

DRAFT 7.14.23



# FUTURE READY

2023-2024



## Beaumont ISD Student Attendance Accounting Procedures

# Beaumont ISD Student Attendance Accounting Procedures

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## About Beaumont ISD

### Motto

Preparing Our Next Generation

### Vision

In collaboration with the entire community, we will create an inclusive environment of academic excellence that supports the diverse needs of all learners.

### Mission

We will inspire and prepare all students for lifelong success by providing an exemplary education in a safe learning environment.

### Core Beliefs

1. **All children can and will learn.** Beaumont ISD will prioritize effective, engaging instruction aligned with a challenging curriculum for all students.
2. **We can achieve higher levels of performance within every facet of our organization.** Beaumont ISD will promote high expectations for all students and staff members, clearly defined district goals and strategically aligned resources.
3. **Every classroom should have an effective teacher and every school should have an effective principal.** Beaumont ISD will recruit, develop and retain highly effective teachers and administrators.
4. **All school and work environments should be safe, secure and supportive.** Beaumont ISD will ensure that learning and work environments are safe, secure and supportive in order for all students and staff to achieve high levels of performance.
5. **In order to prepare our next generation to become responsible citizens, we should work collaboratively with our families and community partners.** BISD will actively collaborate with families and community partners to maximize opportunities for the success of our students.
6. **We should be fiscally responsible and accountable to the public.** BISD will implement financial procedures and internal controls to ensure fiscal responsibility.



# **Beaumont ISD Student Attendance Accounting Procedures**

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## **Board Outcome Goals**

1. The percent of 3<sup>rd</sup> grade students that score meets grade level or above on STAAR Reading will increase from 16% to 55% by June 2025.
2. The percent of 3<sup>rd</sup> grade students that score meets grade level or above on STAAR Math will increase from 11% to 50% by June 2025.
3. The percentage of graduates that meet the criteria for CCMR will increase from 36.6% to 60% by August 2025.
4. Beaumont ISD will improve its perception in the community as indicated on an annual net promoter survey score.
5. Beaumont ISD will increase the percentage of students in “A or B” rated schools from 34% to 50% by August 2025.

Improved student attendance and data accuracy are key elements in the district’s quest to achieve these board outcome goals. Statistics show students who attend school regularly achieve at higher levels than students who do not have regular attendance. In addition, data accuracy is vitally important as it sets the stage for effective decision-making to drive student performance. This publication seeks to address both of these factors in the district’s quest to achieve the aforementioned objectives and the overall success of our students.

# Beaumont ISD Student Attendance Accounting Procedures

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## Introduction to Attendance Accounting

Attendance accounting is the method by which school districts track the attendance and absences of students. Tracking student attendance serves very important functions for Texas public schools, including:

1. it enables the district and state to verify compliance with **compulsory school attendance** laws,
2. it is used as a determining factor in the **award of credit or final grade** for coursework, (90% Rule);
3. the University Interscholastic League uses attendance information on average daily membership when **UIL classifications** are reconfigured, and
4. the primary, and perhaps most important purpose, is to allocate **state funding** (*foundation school program – FSP*) to districts based on the average daily attendance (ADA) of its eligible students.

## Compulsory Attendance

Tracking student attendance serves to monitor compliance with the compulsory attendance laws and any necessary actions required by the school for the enforcement of compulsory attendance. According to state law (TEC 25.085), a student who is at least 6 years of age as of September 1 of the applicable school year is required to attend public school until the student's 19<sup>th</sup> birthday, unless the student is exempt under other state law (TEC 25.086). This state law also applies to students below the age for compulsory attendance during any period that the student is voluntarily enrolled in prekindergarten or kindergarten. Likewise, a student who voluntarily enrolls or attends school after the student's 19<sup>th</sup> birthday is required to attend each school day for the entire period the program of instruction for which the student is enrolled is offered.

## Truancy Defined

- A child engages in truant conduct if the child is required to attend school under the TEC, §25.085, and fails to attend school on 10 or more days or parts of days within a six-month period in the same school year. School districts must adopt truancy prevention measures designed to address student conduct related to truancy before the student engages in truant conduct, and the district must minimize the need for referrals to truancy court for absences in accordance with the TEC, §25.0915.

## Exceptions for Court Referral

Note: Students documented as 1. homeless, 2. in state foster care, 3. pregnant, 4. the primary wage earner for the family, or 5. an absence resulting from a serious or life-threatening illness or related treatment that makes the student's attendance infeasible, if the student or the student's parent or guardian provides a certification from a qualified physician specifying the student's illness and the anticipated period of the student's absence relating to the illness or related treatment **may not** be referred to court. However, these categories of students are not exempt from compulsory attendance truancy prevention measures.

# Beaumont ISD Student Attendance Accounting Procedures



## TRUANCY

### HB 1212 Effective for the 2023-2024 School Year

Prohibits school districts from requiring documentation from a clergy member or religious leader to excuse a student from attending school to observe a religious holy day; requires school districts to accept a parent note to excuse an absence for the purposes of observing a religious holy day.

### HB 3917 Effective 9/1/2023

Requires the dismissal of a charge for a parent contributing to nonattendance if the parent completes the terms of an agreement between the parent and the school district within 30 days, or longer if agreed to by the school district; allows school districts and parents against whom a charge of contributing to nonattendance has been filed to enter into an agreement requiring the parent to complete a program designated by the school district; allows the TEA to adopt rules including making standardized agreement forms available to school districts, recommending state and local counseling training or other program options a district may require, and requiring relevant programs, resources, and materials to be made available through regional ESCs.

