Listing with Addresses, Daily Attendance, Daily Attendance By Student, Daily English Learners Report, Data Labels, Discipline Assignment Attendance Reconciliation, Discipline Incident Detail, Discipline Incident Summary, Discipline Letter, Dyslexia Listing, Elementary Individual Progress Report by Teacher, Elementary Individual Progress Report For Signed On User, Elementary Individual Progress Rpt - Signed On User By Due Date, Employee Absence Summary, Employee Birthday List, Employee Certifications, Enrolled Student Listing, Excessive Attendance By Course, Excessive Attendance By Day Period, Excessive Attendance By Day Period - Excel, Excessive Attendance Letter, Extra Hours and Overtime Detail, Failing Assignments Report, Failing Averages Report, Failing Averages Report Admin, Failing Averages Report Admin Allow All, Failing Averages Show All Courses, Foster Care Listing, Four Year Plan, Gifted Verification, Grade Distribution By Course, Grade

Distribution By Teacher, Grade Verification By Campus, Grades Not Verified By Campus, Graduates, Continuers, and Dropouts, Graduates, Continuers, and Dropouts by Ethnicity, LEP Verification, Mailing Labels By Course, Mailing Labels By Grade, Mailing Labels By Household, Migrant Verification, Military Connected Listing, Missing Assignments Report, Perfect Attendance, Perfect Attendance - Official Attendance Periods, Perfect Attendance By Day Period, Performance Acknowledgments by Campus, Personnel Roster, PK Eligibility, Progress Report, Projected Student Listing, PRS PEP Verification, Six Week Elementary Report Card, Special Education Verification, Student Assignments Report, Student Attendance Detail, Student Class Roster, Student Class Roster By Date, Student Class Roster Period Attendance, Student Class Roster With Period Attendance And Dates, Student Class Roster With Period Attendance And Dates Teacher, Student Consecutive Attendance Detail, Student Discipline Action Removal Summary, Student Enrollment, Student Failure List By Course Request Category, Student Failure List By Course Request Category Show All Courses, Student Failure Listing, Student GPA Detail, Student GPA Summary, Student Grade Listing, Student Immunization Letter, Student Immunizations, Student Immunizations By Grade, Student Immunizations By Status, Student Immunizations By Student, Student Listing, Student Listing With Address, Student Marked Present In Attendance, Sub Cancellation, Sub Verification, Substitute SignIn Sheet, TEA - Principal Report, TEA - Student Detail, TEA-Student-Membership By Date, Teacher Availability, Warehouse Inventory Stock Book

Lead Counselor Security Role | Menus and Entry Points

CSL - Master Schedule	CSL - Scheduling	Student Enrollment	View - Student Information
Campus Course Search	Contact Search	Contact Search	View Student Information
Course Sections		Maintain Student	Contact Search
Delete Student Course Request		Person Search	Student Discipline Incident Search (Discipline Clerk)
Maintain Campus Course Request Group		Requested Student Search	Student - View Transcripts
Maintain Course Request Status			
Mass Schedule Change			
Mass Scheduling			
Mass Update Course Sections			
Master Schedule Builder			
Master Schedule Matrix			
Master Schedule Relation Builder			
Schedule Student Open Periods			
Section Fast Form			
View Previous Mass Scheduling Run			

My Accounts	Reporting	Student Service Logs	
My Accounts	My Query Builder	Maintain Service Logs	
	Active Profile Filter		

Lead Counselor Reports
<p>A Honor Roll, A Honor Roll with Course Exclusion, AB Honor Roll, AB Honor Roll with Course Exclusion, Campus 504 Listing, Campus 504 Verification, Campus At Risk Listing, Campus Career and Technology Listing, Campus Course Catalog, Campus District Program Listing, Campus Early Reading Verification, Campus Economic Disadvantage Listing, Campus Enrollment by Ethnicity, Campus Enrollment Summary By ADA, Campus Ethnic Breakdown, Campus Gifted and Talented Listing, Campus Homeless Unaccompanied Youth Verification, Campus Immigrant Listing, Campus LEP_BIL_ESL Listing, Campus Migrant Listing, Campus Percentage of Attendance, Campus PRS Listing, Campus Special Education Listing, Campus Special Education Listing XLS, Campus Student Birthday List, Campus Student Crisis Code Verification, Campus Student Intervention Strategy Verification, Campus Title I Listing, Child Restraint Listing, Course Request Conflicts, Course Request Totals, Course Requests By Course, Course Requests By Grade, Course Requests By Student, Daily English Learners Report, Dyslexia Listing, Employee Certifications, Enrolled Student Listing, Foster Care Listing, Four Year Plan, Gifted Verification, Graduates, Continuers, and Dropouts, Graduates, Continuers, and Dropouts by Ethnicity, Invalid Master Schedule Builder Relationships, Mailing Labels By Course, Mailing Labels By Grade, Mailing Labels By Household, Mass Student Schedules, Missing Sections, Number of Students Scheduled by Transcript Print Category, Projected Student Listing, Room Availability, Scheduling Status, School Leavers Report, School Leavers Report Excel, Sections, Sections Balancing By Course, Sections By Date, Significant Period Attendance Audit, Student - Schedule Missing Links, Student Class Roster, Student Class Roster By Date, Student Class Roster Period Attendance, Student Class Roster With Period Attendance And Dates, Student Class Roster With Period Attendance And Dates Teacher, Student Consecutive Attendance Detail, Student Credit Profile, Student Credit Profile By Grade, Student Enrollment, Student Failure List By Course Request Category, Student Failure List By Course Request Category Show All Courses, Student Failure Listing, Student GPA Detail, Student GPA Summary, Student Grade Listing, Student Rank, Student Schedules, Students With Duplicate Periods, Students With Missing Periods, Students With Unscheduled Course Requests, Students Without Course Requests, Teacher Availability</p>

Administrative Assistant Security Role | Menus and Entry Points

Organization	Time Card Builder	Create Requisitions	Budget
My Organization	Clock Punch Verification	Create Check Request	Approve Budget Change Requests
My Organization Attendance		Create Employee Advance/Reimbursement Request	Request Budget Change
Leave Request Approval		Create Non-Employee Advance/Reimbursement Request	My Accounts
Substitute Verification Search		Create Requisitions	Allocate Budget Owner


			Allocations
Applicant Search		My Employee/Advanced/Reimbursements Requests	Stipend Renewal Worksheet
My Preferred Applicants List		Organization PO Search	Approve Asset Disposal Requests
Review Recommended Applicants		Print Receiving Tickets	Campus Cash Receipt
		Purchase Order Delivery - Dashboard	My Assets
		Receive	
		Requisition Search	
		My Check Requests	
		Not To Exceed Requisition Search	
		Purchase Order Search	
		All Employee Advance/Reimbursement Request	
		All Non-Employee Advance/Reimbursement Request	
View - Student Information	Reporting		
View Student Information	My Query Builder		
Contact Search	Active Profile Filter		
Student Discipline Incident Search (Discipline Clerk)	Notification Subscription		
Student - View Transcripts			

Administrative Assistant Reports

A Honor Roll, A Honor Roll with Course Exclusion, AB Honor Roll, AB Honor Roll with Course Exclusion, Applicant Detail Report, Applicant Detail Report - Waco, Applicant Reference Summary, Applicant Reference Summary - CVN, Applicant Summary Report, Applicant Summary Report - Waco, Assignment Weights By Teacher, Attendance Not Taken, Attendance Summary by Time Period, Base Skillbook, Campus - Student Online Registration Acknowledgements, Campus - Student Online Registration Status, Campus Enrollment by Ethnicity, Campus Enrollment Summary By ADA, Campus Ethnic Breakdown, Campus Grades Posted and Finalized, Campus Percentage of Attendance, Campus Student Birthday List, Class Attendance Summary, Class Student Listing with Addresses, Daily Attendance, Daily Attendance By Student, Data Labels, Employee Absence Summary, Employee Birthday List, Employee Certifications, Enrolled Student Listing, Extra Hours and Overtime Detail, Mailing Labels By Course, Mailing Labels By Grade, Mailing Labels By Household, Open PO Summary, Open Purchase Orders, Perfect Attendance, Perfect Attendance - Official Attendance Periods, Perfect Attendance By Day Period, Personnel Roster, PK Eligibility, Progress Report, Projected Student Listing,

Six Week Elementary Report Card, Student Attendance Detail, Student Class Roster, Student Class Roster By Date, Student Class Roster Period Attendance, Student Class Roster With Period Attendance And Dates, Student Class Roster With Period Attendance And Dates Teacher, Student Consecutive Attendance Detail, Student Enrollment, Student Failure List By Course Request Category, Student Failure List By Course Request Category Show All Courses, Student Failure Listing, Student Immunization Letter, Student Immunizations, Student Immunizations By Grade, Student Immunizations By Status, Student Immunizations By Student, Student Listing, Student Listing With Address, Sub Cancellation, Sub Verification, Warehouse Inventory Stock Book

Teacher Security Role | Menus and Entry Points

 [Frontline SIS - Teacher Guide](#)

 [Initiate Grade Change - Teacher Instructions](#)

 [Frontline | Discipline View - Teacher](#)

TCH - Attendance and Grading	TCH - Discipline	My Accounts	
Take Classroom Attendance	Discipline Fast Form	My Accounts	
Enter Classroom Grading	Discipline Incident Search (Teacher)		
Teacher Connect Sections			
Maintain Teacher Gradebook Category			
ELOs for Sponsors			

Teacher Reports

Instructional Aide Security Role | Menus and Entry Points

TCH - Attendance and Grading	TCH - Discipline		
Take Classroom Attendance	Discipline Fast Form		
Enter Classroom Grading	Discipline Incident Search (Teacher)		
Teacher Connect Sections			
Maintain Teacher Gradebook			

Category			
ELOs for Sponsors			

Instructional Aide Reports

Campus Support Security Role | Menus and Entry Points

View - Student Information			
View Student Information			
Contact Search			
Discipline Incident Search (Discipline Clerk)			
Student Discipline Incident Search (Discipline Clerk)			
Student Attendance Search			
Section Attendance Search			

Campus Support Reports
Campus Enrollment by Ethnicity, Campus Ethnic Breakdown, Campus Student Birthday List, Class Attendance Summary, Class Student Listing with Addresses, Daily Attendance, Daily Attendance By Student, Enrolled Student Listing, Mailing Labels By Course, Mailing Labels By Grade, Mailing Labels By Household, Perfect Attendance, Perfect Attendance - Official Attendance Periods, Perfect Attendance By Day Period, Projected Student Listing, Student Attendance Detail, Student Class Roster, Student Class Roster By Date, Student Class Roster Period Attendance, Student Class Roster With Period Attendance And Dates, Student Class Roster With Period Attendance And Dates Teacher, Student Consecutive Attendance Detail, Student Enrollment, Student Failure List By Course Request Category, Student Failure List By Course Request Category Show All Courses, Student Failure Listing, Student Listing, Student Listing With Address

Registrar Security Role | Menus and Entry Points

Student Enrollment	Maintain Student Records	Scheduling	Organization
Contact Search	Student - Maintain Transcripts	Contact Search	My Organization
Download Student Attachments	Student - Maintain Testing Details	Maintain Student 4 Year Plan	My Organization Attendance
Enroll/Transfer	Student Transcript Exception	Scheduling	

	Search		
Maintain Student		Search Campus By Address	Substitute Verification Search
Mass Print Online Registration Form			
No Show			
Person Search			
Requested Student Search			
Search Campus By Address			
Withdraw			
View - Student Information	Maintain Attendance and Grading	Student Discipline	Reporting
View Student Information	Campus Gradebook Post	Discipline Incident Search (Discipline Clerk)	My Query Builder
Contact Search	Fast Form Attendance	Discipline Incident Search (Teacher)	Active Profile Filter
Student Discipline Incident Search (Discipline Clerk)	Maintain Section Grading	Discipline Fast Form	Base - Campus Text Configuration Table
Student - View Transcripts	Maintain Student Grading	Discipline Letter Report	
	SectionAttendanceSearch	Student Child Restraint Search	
	StudentAttendanceSearch	Service Logs	
Maintain Student Information			
Maintain Student	Student Crisis Search	Student Foster Care Search	Student Military Connected Search
Mass Add Special Programs	StudentDistrictProgramSearch	Student Gifted and Talented Search	Student PGP Search
Student - Maintain Testing Details	Student Dyslexia Search	Student Homeless/Unaccompanied Youth Status Search	Student PRS/PEP Search
Student At-Risk Search	Student Early Reading Search	Student Intervention Strategy Search	StudentSpecialEducationSearch
Student504Search	StudentEconomicDisadvantageSearch	Student Immigration Services Search	Student SSI Services Search
StudentAtRiskSearch	Student Even Start Services Search	StudentLEPBILESLSearch	Student Star of Texas Search
StudentCareerAndTechnologySearch	Student EYS Services Search	Student Migrant Services Search	StudentTitleSearch
StudentChildRestraintSearch			

Registrar Reports

A Honor Roll, A Honor Roll with Course Exclusion, AB Honor Roll, AB Honor Roll with Course Exclusion, Assignment Weights By Teacher, Attendance Not Taken, Attendance Summary by Time Period, Base Skillbook, Campus - Student Online Registration Acknowledgements, Campus - Student Online Registration Status, Campus 504 Listing, Campus 504 Verification, Campus Annual Report of Immunization Status Detail, Campus At Risk Listing, Campus Career and Technology Listing, Campus Course Catalog, Campus District Program Listing, Campus Early Reading Verification, Campus Economic Disadvantage Listing, Campus Enrollment by Ethnicity, Campus Enrollment Summary By ADA, Campus Ethnic Breakdown, Campus Gifted and Talented Listing, Campus Grades Posted and Finalized, Campus Homeless Unaccompanied Youth Verification, Campus Immigrant Listing, Campus Incidents by Offense, Campus Incidents by Referring Employee, Campus LEP_BIL_ESL Listing, Campus Migrant Listing, Campus No Show Report, Campus Percentage of Attendance, Campus PRS Listing, Campus Special Education Listing, Campus Special Education Listing XLS, Campus Student Birthday List, Campus Student Crisis Code Verification, Campus Student Intervention Strategy Verification, Campus Title I Listing, Child Restraint Listing, Class And Category Averages, Class Assignments Report, Class Assignments Teacher Report, Class Attendance Summary, Class Student Listing with Addresses, Daily Attendance, Daily Attendance By Student, Daily English Learners Report, Data Labels, Discipline Assignment Attendance Reconciliation, Discipline Incident Detail, Discipline Incident Summary, Discipline Letter, Dyslexia Listing, Elementary Individual Progress Report by Teacher, Elementary Individual Progress Report For Signed On User, Elementary Individual Progress Rpt - Signed On User By Due Date, Employee Absence Summary, Enrolled Student Listing, Excessive Attendance By Course, Excessive Attendance By Day Period, Excessive Attendance By Day Period - Excel, Excessive Attendance Letter, Failing Assignments Report, Failing Averages Report, Failing Averages Report Admin, Failing Averages Report Admin Allow All, Failing Averages Show All Courses, Foster Care Listing, Gifted Verification, Grade Distribution By Course, Grade Distribution By Teacher, Grade Verification By Campus, Grades Not Verified By Campus, LEP Verification, Mailing Labels By Course, Mailing Labels By Grade, Mailing Labels By Household, Migrant Verification, Military Connected Listing, Missing Assignments Report, PEIMS Calendar Minutes, PEIMS Physical Education Minutes, PEIMS Section Report, PEIMS Staff Responsibilities, PEIMS Staff Verification, Perfect Attendance, Perfect Attendance - Official Attendance Periods, Perfect Attendance By Day Period, Performance Acknowledgments by Campus, PK Eligibility, Progress Report, Projected Student Listing, PRS PEP Verification, Registration Form By Grade, Registration Form By Student, Six Week Elementary Report Card, Special Education Verification, Student Assignments Report, Student Attendance Detail, Student Class Roster, Student Class Roster By Date, Student Class Roster Period Attendance, Student Class Roster With Period Attendance And Dates, Student Class Roster With Period Attendance And Dates Teacher, Student Consecutive Attendance Detail, Student Discipline Action Removal Summary, Student Enrollment, Student Failure List By Course Request Category, Student Failure List By Course Request Category Show All Courses, Student Failure Listing, Student Grade Listing, Student Immunization Letter, Student Immunizations, Student Immunizations By Grade, Student Immunizations By Status, Student Immunizations By Student, Student ISS-Detention Class Roster by Date, Student Listing, Student Listing With Address, Student Marked Present In Attendance, Student Schedules, Student Withdrawal Form, Student Withdrawal Form - Mass No Show, Students With Hold Numbers, TEA - Principal Report, TEA - Student Detail, TEA-Student-Membership By Date, Teacher Referral Incidents by Student for Course Section, Transcript By Service ID and AAR Code

PEIMS Specialist Security Role | Menus and Entry Points

[Student Attendance Procedures Manual](#)

Student Enrollment	Maintain Student Records	Scheduling	Organization
Contact Search	Student - Maintain Transcripts	Contact Search	My Organization

Download Student Attachments	Student - Maintain Testing Details	Maintain Student 4 Year Plan	My Organization Attendance
Enroll/Transfer	Student Transcript Exception Search	Scheduling	Substitute Verification Search
Maintain Student		Search Campus By Address	
Mass Print Online Registration Form			
No Show			
Person Search			
Requested Student Search			
Search Campus By Address			
Withdraw			
View - Student Information	Maintain Attendance and Grading	Student Discipline	Reporting
View Student Information	Campus Gradebook Post	Discipline Incident Search (Discipline Clerk)	My Query Builder
Contact Search	Fast Form Attendance	Discipline Incident Search (Teacher)	Active Profile Filter
Student Discipline Incident Search (Discipline Clerk)	Maintain Section Grading	Discipline Fast Form	Base - Campus Text Configuration Table
Student - View Transcripts	Maintain Student Grading	Discipline Letter Report	
	SectionAttendanceSearch	Student Child Restraint Search	
	StudentAttendanceSearch	Service Logs	
Maintain Student Information			
Maintain Student	Student Crisis Search	Student Foster Care Search	Student Military Connected Search
Mass Add Special Programs	StudentDistrictProgramSearch	Student Gifted and Talented Search	Student PGP Search
Student - Maintain Testing Details	Student Dyslexia Search	Student Homeless/Unaccompanied Youth Status Search	Student PRS/PEP Search
Student At-Risk Search	Student Early Reading Search	Student Intervention Strategy Search	StudentSpecialEducationSearch
Student504Search	StudentEconomicDisadvantageSearch	Student Immigration Services Search	Student SSI Services Search
StudentAtRiskSearch	Student Even Start Services Search	StudentLEPBILESLSearch	Student Star of Texas Search
StudentCareerAndTechnologySearch	Student EYS Services Search	Student Migrant Services Search	StudentTitleSearch
StudentChildRestraintSearch			

PEIMS Specialist Reports

A Honor Roll, A Honor Roll with Course Exclusion, AB Honor Roll, AB Honor Roll with Course Exclusion, Assignment Weights By Teacher, Attendance Not Taken, Attendance Summary by Time Period, Base Skillbook, Campus - Student Online Registration Acknowledgements, Campus - Student Online Registration Status, Campus 504 Listing, Campus 504 Verification, Campus Annual Report of Immunization Status Detail, Campus At Risk Listing, Campus Career and Technology Listing, Campus Course Catalog, Campus District Program Listing, Campus Early Reading Verification, Campus Economic Disadvantage Listing, Campus Enrollment by Ethnicity, Campus Enrollment Summary By ADA, Campus Ethnic Breakdown, Campus Gifted and Talented Listing, Campus Grades Posted and Finalized, Campus Homeless Unaccompanied Youth Verification, Campus Immigrant Listing, Campus Incidents by Offense, Campus Incidents by Referring Employee, Campus LEP_BIL_ESL Listing, Campus Migrant Listing, Campus No Show Report, Campus Percentage of Attendance, Campus PRS Listing, Campus Special Education Listing, Campus Special Education Listing XLS, Campus Student Birthday List, Campus Student Crisis Code Verification, Campus Student Intervention Strategy Verification, Campus Title I Listing, Child Restraint Listing, Class And Category Averages, Class Assignments Report, Class Assignments Teacher Report, Class Attendance Summary, Class Student Listing with Addresses, Daily Attendance, Daily Attendance By Student, Daily English Learners Report, Data Labels, Discipline Assignment Attendance Reconciliation, Discipline Incident Detail, Discipline Incident Summary, Discipline Letter, Dyslexia Listing, Elementary Individual Progress Report by Teacher, Elementary Individual Progress Report For Signed On User, Elementary Individual Progress Rpt - Signed On User By Due Date, Employee Absence Summary, Enrolled Student Listing, Excessive Attendance By Course, Excessive Attendance By Day Period, Excessive Attendance By Day Period - Excel, Excessive Attendance Letter, Failing Assignments Report, Failing Averages Report, Failing Averages Report Admin, Failing Averages Report Admin Allow All, Failing Averages Show All Courses, Foster Care Listing, Gifted Verification, Grade Distribution By Course, Grade Distribution By Teacher, Grade Verification By Campus, Grades Not Verified By Campus, LEP Verification, Mailing Labels By Course, Mailing Labels By Grade, Mailing Labels By Household, Migrant Verification, Military Connected Listing, Missing Assignments Report, PEIMS Calendar Minutes, PEIMS Physical Education Minutes, PEIMS Section Report, PEIMS Staff Responsibilities, PEIMS Staff Verification, Perfect Attendance, Perfect Attendance - Official Attendance Periods, Perfect Attendance By Day Period, Performance Acknowledgments by Campus, PK Eligibility, Progress Report, Projected Student Listing, PRS PEP Verification, Registration Form By Grade, Registration Form By Student, Six Week Elementary Report Card, Special Education Verification, Student Assignments Report, Student Attendance Detail, Student Class Roster, Student Class Roster By Date, Student Class Roster Period Attendance, Student Class Roster With Period Attendance And Dates, Student Class Roster With Period Attendance And Dates Teacher, Student Consecutive Attendance Detail, Student Discipline Action Removal Summary, Student Enrollment, Student Failure List By Course Request Category, Student Failure List By Course Request Category Show All Courses, Student Failure Listing, Student Grade Listing, Student Immunization Letter, Student Immunizations, Student Immunizations By Grade, Student Immunizations By Status, Student Immunizations By Student, Student ISS-Detention Class Roster by Date, Student Listing, Student Listing With Address, Student Marked Present In Attendance, Student Schedules, Student Withdrawal Form, Student Withdrawal Form - Mass No Show, Students With Hold Numbers, TEA - Principal Report, TEA - Student Detail, TEA-Student-Membership By Date, Teacher Referral Incidents by Student for Course Section, Transcript By Service ID and AAR Code

Nurse Security Role | Menus and Entry Points

View - Student Information	Student Health	Student Immunization	Student Screening
View Student Information	Student Health Log Search	Student Immunization Search	Student Health Screening Search

Contact Search	Student Health Log Search By Date		Class Health Screening Search
Student Discipline Incident Search (Discipline Clerk)	Daily Health Maintenance		
Student - View Transcripts	Create Dose Administration Records		

Nurse Reports

Office Clerk - Campus Security Role | Menus and Entry Points

View - Student Information	Maintain Attendance	Student Enrollment	
View Student Information	Fast Form Attendance	Contact Search	
Contact Search	Mass Maintenance Attendance	Download Student Attachments	
Student Discipline Incident Search (Discipline Clerk)	SectionAttendanceSearch	Enroll/Transfer	
Student - View Transcripts	StudentAttendanceSearch	Maintain Student	
		Mass Print Online Registration Form	
		No Show	

Campus Clerk Specialist Reports
A Honor Roll, A Honor Roll with Course Exclusion, AB Honor Roll, AB Honor Roll with Course Exclusion, Attendance Not Taken, Campus - Student Online Registration Acknowledgements, Campus - Student Online Registration Status, Campus Enrollment by Ethnicity, Campus Enrollment Summary By ADA, Campus Ethnic Breakdown, Campus Percentage of Attendance, Class Attendance Summary, Daily Attendance, Daily Attendance By Student, Data Labels, Enrolled Student Listing, Excessive Attendance By Course, Excessive Attendance By Day Period, Excessive Attendance By Day Period - Excel, Excessive Attendance Letter, Mailing Labels By Course, Mailing Labels By Grade, Mailing Labels By Household, Perfect Attendance, Perfect Attendance - Official Attendance Periods, Perfect Attendance By Day Period, Progress Report, Secondary Report Card (Six Week Grading Period), Section Missing Assignments and Grades, Six Week Elementary Report Card, Student Assignments Report, Student Attendance Detail, Student Class Roster, Student Class Roster By Date, Student Class Roster Period Attendance, Student Class Roster With Period Attendance And Dates, Student Class Roster With Period Attendance And Dates Teacher, Student Consecutive Attendance Detail, Student Enrollment, Student ISS-Detention Class Roster by Date, Student Listing, Student Listing With Address, Student Marked Present In Attendance, Student Schedules, Sub Cancellation, Sub Verification, Substitute SignIn Sheet

Parent Self Self (PSS) Portal

Overview

Waco ISD utilizes the Frontline Education platform to house all student data including enrollment, scheduling, grading and attendance. This information is readily available to our Parent/Guardian(s) through the Frontline Parent Self Serve (PSS) application. The PSS can be accessed as a web-based browser at <https://waco.teams.hosting/selfserve/parent> or through the Frontline ERP and SIS mobile app available on both Android and Apple Devices.

The application provides parent/guardian(s) access to all enrolled students' attendance, progress reports, report cards, schedules, 4-year plans, discipline logs, health logs, and credit summary, as well as the ability to email teachers directly, edit current contact information, receive notifications, access the online registration portal and receive messages/notes from the enrolled campus(es).

All parent/guardian(s) attached to a Waco ISD student have the ability to create a PSS account with access to the following information:

- Parent/Guardian Name
- Parent/Guardian Email
- Zip Code of Parent/Guardian
- Student Birthdate
- Student ID
- Student Last Name

All information provided must match the information contained within the Frontline Education platform. If a parent/guardian has difficulty creating their account or has questions regarding their PSS account, they are able to receive support by emailing registration@wacoisd.org.

Employees with students in Waco ISD will utilize their Frontline Education login credentials created in Active Directory.

Accessing Parent Self Serve (web-based)

1. Navigate to the Parent Self Serve (PSS) web portal at

<https://waco.teams.hosting/selfserve/parent>

2. Choose the correct entry point if you are a New User or Existing User

a. New User - **Register**

 Register

b. Existing User - **Sign-in**

 Sign-in

3. As a New User, complete the required information fields to create your PSS account (be sure to save your login credentials) and choose the Submit option.
4. As an Existing User, enter your User ID and Password to access the portal.
 - a. If you have forgotten your User ID or Password, use the Forgot User ID or Forgot Password option to retrieve
 - b. The information can also be retried through the entry point Maintain Student > Student Contacts > {select contact} > Parent Self Serve option.
5. You can begin accessing information for enrolled student(s) connected to your PSS account

Frontline ERP & SIS Mobile App

You can also access your student(s) information using the Frontline ERP & SIS mobile app available for both Android and IOS users.

Getting Started With the ERP & SIS Mobile App

Below is an overview of how users can get started with the ERP & SIS mobile app.

Downloading the ERP & SIS Mobile App

On their mobile devices, users go to the Apple App Store or Android Apps on Google Play and search for "Frontline Education" to find the ERP & SIS mobile app and download the mobile app.

In the Apple App Store, the name of the app will be changing from TEAMS Mobile app to Frontline ERP & SIS.



Frontline ERP & SIS mobile app icon

Configuring the ERP & SIS Mobile App

When users first access the ERP & SIS mobile app, the Configure page is displayed. Follow the steps below to complete the fields on this page.

In the District field, select your school district.

For the Account Type:

- Tap Student to access Student Mobile.
- Tap Parent to access Parent Mobile.
- Tap Substitute to access Substitute Mobile.
- Tap Principal to access Principal Mobile.
- Tap Teacher to access Teacher Mobile.
- Tap Time Card to access Time Card Mobile.
- Tap Submit. A pop-up box is displayed asking you to confirm your selections.

Tap OK to save your selections.

The Configure page will not be displayed again when you open the ERP & SIS mobile app, but you can change your selections in Settings if necessary.

Logging In

The credentials you use to log in to the ERP & SIS mobile app vary based on the Account Type you selected

Accessing Mobile Applications With a Mobile Web Browser

The mobile web applications can also be accessed outside of the ERP & SIS mobile app by using a specific URL for each application. Districts can post these links on their websites or communicate the links to the appropriate users. The link for each application is below (where “waco.teams.hosting” is your district’s URL for ERP & SIS).

- Student Self Serve Mobile: <https://waco.teams.hosting/mobile/student>
- Parent Self Serve Mobile: <https://waco.teams.hosting/mobile>
- Substitute Mobile: <https://waco.teams.hosting/mobilesub>
- Principal Mobile: <https://waco.teams.hosting/mobileemployee/principal>
- Teacher Mobile: <https://waco.teams.hosting/mobileteacher>
- Time Card Mobile: <https://waco.teams.hosting/mobileemp/punch>

Supported Devices for Accessing Applications With a Mobile Web Browser

Mobile web applications accessed by using one of the links above in a mobile web browser support the following devices:

- Apple products running iOS 5 or later on iPhone, iPad, or iPad Touch,
- Android devices running version 3 or newer on smartphones or tablets,
- Windows Phone 8 or newer, and
- Safari or Chrome Web browsers.

SB 1746, 86th Texas Legislature, 2019, amended Section 29.081 of the Texas Education Code to expand the definition of students who are at risk of dropping out to include students or parents of students that have been convicted of a criminal offense and consequently sentenced to confinement in jail or prison within the student's lifetime.

Has the student previously been convicted and confined to jail or prison?

- Select - Yes No

Has a parent of the student previously been convicted and confined to jail or prison?

- Select - Yes No

Frontline SIS - Teacher Guide

revised 7.10.2020



frontline
education™

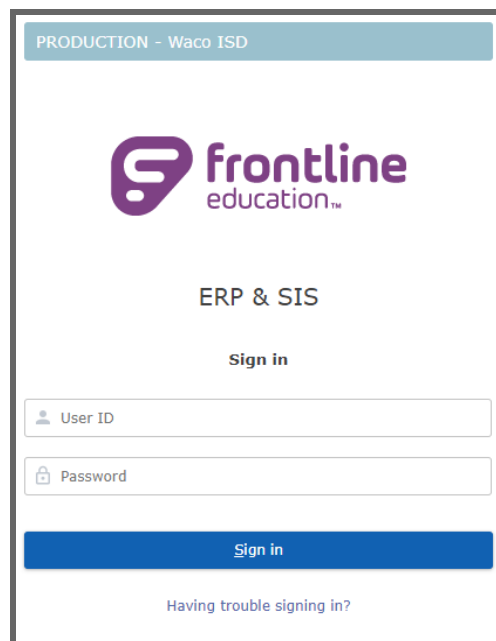
Table of Contents

Overview	3
Employee Service Center	3
Absence Reporting	5
Student Information System (SIS)	7
Gradebook	8
Teacher Connect Sections	8
Enter Classroom Grading	9
Creating Assignments	10
Entering Grades - Frontline Video Resource	12
Finalizing Grades	13
Initiate Grade Change Request	13
Taking Attendance - Frontline Video Resource	14
Teacher Reports	14

Overview

This guide is an overview of the functionality of the Frontline SIS System for employees working as teachers in Waco ISD. This guide will cover the following topics:

- Employee Service Center
 - Employee Information
 - Absence Requests
- Student Information System (SIS)
 - Student Information
 - Gradebook
 - Attendance
 - Discipline
 - Teacher Reports



Let's Get Started! - <https://waco.teams.hosting/>

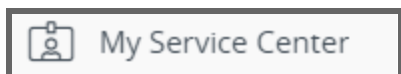
Employee Service Center




[Video - Employee Service Center and Creating Absences](#)

Once logged in to the Frontline platform, you can access the Employee Service Center using the following steps.

1. Choose the **My Service Center** option in the Navigation menu on the left side of the screen.



2. Logging in to the Employee Service Center requires a Two-Factor Identification for additional security of your personal information.




Welcome to the Waco Independent School District
Employee Service Center

How would you like to confirm your identity?

(254) 4197 - Voice
 (254) 4197 - SMS/Text
 (254) 9473 - Voice
 (254) 9473 - SMS/Text

Next

Cancel



Welcome to the Waco Independent School District
Employee Service Center

Please enter the access code:

12345

Remember Me: Yes, This is a trusted, private computer
 No, this is a public/shared computer

Ok

Resend

Enter the access code provided and click the Ok button to continue.

Employee Service Center will provide you with access to the following information and entry points.

- My Service Center Home
- My Personal Information - used to update address, phone number, emergency contact information.
- My Leave Balances - view your leave balances for local and state leave.
- My Absence Reporting - entering absences and assigning favored substitutes. **Additional details for reporting absences will be provided by campuses regarding contacting supervisor, etc..
- My Time Cards
- My Employment Records - job information, certifications, education & degrees, years of experience, transfer request (internal job application), contract information and salary letter.
- My Pay Information - verification of pay information accuracy.

- My Payroll Information - view paychecks, pay deductions, submit new W-4 information, print current and historical W-2 forms, 1095 form, and direct deposit information.
- My Benefits Information - view benefit participation and cost.
- My Mileage
- My Travel
- My Documents
- Logout

It is important to always verify the information in your employee service center to ensure accuracy.

Absence Reporting

To enter an absence into the Frontline platform, select the *My Absence Reporting* menu in the navigation menu.

The screenshot displays the 'Absence Reporting' interface. On the left is a navigation menu with the following items: My Service Center Home, My Personal Information, My Leave Balances, My Absence Reporting (expanded), Employee Absences (highlighted), Favored Substitutes, My Time Cards, My Employment Records, My Pay Information, and My Payroll Information. The main content area is titled 'Absences/Leave Request' and contains two buttons: 'Create Absence' and 'Leave Balance'. Below these is a search section titled 'Absences/Leave Request Search' with 'Start Date' set to 04-11-2020 and 'End Date' set to [OPEN]. A 'Search' button is present. At the bottom, a table titled 'Absences/Leave Request Entered' shows the following data:

	Date	Hours	Absence Reason	Use Path	Authorization Code	Status	Sub Job ID
+ !	06-23-2020	8.0	Family Illness	Default		Approved	210594

To create the absence, click on the Create Absence button.

Absence Detail

Start of Absence:

End of Absence:

Reason: ★

Hours Per Day:

Approval Notes:
Characters remaining: 500 (500 max)

Substitute Special Instructions:
Characters remaining: 500 (500 max)

Leave Balances

Substitute Details.

Sub Start Time:

Sub End Time:

Lunch(In Minutes):

No Substitute Required

Submit

Clear

Attachment

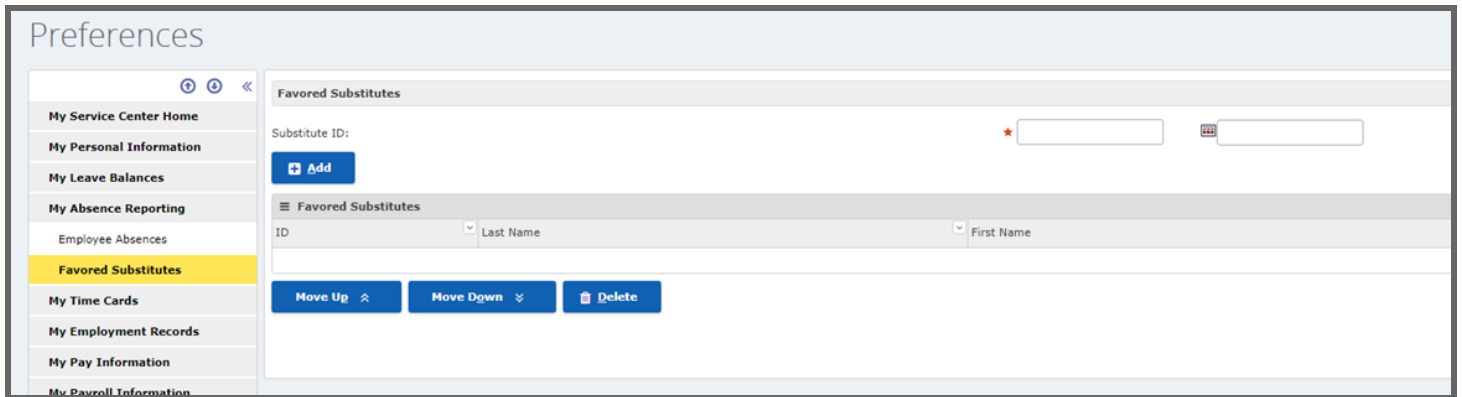
Count:0

Enter the information in the window. You can enter absence for single days as well as multiple days. Personal business absences are required to be approved prior to entry, additional information will be provided by your campuses regarding these requests.

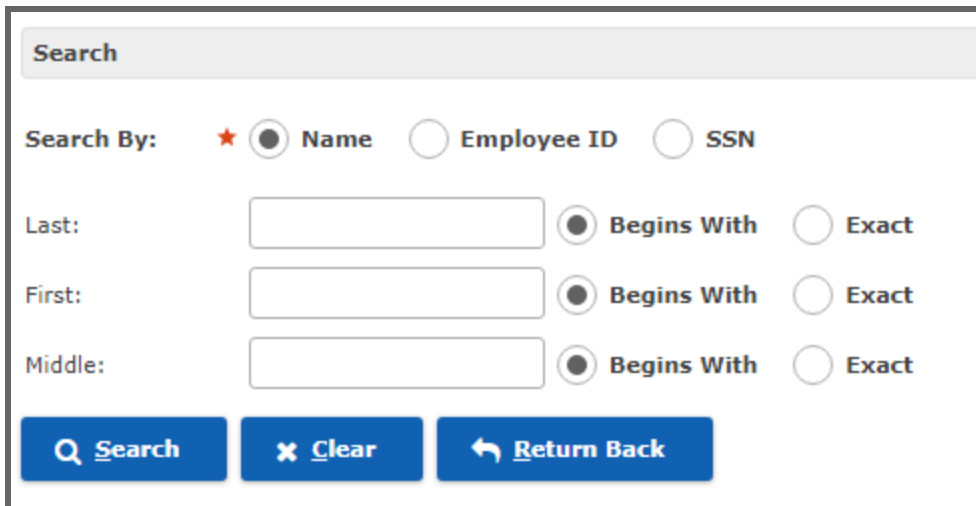
Absences are also entered for school related business such as being out for a required training. These do not count against your leave balance, but allow the system to search for a substitute while you are out of the classroom.

Once all information is entered, click the Submit button to complete the request.

Often you will find certain substitute(s) that are effective in your classroom and will want the system to contact them first for the opening. To set up a preferred substitute, select the *Favored Substitutes* menu.



To search for a substitute by name, click on the  icon.



If you are new to Waco ISD ask your campus administrator(s) for support in identifying quality substitutes for your classroom.

Student Information System (SIS)

The majority of your time in the Frontline platform will be in the SIS platform. Here you will complete student grading, attendance, discipline, as well as view student information and run teacher reports.

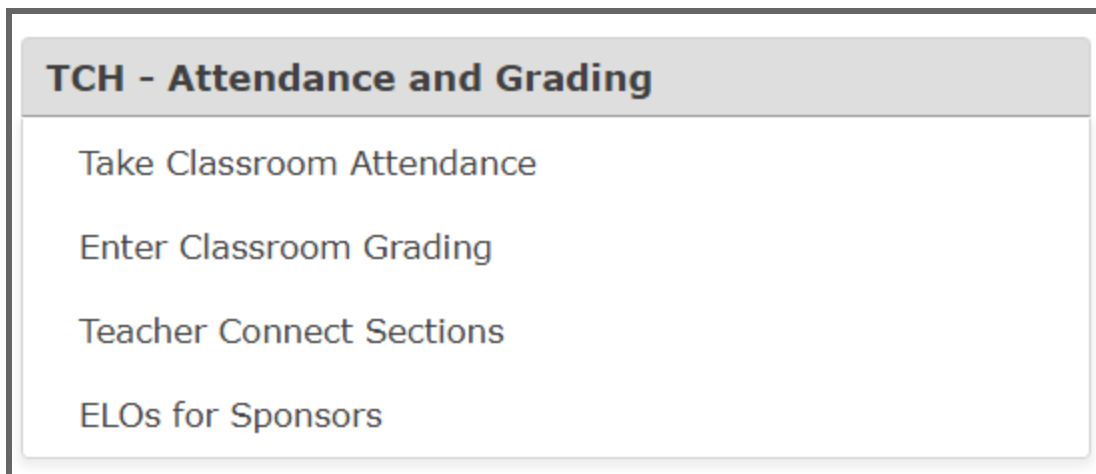
Gradebook

- [Frontline Quickstart Guide - .pdf](#)

The Frontline SIS Gradebook can be accessed using the *Enter Classroom Grading* entry point. From here you will be able to access all courses and students assigned to you, define assignments for courses, access attendance, attach notes to assignments, access common reports, and email parents.

Initial setup of your gradebook categories is set by the district. This will provide the type of assignments that can be entered along with the respective weights for each assignment type based on the district board approved grading policy. Possible categories assigned to courses are: 1)Daily Work, 2)Tests, 3)Homework, and 4)Labs.

To view the gradebook categories, select the *Maintain Teacher Gradebook Category* entry point.



[Video - Setting Up Gradebook Categories](#)

Teacher Connect Sections

You can use the Teacher Connect Sections entry point to connect your course sections for grading, attendance, or both if the sections meet all of the following criteria:

- The fiscal year is the Gradebook fiscal year
- The campus/calendar are the same on the course sections
- The position is the same on the course sections
- All term/day/periods are the same on the course sections

This will make your life much easier for both attendance and grading purposes. Students who are LEP, Special Education, or other special programs are often scheduled into different groups in the same course. By connecting the different groups, you will be able to complete grading and attendance in one window instead of opening multiple gradebooks.



[Video - Connecting Course Sections](#)

Enter Classroom Grading

Access your gradebook by using the *Enter Classroom Grading* entry point.

Select the course/period you want to enter classroom grading for from the search results by double-clicking or highlighting and clicking on the Select button.

Filter By: S2												
Course Sections 7 Records												
	Campus	Cal	Finalize	Alias	Description	Course	Section	Term	Period	Day	Parent/Child	
+	104	1			READING, GR 1	160	3	S1 , S2	01	T		
+	104	1			ENG, GR 1	110	3	S1 , S2	02	T		
+	104	1			MATH, GR 1	120	3	S1 , S2	03	T		
+	104	1			SCI, GR 1	140	3	S1 , S2	04	T		
+	104	1			SS, GR 1	130	3	S1 , S2	05	T		
+	104	1			ART, GR 1	180	3	S1 , S2	08	T		
+	104	1			HOMEROOM GR1	HR1	3	S1 , S2	HRM	T		

Select

A view of a teacher gradebook is provided below

160/3 - READING, GR 1 - S1 , S2 - T/01

Filter: [v]

MP1 MP2 MP3 MP4 **MP5** MP6 Report Card Progress Credit


#	Student Name	Avg	Naming Text Features-Kahoot	Word Work	Creating captions for pictures	Summarizing a nonfiction text	Smarty Ants	HMH Quiz-Tooth on the Loose	HMH Bigger	HMH Thanksgiving Day	Daily Work
		100x1	100x1	100x1	100x1	100x1	100x1	100x1	100x1	100x1	Avg
		Daily Work	Daily Work	Daily Work	Daily Work	Daily Work	Daily Work	Daily Work	Daily Work	Daily Work	
		Feb 25	Feb 27	Mar 03	Mar 05	Apr 24	May 01	May 08	May 15		
All											
Class Average			69.0	84.7	80.2	78.3	77.8	73.8	89.0	81.9	
Scheduled Students With Ownership											
1	D S A	87	60	100	75	80	80	80	100	80	87
2	D S A	85	56	100	70	80	100	60	80	80	85
3	D S A	100	80	100	95	100	100	100	100	100	100
4	D S A	80	80	90	90	70	60	60	75	75	80
5	D S A	73	65	75	70	75	70	70	75	70	73
6	D S A	100	70	100	100	100	100	100	100	100	100
7	D S A	91	80	90	95	100	70	100	80	70	91
8	D S A	85	50	80	80	70	100	70	100	80	85
9	D S A	89	70	85	90	85	95	100	70	80	89
10	D S A	94	70	100	100	90	95	80	100	80	94
11	D S A	96	80	100	100	95	100	80	100	80	96
12	D S A	84	100	75	75	70	60	60	95	90	84
13	D S A	77	65	70	70	70	100	60	70	80	77




Save Restore Return to Search Results Assignments Notes Reports Attendance Email Parents Email Students

 [Video - Gradebook Overview](#)

Overview of Colors on the Gradebook

Here's an overview of the colors you might see on the Gradebook:

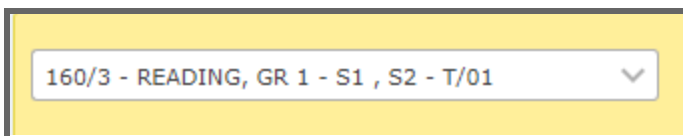
- **Color Schemes for Categories:** In the Maintain Teacher Gradebook Category entry point, you can designate specific color schemes for the categories associated with your assignments. The rows within each category are displayed in alternating colors.
- **Yellow Highlighting** for the Active Student Row: As you move through your Gradebook, the row for student whose grade you are entering is highlighted yellow.
- **Red Text** in the Avg Column: When grades are displayed in red text in the Avg column, the average in the Gradebook is different from the average recorded on the Report Card tab. For example, an average will be displayed in red text if you override a Gradebook average and manually enter a different grade on the Report Card tab.
- **Blue Arc** in the Upper Right Corner of a Cell: A blue arc  in the upper right corner of a cell indicates the student had an excused absence on the assignment due date.

- **Black Arc** in the Upper Right Corner of a Cell: A black arc  in the upper right corner of a cell indicates that the student had an unexcused absence on the assignment due date.
- Arcs in the Lower Left Corner of a Cell: An arc in the lower left corner of a cell indicates that the assignment has at least one of the additional items below saved for it. The color of the arc is purple  if the assignment has a note that is private and can not be viewed by parents/guardians in the Parent Self Serve application. If a saved note is not private and can be viewed by the parents/guardians, the arc is displayed in black .

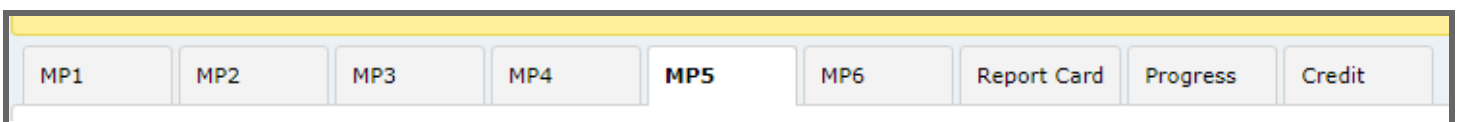
Additional items can be added in the single-assignment view of the Gradebook.

- A note
- A late check
- A first retake
- A second retake
- Extra points
- An override grade

To change courses/period, select the appropriate course from the drop-down menu in the upper left of the window.



Select the appropriate marking period for grade changes by choosing the correct tab at the top of the window. The system will default to the current marking period.



Creating Assignments



[Video - Creating Course Assignments](#)

To create Assignments for your course(s), select the *Assignments* option at the bottom of the window.

Assignments

To add an assignment to the course(s) gradebook, select the A*dd* option at the bottom of the window. To delete, select the assignment and then the D*el*ete option.

Add

Delete

Selecting the A*dd* option places a blank link in the assignment(s) listing.

Teacher Gradebook Assignment

Gradebook Course/Section
Teacher Gradebook Assignment
Copy Assignment
Class Notes
Copy Categories

Gradebook Course/Section Category Assignment

Fiscal Year: 2020 Course/Section: ★ 160/3 - READING, GR 1 - S1 , S2 - T/01

Grade Type: ★ Fifth Six Weeks

Gradebook Grading Cycle Date From 02-24-2020 To 05-22-2020

Data Entry Date Range From 05-18-2020 00:00 AM To 05-26-2020 08:00 AM

Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximum Value *	#Count	Consider for High/Low Grade Drop? *	Assignment for Extra Credit Only? *	GB Grading Cycle	Attachment	Note	Copy	Import
		05-28-2020	05-28-2020	N					N	6			Copy	Import
Daily Work	HMH Bigger	05-08-2020	05-08-2020	N	100	100	1	Y	N	5			Copy	Import
Homework	HMH Thanksgiving Day	05-04-2020	05-15-2020	N	100	100	1	Y	N	5			Copy	Import
Labs	HMH Quiz- Tooth on the L	05-01-2020	05-01-2020	N	100	100	1	Y	N	5			Copy	Import
Tests	Smarty Ants	04-24-2020	04-24-2020	N	100	100	1	Y	N	5			Copy	Import
Daily Work	Summarizing a nonfiction	03-05-2020	03-05-2020	N	100	100	1	Y	N	5			Copy	Import
Daily Work	Creating captions for pict	03-03-2020	03-03-2020	N	100	100	1	Y	N	5			Copy	Import
Daily Work	Word Work	02-27-2020	02-27-2020	N	100	100	1	Y	N	5			Copy	Import

Add
Delete
Attachments
Notes

Return to Gradebook

Choose the assignment category (Daily Work, Tests, Homework, Labs), create an assignment name, assignment date, due date.

Assignment(s) can be assigned to multiple courses after the initial entry. This can be done using the Copy option at the right of the individual assignment, or by using the Copy Assignment tab for mass copying.

Gradebook

160/3 READING, GR 1

Gradebook Course/Section Teacher Gradebook Assignment **Copy Assignment** Class Notes Copy Categories

Assignments

Fiscal Year: 2020 Course/Section: 160/3 - READING, GR 1 - S1 , S2 - T/01 Grade Type: Fifth Six Weeks

Due Date	Assignment Name	Category Name
02-25-2020	Naming Text Features-Kah	Daily Work
03-03-2020	Creating captions for pictu	Daily Work
02-27-2020	Word Work	Daily Work
03-05-2020	Summarizing a nonfiction	Daily Work
04-24-2020	Smarty Ants	Daily Work
05-01-2020	HMH Quiz- Tooth on the Lc	Daily Work
05-08-2020	HMH Bigger	Daily Work
05-15-2020	HMH Thanksgiving Day	Daily Work

Add Add All Remove Remove All

Course/Sections

Course/Section	Loc ID	Cal ID
120/3 - MATH, GR 1	104	1
180/3 - ART, GR 1	104	1
HR1/3 - HOMEROOM GR1	104	1
130/3 - SS, GR 1	104	1

Add Add All



[Entering Grades - Frontline Video Resource](#)

To enter grades, select the assignment next to the student you are wanting to edit and enter the assigned grade value.

#	Student Name	Avg	Naming Text Features-Kahoot
			100x1
			Daily Work
			Feb 25
	All		
	Class Average	69.5	
	Scheduled Students With Ownership		
1	Brooks, Jaymar Jaden	D S A	88

Once all grades have been entered, click the Save button at the bottom of the window.



If you realize a mistake was made in the saved change, you can use the Restore option to return the gradebook to the last saved version.



Posting and Finalizing Grades (Progress Report and Report Card)

At the end of each Progress Report and Report Card period you will enter the appropriate tab to post and finalize grades.

Navigate to the *Enter Classroom Grading* entry point, select a course/section from the list and choose the Select option at the bottom of the window.

The screenshot shows a web interface titled "Section Grading Search Results". At the top, there is a "Filter By:" dropdown menu with "S2" selected. Below this is a section header "Course Sections" with a hamburger menu icon. The main content is a table with the following columns: "Campus", "Cal", "Finalize", and "Alias". The first row is highlighted in yellow and contains the values "002", "1", "No", and an empty "Alias" cell. There are six rows in total, all with "002" in the "Campus" column and "1" in the "Cal" column. Below the table are three blue buttons: "Select", "Post All to Progress Report", and "Finalize All".

	Campus	Cal	Finalize	Alias
+	002	1	No	
+	002	1	No	
+	002	1	No	
+	002	1	No	
+	002	1	No	
+	002	1	No	

At the bottom of the gradebook page, select the Post to Progress Report/Post to Report Card option at the bottom of the window.

Robert	10	002	D	S	G	A		77	100	100	100	MSG	100	100
	09	002	D	S	G	A	L	100	100	100	100	100	100	100
Kayla	09	002	D	S	G	A		90	100	100	100	100	100	100
aham	09	002	D	S	G	A		8	MSG	MSG	MSG	MSG	MSG	100
ngelo Ray	09	002	D	S	G	A		50	100	100	100	100	100	100
xis	09	002	D	S	G	A	L	NG						
Students With Ownership														
None														
Students Without Ownership														

Save Restore Post to Progress Report Return to S

Select the Progress or Report Card tab and verify the grades that were posted for accuracy or make any corrections to the posted average as needed.

111001/11 - ENG 1 - S1 , S2 - T/01

MP1
MP2
MP3
MP4
MP5
MP6
Report Card
Progress
Credit

Filter:

Local ID	Student Name	GL	SCH	PR5	PR1	PR2	PR3	PR4	PR6
All									
Scheduled Students With Ownership									
57993	Berdin-Salazar, Jasmin	09	002	70	93	75	87	90	
56839	Clayton, Keyon Monteah Rashar	09	002	75	92	84	89	80	
30006440	Elliott III, Kelvin Ray	09	002	55					

At the bottom of the window, select the Finalize option to complete the progress report/report card process.

0	50	
5	63	
0	0	

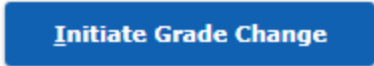
Save Restore Show Values Finalize

Repeat the process for all remaining courses/sections.

Initiate Grade Change Request

To submit a grade change request for approval after the finalization window has closed, access with the *Progress* or *Report Card* tab.

Select the student you would like to submit a grade change request for and click on the *Initiate Grade Change* option at the bottom of the window.



Enter the requested information and click on the Save option.

Student Id: 30012407

Grade Type: ★

New Grade: ★

Comment:

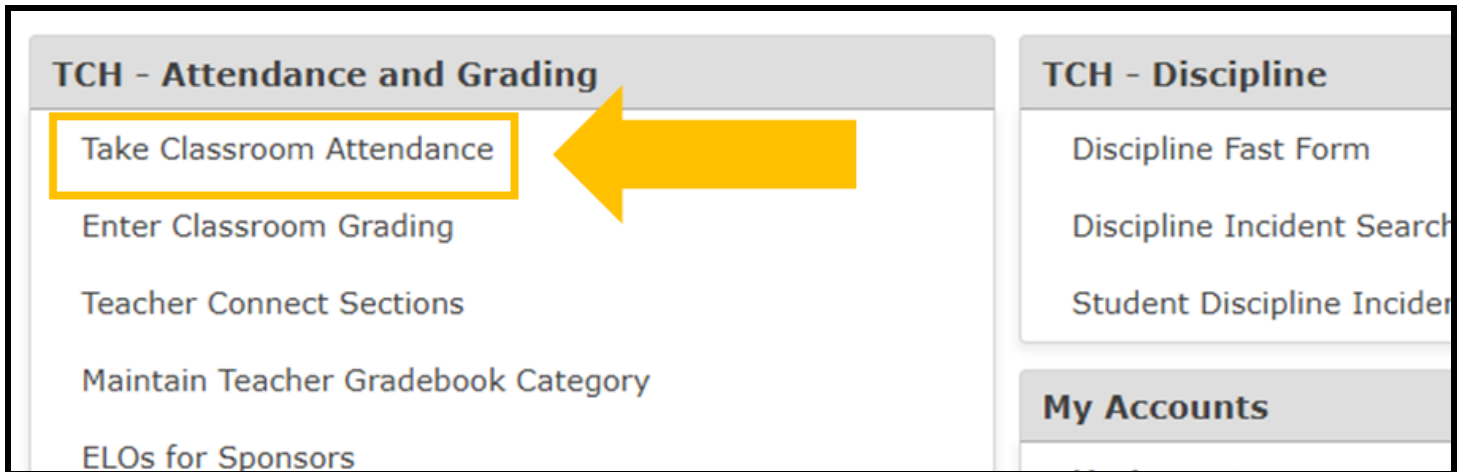
Characters remaining: 300 (300 max)

Save Cancel

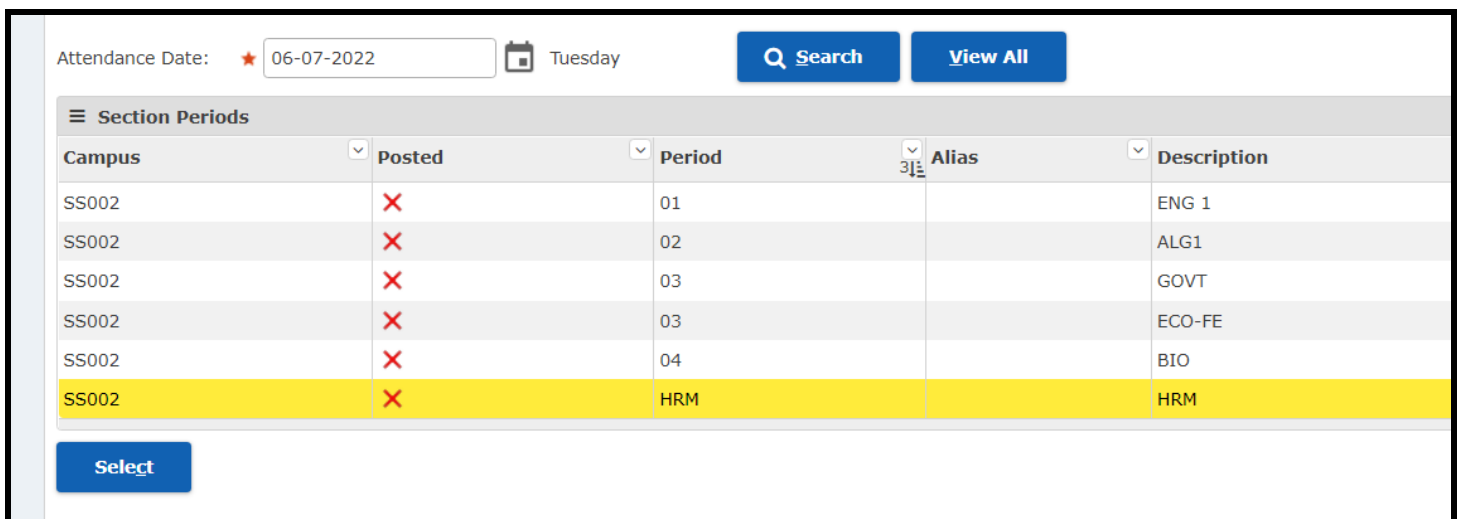
The grade change request is now submitted to your campus administrator for approval. Once approved, the new grade will appear in your gradebook in red to show the change.

Taking Classroom Attendance

1. Navigate to the Frontline SIS platform, <https://waco.teams.hosting>, and search for the Take Classroom Attendance entry point on the main screen.



2. Select the appropriate course and period to complete the attendance and click the Select option at the bottom of the window.















3. In your classroom attendance, the **ONLY** students who will be marked as **P** for present will be the students sitting physically in your classroom at the time of attendance.

HRM - SSHRM Section: 5 Term: S1 Day: T

View: Course/Section:

Scheduled Students

Student Name	P	A/R	T	Reason
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All
 Butler, Chassity Cheyanne	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
 Calvin, Damaudrick Leemon	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
 Campbell, Donte Rossario Lamont	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
 Gonzalez, Robert Gene	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
 Goode, Kaylynn Mariah	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
 Hawthorne, Ronatay	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

- All other students will be marked in the **A/R** column for absent or the **T** column for tardy if your respective campus utilizes this option in Frontline.
- Once attendance has been marked, select the Post option at the bottom of the window.

	Porter, La'Toreon Ke'Mar Antiwan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Ramos, Gabriel Xavier	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Velez, Jazmin Dayanara	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- For attendance corrections after posting, all requests must be submitted to the attendance personnel on the proper attendance correction form.



[Taking Attendance - Frontline Video Resource](#)

Teacher Reports

There are several common reports that are extremely beneficial to the classroom teacher. These include:

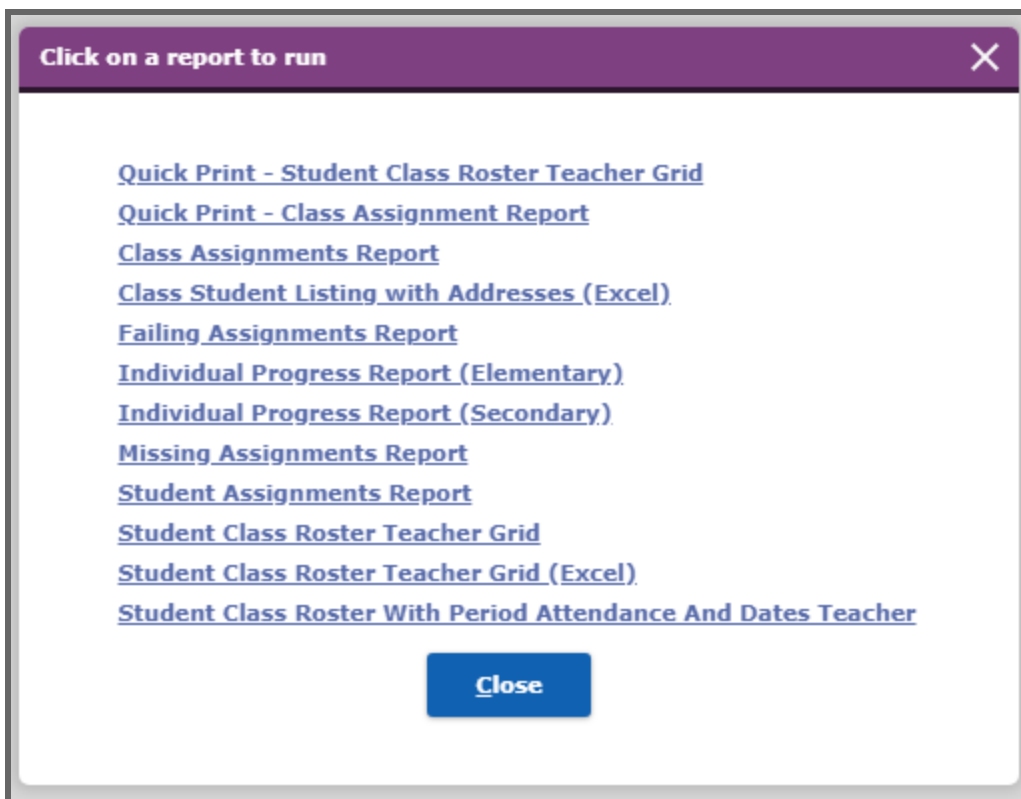
- Assignment Weight By Teacher
- Class Assignments Report Teacher
- Class Student Listing With Address

- Elementary Individual Progress Report for Signed On User
- Failing Assignments Report
- Failing Averages
- Failing Averages Show All Courses
- Missing Assignments Report
- Student Assignments Teacher
- Student Class Roster Teacher Grid
- Student Class Roster Teacher Grid (for Microsoft Excel)

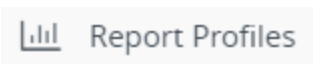
There are two different ways to run these reports. The simplest method is to use the Reports option at the bottom of the gradebook window.



You can then select the report you wish to run for the current class and the report will be generated in a separate pop-up window.



You can also access reports through the *Report Profiles* option on the navigation menu on the home screen.



This will provide you access to additional reports, but will require you to set parameters for each report. Report profiles can be saved and reused by entering the parameters, adding a profile name, and clicking on the Add button at the bottom of the parameters window.

Position Report Profile

Report Profiles | Report Queue

Standard Dashboardable

Filter

- Purchasing
- Business
- Student
 - Attendance
 - Discipline
 - Enrollment
 - Grading
 - Failing Assignments Report
 - Failing Averages Report
 - Grade Verification By Campus
 - Missing Assignments Report
 - Student Grade Listing**
 - Transcript By Service ID and AAR Code
 - Secondary Report Card (Nine Week Grading Period)
 - Secondary Report Card (Six Week Grading Period)
 - Section Missing Assignments and Grades
 - Report Card Labels 2 x 4
 - Six Week Elementary Report Card

Student Grade Listing

Student Grade Listing By Campus

Campus: ★ Brook Avenue Elementary ▾

Fiscal Year: ★ 2020 ▾

Calendar ID: ★ ▾

Grade Level (Select Grade Level ★ ALL ▾

or ALL:

Enrollment Date: ★ [] 📅

Grade Type: ★ []

Special Program (Select Program ★ ▾

or NONE):

Profile Name: Sample Profile

Request Report Add

Once a report is run, you will access the report by clicking on the *Report Queue* tab. Click on the correct report to view.

Refresh Rate:



Stopped



[Refresh Now](#)

☰ Submitted Report Requests

Name	Request Date	Status	Sta
Failing Assignments Report	07-10-2020 11:04	Complete	Rep

Instructions | Teacher Classroom Attendance

Special Note

If a student has not been present in your class for two or more days, contact your assistant principal so that processes are initiated to locate and reengage the student.

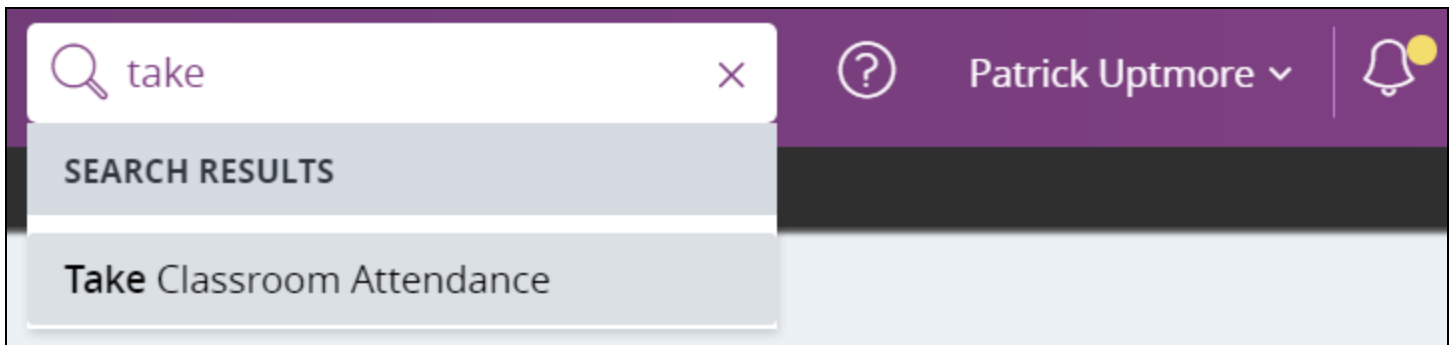
Instructional Video | [Taking Classroom Attendance](#) [Updated - Live Waco ISD Classroom Attendance](#)

In this document and video we will cover how to complete classroom attendance for the classroom teacher. These steps will be slightly different with the adding of Remote Asynchronous Instruction, and proper attendance taking will directly impact the funding for the district. Please take time to review the document and ask for any additional guidance needed to ensure efficiency and accuracy.

Official Attendance Time | 9:30 a.m.

Classroom Attendance

1. Navigate to the Frontline SIS platform, <https://waco.teams.hosting>, and search for the Take Classroom Attendance entry point on the main screen.



2. Select the appropriate course and period to complete the attendance and click the Select option at the bottom of the window.

Take Classroom Attendance

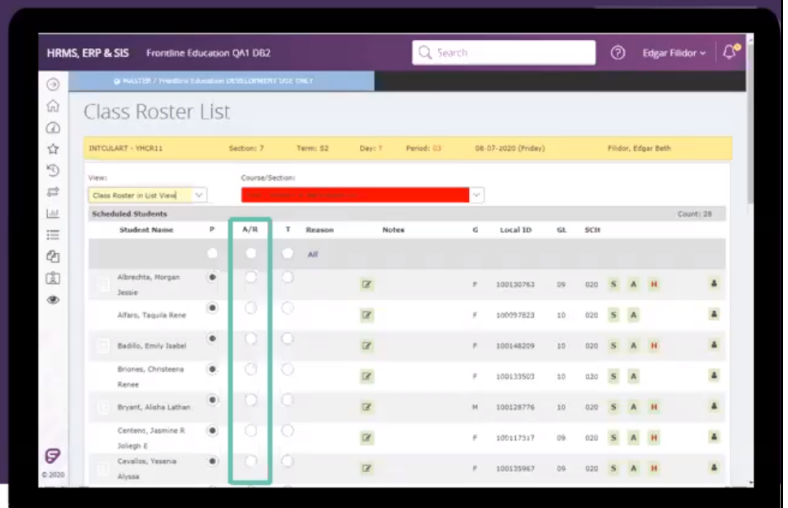
Revised Column A/R

A = Absent

R = Remote



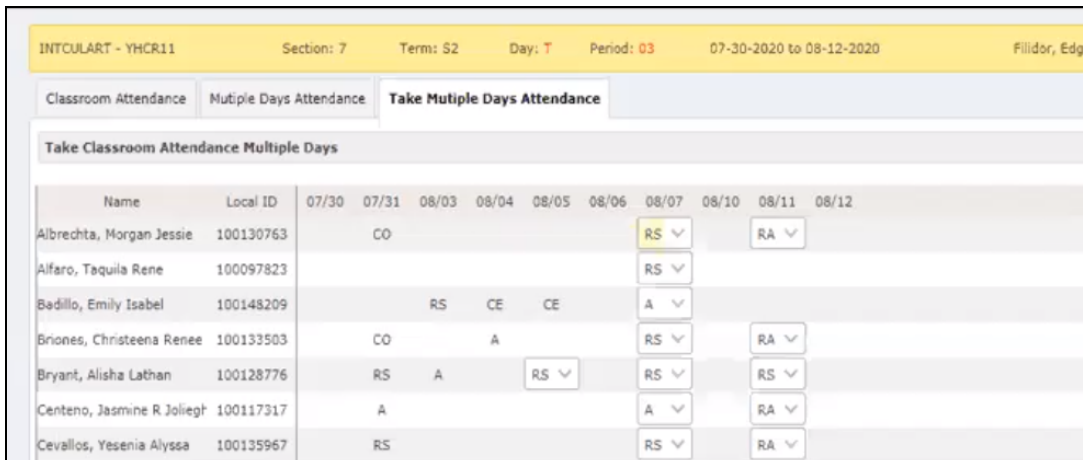
P = F2F only



- In your classroom attendance, the **ONLY** students who will be marked as **P** for present will be the students sitting physically in your classroom at the time of attendance.
- All other students will be marked in the **A/R** column.
- To mark students who have been actively engaged in remote asynchronous learning at the time of attendance, you will set a **Reason** code of **RAL** (remote asynchronous learning) for the student.
- Engaged in remote asynchronous learning is defined as:
 - Accessing and making progress in the Learning Management System on the instructional day
 - Submitting an assignment(s) during the instructional day
 - Teacher to student contact during the instructional day
 - Online Discussion
 - Video Conferencing
 - Email Conversation
 - Phone Conversation
 - **All coding for **RAL** must be supported by documentation
- If a course is fully remote asynchronous learning, you can mark all students as **A/R** by using the radio button found above the first student in the class roster. To mark all the **Reason** codes to **RAL** as default, you can use the all option above the first student in the class roster.
- Once attendance has been marked, select the Post option at the bottom of the window.
- Because remote asynchronous learning can take place any time from **midnight to 11:59:59 p.m.** on a given instructional day, teachers will have the ability to adjust the

Reason code for the students attendance for 3 instructional days. Reason codes will be updated by 5:00pm on the 3rd instructional day.


10. Navigate to the Take Multiple Days Attendance tab. Reason codes can be adjusted for 3 instructional days following the original attendance date.



Name	Local ID	07/30	07/31	08/03	08/04	08/05	08/06	08/07	08/10	08/11	08/12
Albrechta, Morgan Jessie	100130763		CO					RS		RA	
Alfaro, Taquila Rene	100097823							RS			
Bedillo, Emily Isabel	100148209			RS	CE	CE		A			
Briones, Christeena Renee	100133503		CO		A			RS		RA	
Bryant, Alisha Lathan	100128776		RS	A		RS		RS		RS	
Centeno, Jasmine R Joliegh	100117317			A				A		RA	
Cevallos, Yesenia Alyssa	100135967			RS				RS		RA	

11. Make adjustments to the reason codes only with support documentation for the change.

12. Click the Save option at the bottom of the window to complete.

	Frontline: Teacher EOY Gradebook	Date Created:	09/01/2023
		Revision #	2
		Implementation Date	10/01/2023
Page #	1	Last Reviewed/Update Date	
Dept. Responsible	PEIMS & Campus	Approval	JNA

Standard Operating Procedure

1. Purpose

End of the school year procedure for Teachers to be able to print a copy of their gradebook and give to the campus administration.

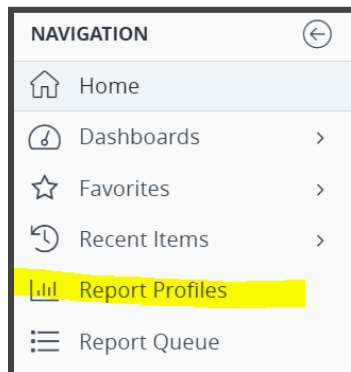
2. Scope


At the end of each school year the district is responsible for maintaining a copy of the gradebooks for the year. To collect the information in a single report to save for data retention, please follow the directions below.

3. Process

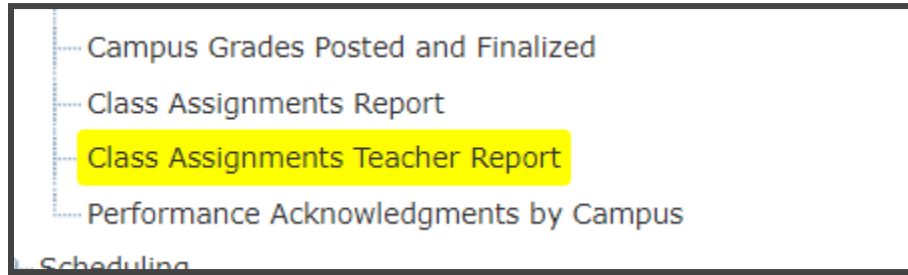
Teacher Instructions | Gradebook Report for End of Year

1. Log in to your Frontline account: [Frontline/TEAMS](#)
2. Access the Report Profiles menu in the Navigation pane on the left-hand side of the screen.




	Frontline: Teacher EOY Gradebook	Date Created:	09/01/2023
		Revision #	2
		Implementation Date	10/01/2023
Page #	2	Last Reviewed/Update Date	
Dept. Responsible	PEIMS & Campus	Approval	JNA

- Under Campus and then under Grading, find the Class Assignments Teacher Report



- Complete the report with the following parameters set.
 ** Your campus name may be different than displayed**

Campus:	★ Alta Vista Elementary
Fiscal Year:	★ 2023
Calendar ID:	★ Traditional
Grade Type:	★ ALL
Student ID (ALL for all students):	★ ALL
Day Period:	★ ALL
Course:	★ ALL
Section:	★ ALL
Print Student names?:	★ Yes
Include Dropped Without Ownership Students?:	★ Yes
Omit Student ID?:	★ No
Include Grades?:	★ Yes
Only Display Running Average?:	★ Yes
Sort:	★ By Course Section
Pagebreak:	★ None

	Frontline: Teacher EOY Gradebook	Date Created:	09/01/2023
		Revision #	2
		Implementation Date	10/01/2023
Page #	3	Last Reviewed/Update Date	
Dept. Responsible	PEIMS & Campus	Approval	JNA

5. Click Request Report and select PDF for the Output Type. Click OK.
6. Click on Report Queue to view the report. Once the Status says Complete, click on the name of the report to open.
7. Click the download icon and change the name of the report to the following naming convention: **Last Name,First Name & Fiscal Year ex. Doe,John2023**
8. Send a copy of your gradebook to the designated campus administrator.

Student Attendance Procedures Manual

revised 6.23.2022



Table of Contents

Introduction	3
2.2.5 Attendance System Procedures Manual - excerpt from Student Attendance Accounting Handbook (SAAH)	3
Policies	4
Compulsory Attendance	4
Exceptions to Compulsory Attendance Law	4
Attendance Warning Notices	5
Types of Attendance	5
ADA Exemptions - SAAH 3.6.3	6
Instructional (Period) Attendance	8
Official Attendance-Taking Time (All Grade Levels)	9
Documentation after an Absence (All Grade Levels)	9
Doctor's Note after an Absence for Illness (All Grade Levels)	9
Attendance Taking Procedures	10
How and when teachers are to take official attendance	10
How attendance is entered into the attendance accounting system	10
Which position or positions are responsible for the coding of special programs (special education, pregnancy-related services [PRS], etc.)	12
How changes to special programs are to be documented	13
How student membership is to be reconciled between the teacher rosters and the attendance accounting database	13
How your district will maintain attendance accounting records (including computerized records, period absence slips, and official calendar) after the completion of the school year	13
What backup systems are in place to protect the attendance accounting records	13
Which position is responsible for the maintenance and security of the attendance accounting records	13
Attendance Resources	13

Introduction

Under state law, every Texas school district is required to adopt an attendance accounting system, whether manual or automated, that includes procedures that ensure the accurate taking, recording, and reporting of attendance accounting data. District staff members must report attendance information through the Public Education Information Management System (PEIMS) to the Texas Education Agency (TEA). The TEA then uses this attendance data to determine the allocation of Foundation School Program (FSP) funds (state funding) to your district.

The primary purpose for the TEA's collection of student attendance data is to ensure that FSP funds can be allocated to Texas's public schools. All public schools in Texas must maintain records to reflect the Average Daily Attendance (ADA) for the allocation of these and other funds by the TEA.

All eligible students are entitled to the benefits of the FSP. However, for your district to claim a student for funding purposes, complete documentation that proves the eligibility of the student for the FSP must first be on file. Furthermore, your district must report all eligible attendance according to provisions established by the TEA. For these reasons, the TEA has developed both a standardized attendance accounting system (described in this handbook) and a standardized reporting system (PEIMS).

For your district to receive the maximum amount of funding for all its students, the following personnel must be aware of their individual responsibilities and must work together to assemble required documentation as early as possible: administrators, special program staff, teachers, and attendance personnel.

In accordance with requirements outlined in the Texas Education Agency's Student Attendance Accounting Handbook, Section 2.2.5, the Waco Independent School District manual has been compiled to provide authorized school district personnel with specific, detailed information on the Spring ISD school attendance accounting system.

2.2.5 Attendance System Procedures Manual - excerpt from Student Attendance Accounting Handbook (SAAH)

Your district or charter school must maintain a procedures manual that provides specific, detailed information on the district's school attendance accounting system. 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

Policies

Compulsory Attendance

Texas Education Code §25.085: A child is required to attend a school each school day for the entire period the program of instruction is provided.

Unless specifically exempted by the TEC, §25.086, a child who is at least 6 years of age, or who is younger than 6 years of age and has previously been enrolled in first grade, and who has not yet reached his or her 19th birthday, shall attend school. FEA (LEGAL)

Pre-kindergarten and kindergarten students are subject to compulsory school attendance rules while they are enrolled in school. Upon enrollment in pre-kindergarten or kindergarten, a child must attend school. However, if a child has not reached mandatory compulsory attendance age (6 years old as of September 1 of the current school year) the child's parent or guardian may withdraw the student from school, and the child will not be in violation of compulsory attendance rules.

A person who is age 18 or older and is enrolled in public school is required to attend school each day. A school district's board of trustees may adopt a policy requiring a student who voluntarily enrolls in school or voluntarily attends school after his or her eighteenth birthday to attend school until the end of the school year if the student is under age 21. However, the offense of failure to attend does not apply to a student who is subject to the district policy. Adult students are beyond compulsory attendance and may not be charged with truancy.

Waco ISD has adopted such a Board Policy requiring the attendance of students who are age 18 or older. The policy may be used for purposes of behavior and discipline, but not for court cases on the charge of failure to attend. FEA (LEGAL); TEC, §25.093, TEC, §25.094, GA0946

Exceptions to Compulsory Attendance Law

A child is exempt from the requirements of compulsory school attendance if the child TEC, §25.086:

- Attends a private or parochial school that includes in its course a study of good citizenship; includes children involved in a legitimate home schooling situation.
- Is eligible to participate in a school district's special education program under Section 29.003 and cannot be appropriately served by the resident district.
- Has a physical or mental condition of a temporary and remediable nature that makes the child's attendance infeasible and holds a certificate from a qualified physician specifying the temporary condition, indicating the treatment prescribed to remedy the temporary condition, and covering the anticipated period of the child's absence from school for the purpose of receiving and recuperating from that remedial treatment.
- Is 19 years old on September 1.

- Is at least 17 years old and attending a GED course may be exempted if they are court-ordered to take the course, have parental permission to take the course, are homeless, or have established a residence separate and apart from their parents or legal guardians.
- Has received a high school diploma or GED certificate.
- Is enrolled in the Texas Academy of Leadership in the Humanities.
- Is enrolled in the Texas Academy of Mathematics and Science.
- Is specifically exempted under another law.
- Is at least 16 years of age and attending a GED course only if the student is recommended to take the course by a public agency that has supervision or custody of the child under court order.

This section does not relieve a school district, in which a child eligible to participate in the district's special education program resides, of its fiscal and administrative responsibilities under Subchapter A, Chapter 29, or of its responsibility to provide a free appropriate public education to a child with a disability.

The provisions of the TEC concerning compulsory school attendance refer to a child's age on his birthday, whether the child reaches the age during or prior to the beginning of the scholastic year (September 1).

Attendance Warning Notices

Texas Education Code §25.095 requires the school district to notify a student's parent or legal guardian in writing at the beginning of the school year that if the student is absent from school three days or parts of days in a four-week period without parental consent or is absent without an excuse for more than 10 or more days or parts of days in a six-month period:

- The student's parent or legal guardian is subject to prosecution under TEC §25.093.
- The student may be subject to referral to truancy court pursuant to Texas House Bill 2398.

The notice must:

- Inform the parent that it is the parent's duty to monitor the student's attendance, require the student to attend school, and the parent is subject to prosecution under Section 25.093;
- For failure to require the child to attend school; and
- Request a conference between school officials and the parent to discuss the absences.

Types of Attendance

- Average Daily Attendance (ADA)
- Instructional (Period) Attendance
- Optional Flexible School Day Program (OFSDP)

ADA and OFSDP include attendance accounting protocols for the purpose of determining state funding for student attendance.

ADA is a snapshot of campus attendance which must be taken during the second instructional hour of the day at a time specified and posted by the campus. Certain adjustments to that time are allowable for specialized scheduling, however the established period in which absences are recorded may not be changed during the school year TAC 19, §129.21.

For official attendance accounting (ADA) purposes, "excused" and "unexcused" absences do not exist. Students present at the time the attendance snapshot is taken are counted present for funding purposes. Note that having students sign in is not an acceptable method of taking attendance. Students must be in attendance the majority of the school day in order to participate in school related activities on that day or evening. With the exception of any exemption listed in the following paragraphs, students who are absent at the time the attendance snapshot is taken are counted absent for funding purposes.

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

ADA Exemptions - SAAH 3.6.3

A student not actually on campus at the time attendance is taken may be considered in attendance for ADA purposes if the student -

- is enrolled in and attending an off-campus dual credit program course.
- is participating in an activity that is approved by your local school board and is under the direction of a professional staff member of your school district or an adjunct staff member. The adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.
Students participating in any activity that is not approved by your local school board or without certified district personnel supervision must be counted absent. For attendance to qualify for funding purposes, the certified district staff member or adjunct staff member must be accompanying the students as an official of your school district for the specific purpose of supervising the students and must be approved by your school board to supervise the activity.
- is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 TAC §74.13(a)(3).
- is a Medicaid-eligible child participating in the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) programs implemented by the Texas Health and Human Services Commission. Such students may be excused for up to 1 day at a time without loss of ADA.
- misses school for the purpose of observing religious holy days, including traveling for that purpose. Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 day for travel from the site where the student will observe the holy days. The campus may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
- is in Grades 6 through 12 and misses school for the purpose of sounding "Taps" at a military honors funeral held in Texas for a deceased veteran.
- misses school for the purpose of attending a required court appearance, including traveling for that purpose. Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 day for travel from the site where the student is required to appear in court. Your school campus may elect to excuse additional travel days; however, the student would be considered absent, not exempt, for the additional travel days for attendance accounting purposes.

A court appearance is considered to be required if the law (federal or state) or the court mandates an appearance by the student in a criminal, civil or traffic matter. Examples of required court appearances would be a jury summons in the name of the student, a subpoena in the name of the student, a traffic ticket marked "You Must Appear" or "Court Appearance Required," the student appears in court as a plaintiff or defendant, or the student is the subject of a court proceeding, such as an adoption or custody proceeding. Acceptable forms of documentation may be a copy of a pleading or other document filed with the court, a notice from the court clerk regarding a hearing or trial date, a jury summons, a subpoena, etc.

Important: Absences to meet with probation officers do not qualify for funding, but must be excused if they meet the criteria in the TEC §25.087(b)(1)(B).

Important: If a student is required to appear in court for truancy charges, the absence would qualify under this provision. However, if only the student's parent is required to appear in court but the parent takes the student, then the absence does not qualify for an ADA exemption, although the campus may decide to excuse the absence.

- misses school for the purpose of serving as an election clerk, including traveling for that purpose. Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 day for travel from the site where the student is serving as an electing clerk. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes FEA (LEGAL).
 - To serve as an election clerk, a student must be eligible to serve as an election clerk under the Texas Election Code, §32.051 (c), or be at least 16 years of age, have the consent of the principal of the school the student attends, be a United States citizen, and have completed any training course required by the entity holding the election.
- misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship, including traveling for that purpose. Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 day for travel from the site of the governmental office. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes FEA (LEGAL).
- misses school for the purpose of taking part in a United States naturalization oath ceremony, including traveling for that purpose. Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 day for travel from the site of the ceremony. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes FEA (LEGAL).
- is temporarily absent because of a documented appointment with a healthcare professional. A documented appointment with a healthcare professional includes an appointment of a student diagnosed with autism spectrum disorder with a health care practitioner to receive a generally recognized service for persons with that disorder. To be considered temporarily absent, the student must begin classes or return to school on the same day of the appointment. The appointment should be supported by a document, such as a note from the health care professional FEA (LEGAL).
 - Note that this provision is only valid for face-to-face consultations and not for telephone or internet based consultations.

The Texas Health and Safety Code, § 105.003, requires the statewide health coordinating council to collect information on the following professionals, any of which would be considered examples of healthcare professionals:

- Audiologists
 - Chiropractors
 - Licensed Professional Counselors
 - Licensed Chemical Dependency Counselors
 - Dentists
 - Dental Hygienists
 - Emergency Medical Services Personnel
 - Marriage and Family Therapists
 - Medical Radiologic Technologists
 - Licensed Vocational Nurses
 - Registered Nurses
 - Certified Nurse Aides
 - Occupational Therapists
 - Optometrists
 - Pharmacists
 - Physical Therapists
 - Physicians
 - Physician Assistants
 - Psychologists
 - Social Workers
 - Speech-Language Pathologists
- is in his or her junior or senior year of high school and misses school for the purpose of visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution. Your district 1) may not excuse for this purpose more than two days during a student's junior year and two days during a student's senior year, and 2) must adopt a) a policy stating when an absence will be excused for this purpose, and b) a procedure for verifying students' visits to institutions of higher education FEA (LEGAL).
 - A student whose absence is excused for any of the previously listed reasons will be allowed a reasonable amount of time to make up school work missed on these days, and if the student satisfactorily completes the school work, the day of absence is counted as a day of compulsory attendance. Certain special attendance codes related to ADA exemptions should be used to record the student's attendance status.
 - The above listed exemptions from ADA do NOT count as absences for the purpose of determining perfect attendance or other campus or district recognitions, rewards or incentives related to attendance. Atty. Gen. Op. JC-0099 (1999)

Instructional (Period) Attendance

Apart from ADA, student attendance is gathered for individual instructional periods at the secondary level. Schools are encouraged to have strong procedures and full faculty participation to avoid conflicting attendance reports. The law permits filing on students for missing "parts of days" which can be defined as individual periods. Incomplete or questionable records often result in the dismissal of truancy cases since it creates reasonable doubt. Instructional (period) attendance is also used in determining credit eligibility for individual courses.

In ADA accounting, there is no distinction between excused or unexcused absences. For official attendance accounting purposes, a "tardy" does not exist. A student is either present for the day or absent for the day depending on whether or not he is in class at the time the roll is checked, unless the absence meets the exemption criteria listed later in this section. Absences recorded during the official attendance accounting process are used only to determine ADA for state reporting purposes. Waco ISD official ADA snapshot time is taken within the second hour of the day:

- Secondary - 9:30 AM
- Elementary - 9:30 AM

Official Attendance-Taking Time (All Grade Levels)

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day.

Official attendance is taken every day during the second hour of instruction for all campuses. Brazos High School will take attendance for the afternoon session at 1:30 p.m.

If a student is absent for any portion of the day, including the official attendance-taking time, they should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

Doctor's Note after an Absence for Illness (All Grade Levels)

Within three days of returning to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

[See policy FEC(LOCAL) for more information.]

Attendance Taking Procedures

How and when teachers are to take official attendance

- Official Attendance Taking Time - **9:30 am Completed by Classroom Teacher or Substitute Teacher**
- Absence Reason Codes
 - Absence Reason Codes will default to **A-U**
 - All other Absence Reason Codes will be entered by the campus PEIMS Specialist/Attendance Clerk based on the receipt of the appropriate documentation

Absence Reason	Description
ABS	Absences Unverified
C	Court
COL	College
COV	Covid
DAP	Partcp DAP ADV Measure
DFP	Student in DFPS activity or appt
DUA	Stu in dual credit course off ca
DUT	Visit an active duty person
E	Excused
ELC	Stu is serving as app elec clerk
G	Govt/Complete App US Citizenship
HB	Homebound
JD	Juvenile Detention
M	Medical
MIL	17 or older pursuing enlistment
NS	No Show
O	Out Of School Suspension
OAT	Stu US naturalization oath
PRE	Present
R	Religious
RAL	Remote Asynchronous Learning
RCA	Report Card Absences
S	School Related
TAP	Playing Taps
TP	Tardy Present
TSB	Class provided by TX B&VI
TSD	Class provided by TX Sch Deaf
TXA	Appt Agency of State of TX
TxV	Stu enrolled in TxVSN full time
U	Unexcused
X	In School Suspension

How attendance is entered into the attendance accounting system

Classroom Attendance

1. Navigate to the Frontline SIS platform, <https://waco.teams.hosting>, and search for the Take Classroom Attendance entry point on the main screen.


TCH - Attendance and Grading

- Take Classroom Attendance
- Enter Classroom Grading
- Teacher Connect Sections
- Maintain Teacher Gradebook Category
- ELOs for Sponsors

TCH - Discipline

- Discipline Fast Form
- Discipline Incident Search
- Student Discipline Incident

My Accounts



- Select the appropriate course and period to complete the attendance and click the Select option at the bottom of the window.

Attendance Date: ★ 📅 Tuesday

Section Periods

Campus	Posted	Period	Alias	Description
SS002	✗	01		ENG 1
SS002	✗	02		ALG1
SS002	✗	03		GOVT
SS002	✗	03		ECO-FE
SS002	✗	04		BIO
SS002	✗	HRM		HRM

- In your classroom attendance, the **ONLY** students who will be marked as **P** for present will be the students sitting physically in your classroom at the time of attendance.

HRM - SSHRM
Section: 5
Term: S1
Day: T

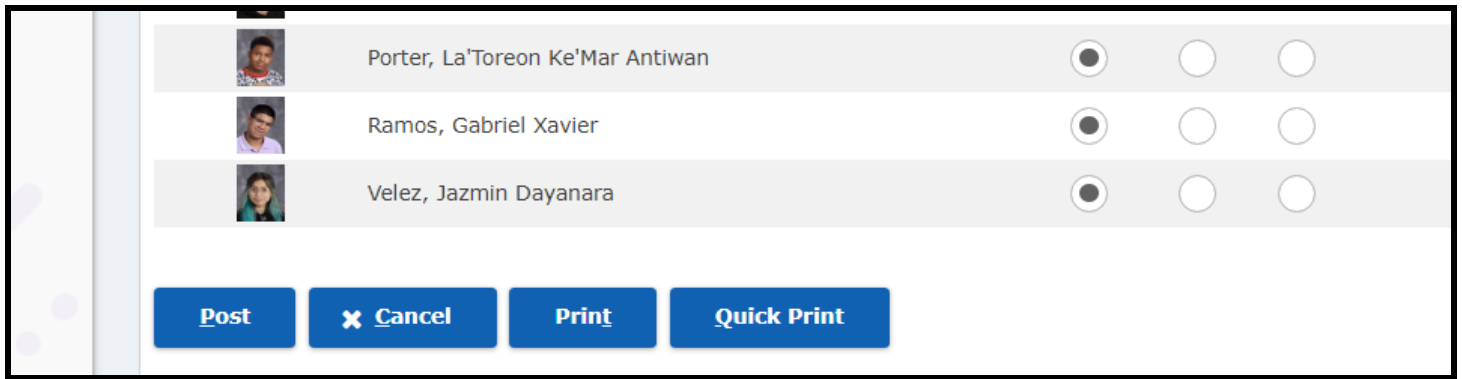
View: Course/Section: T/HRM - SSHRM/5-HRM-S1

Scheduled Students




Student Name	P	A/R	T	Reason
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All
Butler, Chassity Cheyanne	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Edit"/>
Calvin, Damaudrick Leemon	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Edit"/>
Campbell, Donte Rossario Lamont	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Edit"/>
Gonzalez, Robert Gene	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Edit"/>
Goode, Kaylynn Mariah	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Edit"/>
Hawthorne, Ronatay	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Edit"/>

- All other students will be marked in the **A/R** column for absent or the **T** column for tardy if your respective campus utilizes this option in Frontline.

5. Once attendance has been marked, select the Post option at the bottom of the window.



The screenshot shows a user interface for marking attendance. It features a list of three students, each with a small profile picture, their name, and three radio buttons for selection. The first student is Porter, La'Toreon Ke'Mar Antiwan, the second is Ramos, Gabriel Xavier, and the third is Velez, Jazmin Dayanara. Below the list are four blue buttons: 'Post', 'Cancel', 'Print', and 'Quick Print'.

	Porter, La'Toreon Ke'Mar Antiwan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Ramos, Gabriel Xavier	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Velez, Jazmin Dayanara	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Post **Cancel** **Print** **Quick Print**

6. For attendance corrections after posting, all requests must be submitted to the attendance personnel on the proper attendance correction form.

Which position or positions are responsible for the coding of special programs (special education, pregnancy-related services [PRS], etc.)

- **Special Education**
 - SPPI-14 Coding - Cathy Parker, cathy.parker@wacoisd.org
 - **Residential Facility (RF) Tracker** - Cathy Parker, cathy.parker@wacoisd.org
 - **Extended Year School (EYS)** - Christy Freeman, christy.freeman@wacoisd.org
 - **Transfer of Special Education Coding from SuccessEd to Frontline** - Barbara Ridings, barbara.ridings@wacoisd.org
- **Pregnancy Related Services (PRS)** - Suzanne Hamilton, suzanne.hamilton@wacoisd.org
 - University HS - Shannon Dunn, shannon.dunn@wacoisd.org
 - Waco HS - Joyce Hartford, joyce.hartford@wacoisd.org
 - CEHI Teacher - Deedra Torres, deedra.torres@wacoisd.org
- **Special Programs/Coding**
 - **At-Risk Indicator** - PEIMS Specialists under guidance from At-Risk Coordinator
 - **Economically Disadvantaged (EcoDis 2)** - PEIMS Specialist/Registrars
 - **Early Reading Indicator** - PEIMS Specialist based on assessment results provided
 - **Homeless/Family Protective Services** - Kathy Wigtil, kathy.wigtil@wacoisd.org
 - **Intervention Strategy (Rtl)** - PEIMS Specialist/Registrar based on documentation provided by Rtl Coordinator
 - **Leaver Codes** - PEIMS Specialist/Registrar only when complete documentation with Principal Signature is received

How changes to special programs are to be documented

All changes made by the PEIMS Specialist/Registrar to special programs require a written request backed by the appropriate documentation to support the change. (written request can be in the form of email as well, no verbal request will be accepted). Written/email request needs to include name of student, effective date/end date of program and reason if required.

How student membership is to be reconciled between the teacher rosters and the attendance accounting database

Teacher Weekly Attendance Verification reports
Six Weeks Attendance reports
1st and 4th Six Weeks Enrollment Verification reports
Teacher Absence Correction form
Class Rosters (if any substitute)

How your district will maintain attendance accounting records (including computerized records, period absence slips, and official calendar) after the completion of the school year

Notes: accept all notes from parents and students regarding absences to use as documentation in the reconciliation process. Every student that brings a note will need to have their own attendance folders. All original Medical notes and (or) anything that adds or removes an absence is required to be filed in the daily attendance folder. A copy is made to be filed in the student's folder. At the end of year they filed all the Attendance reports and students folders in the box.


What backup systems are in place to protect the attendance accounting records

Physical documentation is kept on campuses and provided to the central office staff as well. All online records are maintained in the AWS Cloud Services in the Frontline Platform which includes appropriate back-up and audit reports for attendance accounting records.

Which position is responsible for the maintenance and security of the attendance accounting records

- Director of PEIMS - Patrick Uptmore, patrick.uptmore@wacoisd.org

Attendance Resources

-  First Day Procedures
-

Waco ISD Student Transfer Request

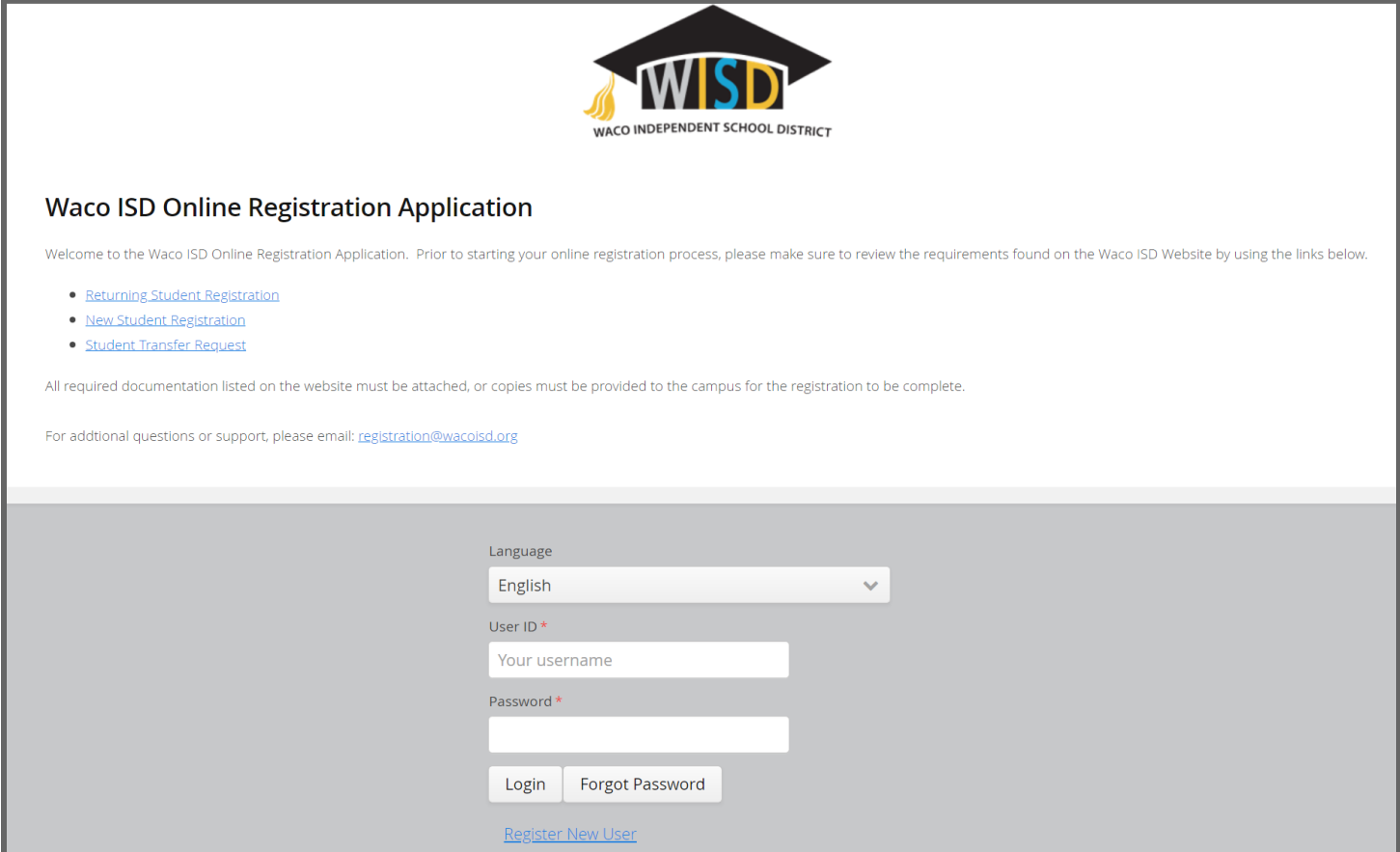
In-District Student Transfers


The instructions below are for students who reside within the boundaries of the Waco Independent School District and are requesting a transfer from their designated attendance zone campus to a different campus within Waco ISD. This **DOES NOT apply** to the application process for our lottery campuses at Hillcrest PDS Elementary and Lake Air Montessori.

First Time or Renewal of In-District Transfer Request

Instructional Video | https://www.youtube.com/watch?v=Tn8_Ow4ZuNk

1. Access the Waco ISD Online Registration website at <https://waco.teams.hosting/registration>.




WACO INDEPENDENT SCHOOL DISTRICT

Waco ISD Online Registration Application

Welcome to the Waco ISD Online Registration Application. Prior to starting your online registration process, please make sure to review the requirements found on the Waco ISD Website by using the links below.

- [Returning Student Registration](#)
- [New Student Registration](#)
- [Student Transfer Request](#)

All required documentation listed on the website must be attached, or copies must be provided to the campus for the registration to be complete.

For additional questions or support, please email: registration@wacoisd.org

Language
English

User ID *
Your username

Password *
[Redacted]

Login Forgot Password

[Register New User](#)

2. Log in using the same User ID and Password information for your Parent Self Serve account. If you have forgotten your password, use the 'Forgot Password' option at the bottom of the window to retrieve your password.

3. If you have forgotten your User ID, you can access the Parent Self Serve website at <https://waco.teams.hosting/selfserve/parent>. At the bottom of the window select the 'Forgot User ID' option.

Welcome

Welcome to the Waco ISD Parent Self-Serve (PSS) Log In/Registration

The Parent Self-Serve Application (PSS) can be used to view up-to-date information regarding your student(s) current grades, attendance, discipline, and scheduling. Any parent/guardian can register for a PSS account and access all of your students who attend Waco ISD in one location.

To create your PSS account, you will need the following information:

- **Parent/Guardian Name, Parent/Guardian Email, and Zip Code of Parent/Guardian**
- **Student Birthdate, Student ID, and Student Last Name**

All of the information entered must match the information that is in the Waco ISD database. Please make sure to note your User ID, Password, and Security Question Answer when generating your PSS account for future reference. This same information will be used when registering your student(s) as well. If you experience any issues with mismatched data, please contact your student's home campus for support.

If you were trying to reach the online registration website, please use the link below.

[Click here to access online registration](#)

If you have any additional questions, please email registration@wacoisd.org. District Employees, DO NOT create a new PSS Account, you will use your Active Directory credentials to access your PSS Account.

New Users Existing Users

[Register](#) [Sign-in](#)

[Forgot User ID](#)

4. You will be prompted to enter your Email and Last Name to recover your User ID. Your information must match the information in the Waco ISD database to retrieve. If you are unable to retrieve your User ID or Password, please email registration@wacoisd.org for support.

Parent Self Serve - Forgot User ID

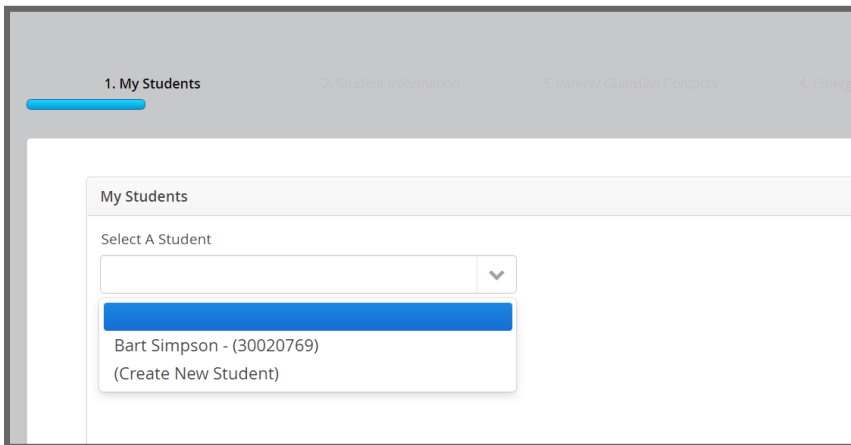
Home
Sign In

Email:

Last Name:

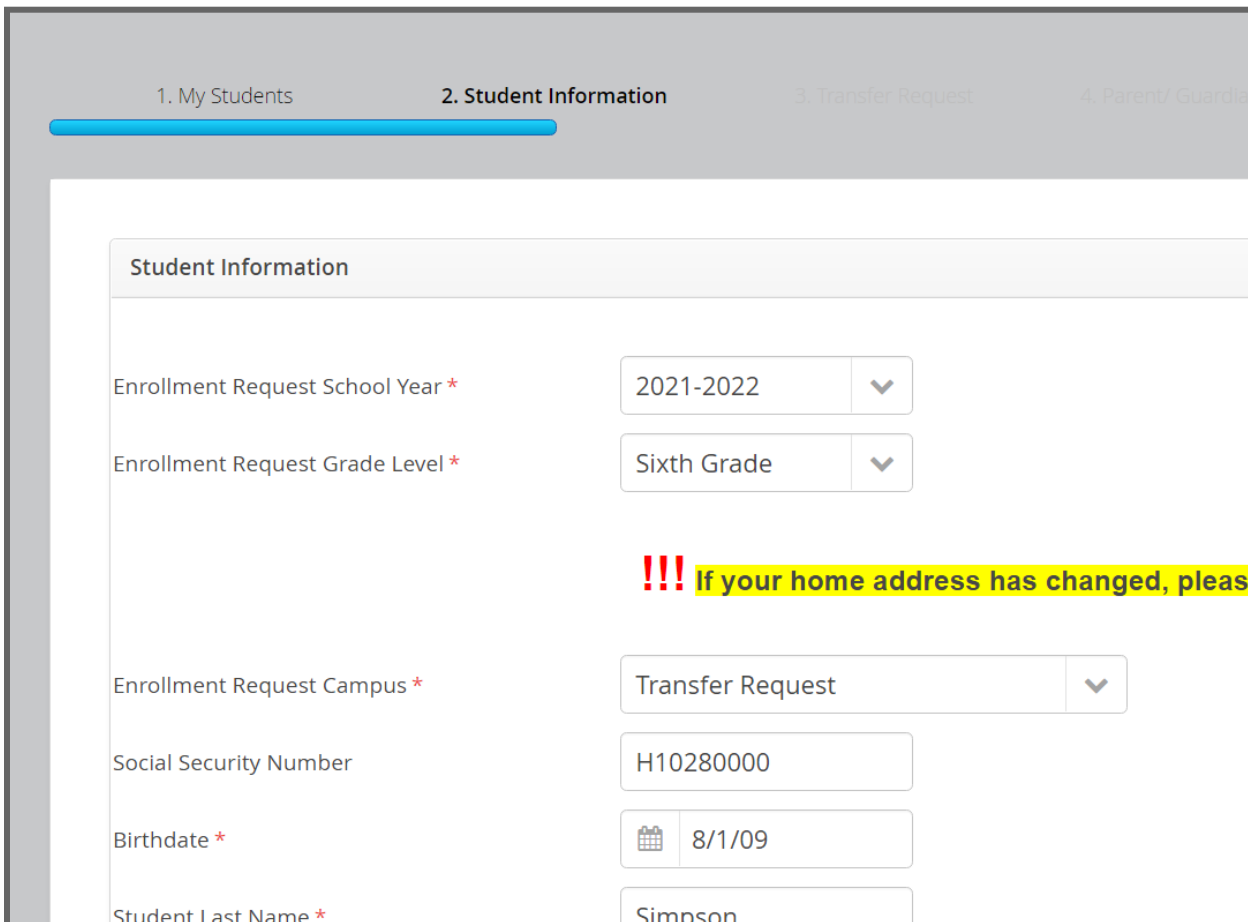
[Submit](#)

5. Once you are logged in to the [Waco ISD Online Registration](#) website, select a student from the drop-down menu to start the transfer request process. If you are requesting transfers for more than one student, you must complete this process for each student to be eligible for transfer. Click 'Next' in the top right-hand corner of the screen to move to the next step.



The screenshot shows the 'My Students' section of the registration interface. At the top, there is a progress bar with four steps: '1. My Students', '2. Student Information', '3. Parent/ Guardian Contacts', and '4. Enrollment'. The '1. My Students' step is currently active. Below the progress bar, there is a 'My Students' header and a 'Select A Student' dropdown menu. The dropdown menu is open, showing a list of students with 'Bart Simpson - (30020769)' selected and highlighted in blue. Below the list, there is a link that says '(Create New Student)'.

6. Make sure the 'Enrollment Request School Year' is set to **2021-2022**. Select the **Transfer Request** option for the 'Enrollment Request Campus'. Please verify all student information before clicking 'Next' to move to the next step.



The screenshot shows the 'Student Information' form in the registration interface. At the top, there is a progress bar with four steps: '1. My Students', '2. Student Information', '3. Transfer Request', and '4. Parent/ Guardian Contacts'. The '2. Student Information' step is currently active. Below the progress bar, there is a 'Student Information' header. The form contains several fields: 'Enrollment Request School Year *' is set to '2021-2022'; 'Enrollment Request Grade Level *' is set to 'Sixth Grade'; 'Enrollment Request Campus *' is set to 'Transfer Request'; 'Social Security Number' is 'H10280000'; 'Birthdate *' is '8/1/09'; and 'Student Last Name *' is 'Simpson'. A yellow highlight with red exclamation marks and the text '!!! If your home address has changed, pleas' is visible above the 'Enrollment Request Campus' field.

7. On the Transfer Request window, set the 'Placement Request Reason' to the appropriate **In-District Request** option.
 - a. If the student currently attends their home campus, select the **In-District Request** option.
 - b. If the student is currently an In-District transfer student, select the **Renewal** option.

1. My Students 2. Student Information 3. Transfer Request 4. Parent/ Guardian Contacts 5. Emergency Contacts 6. Medical History

Transfer Request

Transfer Request Instructions

Placement Request Reason * Placement Request Reason Instructions

Out-of-District Request

Placement Magnet Reason Placement Magnet Reason Instructions

Placement To School * Placement To School Instructions

Tennyson Middle

Tennyson Middle

8. Review your Parent/Guardian information for accuracy. Please update any contact information including address, phone and email address. Click 'Next' to move to the next step.

1. My Students 2. Student Information 3. Transfer Request 4. Parent/ Guardian Contacts 5. Emergency Contacts

Parent/ Guardian Contacts

Current Contacts for Student

Parent/Guardian Contacts: [Name] [Name] [Name]

Emergency Contacts: [Name] [Name] [Name] [Name] [Name] [Name] [Name] [Name]

Medical Contacts:

Parent/ Guardian Contacts

[Add a Contact]

Title

Last Name First Name Middle Name

Generation

Contact Type Relationship *

Parent Father

Birthdate *

Driver's License # Driver's License State

Texas

9. Review and update the Emergency Contacts for the student. You can also add or remove Emergency Contacts at this time. Click 'Next' to move to the next step.

The screenshot shows a web application interface with a progress bar at the top containing five steps: 1. My Students, 2. Student Information, 3. Transfer Request, 4. Parent/ Guardian Contacts, and 5. Emergency Contacts. The current step, 'Emergency Contacts', is highlighted with a blue bar. Below the progress bar, there is a section titled 'Current Contacts for Student' with sub-sections for 'Parent/Guardian Contacts:', 'Emergency Contacts:', and 'Medical Contacts:'. The main form area is titled 'Emergency Contacts' and contains several input fields: a 'Title' dropdown menu, 'Last Name *', 'First Name *', and 'Middle Name' text boxes, a 'Generation' dropdown menu, a 'Relationship' dropdown menu (set to 'Grandmother'), and a 'Birthdate' field with a calendar icon. At the bottom of the form, there are three checkboxes: 'Can Pickup' (checked), 'Dropoff? Pickup?' (checked), and 'Call in Case of Emergency' (unchecked).

10. Complete the Medical History tab for the student and sign the form at the bottom of the window. Click 'Next' to move to the next step.

The screenshot shows a web application interface with a progress bar at the top containing six steps: 1. My Students, 2. Student Information, 3. Transfer Request, 4. Parent/ Guardian Contacts, 5. Emergency Contacts, and 6. Medical History. The current step, 'Medical History', is highlighted with a blue bar. Below the progress bar, there is a section titled 'Student Medical History' with a sub-section 'Medical History Introduction'. The main form area is titled 'Allergies:' and contains a grid of checkboxes for various allergen types: Food, Insect, Latex, Peanut, Drug, Epi-pen, Medication, Shellfish, Seasonal, Gluten, Milk, and Other.

11. Your completed transfer request has now been submitted to the Waco ISD Student Services Office for review. In-District Transfer requests will be approved/denied prior to the start of the online enrollment window.

The screenshot shows a web application interface with a progress bar at the top containing eleven steps: 2. Student Information, 3. Transfer Request, 4. Parent/ Guardian Contacts, 5. Emergency Contacts, 6. Medical History, 7. Verify Campus, 8. Student Forms, 9. Documents, 10. Attachments, and 11. Confirm Enrollment. The current step, 'Verify Campus', is highlighted with a blue bar. Below the progress bar, there is a large white box containing the text: 'Your Transfer Request is still being processed. You cannot continue to other Online Registration screens until your request has been approved.' At the bottom right of the page, there are three buttons: 'Logout', 'Back', and 'Next'.

Waco ISD Student Transfer Request

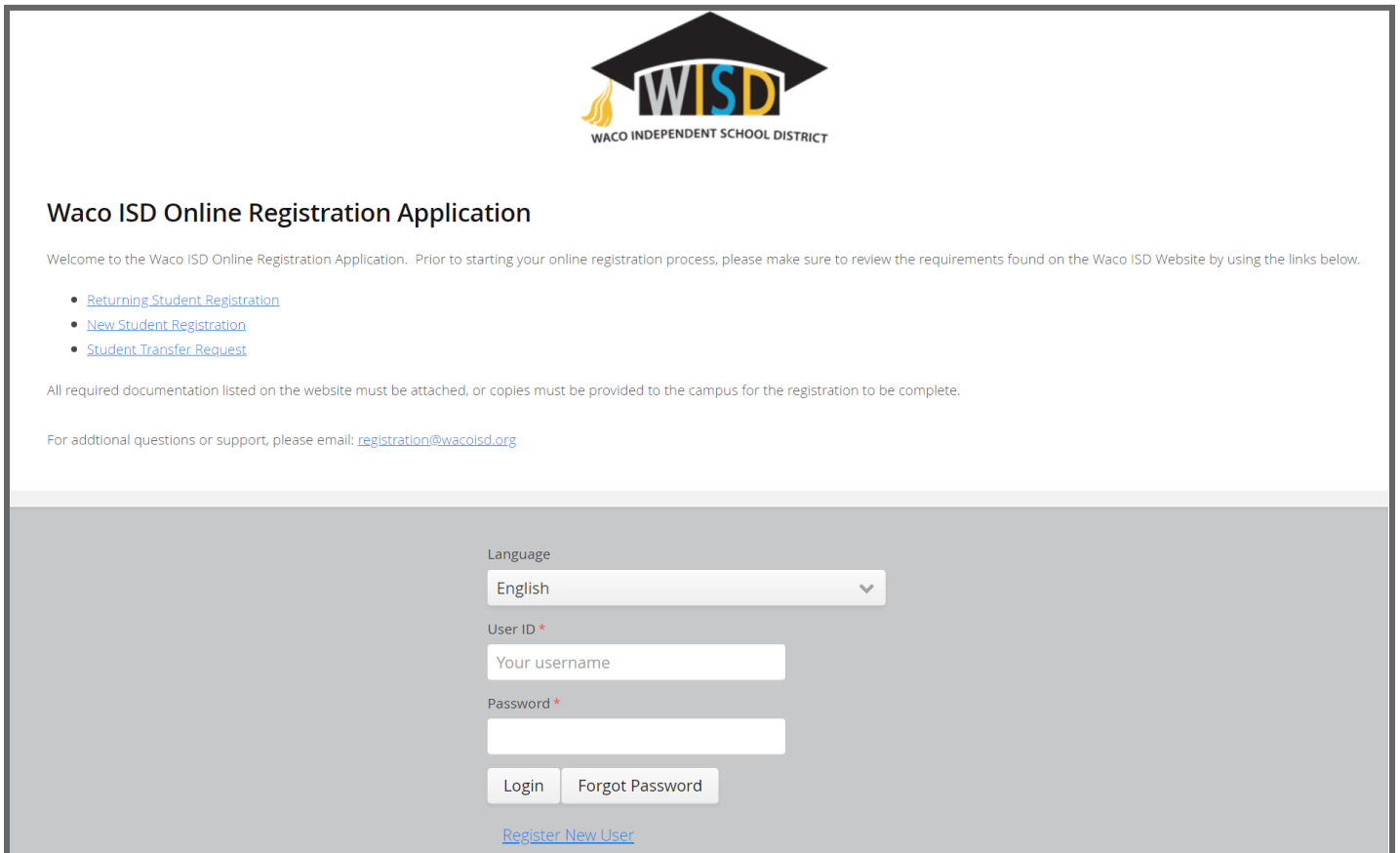
Out-of-District Student Transfers


The instructions below are for students who reside outside of the boundaries of the Waco Independent School District and are requesting a transfer from their designated school district to a campus in Waco ISD. This **DOES NOT apply** to the application process for our lottery campuses at Hillcrest PDS Elementary and Lake Air Montessori.

Out-of-District Student Transfer Request

Instructional Video | <https://www.youtube.com/watch?v=T4Nmfumzor8>

1. Access the Waco ISD Online Registration website at <https://waco.teams.hosting/registration>. Select the 'Register New User' option at the bottom of the screen.




WACO INDEPENDENT SCHOOL DISTRICT

Waco ISD Online Registration Application

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- [Returning Student Registration](#)
- [New Student Registration](#)
- [Student Transfer Request](#)

All required documentation listed on the website must be attached, or copies must be provided to the campus for the registration to be complete.

For additional questions or support, please email: registration@wacoisd.org

Language

English

User ID *

Your username

Password *

Login Forgot Password

[Register New User](#)

2. Enter all requested information. Information marked with a red asterisk must be completed to submit the new user registration.

The screenshot shows a web form titled "Register New User" for an "Enrolling Parent Guardian". The form includes the following fields and options:

- First Name ***: A text input field with a red border.
- Last Name ***: A text input field with a red border.
- Email**: A text input field.
- P/G Email Private**: A checkbox option.
- Home Address ***: A section header for the address fields.
- Private?**: A checkbox option.
- Address Line 1**: A text input field.
- Unit/Apt #**: A text input field.
- Zip**, **City**, and **State**: Three text input fields for location information.

A note above the address section states: "Please enter Home Address. The home address must be in district boundaries."

3. If the information provided closely matches an existing person in the Waco ISD system, you will receive a pop-up notification shown below. If you have ever been listed as a contact for a student in Waco ISD, or have had a student previously enrolled in Waco ISD, please select the 'Jump to Online Sign-on' option and do not create a new user account. Otherwise, continue to create a new user sign-on.

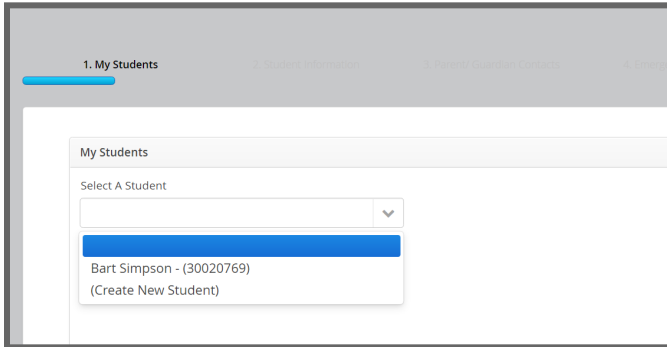
The screenshot shows a pop-up window titled "Existing User". The message reads: "We found a person in the system that appears to be like you. If you continue and already have a record in the system, your TEAMS online access will not all be under one ID." Below the message are two buttons: "Jump to Online Sign-on" and "Continue to create new user sign-on".

4. Complete the information in the 'Create User' screen. This will be the same information you can use to access your Parent Self Serve account to track your students academic progress. <https://waco.teams.hosting/selfserve/parent>

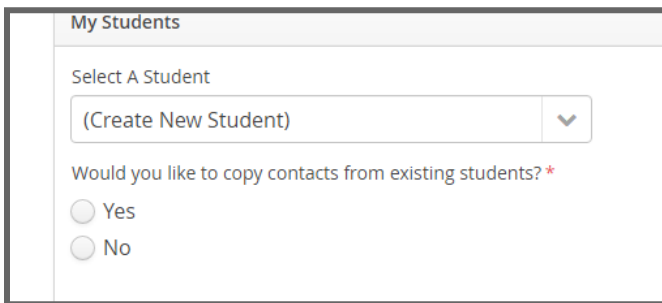
The screenshot shows the "Create User" section of the "Register New User" form. It includes the following fields and instructions:

- Create Login:** Password must contain at least one number, one uppercase letter, one lowercase letter.
- User ID ***: A text input field with a red border.
- Password ***: A text input field with a red border.
- Retype Password ***: A text input field with a red border.
- Security Question ***: A text input field with a red border.
- Security Answer ***: A text input field with a red border.

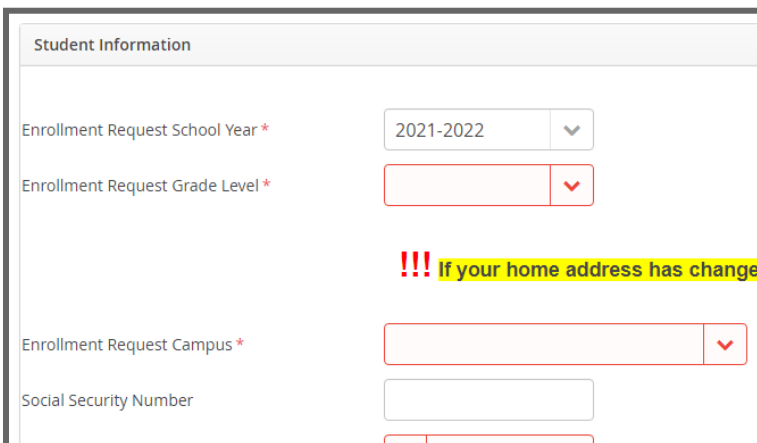
5. You can now log in to the [Waco ISD Online Registration](#) and begin the transfer application process.
6. Select the '(Create New Student)' from the drop-down menu to start the transfer request process. Click 'Next' in the top right-hand corner of the screen to move to the next step.



7. If you are associated with a current or previously enrolled student in Waco ISD, you can copy contact information from existing students by selecting the 'Yes' radio button. Click 'Next' to move to the next step.



8. Enter the student's information in the next screen. All fields outlined in red are required before moving to the next step. Make sure the 'Enrollment Request School Year' is set to the next instructional year and set the 'Enrollment Request Campus' to **Transfer Request**. Click 'Next' to move to the next step.



9. For the 'Placement Request Reason' select the **Out-of-District Request** option. Choose the 'Placement To School' choice as the preferred campus.

The screenshot shows the 'Transfer Request' form. The 'Placement Request Reason' dropdown menu is open, showing three options: 'In-District Request', 'In-District Transfer Renewal', and 'Out-of-District Request'. The 'Out-of-District Request' option is highlighted in blue. The form also includes sections for 'Transfer Form 1' and 'Transfer Form 2', each with a dropdown menu for document type and an 'Add Attachment' button.

10. All Out-of-District transfer requests must provide the following documentation to be eligible for consideration. Transfer requests cannot be submitted without the attached documentation.

- a. Proof of Age - Birth Certificate, State ID, Passport
- b. Previous School Attendance Records
- c. Previous School Discipline Records

11. To add an attachment, select the 'Choose File' option and locate the file on your web enabled device. Click the 'Add Attachment' option to upload the document to your request. Only one attachment can be added in each section. When all the items have attachments, click 'Next' to move to the next step.

The screenshot shows the 'Transfer Request' form with a file explorer window open. The file explorer is displaying the contents of the 'Desktop' folder, and the file '6-14 2020-2021 MinReq_K-12_01-2020 final.pdf' is selected. The form shows the 'Placement Request Reason' dropdown menu set to 'Out-of-District Request'. The 'Transfer Form 1' section has 'Proof of Age' selected in the dropdown menu, and the 'Transfer Form 2' section has 'Previous School Attendance Records' selected.

12. On the Transfer Request window, set the 'Placement Request Reason' to the

13. Complete the Parent/Guardian contact information for all associated contacts. To add additional contacts, choose the '[Add a Contact]' option. To remove a contact, click on the trashcan icon next to the contact name. All fields outlined in red are required information and must be complete to continue. Click 'Next' to move to the next step.

The screenshot shows a form titled "Parent/Guardian Contacts". At the top, there is a header with "Homer Simpson" and a trashcan icon, and a "[Add a Contact]" link. Below the header, there are several input fields: "Title" (a dropdown menu), "Last Name*" (text box with "Simpson"), "First Name*" (text box with "Homer"), "Middle Name" (text box), "Generation" (a dropdown menu), "Contact Type*" (text box), and "Relationship*" (text box). The "Relationship*" field is outlined in red, indicating it is a required field.

14. Complete at least one Emergency Contact for the student. Additional contacts can be added by selecting the '[Add a Contact]' option. Click 'Next' to move to the next step.

The screenshot shows a form titled "Emergency Contacts". At the top, there is a header with "[Add a Contact]" link. Below the header, there are several input fields: "Title" (a dropdown menu), "Last Name*" (text box), "First Name*" (text box), "Middle Name" (text box), "Generation" (a dropdown menu), and "Relationship" (text box). The "Last Name*", "First Name*", and "Relationship" fields are outlined in red, indicating they are required fields.

15. Complete the Medical History tab for the student and sign the form at the bottom of the window. Click 'Next' to move to the next step.

The screenshot shows a form titled 'Medical History' with several sections:

- Respiratory:** Includes checkboxes for Asthma, Asthma - Exercise, Cystic Fibrosis, Asthma - inhaler, and Pulmonary Hyper.
- Syndromes:** Includes checkboxes for Charge, Downs, Chromosome X, Turner, and Crouzons.
- Services Received:** Includes checkboxes for Speech Therapy, Physical Therapy, and Occupational Therapy.
- Additional Notes:** A large text area for entering notes.
- Signature *:** A red-bordered box for the user's signature.
- Medical History Reviewed Date and Time:** A date and time selection area with a calendar icon.

16. Your completed transfer request has now been submitted to the Waco ISD Student Services Office for review. Out-of-District Transfer requests will be approved/denied following the open registration window for Waco ISD zoned students. Thank you for choosing Waco ISD!

The screenshot shows a confirmation message in a registration interface:

- Navigation Bar:** Shows steps 2 through 7, with '7. Verify Campus' highlighted in blue.
- Message:** 'Your Transfer Request is still being processed. You cannot continue to other Online Registration screens until your request has been approved.'
- Buttons:** 'Logout', 'Back', and 'Next' buttons are visible at the bottom right.

Waco ISD Student Transfer Request

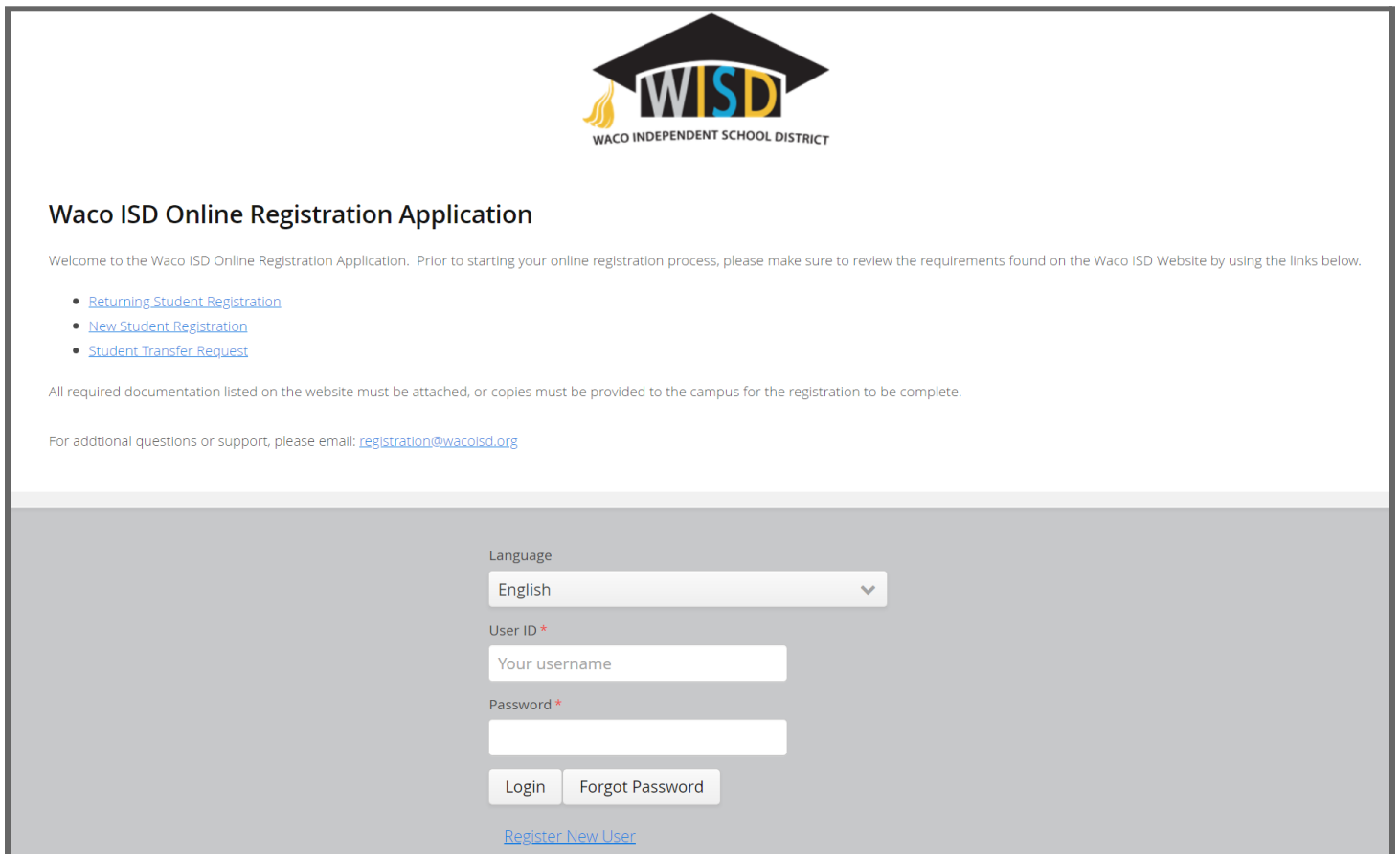
ATLAS Academy, Hillcrest PDS, & Lake Air Montessori


The instructions below are for students who are requesting to participate in the ATLAS Academy Program or enter the lottery selection process for Hillcrest PDS and/or Lake Air Montessori.

Accessing the Student Transfer Request for Parents with a Waco ISD Parent Self-Serve Account

Instructional Video | <https://www.youtube.com/watch?v=-ZaVmQKGFCE>

1. Access the Waco ISD Online Registration website at <https://waco.teams.hosting/registration>.




WACO INDEPENDENT SCHOOL DISTRICT

Waco ISD Online Registration Application

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- [New Student Registration](#)
- [Student Transfer Request](#)

All required documentation listed on the website must be attached, or copies must be provided to the campus for the registration to be complete.

For additional questions or support, please email: registration@wacoisd.org

Language
English

User ID *
Your username

Password *

Login Forgot Password

[Register New User](#)

2. Parents with students already attending Waco ISD can log in using the same User ID and Password information for your Parent Self Serve account. If you have forgotten your password, use the 'Forgot Password' option at the bottom of the window to retrieve your password.

3. If you have forgotten your User ID, you can access the Parent Self Serve website at <https://waco.teams.hosting/selfserve/parent>. At the bottom of the window select the 'Forgot User ID' option.

Welcome

Welcome to the Waco ISD Parent Self-Serve (PSS) Log In/Registration

The Parent Self-Serve Application (PSS) can be used to view up-to-date information regarding your student(s) current grades, attendance, discipline, and scheduling. Any parent/guardian can register for a PSS account and access all of your students who attend Waco ISD in one location.

To create your PSS account, you will need the following information:

- **Parent/Guardian Name, Parent/Guardian Email, and Zip Code of Parent/Guardian**
- **Student Birthdate, Student ID, and Student Last Name**

All of the information entered must match the information that is in the Waco ISD database. Please make sure to note your User ID, Password, and Security Question Answer when generating your PSS account for future reference. This same information will be used when registering your student(s) as well. If you experience any issues with mismatched data, please contact your student's home campus for support.

If you were trying to reach the online registration website, please use the link below.

[Click here to access online registration](#)

If you have any additional questions, please email registration@wacoisd.org. District Employees, DO NOT create a new PSS Account, you will use your Active Directory credentials to access your PSS Account.

New Users Existing Users

[Register](#) [Sign-in](#)

[Forgot User ID](#)

4. You will be prompted to enter your Email and Last Name to recover your User ID. Your information must match the information in the Waco ISD database to retrieve. If you are unable to retrieve your User ID or Password, please email registration@wacoisd.org for support.

Parent Self Serve - Forgot User ID

Home Sign In

Email:

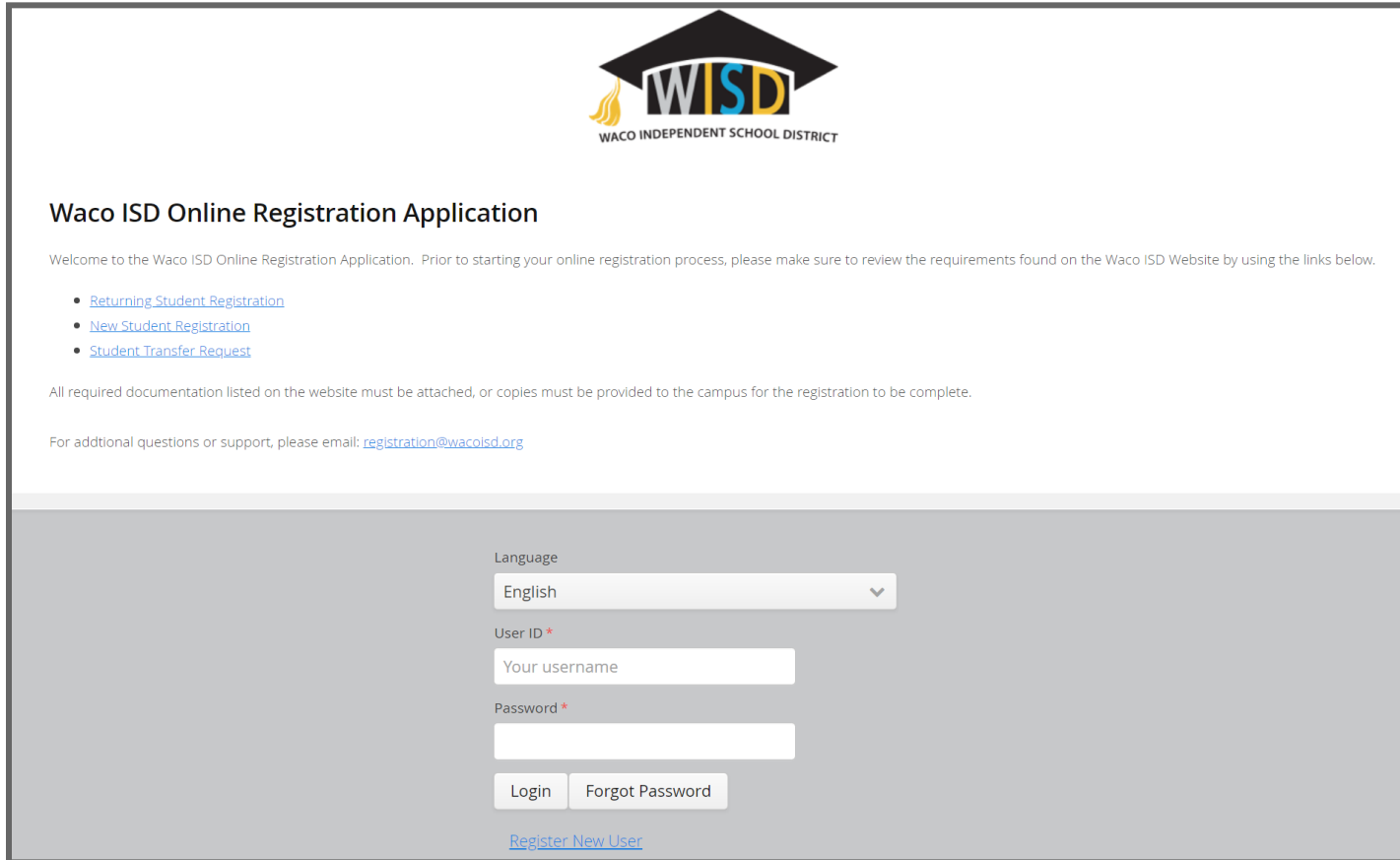
Last Name:

[Submit](#)

Accessing the Student Transfer Request for Parents New to Waco ISD

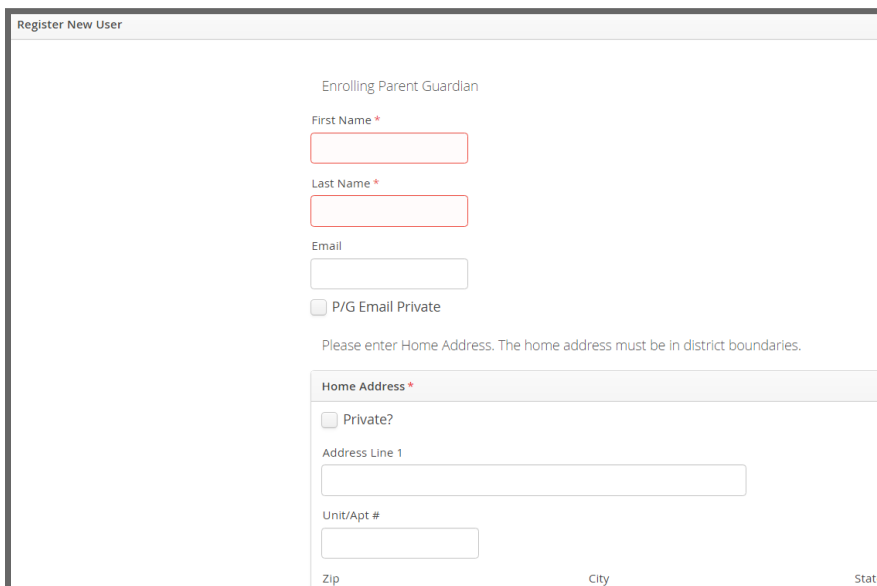
Instructional Video | <https://www.youtube.com/watch?v=-ZaVmQKGFCE>

1. Access the Waco ISD Online Registration website at <https://waco.teams.hosting/registration>. Select the 'Register New User' option at the bottom of the screen.



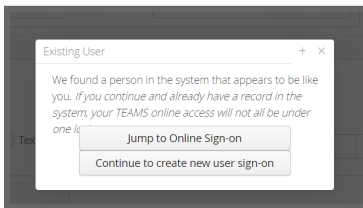
The screenshot shows the Waco ISD Online Registration Application page. At the top is the Waco Independent School District logo, which features a graduation cap with the letters 'WISD' inside. Below the logo is the text 'WACO INDEPENDENT SCHOOL DISTRICT'. The main heading is 'Waco ISD Online Registration Application'. Below this is a welcome message: 'Welcome to the Waco ISD Online Registration Application. Prior to starting your online registration process, please make sure to review the requirements found on the Waco ISD Website by using the links below'. There are three bullet points with links: 'Returning Student Registration', 'New Student Registration', and 'Student Transfer Request'. Below the links is a note: 'All required documentation listed on the website must be attached, or copies must be provided to the campus for the registration to be complete.' At the bottom of the page, there is a registration form with the following fields: 'Language' (a dropdown menu set to 'English'), 'User ID *' (a text box with the placeholder 'Your username'), and 'Password *' (a text box). There are 'Login' and 'Forgot Password' buttons. At the bottom of the form area is a link for 'Register New User'.

2. Enter all requested information. Information marked with a red asterisk must be completed to submit the new user registration.



The screenshot shows the 'Register New User' form. The title is 'Register New User'. The form is for an 'Enrolling Parent Guardian'. It has the following fields: 'First Name *' (text box), 'Last Name *' (text box), 'Email' (text box), and a checkbox for 'P/G Email Private'. Below these is a note: 'Please enter Home Address. The home address must be in district boundaries.' There is a section for 'Home Address *' with a checkbox for 'Private?'. Below this are three text boxes: 'Address Line 1', 'Unit/Apt #', and 'Zip'. At the bottom right, there are labels for 'City' and 'State'.

3. If the information provided closely matches an existing person in the Waco ISD system, you will receive a pop-up notification shown below. If you have ever been listed as a contact for a student in Waco ISD, or have had a student previously enrolled in Waco ISD, please select the 'Jump to Online Sign-on' option and do not create a new user account. Otherwise, continue to create a new user sign-on.



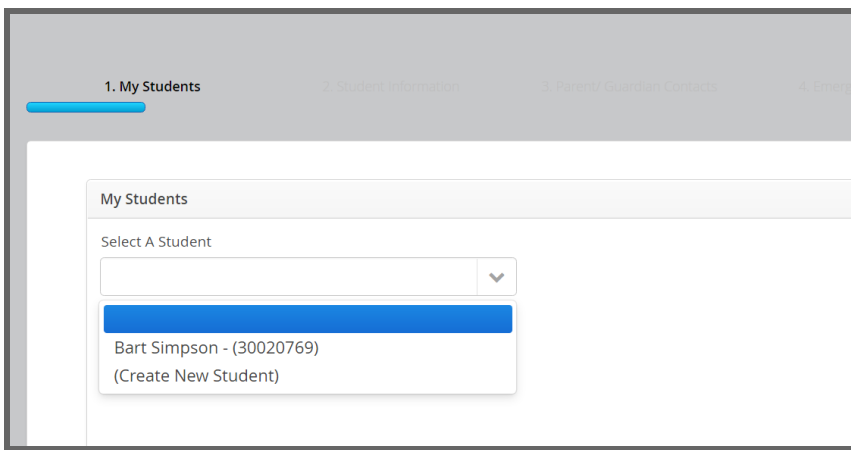
4. Complete the information in the 'Create User' screen. This will be the same information you can use to access your Parent Self Serve account to track your students academic progress. <https://waco.teams.hosting/selfserve/parent>

A screenshot of a "Register New User" form. The form has a title "Create User" and a sub-header "Create Login: Password must contain at least one number, one uppercase letter, one lowercase letter." Below this are five input fields, each with a red border and an asterisk indicating it is required: "User ID *", "Password *", "Retype Password *", "Security Question *", and "Security Answer *".

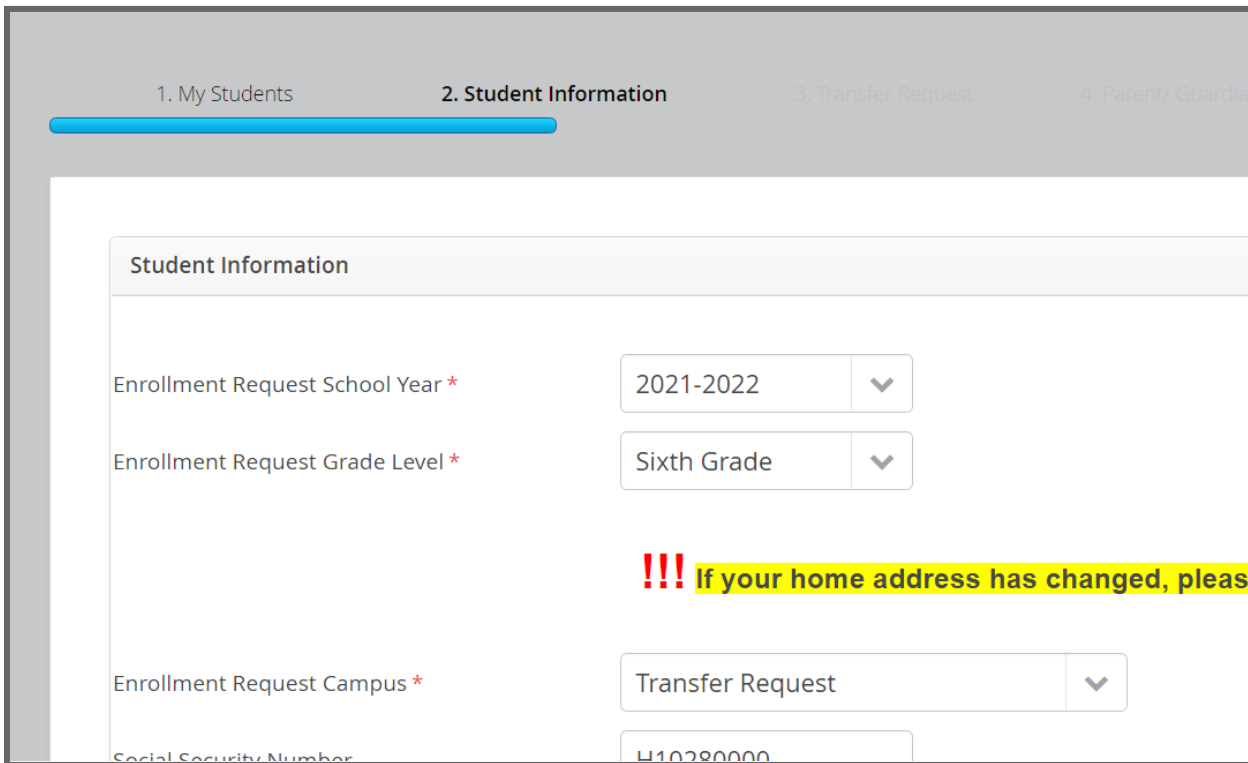
5. You can now log in to the [Waco ISD Online Registration](#) and begin the transfer application process.

Completing the Student Transfer Request

1. Once you are logged in to the [Waco ISD Online Registration](#) website, select a student from the drop-down menu to start the transfer request process for a current student or select 'Create New Student' to build a new student account. **If you are requesting transfers for more than one student, you must complete this process for each student to be eligible for transfer. Click 'Next' in the top right-hand corner of the screen to move to the next step.



2. Make sure the 'Enrollment Request School Year' is set to **2022-2023**. Select the **Transfer Request** option for the 'Enrollment Request Campus'. Please verify all student information before clicking 'Next' to move to the next step.



3. On the Transfer Request window, set the 'Placement Request Reason' to the appropriate option.
 - a. **ATLAS Academy** will be selected if you are requesting participation in the ATLAS program housed at Tennyson Middle School
 - b. **Lottery Selection** will be selected if you are requesting the opportunity to attend either Hillcrest PDS or Lake Air Montessori School

1. My Students 2. Student Information **3. Transfer Request** 4. Parent/Guardian Contacts 5. Emergency Contacts 6. Medical History

Transfer Request

Transfer Request Instructions

Placement Request Reason *

Placement Magnet Reason

Placement To School *

Placement Request Reason Instructions

Placement Magnet Reason Instructions

Placement To School Instructions

Tennyson Middle

Tennyson Middle

ATLAS Academy or Lottery Selection

Select Campus *ATLAS select Tennyson Middle

- Review your Parent/Guardian information for accuracy. Please update any contact information including address, phone and email address. Click 'Next' to move to the next step.

1. My Students 2. Student Information 3. Transfer Request **4. Parent/Guardian Contacts** 5. Emergency Contacts 6. Medical History

Parent/Guardian Contacts

Current Contacts for Student

Parent/Guardian Contacts: [Add a Contact]

Emergency Contacts: [Add a Contact]

Medical Contacts: [Add a Contact]

Parent/Guardian Contacts

Title

Last Name First Name Middle Name

Generation

Contact Type Relationship *

Parent Father

Birthdate *

Driver's License # Driver's License State

Texas

- Review and update the Emergency Contacts for the student. You can also add or remove Emergency Contacts at this time. Click 'Next' to move to the next step.

1. My Students 2. Student Information 3. Transfer Request 4. Parent/ Guardian Contacts 5. Emergency Contacts

Current Contacts for Student

Parent/Guardian Contacts: [Redacted]

Emergency Contacts: [Redacted]

Medical Contacts:

Emergency Contacts

Title [Dropdown]

Last Name * [Text] First Name * [Text] Middle Name [Text]

Generation [Dropdown]

Relationship [Dropdown: Grandmother]

Birthdate [Text]

Can Pickup Dropoff? Call in Case of Emergency
 Pickup?

8. Complete the Medical History tab for the student and sign the form at the bottom of the window. Click 'Next' to move to the next step.

1. My Students 2. Student Information 3. Transfer Request 4. Parent/ Guardian Contacts 5. Emergency Contacts 6. Medical History

Student Medical History

Medical History Introduction

Allergies:

<input type="checkbox"/> Food	<input type="checkbox"/> Drug	<input type="checkbox"/> Seasonal
<input type="checkbox"/> Insect	<input type="checkbox"/> Epi-pen	<input type="checkbox"/> Gluten
<input type="checkbox"/> Latex	<input type="checkbox"/> Medication	<input type="checkbox"/> Milk
<input type="checkbox"/> Peanut	<input type="checkbox"/> Shellfish	<input type="checkbox"/> Other

9. Your completed transfer request has now been submitted to the Waco ISD Student Services Office for review. Transfer request will be approved or denied based on lottery selection or ATLAS requirements and parent(s)/guardian(s) will be notified.

2. Student Information 3. Transfer Request 4. Parent/ Guardian Contacts 5. Emergency Contacts 6. Medical History 7. Verify Campus 8. Student Forms 9. Documents 10. Student Services 11. Online Registration

Your Transfer Request is still being processed. You cannot continue to other Online Registration screens until your request has been approved.

Logout Back Next

Registrar | Employee Manual

Updated 10.20.2022

[Introduction](#)

[Major Responsibilities and Duties](#)

[Enrolling and Withdrawing Students](#)

[Overview - Video](#)

[Enroll/Transfer Entry Point](#)

[Enrollment Status Definitions](#)

[Select and Enroll](#)

[Student Records Request](#)

[TReX - Texas Records Exchange System](#)

[District and TEA Policies](#)

[Student Enrollment Checklist](#)

[Identification of Special Program Participation](#)

[Entry of Student Transcript Data](#)

[Student - Maintain Transcript](#)

[Print Transcript for Counselor Verification](#)

[Printing Student Transcripts for Counselor Verification](#)

[Working Copy Format](#)

[Final Copy Format ****ONLY printed upon program completion****](#)

[Additional Notes - Transcript Entry](#)

[Transcript Entry Edits \(audit adjustments\)](#)

[Entry of Student Testing Details](#)

[Student Withdrawal Checklist](#)

[Processing Student Withdrawal in Waco ISD](#)

[Documentation of Oral Communication](#)

[Verification of Enrollment](#)

[Request for Student Records](#)

[Documentation of Student Withdrawal Inside the Frontline Platform](#)

Introduction

Welcome to Waco Independent School District. The Public Education Information Management System (PEIMS) Team would like to welcome you to Waco Independent School District.

As a Campus Registrar/PEIMS Specialist, your role is to ensure efficient operation of the campus collection and receipt of student data according to the guidelines established by the Texas Education Agency and the administration of Waco Independent School District. This guide is intended to cover the systems and processes in place across the district.

Major Responsibilities and Duties

1. Perform registration and withdrawal procedures, including leaver documentation, of all students as assigned.
2. Process student records, set up cumulative folders and enter student data into appropriate databases as assigned.
3. Prepare and furnish student records upon request, including information for colleges and universities as assigned.
4. Work with counselors in all matters related to the academic records of students.
5. Attend all district PEIMS training sessions relevant to current job responsibilities and disseminate information to appropriate campus staff.
6. Verify, file and maintain district reports, including PEIMS reports and file/store according to district and state policies.
7. Enter, validate and correct campus-level PEIMS information through the use of edits, email/faxed requests, PEIMS reports and on-campus verification/audit checks.
8. Help to maintain the Academic Achievement Record (AAR) for all students as assigned according to district and state guidelines, including the timelines established.
9. Maintains student cumulative folders as assigned by including the necessary documentation, including testing labels and other information on the C-13 card, as stated in the district and state guidelines.
10. Respond to all correspondence from local or state agencies regarding requested student information.

Enrolling and Withdrawing Students

Overview - [Video](#)

Use the Enroll/Transfer entry point to enter new student records into the district database. After searching the database to verify that the student is not already enrolled at a campus, you can add the student and record information, including demographic, contact, and enrollment details.

Enroll/Transfer Entry Point

Student Search

Search Search Results

Student Search

Status: All Enrolled Not Enrolled Requested for my campuses

Last Name:

First Name:

Middle Name:

Birthdate:

Begins With Exact

OR

Local ID:

OR

SSN/State ID:

OR

Web conf #:

Search

There are 4 different ways to search for students in the enroll/transfer entry point: 1) By name or birthdate, 2) By Local ID, 3) Social Security Number, and 4) Web Confirmation # received during the online registration process (Can be obtained from the *Campus - Student Online Registration Status* report under report profiles).

To view all students who have registered online and requested a specific campus, select the *Requested for my campuses* radio button and select the appropriate campus on the drop-down menu that appears for campus and select the appropriate fiscal year. Click the Search button to view students.

The screenshot shows the 'Student Search' interface. At the top, there is a search bar and a 'Search Results' button. Below this is a table of 'Matching Students' with columns for Local ID, Student ID, First Name, Middle Name, Last Name, Last Entry Date, GN, Birthdate, Sch, and Grad. The table contains five rows of student data. To the right of the table, there is a 'Status' dropdown menu with a list of 'Enrolled' options. Below the table are three buttons: 'Select and Enroll', 'Select and Schedule Enroll', and 'Set Next Year Line'. Yellow arrows point from the table to the status dropdown and from the dropdown to the 'Select and Enroll' button.

Local ID	Student ID	First Name	Middle Name	Last Name	Last Entry Date	GN	Birthdate	Sch	Grad	Status	Leave Reason	Prog/Req Sch
53406	608416768	Cesar	Ethan	Alcira Castillo	08-20-19	M	07-26-03	Waco High	11	Enrolled		
60717	690057065	Angel	Rosal	Alcira Martinez	08-20-19	M	10-15-04	Waco High	09	Enrolled		
60722	52371587	Diego		Alcira Martinez	08-20-19	M	10-21-02	Waco High	10	Enrolled		
49726	627965722	Thomas		Adame Buhala	08-20-19	M	05-14-05	Waco High	09	Enrolled		
44055	642842749	Alice	Devel	Aguilar	08-20-19	F	01-20-03	Waco High	11	Enrolled		

Enrollment Status Definitions

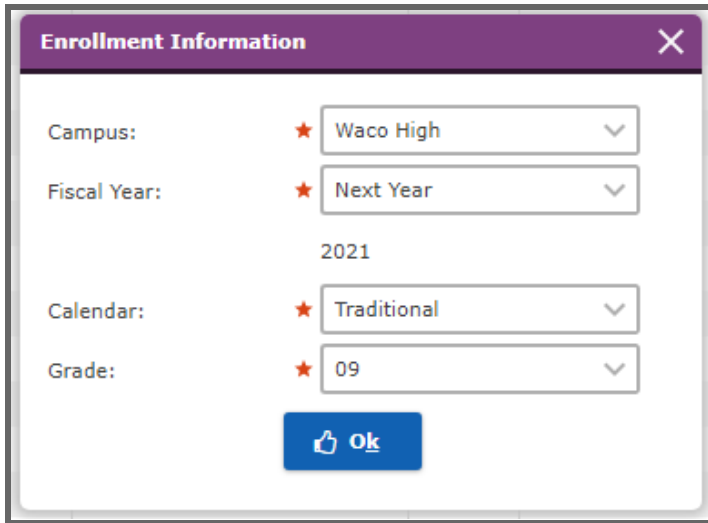
All search results returned by the system are displayed with a current status. Status options include:

- **Accepted:** Indicates that a student's enrollment record has been processed by the district but enrollment has not been completed.
- **Enrolled (E):** Indicates that the student has completed the enrollment process and only needs verification of required documents.
- **Withdrawn (W):** Indicates that the student withdrew from a campus either this year or last year, students will have to be enrolled and verification of required documents.
- **Requested:** If your district allows students who are new to the district to register using the TEAMS Student Online Registration application, this status indicates the student information originated from the Student Online Registration application and that a registrar has not verified the data or started the enrollment process.
- **Graduated:** Indicates the student graduated from a campus.
- **No Show (N):** Indicates that the student failed to show up for school and was marked as a No Show by the campus, students will have to be enrolled and verification of required documents.
- **Schedule Enrolled (S):** Indicates that the student is enrolled on a campus in addition to his or her primary campus. This status is commonly used for Night School and Summer School students. (Not Currently Used)
- **Schedule Withdrawn (X):** Indicates that the student has withdrawn from a secondary campus. This status is used when a student who was previously schedule enrolled remains enrolled on his or her primary campus but withdraws from the secondary campus. (Not Currently Used)

Select and Enroll

To complete the enrollment process for a student, highlight the student in the search menu list and click the *Select and Enroll* button.

Complete all fields in the Enrollment Information popup and click the *Ok* button.

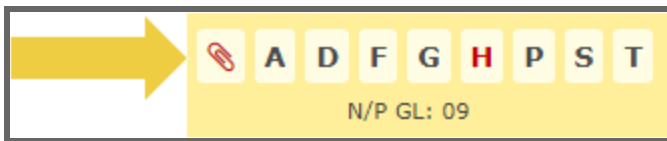


The Enrollment Information popup contains the following fields:

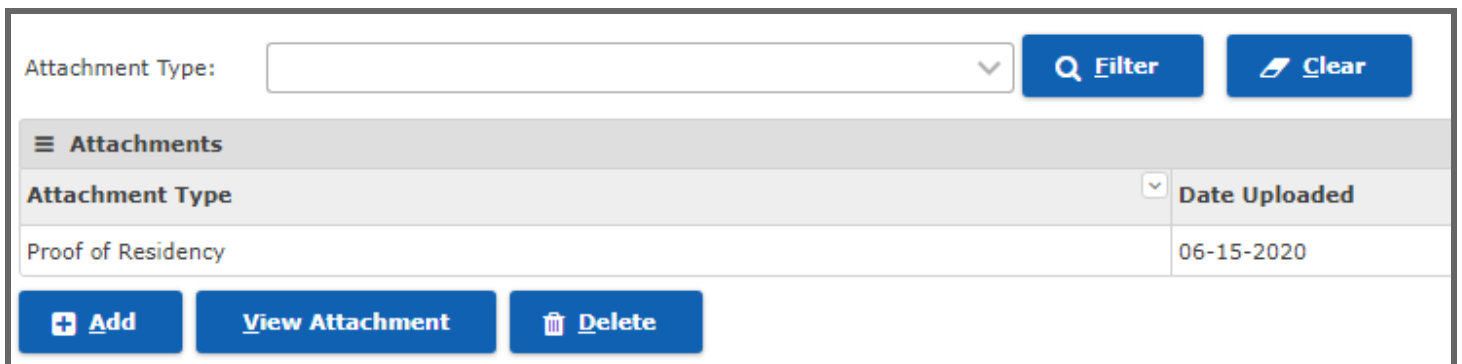
- Campus: Waco High
- Fiscal Year: Next Year
- Calendar: Traditional
- Grade: 09

There is an "Ok" button at the bottom.

You are now taken into the *Maintain Student* entry point to verify all required information. If parents submitted the required documents in the online registration process, the attachment icon in the student header will appear in red.



Click the attachment icon to view the documents.

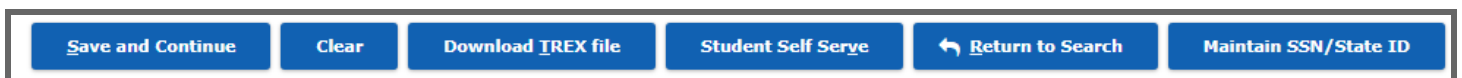


The Attachments section includes a search filter and a clear button. The table below shows one attachment:

Attachment Type	Date Uploaded
Proof of Residency	06-15-2020

Buttons: Add, View Attachment, Delete

After reviewing all information on the student demographic tab, click on the *Save and Continue* button at the bottom of the screen.



Buttons: Save and Continue, Clear, Download IREX file, Student Self Serve, Return to Search, Maintain SSN/State ID

Student Records Request

TREx - Texas Records Exchange System

[Texas Records Exchange Central Support Resources](#)

District and TEA Policies

The primary purpose of TREx is to provide a means of transferring student records within Texas electronically. It provides the mechanism and tools to transfer a standardized set of student information between authorized campuses and districts. TREx does not change or supersede state or local policy in reference to transferring student information between campuses and districts.

The TREx provides a convenient and easy to use interface that enables authorized users to:

- Request records/transcripts from other institutions
- Send records/transcripts to other institutions
- Search TEA records for the last campus attended by a particular student
- Track inbound and outbound transactions
- Add or edit student data manually (once a record is created it can no longer be edited)
- Attach additional information to student records
- Receive email notification of aged requests
- Ensure validation of data upload to TREx
- Reporting for evaluation of general performance and of electronic transfers
- Fulfill requests initiated by other institutions
- Receive record transmissions initiated by other institutions

Both state and federal law protect the right of access to student records. Entities that have access to students' private information must safeguard this information from unauthorized access. Student records/transcripts that are transmitted using TREx are encrypted during transmission and storage. Once a TREx user downloads student records/transcripts from TREx however, the responsibility for safeguarding the data falls to the receiving district or campus.

All users of TREx are required to follow the regulations of the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student records and applies to all schools that receive funds under an applicable program of the US Department of Education.

No student records should be transferred through email at any time. When documents must be transferred outside of the TREx portal, use of US Mail or fax is appropriate.

Student Enrollment Checklist

Description	Status	Notes
Online Registration Completed	Not Received ▾	
Copy of Parent/Guardian Identification	Not Received ▾	All Enrollments updated annually
Student Immunization Record	Not Received ▾	*MUST HAVE for enrollment, verified by school nurse
Social Security Card	Not Received ▾	New Enrollments (NOT Required for Enrollment)
Birth Certificate	Not Received ▾	New Enrollments
Proof of Residency	Not Received ▾	New Enrollments
TREx Records Request	Not Received ▾	New Enrollments from Texas Public School System
For Out of Date or Private School Students, complete the Request for Student Records form	Not Received ▾	Request for Student Records
Identification of Special Program Participation <i>*additional information provided in this document below</i>	Not Received ▾	Based on TREx records, if a student is identified as receiving services under special programs, contact you campus lead and provide copies of the documentation to the counselor for proper scheduling <ul style="list-style-type: none"> • Special Education documentation forward to barbara.ridings@wacoisd.org • Gifted and Talented forward to celeste.sodergren@wacoisd.org • LEP/Bilingual documentation forward to yadira.burciaga@wacoisd.org
Entry of Student Transcript Information	Not Received ▾	Middle (applicable courses) and High School ONLY
Distribution of Current Grades to teachers	Not Received ▾	All levels for midyear transfers
Create Cumulative Folder	Not Received ▾	New to District Students
Attach Birth Certificate to Student Attachments	Not Received ▾	Maintain Student entry point, paperclip attachment icon on header
Attach Social Security Card to Student Attachments	Not Received ▾	Maintain Student entry point, paperclip attachment icon on header

Identification of Special Program Participation

Entry of Student Transcript Data

Instructional Video | <https://www.youtube.com/watch?v=E607VtDM950>

Upon enrollment of a new or returning student to Waco ISD and receipt of the student's official records through the Texas Records Exchange (TREx), registrars can add all

out-of-district records to the students transcript using the TEXAS Academic Achievement Record from the TReX documentation.

All information has been removed from the sample student record used in the production of this document. All information should still be considered confidential and only for use for training purposes in the Waco Independent School District.

The TEXAS Academic Achievement Record for the enrolling student will be found on the final pages of the official student record received through the TReX platform.

TEXAS Academic Achievement Record									
Student Name:				District ID:		161914			
Student ID:				District Name:		Waco Independent School District			
Texas Student Unique ID:				Campus ID:		161914002			
Prior ID:				Campus Name:		Waco High			
Local ID:				Campus Address:		2020 N 42nd St			
Student Address:				City/State/Zip:		Waco TX 76710-3012			
City/State/Zip:				Country:					
Date of Birth:				Campus Phone:		(254) 776-1150			
Gender: Female				Campus Fax:		(254) 741-4830			
Ethnicity: Hispanic/ Latino				CB / ACT:		447300			
Parent/Guardian:									
GPA:				Assessments					
Total Number in Class:				Required Exit Level Assessment			Date Exit Level Requirement Met		
Rank:									
Date of Ranking:									
Quartile:									
Certificate of Completion Date:				Assessment Name			Assessment Date		Highest Achieved Performance Level
High School Program:				Algebra I (EOC)			Spring/2017		Approaches
Graduation Date:				Biology (EOC)			Spring/2017		Meets
Speech Requirement Met Date:				English I (EOC)			Spring/2017		Meets
PO Instr Date:				English II (EOC)			Spring/2018		Approaches
CPR Date:				U.S. History (EOC)			Spring/2019		Approaches
Academic Year: 2019-2020				Campus Awarding Credit: 161914002					
Category	Course ID	Course Name	Sem 1	Sem 2	Final Grade	Credit	Explanation	Pass/Fail Code	
English LA	03220400	English IV (1 Unit)						00	
Total Credits for Year									
Academic Year: 2019-2020				Campus Awarding Credit: 161914002					
Category	Course ID	Course Name	Sem 1	Sem 2	Final Grade	Credit	Explanation	Pass/Fail Code	
English LA	03220400	English IV (1 Unit)	53			0.0		02	
Social Studies	03310300	Economics with Emphasis on the Free Enterprise System and Its Benefits	33			0.0		02	
	03330100	United States Government (1/2 Unit)	70			0.0		04	
Total Credits for Year					0.0				

Student - Maintain Transcript

1. From your Frontline dashboard find the **Student - Maintain Transcript** entry point.
2. Search for the student you will be entering transcript records by name or local id.

Student Transcript Search

Student Transcript Search
Search Results

Search Criteria

Campus: ★

Search By: ★ Name Local ID Grade Filter Students

Last Name: ★ Begins With Exact

First Name: Begins With Exact

Status: ★ All Enrolled Not Enrolled

Q Search

- If searching by name, choose the correct student according to matching Name, Local ID, and Birth Date from the list provided, click Select.

Student Transcript Search Results

Campus: 003 - University High

Student Transcript Search
Search Results

≡ Students

Name	Local ID	Gender	Birth Date	Enr Sch	Enr GL
[REDACTED]	[REDACTED]	F	03-01-1992	003	12
[REDACTED]	[REDACTED]	M	08-01-1976	003	12
[REDACTED]	[REDACTED]	M	11-02-2002	003	11
[REDACTED]	[REDACTED]	M	02-29-1996	003	12
[REDACTED]	[REDACTED]	F	10-31-1997	003	12
[REDACTED]	[REDACTED]	F	07-09-1982	003	12
[REDACTED]	[REDACTED]	M	06-18-1990	003	12
[REDACTED]	[REDACTED]	M	12-14-1996	003	12
[REDACTED]	[REDACTED]	M	05-30-2001	003	12
[REDACTED]	[REDACTED]	M	03-29-2005	003	09
[REDACTED]	[REDACTED]	M	06-10-1989	003	09
[REDACTED]	[REDACTED]	F	03-22-1995	003	10
[REDACTED]	[REDACTED]	F	11-03-2003	003	10

Select

- Scroll to the bottom of the Student Transcript Records and select the Add (Out of District) option.

2019		S1	411005	ENVIRSYS	2019	Dec	2018	002			11	S1	
2019		S1	211005	MTHMOD	2019	Dec	2018	002			11	S1	
2019		S1	111003	ENG3	2019	Dec	2018	002			11	S1	

Save

Edit

Delete

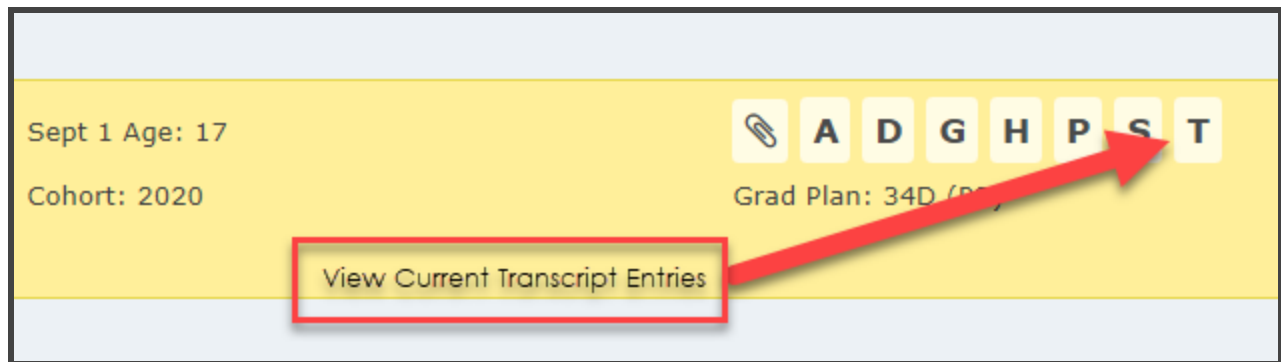
Add (In District)

Add (Out Of District)

Group

- Using the information provided in the TEXAS Academic Achievement Record from the TReX documentation, you will begin to enter the transcript records completed outside of Waco ISD. For ease of entry as well as documentation to be added to the students cumulative folder, **print 2 copies** of the TEXAS Academic Achievement Record (AAR) pages. (one copy will be kept for the cumulative folder, one will be sent to the counselor with the completed transcript for verification)

6. **Before entering new records to the transcript, check the current transcript entry to prevent any duplicate courses from being added.** For a condensed view of the current courses, select the Transcript option in the student header menu.+



7. Find the listing of courses completed by the student in the TEXAS AAR.
- Academic Year** for course completion (*Fiscal Year will always be the second year listed in the Academic Year, Semester 1 will always be the first year listed, Semester 2 will always be the second year listed*)
 - Campus Awarding Credit** - campus awarding credit should be provided in a nine digit format
 - 161xxxxxx - first 3 digits are the County Number
 - Xxx914xxx - next 3 digits are the District Number
 - Xxxxxx002 - last 3 digits are the Campus Number
 - Category** - this will be used as the Transcript Print Category
 - Course ID** - the course ID provided is the Service ID (C022) of the course. This is the only course identifier needed to add the entry to the student transcript.
 - Course Name** - based on the C022 Service ID table, this will be the description added to the student's transcript
 - Sem 1/Sem 2/Final Grade/Credit** - these are the Grade Values that will be entered for each Part of Course on the TEXAS AAR
 - Each Part of Course will be entered separately
 - Pass/Fail Code** - the column provides further clarification of the credit awarded, 01 - PASS, 02 - FAIL

**The explanation column provides further details for the course. Coding descriptions can be found in the Course Explanation Codes: table found at the bottom of the TEXAS AAR code record.*

Academic Year: 2019-2020		Campus Awarding Credit:						
Category	Course ID	Course Name	Sem 1	Sem 2	Final Grade	Credit	Explanation	Pass/Fail Code
English LA	03220400	English IV (1 Unit)						00
Total Credits for Year								
Academic Year: 2019-2020		Campus Awarding Credit:		161914002				
Category	Course ID	Course Name	Sem 1	Sem 2	Final Grade	Credit	Explanation	Pass/Fail Code
English LA	03220400	English IV (1 Unit)	53			0.0		02
Social Studies	03310300	Economics with Emphasis on the Free Enterprise System and Its Benefits	33			0.0		02
	03330100	United States Government (1/2 Unit)	70			0.0		04
Total Credits for Year								0.0
Academic Year: 2018-2019		Campus Awarding Credit:						
Category	Course ID	Course Name	Sem 1	Sem 2	Final Grade	Credit	Explanation	Pass/Fail Code
English LA	03220300	English II (1 Unit)	81			0.5		01
	03220300	English III (1 Unit)	42			0.0		02
Math	03102400	Mathematical Models with Applications	71			0.5		01
	03102400	Mathematical Models with Applications		85		0.5	R	01
Science	03040000	Chemistry (1 Unit)		82		0.5		01
	03020000	Environmental Systems (1 Unit)	40			0.0		02
Social Studies	03340100	Us History Since Reconstruction (1 Unit)	75			0.5		01
	03340100	Us History Since Reconstruction (1 Unit)	37			0.0		02
	03340100	Us History Since Reconstruction (1 Unit)		82		0.5	R	01

8. Entered the required information into the Transcript Record Detail using the information from the TEXAS AAR record.

Student Transcript Records
Transcript Record Detail
Graduation Plan
Advanced

Add/Modify Student Transcript Record

Fiscal Year:

Month:

Year:

Campus to base data entry on:

Calendar ID to base data entry on:

Grade Level:

Term:

Grade Type:

Course:

Course Short Description:

Section:

Service ID:

Service ID Short Description:

Second Year listed in Academic Year: 2019-2020

Semester 1 - December
Semester 2 - May

2019-2020
Sem 1 - 2019 | Sem 2 - 2020

Grade Level when Course Completed

S1 - Semester 1
S2 - Semester 2

Course ID from TEXAS AAR

Grade Value:	★	<input type="text"/>	←	Grade Value from TEXAS AAR	
Part of Course:	★	<input type="text"/>	←		
Course Sequence Code Override:		<input type="text"/>	←	i.e. English 1 - 2 part course, Part 1 - Sem 1, Part 2 - Sem 2	
Credit Attempted:	★	<input type="text"/>	←		
Credit Earned:	★	<input type="text"/>	←	based TEXAS AAR	
Average Pair:		<input type="text"/>	←		
Final Average Grade Value:		<input type="text"/>	←	based on TEXAS AAR	
415 Pass/Fail Indicator:		<input type="text"/>			
GPA Level:	★	<input type="text"/>	←	Tier 1 - 1.0 Standard Academic/Local Courses Tier 2 - 1.10 Eligible Pre-AP (PAP) and College Readiness (CR) Courses Tier 3 - 1.15 Eligible Advanced Placement (AP) and Dual Credit Courses (DC) <i>*if level is not clearly articulated in the course description, default to Tier 1 and note for counselor verification</i>	
GPA Counter:		<input type="text"/>			
Graduation Requirement		<input type="text"/>			
Category:		<input type="text"/>			
Exclude from Grad Plan Cat		<input type="checkbox"/>			
Update:		<input type="checkbox"/>			
Transcript Print Category:	★	<input type="text"/>	←		based on TEXAS AAR Category
Dual Credit Indicator:		<input type="text"/>			
OnRamps Indicator:		<input type="text"/>			
ATC Indicator:		<input type="text"/>	←		based on TEXAS AAR Explanation
Distance Learning Indicator:		<input type="text"/>			
AAR Codes:		<input type="text"/>			

Instruction Type:		<input type="text"/>		
County Number:	★	<input type="text"/>	←	First three digits of Awarding Campus Number 161 xxxxxx
District Number:	★	<input type="text"/>	←	
Campus Number:	★	<input type="text"/>	←	Second three digits of xxx 914 xxx
Origination:		Manual Out of District Entry		
Manually Edited:		Y		Last three digits of Awarding Campus Number xxxxxx 002

9. Once all required information has been entered (as noted by the **red asterisks**) select the Save option at the bottom of the screen.

10. Complete the same steps for all courses on the TEXAS Academic Achievement Record.

Print Transcript for Counselor Verification

1. Access your **Report Profiles** entry point from the Frontline main menu.

2. Access the report profile by going to **Student > Grading > Transcript By Service ID and AAR Code**. Create a profile and save for future use when enrolling students with Out-of-District Transcripts.

Printing Student Transcripts for Counselor Verification

Throughout the students' secondary education there will be various request requiring the printing of student transcripts. This could be transcript audits by cohort counselors, scholarship applications, college applications, etc. There will be two types of transcripts printed, working and final transcripts, and parameters for each can be found below.

- 1) From the Frontline Dashboard, select the Report Profiles entry point and find the 'Transcript by Service ID and AAR Code'.

The screenshot shows the 'Position Report Profile' interface. On the left, a list of report profiles is displayed, with 'Transcript By Service ID and AAR Code' selected and circled in red. The 'Working' parameter is also highlighted. On the right, the configuration for the selected report profile is shown, including the following settings:

- Transcript Detail combined by Service ID and AAR Code
- Campus: University High
- Fiscal Year: 2023
- Calendar ID: Traditional
- Begin Grade: 09

- 2) For the working copy of the student transcript use the settings listed below. All student transcripts printed prior to graduation should be printed using the Working parameter setting. For the Final student transcript, use the Final Copy Format parameters listed below.

Working Copy Format

- a) Campus: **{Campus Name}**
- b) Fiscal Year: **{fiscal year for requested transcript}**
- c) Calendar ID: **Traditional**
- d) Begin Grade: **9**
- e) End Grade: **12**
- f) Student ID (comma-separated IDs or ALL): **{Student ID, List, or ALL}**
- g) Include Withdrawn Students: **Yes**
- h) Include Schedule Enrollment: **Yes**
- i) Print Average: **Yes/Excluding Alpha Grades**
- j) Print Rank: **High School Weighted (2024)**
- k) Print GPA: **High School Weighted (2024)**
- l) Begin Grade for Transcript Data: **07**
- m) End Grade for Transcript Data: **12**
- n) Print courses where high school credit is earned in lower grade: **Yes**

- o) Print AAR Codes Legend: **Yes**
- p) Print Exit-Level Assessment Dates: **Yes**
- q) Print TAKS/STAAR EOC scores: **Most Recent Exit/Highest**
- r) Print TSI Scores: **No**
- s) Print SAT/ACT Scores: **Yes**
- t) Print AP Scores: **Yes**
- u) Print Additional Header Page: **Yes**
- v) Is this a Working Copy: **Yes w/no ssn**
- w) Search All Campuses/Years: **Yes**
- x) Special Program (Select Program or NONE): **NONE**
- y) Special Program Values: **NONE**
- z) Campus Team: **ALL**
- aa) Expected Grad Year: **ALL**
- bb) Sort Order: **Alpha by Campus**
- cc) Use Active Filter Profile: **N**
- dd) Transcript Type: **Order by Parent/Course Content**
- ee) Suppress Incomplete: **No**

Final Copy Format *ONLY printed upon program completion*****

- a. Campus: **{Campus Name}**
- b. Fiscal Year: **{fiscal year for requested transcript}**
- c. Calendar ID: **Traditional**
- d. Begin Grade: **9**
- e. End Grade: **12**
- f. Student ID (comma-separated IDs or ALL): **{Student ID, List, or ALL}**
- g. Include Withdrawn Students: **Yes**
- h. Include Schedule Enrollment: **Yes**
- i. Print Average: **Yes/Excluding Alpha Grades**
- j. Print Rank: **High School Weighted (2024)**
- k. Print GPA: **High School Weighted (2024)**
- l. Begin Grade for Transcript Data: **07**
- m. End Grade for Transcript Data: **12**
- n. Print courses where high school credit is earned in lower grade: **Yes**
- o. Print AAR Codes Legend: **Yes**
- p. Print Exit-Level Assessment Dates: **Yes**
- q. Print TAKS/STAAR EOC scores: **Most Recent Exit/Highest**
- r. Print TSI Scores: **No**
- s. Print SAT/ACT Scores: **Yes**
- t. Print AP Scores: **Yes**
- u. Print Additional Header Page: **Yes**
- v. Is this a Working Copy: **No**
- w. Search All Campuses/Years: **Yes**
- x. Special Program (Select Program or NONE): **NONE**

- y. Special Program Values: **NONE**
- z. Campus Team: **ALL**
- aa. Expected Grad Year: **ALL**
- bb. ab) Sort Order: **Alpha by Campus**
- cc. Use Active Filter Profile: **N**
- dd. Transcript Type: **Order by Parent/Course Content**
- ee. Suppress Incomplete: **No**

3. **Print 2 Working copies** of the transcript.
4. Attach a working copy of the transcript to the TEXAS Academic Achievement Record and provide it to the appropriate counselor for verification.
5. Attach the second copy of the transcript to the second copy of the TEXAS AAR for documentation in the student cumulative folder.

Additional Notes - Transcript Entry

**Any courses that do not have a state Service ID provided, please refer to the guidance of a school counselor to identify the appropriate course id for credit.*

****All changes to student transcripts should be documented and records kept in the student cumulative folder.**

Transcript Entry Edits (audit adjustments)

For any transcript edits requested through the transcript audit process, a copy of the student transcript with requested edits must be provided to the registrars' office for entry. This documentation will be maintained, but **does NOT** have to be placed in a student cumulative folder. A full digital audit trail is available through the Frontline SIS database as documentation and comments will be added to all transcript changes as shown in the steps below.

- 1) To edit a student transcript record, go to the **Student - Maintain Transcripts** entry point.

2) Search the student by Campus and either name or local id.

3) Select the transcript record that will be edited by clicking on the FY column of the appropriate row.

Search Criteria

Filter: Search: By:

Student Transcript Records

FY	SCH	Enr	Trm	Course	Description	FY	Mon	Yr	SCH	SCH	Enr	Cal	Grd	Lvl	Trm	Grd	Type	Course	Description
2022	002	S1	311002	US HIST	2022	Dec	2021	002	002	Traditional	11	S1	S1	311002	US HIST				
2022	002	S1	913001	CAREERP1	2022	Dec	2021	002	002	Traditional	11	S1	S1	913001	CAREERP1				

4) Select the **Edit** option at the bottom of the window.

5) Make the requested edit to the student transcript record and enter a comment noting the edit date, edit requestor, initial of person entering (ex. 11/9/2022, requested by Patrick Uptmore, PCU)

Service ID Short Description: US HIST

Service ID Short Description

Override:

Credit Type: State Local

Use in GPA for each GPA Formula:

Calculation defined:

High School Weighted {2024} Yes No

Non-Weighted by Year Yes No

Middle School by Term Yes No

Middle School by Year Yes No

High School Weighted Yes No

MS Current GPA SM1 Yes No

Comments: Characters remaining: 64 (64 max)

6) Select the **Save** option at the bottom of the window.

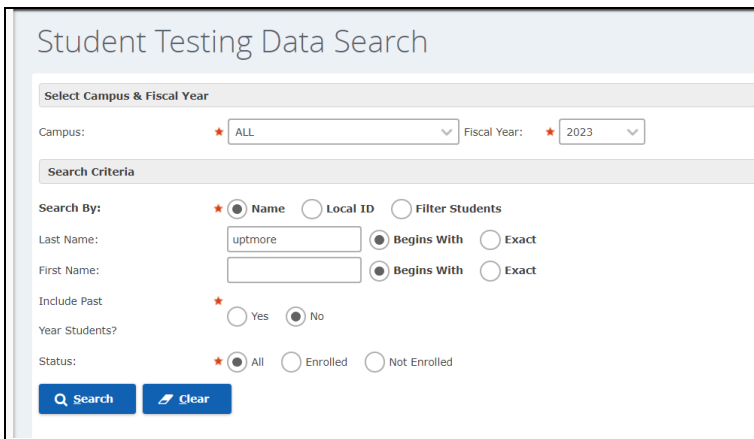
7) Place the request documentation in a file alphabetized by student cohort.

Entry of Student Testing Details

Upon enrollment of a new or returning student to Waco ISD and receipt of the student's official records through the Texas Records Exchange (TReX), registrars can add all out-of-district records to the students testing detail screen using the TEXAS Academic Achievement Record from the TReX documentation. Assessments added to the student record for transcript purposes are: **End-of-Course (EOC) Assessments, PSAT 8/9, SAT, ACT, AP, TSIA2**. All additional student assessment records will be maintained in the student cumulative folder.

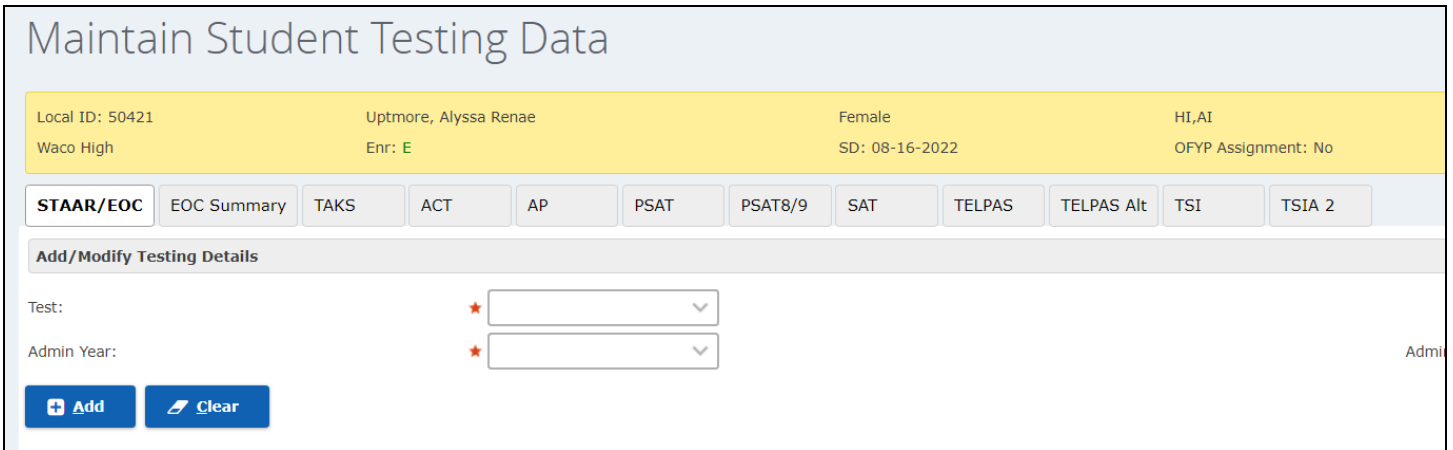
Manual entry of student assessment data should only be completed for students entering the district who did not test with Waco ISD. All assessments completed within Waco ISD will be mass uploaded upon receipt of the data files from the specified testing coordinator.

- 1) Navigate to the **Student - Maintain Testing Details** entry point and search for the student using either Local ID or student name.



The screenshot shows the 'Student Testing Data Search' interface. It includes a 'Select Campus & Fiscal Year' section with 'Campus' set to 'ALL' and 'Fiscal Year' set to '2023'. Below this is the 'Search Criteria' section with 'Search By' options for 'Name', 'Local ID', and 'Filter Students'. The 'Name' search is further refined by 'Last Name' (with 'uptmore' entered) and 'First Name', both with 'Begins With' selected. There are also options for 'Include Past' (Yes/No) and 'Year Students?' (All/Enrolled/Not Enrolled). At the bottom are 'Search' and 'Clear' buttons.

- 2) The available assessments for entry are STAAR/EOC, TAKS, ACT, AP, PSAT, PSAT8/9, SAT, TELPAS, TELPAS Alt, TSI, and TSIA 2.



The screenshot shows the 'Maintain Student Testing Data' interface for a student. The student's information is displayed in a yellow header: Local ID: 50421, Name: Uptmore, Alyssa Renae, Gender: Female, HI, AI: HI, AI, Waco High, Enr: E, SD: 08-16-2022, OFYP Assignment: No. Below this is a row of assessment buttons: STAAR/EOC, EOC Summary, TAKS, ACT, AP, PSAT, PSAT8/9, SAT, TELPAS, TELPAS Alt, TSI, and TSIA 2. The 'Add/Modify Testing Details' section has 'Test' and 'Admin Year' dropdown menus, both with red asterisks. At the bottom are 'Add' and 'Clear' buttons.

- 3) Select the appropriate assessment for manual entry, complete the required fields and select the **Add** option on the left side of the window.

STAAR/EOC	EOC Summary	TAKS	ACT	AP	PSAT	PSATS/9	SAT	TELPAS	TELPAS Alt	TSI	TSIA 2
Add/Modify Testing Details											
Test:	* STAAR EOC										
Admin Year:	* 2022		Admin Season:	* 15 - Spring		Admin Month:					
Grade Level:	* 12 - Grade 12		Access Cd:								
Subject	Test Version	Score Code	Scale Score	Substitute Assessment	Student's Performance Level		Student Standard		Written CS1		
A1 - Algebra 1	S - STAAR	S - Score	xxx		Meets GL		2 - Approaches GL 1st EOC on or after Dec 2018				
Add		Clear									

- 4) Information entered should be based on a student's AAR records or from the specified testing documentation ONLY. Without proper documentation, student assessment data should not be entered.

Student Withdrawal Checklist

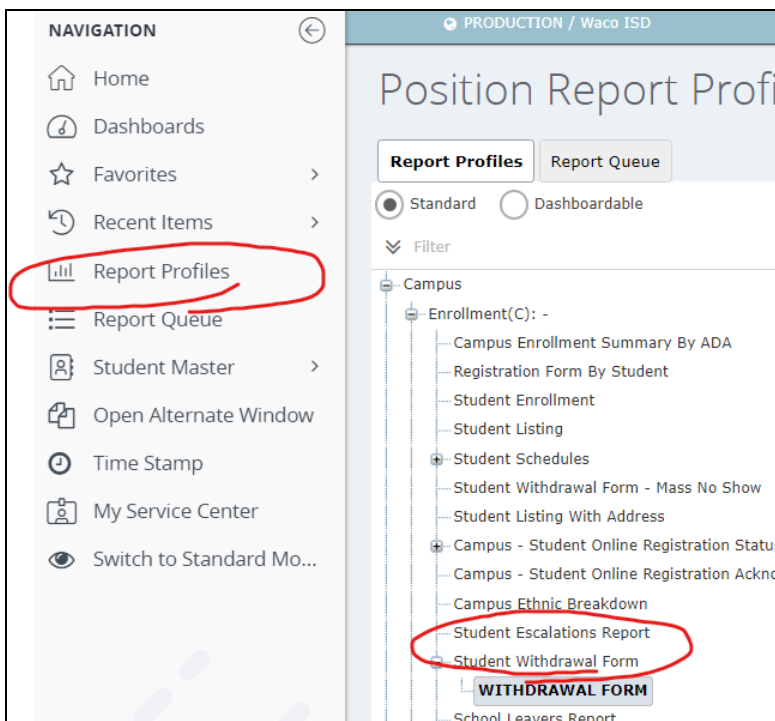
Description	Status	Notes
Print the Student Withdrawal Form	Not Received ▾	Frontline Report Profiles
Verify All Current Grades with Classroom Teachers	Not Received ▾	
Obtain All Signatures on the Student Withdrawal Form	Not Received ▾	Cohort Counselor, Cohort Principal, Parent/Guardian, Registrar
If withdrawal request is over the phone or through conversation with parent/guardian refusal to sign, complete the Documentation of Oral Statement	Not Received ▾	Documentation of Oral Statement form
If withdrawal request is submitted through email, print email and attach to withdrawal form as parent/guardian signature	Not Received ▾	
If student indicates intent to attend a public/private school, complete the Verification of Student Enrollment	Not Received ▾	Verification of Student Enrollment
Make Copies of the Completed Student Withdrawal Form, providing copy to parent/guardian	Not Received ▾	
Combine Student Withdrawal Form and additional documentation/forms, scan and attach in Maintain Student entry point	Not Received ▾	Attach to the paperclip icon under Attachment Type 'Withdrawal'
Place documentation in student cumulative folder	Not Received ▾	All original documentation should be maintained on campus

Processing Student Withdrawal in Waco ISD

The following steps provide the district standards for completing a student withdrawal in Waco ISD. All steps should be followed to ensure the accuracy of required documentation to meet federal, state and local guidelines.

All withdrawals must have a completed student withdrawal form generated from the Report Profiles entry point in the Frontline SIS platform.

1. Navigate to the Frontline SIS at <https://waco.teams.hosting> and go to the Report Profiles entry point found in the Navigation Bar.



2. Complete the required fields as follows:
 - a. Campus: **{Enrolled Campus}**
 - b. Fiscal Year: **{Current Enrollment Year}**
 - c. Calendar ID: **Traditional**
 - d. Student ID: **{Withdrawing Student}**
 - e. Term of Schedule: **ALL**
 - f. Schedule Date: **{Date of Withdrawal}**
 - g. Absence Attendance Group: **State Reporting**
 - h. Print Schedule Detail: **Yes**
 - i. Print Grades: **Yes**
 - j. Print Immunization Detail: **Yes**
 - k. Print Screening Detail: **Yes**
 - l. Print Special Ed Information: **Yes**
 - m. Print Free/Reduced Lunch Status: **Yes**
 - n. Print Gifted/Talented Information: **Yes**
 - o. Print LEP Information: **Yes**
 - p. Print Migrant Information: **Yes**
 - q. Print 504 Information: **Yes**
 - r. Print At Risk Information: **Yes**
 - s. Print Official Attendance: **Yes**
 - t. Print TAKS/STAAR Information: **Yes**

3. Complete all components of the Student Withdrawal Form as documented in the [attached .pdf sample](#). **ALL withdrawals must contain the required signatures. Parents requesting withdrawal through oral or electronic communication, or parents who refuse to provide the requested information must all be documented using the District Documentation of Oral Communication form.**
4. If moving, identify the location as accurately as possible to include City, State and Country if applicable. (physical address would be ideal but not required)
5. Document the name of the receiving school and district.
6. Document the address of the receiving school.
7. Complete the section regarding if the student does or does not intend to continue their education.
 - a. For homeschool withdrawals, indicate the start date for instruction and if provided by the parent/guardian, the curriculum utilized for instruction **(this is not required for withdrawal)**
8. Verify current grades with teachers. Any changes made to grades displayed on the withdrawal form should be documented with a signature from the classroom teacher.
9. Have all signatures from the Registrar, Campus Administrator, and Parent/Guardian completed and all dates entered. If the Parent/Guardian is completing the withdrawal through oral or electronic communication, note and attach the appropriate district standard documentation.

Documentation of Oral Communication

Processing a withdrawal of a student through oral communication or documentation of the refusal to provide communication should include the Documentation of Oral Communication form with the student withdrawal form.

- 1) Complete the [Documentation of Oral Statement form](#).
- 2) Record the Date and Time of the communication.
- 3) Identify the Student referenced in the communication.
- 4) Identify the individual(s) involved in the communication and their relationship to the student.
- 5) Record the factual details of the communication.
- 6) Obtain all required signatures and attach to the Student Withdrawal Form.

Verification of Enrollment

- 1) Complete the [Verification of Student Enrollment](#) form and send it to the receiving campus/district for completion.
- 2) Attach completed documentation to the Student Withdrawal Form.

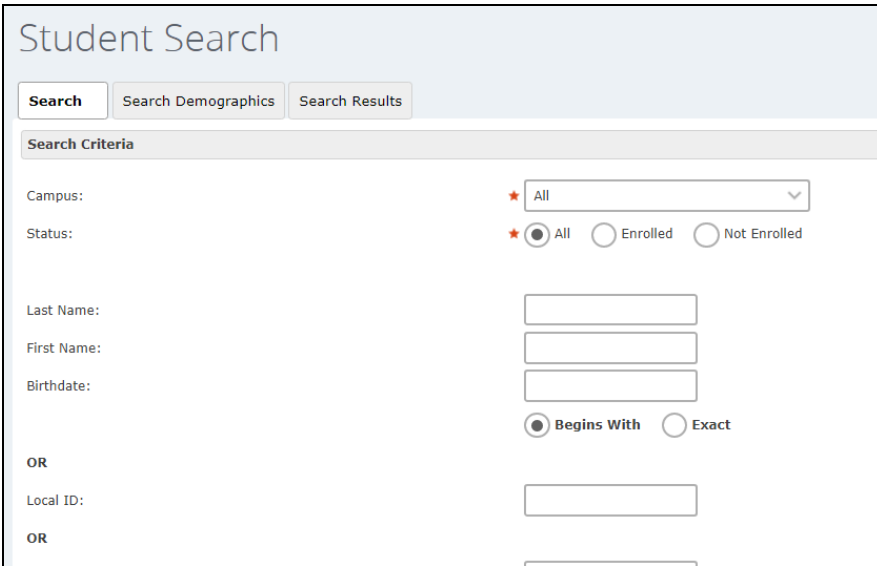
Request for Student Records

For students entering Waco ISD from Private, Charter, or Out-of-State institutions who come without records, work with the Parent/Guardian and complete the [Request for Students Records](#) form.

Documentation of Student Withdrawal Inside the Frontline Platform

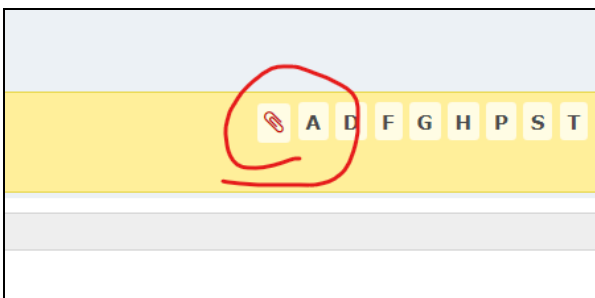
Upon completion of the student withdrawal process all information should be scanned and attached to the student profile under the student attachments icon.

- 1) Navigate to the Frontline SIS at <https://waco.teams.hosting> and go to Maintain Student Entry point.

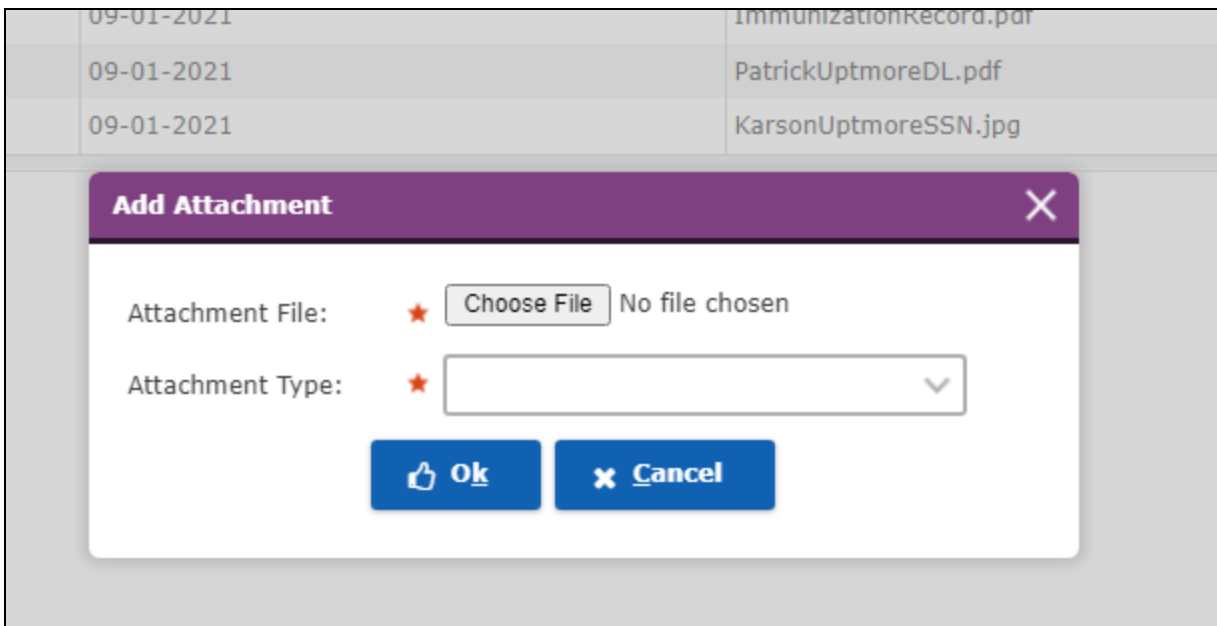


The screenshot shows the 'Student Search' interface. At the top, there are three tabs: 'Search', 'Search Demographics', and 'Search Results'. Below the tabs is a 'Search Criteria' section. It includes a 'Campus' dropdown menu set to 'All', a 'Status' section with radio buttons for 'All' (selected), 'Enrolled', and 'Not Enrolled', and input fields for 'Last Name', 'First Name', and 'Birthdate'. There are also radio buttons for 'Begins With' (selected) and 'Exact'. Below these are 'OR' sections with input fields for 'Local ID' and another field.

- 2) Search for the student by name or local id.
- 3) Select the Attachment Icon (Paperclip) at the top right-hand corner of the student header.



4) Select the Add option at the bottom of the window.



5) Select the file saved on your computer using the Choose File option.

6) Select the Attachment Type of Withdrawal and select the Ok option.

7) A copy of the completed Student Withdrawal Form should be provided to the Parent/Guardian and the original should be placed in the student's cumulative folder.

Waco ISD Leavers Manual

PEIMS Specialist/Registrar

Last Updated 9.29.2022



WACO INDEPENDENT SCHOOL DISTRICT

Table of Contents

[Overview](#)

[PEIMS Leaver Data - Leaver Reason Codes and Documentation Requirements](#)

[General Documentation Requirements](#)

[Signatures on Documentation](#)

[Evaluation of Documentation](#)

[Completeness of Documentation](#)

[Changing Leaver-Reason-Codes](#)

[Leaver Reason Codes - C162](#)

[PEIMS Leaver Data - Documentation Requirements by](#)

[LEAVER-REASON-CODE](#)

[Local Leaver Code Crosswalk](#)

[Processing Student Withdrawal in Waco ISD](#)

[Documentation of Oral Communication](#)

[Verification of Enrollment](#)

[Request for Student Records](#)

[Documentation of Student Withdrawal Inside the Frontline Platform](#)

Overview

The following document outlines the state and local policies regarding the processing of student withdrawals and the appropriate application of leaver codes based on the documentation received upon withdrawal.

PEIMS Leaver Data - Leaver Reason Codes and Documentation Requirements

The Documentation Requirements by LEAVER-REASON-CODE table provides expanded definitions and specific documentation guidelines for each of the leaver reason codes listed in Code Table C162 of the Texas Education Data Standards (TEDS). The table is organized into the following broad categories of leavers:

- completed high school or high school equivalency program
- moved to other educational setting
- withdrawn by school district
- other

Leaver data is not submitted for students who enroll in other Texas public school districts or charters and students who obtain high school equivalency certificates at Texas examination sites by August 31. Students who move to other Texas public school districts are considered movers, not leavers. Documentation as described in this section is not required for movers; districts may wish to develop local policy on documentation for movers. The Unique ID Enrollment Tracking may be used to establish tentative local documentation that students are movers. The final determination of whether students are movers will be made by TEA.

Local policy in this section refers to a district or charter's leaver policies and procedures.

General Documentation Requirements

Districts must document the withdrawal of students and maintain on file the appropriate paperwork associated with student withdrawals. Documentation is required for all leaver reason codes. Documentation requirements for leaver codes are provided in the Documentation Requirements by LEAVER-REASON-CODE section.

Documentation supporting use of a leaver reason code must exist in the district at the time the leaver data are submitted, i.e., no later than the PEIMS Submission 1 January resubmission date.

Signatures on Documentation

Documentation must be signed and dated by an authorized representative of the district. The district should have a written policy stating who can act as an authorized representative for purposes of signing withdrawal forms and other leaver reason documentation.

Withdrawal documentation should also be signed for the student by a:

- parent, or
- guardian, or
- responsible adult as recorded in school records, such as a foster parent or a probation officer, or
- qualified student. A qualified student is one who, at the time he/she stops attending school:
 - is married, or
 - is 18 years or older, or
 - has established a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student.

An original signature is not required on withdrawal forms received in the district by fax.

Withdrawal forms received by e-mail do not need to be signed by the parent/guardian or qualified student. Written documentation of oral statements made in person or by telephone by the parent/guardian or qualified student is acceptable documentation in some situations if it is signed and dated by the district representative.

Evaluation of Documentation

Merits of leaver documentation are assessed at the time the documentation is requested during a data inquiry investigation. Determination of the acceptability of documentation is made by the professional staff conducting the investigation. These guidelines describe the most common types of documentation the investigator would expect to find supporting use of each leaver reason code. Other documentation that represents good business practice and shows a good faith effort on the part of the district to properly report leaver status will be evaluated on a case-by-case basis.

Completeness of Documentation

Withdrawal documentation shall be considered incomplete without a date, signature(s), and destination. Documentation will not be deemed insufficient when information is missing because the parent or parents refuse to provide information requested by the district. A district should document at the time of the conversation that the information was requested, and the parent refused to provide it. Appropriate documentation of a parent's refusal to provide information includes the date, content of conversation, name of person with whom the conversation was conducted, and the signature of the school official verifying the conversation.

Changing Leaver-Reason-Codes

Once a district meets the documentation standard that supports the leaver reason code used, the district is not required to obtain additional information on the student. Local policy will determine if an existing leaver reason code is updated for a student when additional information is received. The policy should be clearly stated in the district's published guidelines on leaver procedures. For example, if a district assigned LEAVER-REASON-CODE 60 *student withdrew from/left school for home schooling* for a student and later received a request for transcript information from a private school for the same student, the district may change the LEAVER-REASON-CODE to 81 *enroll in a Texas private school* but is not obligated to.

Leaver Reason Codes - C162

Code	Translation
1	Graduated From A Campus In This District Or Charter: Student graduated from a campus in this district or charter
85	Graduated Outside Texas Before Entering A Texas Public School-Entered A Texas Public School-Left Again: Student graduated outside Texas before entering a Texas public school, entered a Texas public school and left again
86	High School Equivalency Certificate OutsideTexas: Student received a high school equivalency certificate outside Texas, returned to school to work toward the completion of a high school diploma, and then left; or student earned high school equivalency certificate outside Texas after leaving Texas public schools
90	Graduated From Another State Under Provisions Of The Interstate Compact On Educational Opportunity For Military Children: Per TEC 162.002, student lives in the household of an active-duty military serviceperson, transferred into Texas public schools at the beginning of or during his or her senior year, did not meet requirements to graduate from Texas public schools, did meet requirements to graduate from a school in the sending state, and, under provisions of the Interstate Compact on Educational Opportunity for Military Children, graduated from a school or district in the sending state.
24	College, Pursue Associates or Bachelors Degree: Student withdrew from/left school to enter college and is working towards an Associates or Bachelors degree

60	Home Schooling: Student withdrew from/left school for homeschooling
66	Removed-Child Protective Services: Student was removed by Child Protective Services (CPS) and the district has not been informed of the students current status or enrollment
81	Enroll In Texas Private School: Student withdrew from/left school to enroll in a private school in Texas
82	Enroll In School Outside Texas: Student withdrew from/left school to enroll in a public or private school outside Texas
87	Enroll In University High School Diploma Program: Student withdrew/left school to enroll in the Texas Tech University ISD High School Diploma Program or University of Texas at Austin High School Diploma Program
78	Expelled, For Offense Under TEC 37.007, Cannot Return: Student was expelled under the provisions of TEC 37.007 and cannot return to school
83	Withdrawn By District Because Not Entitled To Enrollment: Student was attending and was withdrawn from school by the district when the district discovered that the student was not entitled to enrollment in the district because a) the student was not a resident of the district, b) was not entitled under other provisions of TEC 25.001 or as a transfer student, or c) was not entitled to public school enrollment under TEC 38.001 or a corresponding rule of the Texas Department of State Health Services because the student was not immunized.
3	Died: Student died while enrolled in school or during the summer break after completing the prior school year
8	Pregnancy: Student (female or male) withdrew from/left school because of pregnancy
16	Return To Home Country: Student withdrew from/left school to return to family's home country
20	Medical Injury: Student has suffered a condition, injury, or illness that requires substantial medical care and leaves the student unable to attend school and assigned to a medical or residential treatment facility
88	Court-Ordered To A High School Equivalency Program,Has Not Earned A Texas Certificate Of High School Equivalency (TxCHSE): Student was ordered by a court to attend a high school equivalency program and has not earned a TxCHSE
89	Incarcerated In State Jail Or Federal Penitentiary As An Adult: Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult
98	Other: Student was not enrolled within the school-start window for a reason not listed, student dropped out, or reason for leaving is unknown

PEIMS Leaver Data - Documentation Requirements by LEAVER-REASON-CODE

In addition to general documentation requirements, requirements specific to leaver reason codes also apply. Following are the specific documentation requirements by leaver reason code. They are grouped into four major categories: graduated or received an out-of-state high school equivalency certificate, moved to other educational setting, withdrawn by school district, and other reasons.

School leavers with these LEAVER-REASON-CODEs are counted as dropouts for state accountability purposes: 08 and 98.

School leavers with these LEAVER-REASON-CODEs are counted as dropouts for federal accountability purposes: 08, 20, 88, 89, and 98.

These designations are provided for information purposes only. They are not the final or comprehensive description of the definitions used for dropout and completion processing.

For more information please see the [Secondary School Completion and Dropouts in Texas Public Schools](#).

Graduated or Received an Out-Of-State High School Equivalency Certificate	
Code	Translation
1	<p>Student graduated from a campus in this district or charter school</p> <p>Definition and use: Use for students who meet all high school graduation requirements (which includes passing the state assessments required for graduation) at any time during the prior school year, including the summer (through August 31) following the close of the prior year.</p> <p>To graduate, a student must satisfy the requirements under 19 TAC Chapter 74, Subchapter B. Special education students must satisfy requirements under 19 TAC §89.1070. Students who complete all requirements for graduation in one school year but do not pass the state assessments required for graduation until a later year, are reported as graduates in the school year in which the state assessments are passed and the diploma is issued.</p> <p>Documentation requirement: Transcript showing sufficient credits, successful completion of the state assessments (including testing dates) required for graduation, graduation seal, signature of school official, and date of completion.</p>
85	<p>Student graduated outside Texas before entering a Texas public school, entered a Texas public school, and left again</p> <p>Definition and use: This code may be used for students who graduated in another state or country before entering Texas public schools. This code may also be used for students who graduated from Texhoma High School, Texhoma, Oklahoma.</p> <p>Documentation requirement: Transcript showing sufficient credits, date, and signature of school official, and a diploma with a graduation seal.</p>
86	<p>Student completed a High School Equivalency Certificate outside Texas</p> <p>Definition and use: This code may be used for students who earned high school equivalency certificates outside Texas, including students living in Texas and earning high school equivalency certificates online from a testing company in another state, before enrolling in or after leaving Texas public schools.</p> <p>Documentation requirement: Acceptable documentation is a copy of the high school equivalency certificate or written documentation provided by the testing company showing completion of the high school equivalency. Written documentation from the testing company must include the date of high school equivalency completion, location, address, and contact information of the company.</p>
90	<p>Student graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children</p> <p>Definition and use: Per TEC §162.002, student lives in the household of an active-duty military service person, transferred into Texas public schools at the beginning of or during his or her senior year, did not meet requirements to graduate from Texas public schools, did meet requirements to graduate from a school in the sending state, and, under provisions of the Interstate Compact on Educational Opportunity for Military Children, graduated from a school or district in the sending state.</p> <p>Documentation requirement: Transcript showing sufficient credits, date, and signature of school official, or a diploma with a graduation seal.</p>
Moved to Other Educational Setting	
Code	Translation

24	<p>Student entered college and is working towards an Associate's or Bachelor's degree</p> <p>Definition and use: This code is for students who leave secondary school to enter college early. It should be used for students who are enrolled full-time (at least 9 credit hours per semester). This code is also for students who leave school to enter a dual-credit program established by the Texas Legislature at the Texas Academy of Mathematics and Science at the University of North Texas, the Texas Academy of Leadership in the Humanities at Lamar University, the Texas Academy of Mathematics and Science at The University of Texas Rio Grande Valley, and the Texas Academy of International Studies at Texas A&M International University.</p> <p>Documentation requirement: Documentation of enrollment in a college or university must indicate that the student is enrolled full-time in an academic program. Per federal requirement, it is not permissible for a district to document that, at the time of withdrawal, the student intended to enter a post-secondary educational setting. A district must document that the student has actually entered a post-secondary educational setting. One of the following types of documentation is required to verify enrollment:</p> <p>Transcript request. Acceptable documentation of enrollment in college is a records request from the college in which the student is enrolled. Telephone requests must be documented in writing, including the date of the call, the name of the college requesting the records, the name of the person making the request, and the name of the person who received the call. Telephone requests should appear on a standardized, district-approved form. The original form should be included in the student's permanent file. Documentation of the method of records dissemination also must be included in the student's permanent file (e.g., copy of fax activity log, certified mail receipt, encrypted email receipt confirmation, or postage/mail log with complete address information for requesting school).</p> <p>Verification by an authorized representative of the college. Written documentation, signed and dated, by a representative from the college verifying enrollment is also acceptable documentation. The documentation must state the name and location of the college in which the student is enrolled and the date of enrollment. Other acceptable documentation is written documentation of an oral statement provided by a representative of the college, signed and dated by an authorized representative of the district. The statement should include the name and location of the college and verification that the student is enrolled.</p> <p>Verification by the parent/guardian or qualified student. Acceptable documentation includes written documentation, signed and dated, from the parent, guardian, or qualified student stating that the student has enrolled in college in a program leading to an associate's or bachelor's degree.</p>
60	<p>Student is home schooled</p> <p>Definition and use: Student is being home schooled. This code may be used only for a student whose parent/guardian confirms that the student is pursuing, under direct supervision of the parent/guardian, a curriculum designed to meet basic education goals. The district is not required to obtain evidence that the program being provided meets educational standards.</p> <p>Documentation requirement: A district must document that the parent/guardian is home schooling the student. Per federal requirement, it is not permissible for a district to document that, at the time of withdrawal, the student intended to be home schooled. The following documentation is required to verify enrollment:</p> <p>Verification by the parent/guardian. Written documentation, signed and dated, from the parent/guardian stating that the student is being home schooled is acceptable documentation. Documentation from parents/guardians must indicate the actual date home schooling began.</p>
66	<p>Student was removed by Child Protective Services (CPS) and the district has not been informed of the student's current status or enrollment</p> <p>Definition and use: This code applies only to Child Protective Services. Private agencies that provide asylum for students do not have the legal authority to remove students from school.</p> <p>Documentation requirement: Acceptable documentation includes due process documentation supporting the withdrawal; a written statement, signed and dated by the CPS officer, including the CPS officer's name and contact information; or written documentation of an oral statement by a CPS representative that the child was removed, including the CPS representative's name, the date of the conversation, and the signature of the school official.</p>

81 82	<p>Student enrolled in a private school in Texas</p> <p>Student enrolled in a public or private school outside of Texas</p> <p>Definition and use: Student is enrolled in a private school in Texas (code 81), the Texas Job Corps Diploma Program (code 81), or a public or private school outside Texas (code 82). Documentation of actual enrollment is required. This code is also used when a student moves from the district without withdrawing but the district receives a records request.</p> <p>If the student enrolls in another school in the district or another public school district in Texas, a leaver record is not submitted.</p> <p>If the district did not assign code 81 or code 82 when the student stopped attending, the district can change the original code assigned to the student when the records request or communication from the parent/guardian or qualified student is received. If the original withdrawal date for the student is later than the date the student enrolled in the other school, the withdrawal date must be changed, and all attendance accounting records affected by this change must be updated.</p> <p>Documentation requirement: Per federal requirement, it is not permissible for a district to document that, at the time of withdrawal, the student intended to enter another educational setting. A district must document that the student has actually enrolled in a private school in Texas, the Texas Job Corps Diploma Program, or a private or public school outside Texas. One of the following types of documentation is required to verify enrollment:</p> <p>Transcript request. Acceptable documentation of enrollment in another school is a records request from the school in which the student is enrolled. Telephone requests are acceptable, but they must be documented in writing, including the date of the call, the name of the school requesting the records, the name of the person making the request, and the name of the person who received the call. Telephone requests should appear on a standardized, district-approved form. The original of the form should be included in the student's permanent file. Documentation of the method of records dissemination also must be included in the student's permanent file (e.g., copy of fax activity log, certified mail receipt, encrypted email receipt confirmation, or postage/mail log with complete address information for requesting school).</p> <p>Verification by the superintendent or authorized campus or district administrator of the receiving district. Written documentation, signed and dated by a representative from the receiving school, verifying enrollment is also acceptable documentation. The documentation must state the name and location of the school in which the student is enrolled and the date of enrollment. Other acceptable documentation is written documentation of an oral statement by a representative of the receiving school providing the name and location of and contact information for the school and verifying that the student is enrolled, signed and dated by an authorized campus or district administrator of the district.</p> <p>Verification by the parent/guardian or qualified student. Acceptable documentation includes written documentation, signed and dated, from the parent/guardian or qualified student stating that the student has enrolled in a private school in Texas or a private or public school outside of Texas leading to the completion of a high school diploma.</p>
87	<p>Student withdrew from/left school to enroll in the Texas Tech University ISD High School Diploma Program or The University of Texas at Austin High School Diploma Program</p> <p>Definition and use: Student was withdrawn from school and parent/guardian or qualified student indicated at time of withdrawal that the student has enrolled in the State Board of Education-authorized Texas Tech University ISD High School Diploma Program or The University of Texas at Austin High School Diploma Program.</p> <p>Documentation requirement: The district must receive either a) a records or transcript request from the high school diploma program or b) written documentation, signed and dated, from the high school diploma program stating that the student is enrolled.</p>
Withdrawn by School District	
Code	Translation
78	<p>Student was expelled under the provisions of TEC §37.007 and cannot return to school</p> <p>Definition and use: This code may only be used when: the student was expelled under the provisions of TEC §37.007, and the term of expulsion has not expired or the student's failure to attend school is due to court action.</p> <p>This code may only be used for a student who was expelled for an offense included in TEC §37.007. This code is not intended for use by districts which assign students to a Juvenile Justice Alternative Education Program (JJAEP).</p> <p>Documentation requirement: Due process documentation supporting the expulsion.</p>

83	<p>Student was withdrawn by district because the student was not entitled to enrollment</p> <p>Definition and use: This code is for situations in which the district discovers when verifying enrollment information that the student is not entitled to enrollment in the district because (a) the student is not a resident of the district, (b) is not entitled under other provisions of TEC §25.001 or as a transfer student, or (c) was not entitled to public school enrollment under TEC §38.001 or a corresponding rule of the Texas Department of State Health Services for immunization, provisional enrollment, or exemption. It is not for a student who was a resident of the district and who stops attending because he/she has moved. Subject to the exceptions in TEC §38.001 (c), a student is required to be fully immunized against disease as required by the Texas Department of State Health Services (TEC §38.001 (a)). A student may be provisionally admitted if the student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible (TEC §38.001 (e)). Except as provided by TEC §38.001 (c) or by rule of the Department of State Health Services, a student who is not fully immunized and has not begun the required immunizations may not attend school. For further information about enrollment procedures, please see the Student Attendance Accounting Handbook. For further information about immunization requirements, immunization exemptions, and immunization documentation, please contact the Texas Department of State Health Services.</p> <p>Documentation requirement: Due process documentation supporting the withdrawal. All district actions to withdraw a student must be documented or the documentation for use of this leaver reason code may be considered insufficient. For purposes of leaver reason code 83, due process is defined as completion of the following steps:</p> <p>District provides oral or written notice, appropriately documented, to the student's parent, guardian, or qualified student him- or herself of intent to withdraw the student, reasons for the withdrawal, effective date of withdrawal, and date of hearing or conference at which the parent, guardian, or qualified student will have an opportunity to respond to the allegations that the student is not entitled to be enrolled in the district. Steps 2 and 3 are not required for cases in which the parent, guardian, or qualified student agrees that the student is not entitled to enrollment in the district. Step 4 is always required for charter schools.</p> <p>District provides a hearing or conference at which the district presents the reasons for withdrawal, and the parent, guardian, or qualified student is given the opportunity to respond to the reasons for withdrawal.</p> <p>District provides a written report to the parent, guardian, or qualified student that contains the findings of fact and district decision following the hearing or conference. The written report shall include notice of the parent's, guardian's, or qualified student's right to appeal the district's decision.</p> <p>Charter schools shall notify the school district in which the student resides within three business days of withdrawing a student from a charter school, per Texas Administrative Code §100.1211.</p>
Other Reasons	
Code	Translation
3	<p>Student died while enrolled in school or during the summer break after completing the prior school year</p> <p>Definition and use: Self-explanatory.</p> <p>Documentation requirement: Acceptable documentation includes a copy of the death certificate or obituary; a program from the funeral or memorial service; written documentation, signed and dated, from the parent or guardian; or written documentation of an oral statement by a parent or guardian stating that the student has died.</p>
8	<p>Student (female or male) withdrew from/left school because of pregnancy</p> <p>Definition and use: This code should be used only if the parent, guardian, or student indicates verbally or in writing that the student is leaving school or left school because of pregnancy. This code should not be assigned based only on the fact that the student is pregnant at the time he or she leaves school.</p> <p>This code can be used for female or male students.</p> <p>Documentation requirement: Acceptable documentation is any written documentation, including documentation of oral statements by the parent, guardian, or student, indicating that the student is leaving school or left school because of pregnancy.</p>

16	<p>Student returned to family's home country or emigrated to another country</p> <p>Definition and use: Use for students who are leaving the United States to return to their home country or emigrate to another country. A student may be leaving with or without family members to live with his or her family, immediate or extended, in their home country or in another country. The citizenship of the student is not relevant in assigning this code. This code can also be used for foreign exchange students.</p> <p>Documentation requirement: Acceptable documentation is a copy of the Transfer Document for Binational Migrant Student completed at the time the student withdraws from school, signed and dated by an authorized campus or district administrator. Acceptable documentation is also a copy of the withdrawal form signed and dated by the parent/guardian or qualified student and a campus or district administrator. The withdrawal form should indicate that the student is leaving school because the student is returning to their home country or emigrating to another country and should specify the destination. Written documentation, signed and dated, from the parent/guardian or qualified student stating that the student is leaving school because the student is returning to their home country or emigrating to another country is also acceptable documentation. Acceptable documentation for foreign exchange students includes written documentation, signed and dated, from the student's host family or the foreign student advisor verifying the student's return to his or her home country. Other acceptable documentation is written documentation of an oral statement by a parent, adult neighbor, or other adult with knowledge of the family's whereabouts, signed and dated by an authorized campus or district administrator.</p>
20	<p>Student withdrew from/left school because of a medical injury</p> <p>Definition and use: Students who have suffered a condition, injury, or illness that requires substantial medical care and leaves the student unable to attend school and assigned to a medical or residential treatment facility are entitled to receive educational services. This code may be used if educational services are refused by the qualified student or the student's parent or guardian and the student is withdrawn from school.</p> <p>Local Education Agencies (LEAs) should be aware, however, that if the illness, condition, or injury suffered by the student leads the LEA to suspect that the illness, condition, or injury has resulted in a disability identified under the Individuals with Disabilities Education Act (IDEA), along with a corresponding need for special education and related services, the LEA must comply with federal law requiring public agencies to locate, evaluate, and identify students with disabilities who need special education and related services. In this situation, once the LEA obtains informed consent from the parent, guardian, or qualified student consistent with the consent requirements in 34 C.F.R. § 300.300, it must conduct a full and individual initial evaluation (FIE) for the student pursuant to the IDEA. The leaver code may be used in this situation if the parent, guardian, or qualified student denies the LEA's request for an FIE, refuses educational services, and withdraws the student from school.</p> <p>Documentation requirement: For general education students, acceptable documentation includes a written statement or an oral statement by the parent, guardian, or qualified student properly documented by a designated LEA staff member that: (a) the student has suffered a condition, injury, or illness that requires substantial medical care; (b) the student is unable to attend school as a result; (c) the student has been assigned to a medical or residential treatment facility; (d) the student has been offered education services; and (e) the parent, guardian, or qualified student has refused those services.</p> <p>With respect to students receiving special education and related services, the refusal to accept these services should be in writing pursuant to 34 C.F.R. § 300.300(b)(4). Acceptable documentation in this case, thus, includes a written statement or an oral statement by a parent, guardian, or qualified student properly documented by a designated LEA staff member that: (a) the student has suffered a condition, injury, or illness that requires substantial medical care; (b) the student is unable to attend school as a result; (c) the student has been assigned to a medical or residential treatment facility; and (d) the student has been offered education services. A refusal or revocation of consent for special education services, however, should be in a written statement (rather than a documented oral statement) from the parent, guardian, or qualified student and maintained in the student's eligibility folder pursuant to 19 TAC § 89.1075(a).</p> <p>If the student was not identified as eligible for special education prior to the illness, condition, or injury at issue, and the LEA suspects that the illness, condition, or injury has resulted in a disability and corresponding need for special education and related services, the following documentation is acceptable: a written statement or an oral statement by the parent, guardian, or qualified student properly documented by a designated LEA staff member that: (a) the student has suffered a condition, injury, or illness that requires substantial medical care; (b) the student is unable to attend school as a result; (c) the student has been assigned to a medical or residential treatment facility; (d) the student has been offered an FIE and education services; and (e) the parent, guardian, or qualified student has refused both the FIE and education services.</p>

88	<p>Student was ordered by a court to attend a High School Equivalency program and has not earned a Texas Certificate of High School Equivalency (TxCHSE)</p> <p>Definition and use: This code is for students who are court-ordered to attend a high school equivalency program and have not earned a TxCHSE certificate at any time during the prior school year, including the summer (through August 31) following the close of the prior year.</p> <p>Documentation requirement: Acceptable documentation is a copy of the court order stating that the student has been ordered to attend a high school equivalency program. Documentation must include the name of the student, the date of the order, the name of the judge making the order, and the county in which the judge presides. The order should state that the court is ordering the student to attend a high school equivalency program or to take a high school equivalency exam.</p>
89	<p>Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult</p> <p>Definition and use: Student is incarcerated in a state jail or federal penitentiary as an adult or as a person certified to stand trial as an adult.</p> <p>Documentation requirement: Acceptable documentation is one of the following: 1) Written documentation of an oral statement by a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, to an authorized representative of the district verifying that the student is incarcerated. The documentation of the oral statement shall be signed and dated by the authorized district representative. 2) Written notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, verifying that the student is incarcerated.</p>
98	<p>Other (reason unknown or not listed above)</p> <p>Definition and use: This code is used for students who are withdrawn by the school district after a period of time because they have quit attending school and their reason for leaving is not known. It is also used for students who withdrew from/left school for reasons not listed above.</p>

Local Leaver Code Crosswalk

Exit Code	Description	Fiscal Year	State Exit Code
100	05-KG Parental Request	2023	
16	Returned to Home Country	2023	16
32	Wd to Other Waco ISD School	2023	98
50	Intent to Enroll TX	2023	98
51	Enrolled in TX	2023	98
52	Intent To Get GED	2023	98
53	Received GED	2023	
54	Intent Enter Hlth FC	2023	98
55	Rec Dist Reg/Hlth FC	2023	98
600	KG Parental Request	2023	
601	PK Non Qualifying	2023	
619	Met GradReq/Not Testing	2023	
698	PK Parent Request	2023	
98	Other	2023	98

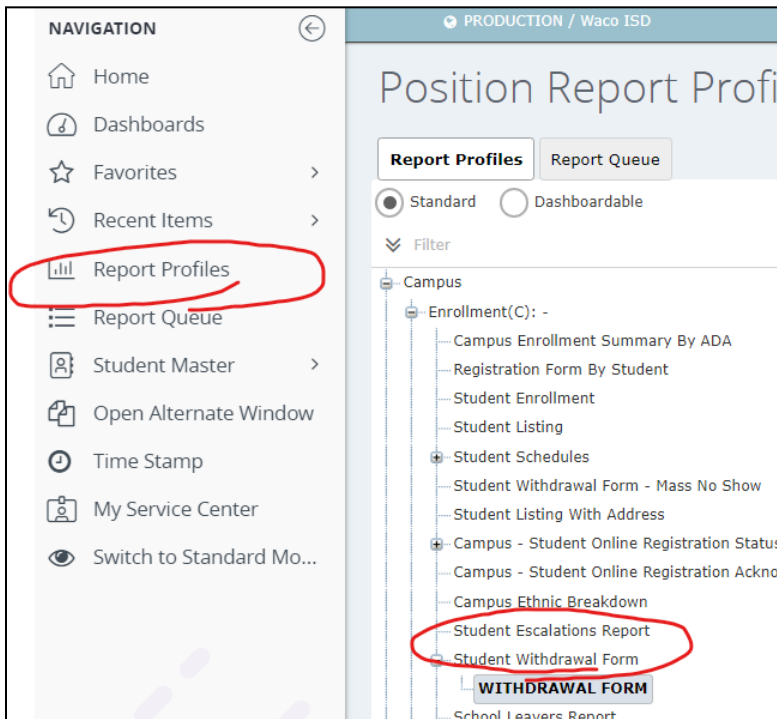
DV	Divide	2023	98
Exit GWA	Exit GWAMA/GWAHCA Program	2023	
LWD	Completed 21 Yr Old Sped Pgm	2023	98
NS	No Show	2023	98
SC	Status Change	2023	
YE	End of School Year	2023	98
YREnd	Year End	2023	98

Processing Student Withdrawal in Waco ISD

The following steps provide the district standards for completing a student withdrawal in Waco ISD. All steps should be followed to ensure the accuracy of required documentation to meet federal, state and local guidelines.

All withdrawals must have a completed student withdrawal form generated from the Report Profiles entry point in the Frontline SIS platform.

1. Navigate to the Frontline SIS at <https://waco.teams.hosting> and go to the Report Profiles entry point found in the Navigation Bar.



2. Complete the required fields as follows:
 - a. Campus: **{Enrolled Campus}**
 - b. Fiscal Year: **{Current Enrollment Year}**
 - c. Calendar ID: **Traditional**
 - d. Student ID: **{Withdrawing Student}**
 - e. Term of Schedule: **ALL**
 - f. Schedule Date: **{Date of Withdrawal}**
 - g. Absence Attendance Group: **State Reporting**
 - h. Print Schedule Detail: **Yes**
 - i. Print Grades: **Yes**
 - j. Print Immunization Detail: **Yes**
 - k. Print Screening Detail: **Yes**
 - l. Print Special Ed Information: **Yes**
 - m. Print Free/Reduced Lunch Status: **Yes**
 - n. Print Gifted/Talented Information: **Yes**
 - o. Print LEP Information: **Yes**
 - p. Print Migrant Information: **Yes**
 - q. Print 504 Information: **Yes**
 - r. Print At Risk Information: **Yes**
 - s. Print Official Attendance: **Yes**
 - t. Print TAKS/STAAR Information: **Yes**

3. Complete all components of the Student Withdrawal Form as documented in the [attached .pdf sample](#). **ALL withdrawals must contain the required signatures. Parents requesting withdrawal through oral or electronic communication, or parents who refuse to provide the requested information must all be documented using the District Documentation of Oral Communication form.**

4. If moving, identify the location as accurately as possible to include City, State and Country if applicable. (physical address would be ideal but not required)

5. Document the name of the receiving school and district.

6. Document the address of the receiving school.

7. Complete the section regarding if the student does or does not intend to continue their education.
 - a. For homeschool withdrawals, indicate the start date for instruction and if provided by the parent/guardian, the curriculum utilized for instruction **(this is not required for withdrawal)**
8. Verify current grades with teachers. Any changes made to grades displayed on the withdrawal form should be documented with a signature from the classroom teacher.
9. Have all signatures from the Registrar, Campus Administrator, and Parent/Guardian completed and all dates entered. If the Parent/Guardian is completing the withdrawal through oral or electronic communication, note and attach the appropriate district standard documentation.

Documentation of Oral Communication

Processing a withdrawal of a student through oral communication or documentation of the refusal to provide communication should include the Documentation of Oral Communication form with the student withdrawal form.

- 1) Complete the [Documentation of Oral Statement form](#).
- 2) Record the Date and Time of the communication.
- 3) Identify the Student referenced in the communication.
- 4) Identify the individual(s) involved in the communication and their relationship to the student.
- 5) Record the factual details of the communication.
- 6) Obtain all required signatures and attach to the Student Withdrawal Form.

Verification of Enrollment

- 1) Complete the [Verification of Student Enrollment](#) form and send it to the receiving campus/district for completion.
- 2) Attach completed documentation to the Student Withdrawal Form.

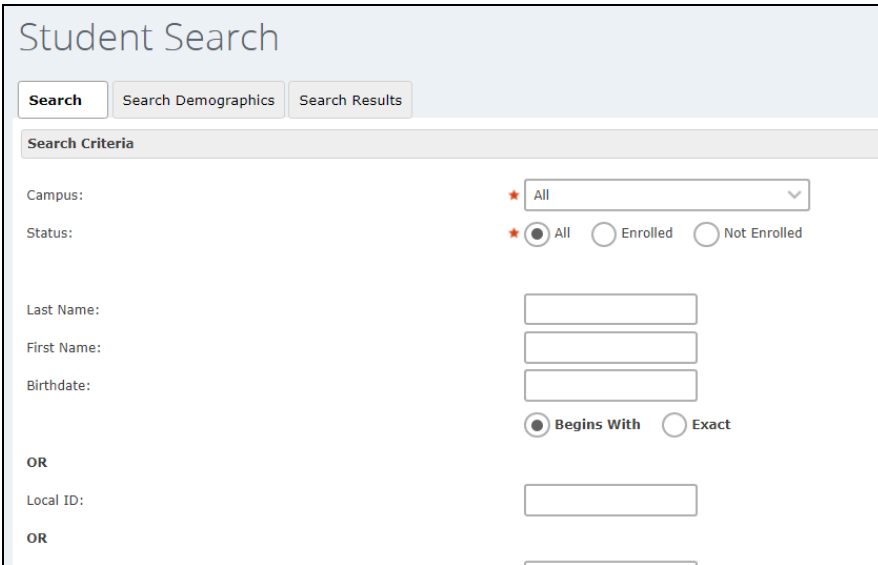
Request for Student Records

For students entering Waco ISD from Private, Charter, or Out-of-State institutions who come without records, work with the Parent/Guardian and complete the [Request for Students Records](#) form.

Documentation of Student Withdrawal Inside the Frontline Platform

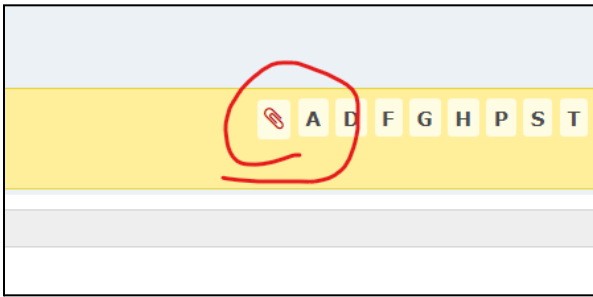
Upon completion of the student withdrawal process all information should be scanned and attached to the student profile under the student attachments icon.

- 1) Navigate to the Frontline SIS at <https://waco.teams.hosting> and go to Maintain Student Entry point.

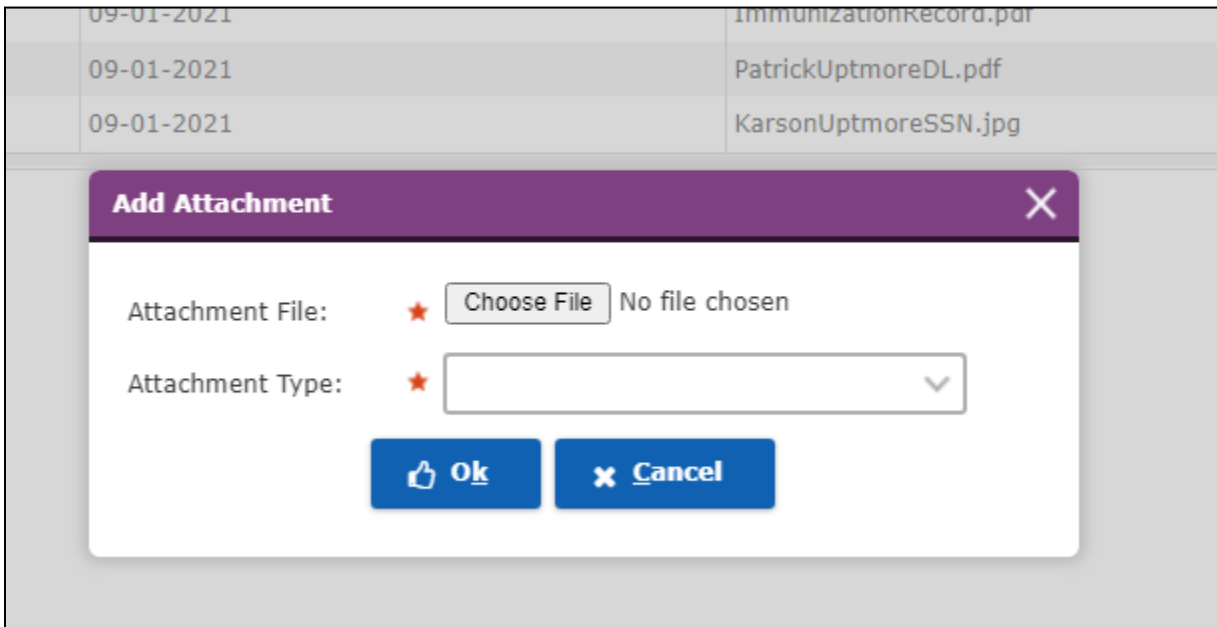


The screenshot shows the 'Student Search' interface. At the top, there are three tabs: 'Search', 'Search Demographics', and 'Search Results'. Below the tabs is a 'Search Criteria' section. It includes a 'Campus:' dropdown menu set to 'All', a 'Status:' section with radio buttons for 'All' (selected), 'Enrolled', and 'Not Enrolled', and three text input fields for 'Last Name:', 'First Name:', and 'Birthdate:'. Below these is a radio button section for 'Begins With' (selected) and 'Exact'. There are also 'OR' labels and a 'Local ID:' text input field.

- 2) Search for the student by name or local id.
- 3) Select the Attachment Icon (Paperclip) at the top right-hand corner of the student header.



4) Select the Add option at the bottom of the window.



5) Select the file saved on your computer using the Choose File option.

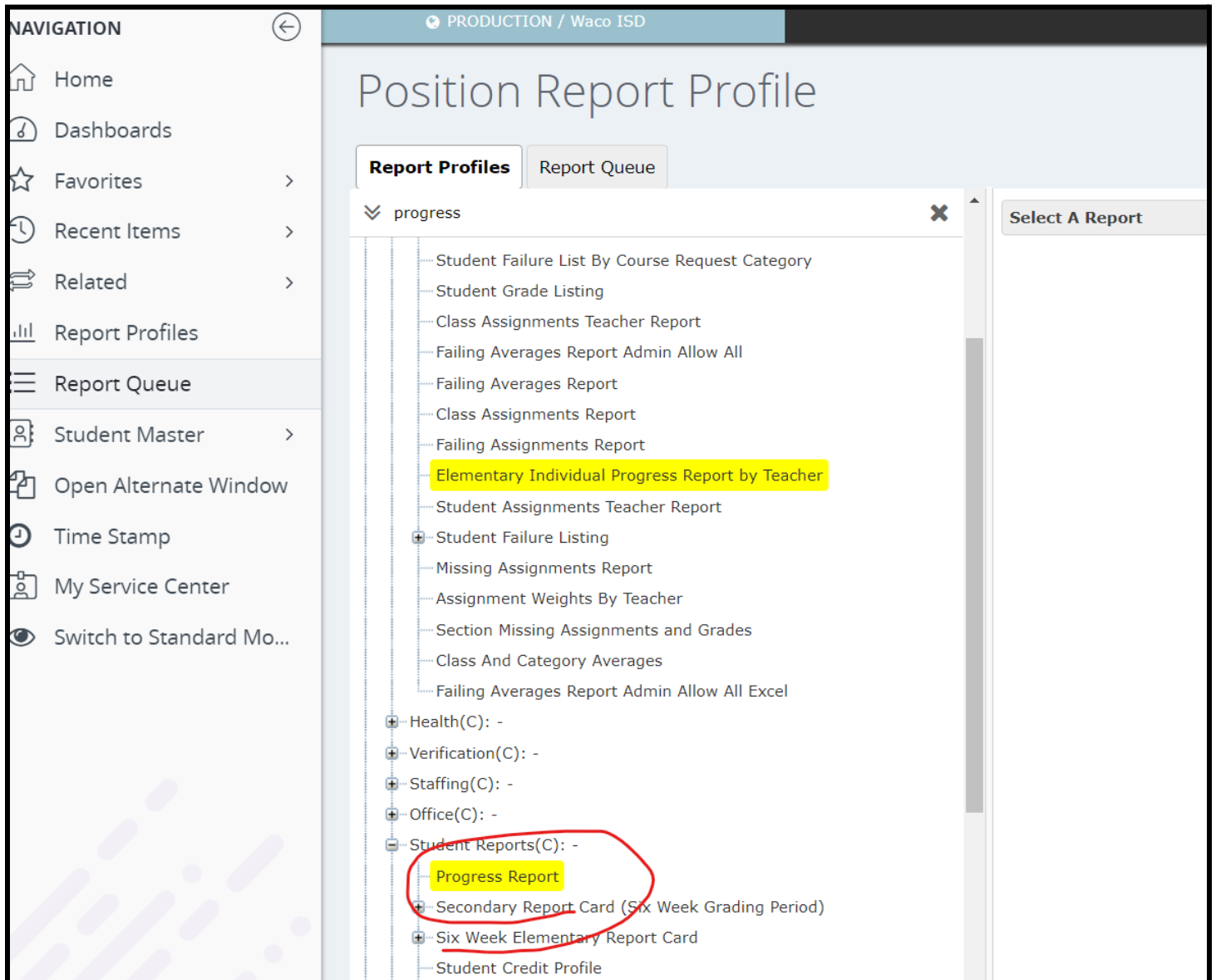
6) Select the Attachment Type of Withdrawal and select the Ok option.

7) A copy of the completed Student Withdrawal Form should be provided to the Parent/Guardian and the original should be placed in the student's cumulative folder.

Emailing Progress Reports

This guide will provide the steps for sending out progress reports/report cards in mass from the campus. The reports are attached to an email as a .pdf document and the body of the email will be composed prior to sending.

1. Navigate to the Frontline platform at <https://waco.teams.hosting>
2. Open the Report Profiles menu and find the 'Progress Report' option.



The screenshot shows the 'Position Report Profile' page in the Frontline platform. The left sidebar contains a 'NAVIGATION' menu with options like Home, Dashboards, Favorites, Recent Items, Related, Report Profiles, Report Queue, Student Master, Open Alternate Window, Time Stamp, My Service Center, and Switch to Standard Mo... The main content area is titled 'Position Report Profile' and has two tabs: 'Report Profiles' (selected) and 'Report Queue'. Below the tabs, there is a dropdown menu for 'progress' and a 'Select A Report' button. A list of report profiles is displayed, including 'Student Failure List By Course Request Category', 'Student Grade Listing', 'Class Assignments Teacher Report', 'Failing Averages Report Admin Allow All', 'Failing Averages Report', 'Class Assignments Report', 'Failing Assignments Report', 'Elementary Individual Progress Report by Teacher' (highlighted in yellow), 'Student Assignments Teacher Report', 'Student Failure Listing', 'Missing Assignments Report', 'Assignment Weights By Teacher', 'Section Missing Assignments and Grades', 'Class And Category Averages', 'Failing Averages Report Admin Allow All Excel', 'Health(C): -', 'Verification(C): -', 'Staffing(C): -', 'Office(C): -', 'Student Reports(C): -' (circled in red), 'Progress Report' (highlighted in yellow), 'Secondary Report Card (Six Week Grading Period)', 'Six Week Elementary Report Card', and 'Student Credit Profile'.

3. Complete the settings for the report as follows: (**Progress reports can be run by grade level if all reports will not generate at one time**)

Progress Report

Campus:	★	Alta Vista Elementary	▼
Fiscal Year:	★	2023	▼
Calendar ID:	★	Traditional	▼
Grade Level:	★	01	▼
Student Local IDs:	★	ALL	
Print Home Room Teacher:	★	No	▼
Print Withdrawn Students:	★	N	▼
Print Signature Line:	★	Y	▼
Print Report Card Note:	★	N	▼
Print Promotion/Retention	★	None	
Message:			
Output for Teacher Name:	★	Last Name, First Initial	▼
		Second Six Weeks	
		Semester 1	
		Semester 2	
Grade Types:	★	Sixth Six Weeks	
		Third Six Weeks	
		Refresh	
Comment Types:	★	Progress Report 1/Comment 1	
		Progress Report 1/Comment 2	
Attendance Types:	★	Progress Report 1/Report Card	
		Absences	
Highest Failing Grade:	★	100	
Sort Options:	★	Alpha by Grade Level	▼
Term Day Period:	★	ALL	▼
Use Active Profile Filter?:	★		▼
Print Option:	★	1 Per Student	▼
Emp Id:		10019660	

Print Option :

Emp Id :

Send Email

8. Complete process for all grade levels.

Emailing Individual Progress Reports

This document will provide steps for emailing individual progress reports to parents from the individual teacher gradebooks. Our ultimate goal is to get parents accessing their progress report and report card grades through the Parent Self Serve (PSS) portal and for them to set up the notifications for these events, but this will take time and consistency.

Instructional Video | <https://www.youtube.com/watch?v=c2yXxjNVs3A>

Email Body *(This can be personalized for your campus, just copy and paste into another document to edit)*

Provident Heights Parent/Guardian,

Attached to this email you will find your students individual progress report for this 6-week period. You may receive multiple emails with reports from different teachers. For additional information or to view the entire progress report, please log in to your Parent Self Serve (PSS) portal account at: <https://bit.ly/WacoPSS>. If you complete online registration, you will use the same User ID and Password for the PSS portal. If you have not set up your PSS account, click on the Register option under the New User menu to set up your account.

Parent Self Serve will provide you access to grades, attendance, discipline, and more and can be accessed anytime. If you have any trouble accessing your account, please contact your home campus for support.

-
1. Access the Maintain Section Grading Entry Point and select the appropriate calendar ID and choose the Teacher option

Section Grading Search

Section Grading Search Search Results

Search Criteria

Campus: ★ Lake Air Montessori Fiscal Year: ★ 2021 Calendar ID: ★ Traditional

Search By: ★ Course and Section Teacher

Teacher Name: ★

2. Choose your teacher from the Teacher Name drop-down menu and click Search.

3. Select the Course and Section you are emailing from the Search Results and click Select at the bottom of the window.

Section Grading Search Search Results

Filter By: S1

Course Sections

	Campus	Cal	Finalize	Alias	Description	Course	Section
+ !	127	1	Yes		SCI, GR 5	540	5
+ !	127	1	Yes		SCI, GR 5	540	6
+ !	127	1	Yes		SCI, GR 5	540	7
+ !	127	1	Yes		SS, GR 5	530	5
+ !	127	1	Yes		SS, GR 5	530	6
+ !	127	1	Yes		SS, GR 5	530	7
+ !	127	1	Yes		HOMEROOM GR 5	HRS	7

Select

4. Go to the current Marking Period tab (MP1, MP2, etc...) and click on the Email Parents option at the bottom of the screen.

530/7 - SS, GR 5 - S1, S2 - T/05

MP1 MP2 MP3 MP4 MP5 MP6 Report Card Progress Credit

#	Local ID	Student Name	GL SCH	Avg	9/11 Response	Compass Rose Color	Lesson Participation Grade
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Return to Search Results Assignments Notes Reports Attendance **Email Parents** Email Students

5. Choose the Select All Parents for Scheduled Students or Select All Parents for Scheduled Students with Failing Averages option at the top of the window. All parents with Primary Emails on file will be highlighted. Scroll to the bottom of the window and select Continue.

Select Parents

Select Select All Parents for Scheduled Students Select All Parents for Scheduled Students with Failing Averages No selection

Parents:

Student/Parents 19 Selected / 37 Records

Group	Student	Cycle Average	Failing Grd	Parent	Contact Type	Resides With	Relationship	Primary Email
Scheduled Students With Ownership	Austin, Levi	100	N	Austin, Adam	Parent	Y	Father	
Scheduled Students With Ownership	Austin, Levi	100	N	Austin, Talon	Parent	Y	Mother	
Scheduled Students With Ownership	Camarena, Alexis	83	N	Camarena, Noel	Guardian	Y		
Scheduled Students With Ownership	Capps, Jaxon	83	N	Capps, Ericka	Parent	Y	Mother	erickacapps@hotmail.com
Scheduled Students With Ownership	Capps, Jaxon	83	N	Capps, Will	Parent	Y	Father	
Scheduled Students With Ownership	Clark, Elijah	100	N	Clark, Haydy	Parent	Y	Mother	haydyclark@gmail.com
Scheduled Students With Ownership	Clark, Elijah	100	N	Clark, Justin	Parent	Y	Father	
Scheduled Students With Ownership	Cuevas, Evan	100	N	Cuevas, Rocio	Parent	Y	Mother	sarai.cuevas@wacoisd.org
Scheduled Students With Ownership	Cuevas, Evan	100	N	Cuevas, Irie	Parent	Y	Father	
Scheduled Students With Ownership	Dehoyos, Valeria	67	Y	Hernandez, Cinthia	Parent	Y	Mother	cinthiahdz26@gmail.com
Scheduled Students With Ownership	Dehoyos, Valeria	67	Y	Dehoyos, Raul	Parent	Y	Father	
Scheduled Students With Ownership	Draper, Christian	75	N	Felkner, Stacy	Guardian	Y		1bannyfelkner@gmail.com

Continue Return to Gradebook

6. Copy and paste the email body from the top of this document (or the personalized email message created by your campus) and paste into the Body of email: window. (Ctrl+C & Ctrl+V)

Select Parents Submit Email

Parents: Capps, Ericka;Clark, Haydy;Cuevas, Rocio;Hernandez, Cinthia;Felkner, Stacy;Enriquez, Arid;Enriquez, Luis;Dominguez, Yessica;Lavery, Sharon;Lopez, Domingo;Moore, Adam;Picazo, Roberto;Picazo, Maria;Rodarte, Patricia;Sabido, Martha;Luna, Maribel;Cerdea, Alejandra;Williams, Clifton;Holley, Cassandra;

From: sarah.hunt@wacoisd.org

Copy Teacher on All Yes No

Emails?

Subject: From: Sarah Hunt Course:530/7 - SS, GR 5

Styles | Normal | Font | Size | **B** *I* U **S** x_2 x^p I_x | Source | Insert template

Waco ISD Parent/Guardian,

Attached to this email you will find your students individual progress report for this 6-week period. You may emails with reports from different teachers. For additional information or to view the entire progress report, Parent Self Serve (PSS) portal account at: <https://bit.ly/WacoPSS>. If you complete online registration, you will receive a Username and Password for the PSS portal. If you have not set up your PSS account, click on the Register option under the Account menu to set up your account.

Body of email:

7. Choose the appropriate Individual Progress Report from the list and select the Send option.

Attachment file: * No file chosen

Select report to include: ★ No Report Individual Progress Report (Elementary) Individual Progress Report (Secondary)

****Note****

- **Elementary IPR** will pull for all courses associated with the teacher. If a teacher is self contained, only one set of emails will need to be sent.
- **Elementary IPR** for teachers with subject specific schedules will have to be sent for each section.
- **Secondary IPR** will have to be sent for each teacher and each section they teach.

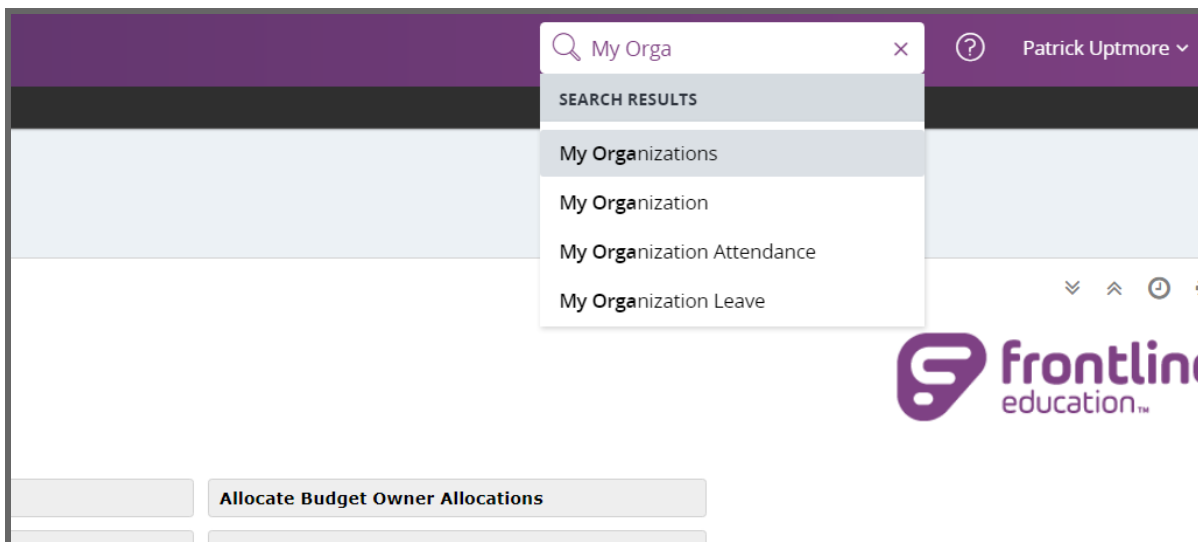
Waco ISD Contract Renewal Guide

Instructional Video | <https://youtu.be/Ndb4s8smBB4>

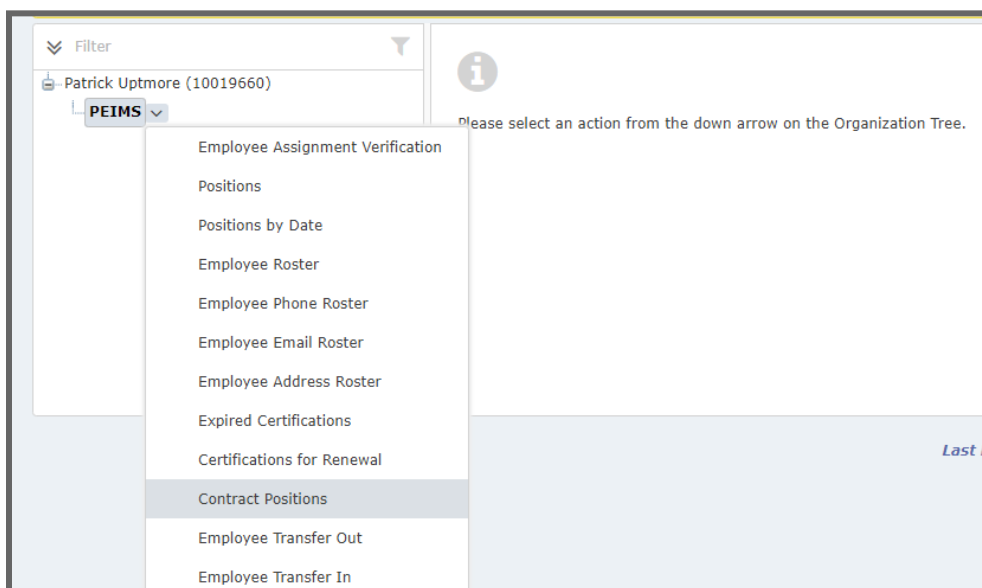
The contract renewal window will be opened from March 29, 2021 - April 16, 2021. All contracts will need to be reviewed for accuracy and marked as Renew, Non-Renew, or Hold. The first round of professional contracts will be presented at the Board meeting on April 22, 2021, followed by the creation of eSignature contracts pushed to the Employee Service Center for employee approval.

Renewing Contract Positions

1. Access the **My Organization** entry point. (use the search bar to find My Organization)



2. Click on the drop-down next to your organization name and select the '**Contract Positions**' option.



3. Scroll to the bottom of the window and select the '**Contract Renewal**' option.

+	4075	Filled	100.0	10457636	Banuelos	Stephanie	Bells Hill Elementary
+	1811	Filled	100.0	10536865	Beam	Emily	Bells Hill Elementary
+	1840	Filled	100.0	10301633	Beam	Michelle	Bells Hill Elementary
+	4340	Filled	100.0	21072842	Billedo	Alejandra	Bells Hill Elementary
+	1844	Filled	100.0	10022284	Caballero	Eunice	Bells Hill Elementary
+	1862	Filled	100.0	10301916	Chase	Ashley	Bells Hill Elementary
+	1812	Filled	100.0	10374290	Clark	Mary Katheryn	Bells Hill Elementary
+	1835	Filled	100.0	21026296	Cuellar Ioredo	Rebeca	Bells Hill Elementary
+	1815	Filled	100.0	10252693	Davis	Kallie	Bells Hill Elementary
+	1852	Filled	100.0	10022549	Degraff	Deborah	Bells Hill Elementary
+	1853	Filled	100.0	10380079	Eubanks	Kathleen	Bells Hill Elementary
+	4348	Filled	100.0	10462918	Fajardo Garcia	Anna	Bells Hill Elementary
+	4346	Filled	100.0	10217683	Gallardo	Diana	Bells Hill Elementary
+	4122	Filled	100.0	21025756	Gallegos	Clarisa	Bells Hill Elementary
+	5631	Filled	100.0	10139216	Gallegos	Cynthia	Bells Hill Elementary

View Contracts
Contract Renewal

4. Verify that the **Next Contract Name** column for each employee is showing the correct contract for the upcoming year. If there are any corrections needed, please contact the HR Department. For each employee, check the appropriate box for **Renew**, **Non-Renew/Termination**, or **Hold**.

Contract Renewal

Unprocessed: 0 Renew: 78 Non-Renew: 0 Hold: 0

Result Page: 1 | 2 | 3 || Results 1-30 of 78 || Sort Sorted by:

Current Contract Name	Next Contract Name	Employee	ID	Renew	Non-Renew / Termination	Hold	Current Year	Reason
Letter of Assurance	Letter of Assurance	Aguilar, Margarita	10380140	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Letter of Assurance	Letter of Assurance	Anderson, Tina Janice	10377978	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Letter of Assurance	Letter of Assurance	Austin, Bethany Corleen	10335710	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Administrator Probationary Co	Administrator Probationary Co	Baney, Anthony David	10462803	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Letter of Assurance	Letter of Assurance	Banuelos, Stephanie	10457636	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Probationary Contract Yr 1	Probationary Contract Yr 2	Beam, Emily Anne	10536865	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Probationary Contract Yr 4 to	Probationary Contract Yr 5 to	Beam, Michelle	10301633	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Letter of Assurance	Letter of Assurance	Billedo, Alejandra Angelica	21072842	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Professional Term Contract to	Professional Term Contract to	Caballero, Eunice	10022284	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Probationary Contract Yr 3	Probationary Contract Yr 5	Chase, (Dusti) Ashley	10301916	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	

5. If **Non-Renew/Termination** or **Hold** are selected, click on the Reason column to the right to select the best descriptor.

ID	Renew	Non-Renew / Termination	Hold	Current Year	Reason
10380140	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0 of 1	Default Hold Reason
10377978	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	Default Hold Reason
10335710	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
10462803	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
10457636	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	

6. Once all employees have been marked, scroll to the bottom of the window and select the '**Verify Status**' option

Professional Term Contract to	Professional Term Contract to	Gonzalez, Aldo	10019697	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 of 1	
Letter of Assurance	Letter of Assurance	Guerrero, Laura	21018523	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Letter of Assurance	Letter of Assurance	Guerrero, Sandra L	10014371	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Probationary Contract Yr 2	Probationary Contract Yr 3	Hamilton, Katelyn Kelsy	10121021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Probationary Contract Yr 2	Probationary Contract Yr 3	Hanna, Mary Kate	10122472	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Probationary Contract Yr 2	Probationary Contract Yr 4	Hardesty, Marianne Louise	10380268	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Professional Term Contract to	Professional Term Contract to	Hernandez, Iris M	10021793	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 of 1	
Probationary Contract Yr 1	Probationary Contract Yr 2	Higgins, Allison R	10304437	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	

<

[Return to Positions](#) [Verify Status](#) [View Details](#)

7. If you have any additional questions, please contact the HR Department for additional support.