## Attendance for Credit (90% Rule)

State law (TEC 25.092 and 11.158) contains a provision of law commonly referred to as the “90 percent rule,” which applies to any student in grade level K through grade 12. Generally, to receive credit of the award of a final grade for a class, a student must be in attendance for at least 90 percent of the days the class is offered, even if some or all of the absences are deemed excused. A student who is in attendance for at least 75 percent, but less than 90 percent, of the days is offered may be given credit or a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements of the class. Students whose attendance falls below 75 percent are required

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to petition for the award of credit or a final grade from the campus attendance review committee. There are some exceptions to the 90% Rule based on provisions of law and documented extenuating circumstances

## Attendance and State Funding

The state of Texas provides funding to districts based on the average daily attendance (ADA) of students. This funding \$\$\$ is used to provide instructional resources, transportation, salaries, and other education benefits and is inherently dependent on accurately reporting student attendance in order to generate such revenue. Incomplete or inaccurate data will result in attendance not being allowed and therefore increase the risk of loss of funding. For Beaumont ISD to receive the maximum amount of funding for all its students, **ALL** district personnel must be aware of their individual responsibilities and must work together to ensure accurate attendance reporting and compliance with the requirements of the state's attendance accounting standards.

## Texas Penal Code, Title 8, Chapter 39.03

### **In accordance with 19 TAC 129.21(a) and Board Policy, FEB Legal/Local**

*"The District shall maintain records to reflect the average daily attendance (ADA), as required by the Commissioner of Education for the allocation of Foundation School Program (FSP) funds and other funds allocated by the Texas Education Agency (TEA). The Superintendent, principals, and teachers are responsible to the Board and the state to maintain accurate, current attendance records.*

***An offense under this section is a Class A misdemeanor, except the penalty for intentionally or knowingly tampering and submitting false PEIMS (attendance) data is a third-degree felony.***

# Beaumont ISD Student Attendance Accounting Procedures

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## Attendance Accounting Standards and Guidelines

### Data Integrity

Data integrity is of the utmost importance at all levels of the Beaumont Independent School District. All Student Data — demographics, membership (entries and withdrawals), absences, program eligibility, discipline, grades, etc., must be on file. The data about each student that is reported to PEIMS must be first posted to the TEAMS Student Information System (SIS). Missing or inaccurate data may result in PEIMS reporting errors and the student may not be counted for funding or special program enrollment, resulting in a loss of funds. In the ADA system alone, if ten students are not counted for funding purposes, the district loses significant funding. This does not include funds for special program enrollment, which would also be lost.

### Impact of Inaccurate Computer Data

- Financial - loss of state funds,
- Accreditation status,
- Compliance reprimand, etc

## TEA Student Attendance Accounting Handbook

In order to receive funding, all public school districts and open-enrollment charter schools in Texas are required to submit student attendance data through the Public Education Information Management System (PEIMS). The *TEA Student Attendance Accounting Handbook (SAAH)* supports that requirement and establishes the related student attendance accounting standards.

*Per 19 TAC 129.023-.1025, Districts shall use the student attendance accounting standards established by the Commissioner to maintain records and make reports on student attendance and student participation in special programs. The official standards are described in TEA's Student Attendance Accounting Handbook.*

The *TEA Student Attendance Accounting Handbook (SAAH)*, published annually by the Texas Education Agency, describes the attendance accounting rules school districts must follow in order to generate and receive state funding. It has the **force of law** as it is adopted by reference in the Texas Administrative Code. The handbook is for ALL school district personnel involved in the student attendance accounting process. **However, no school district official has the authority, either implied or actual, to change or alter any rules, regulations or reporting requirements specified in the handbook.**

A link to access the *TEA SAAH* is maintained annually on the district's website and can also be accessed directly from the TEA website: [www.tea.state.tx.us](http://www.tea.state.tx.us)

# Beaumont ISD Student Attendance Accounting Procedures

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## Local Attendance Procedures Mandate

Every public school district in Texas is also required to establish and maintain a local attendance procedures manual to outline the accurate taking, recording and reporting of attendance data, and the district's attendance accounting system, including:

1. How and when teachers are to take official attendance,
2. How attendance is entered into the attendance accounting system,
3. Which position(s) is/are responsible for the coding of special programs (such as career and technical, special education, Pregnancy Related Services, etc.),
4. How changes to special programs are to be documented,
5. How student membership is to be reconciled between the teacher rosters and the attendance accounting database,
6. How your district will maintain attendance accounting records (including computerized records, period absence slips, and official calendar after the completion of the school year,
7. What backup systems are in place to protect the attendance accounting records, and
8. The position(s) responsible for the maintenance and security of the attendance accounting records.

## BISD Local Attendance Procedures Manual

Although limited by the complicated nature of attendance accounting, this local procedure manual is compiled to meet the requirements of state law and provide guidance on the attendance accounting process at Beaumont ISD. Please note, this publication is not designed to change or alter any rules, regulations or reporting requirements as established in law or board policy. Further, it is not designed as a shortcut or exception to reading and adhering to the full contents of the *TEA Student Attendance Accounting Handbook*, *TSDS PEIMS Data Standards*, *Texas Education Code* or *applicable laws*. Excerpts from state law, board policy, PEIMS and the *TEA SAAH* are contained throughout this procedures manual.

An electronic copy is available to staff for print or easy reference via the Staff Portal.

**Note: This local manual is updated/published annually and generally within 45 days of the summer release of the *TEA SAAH and PEIMS Data Standards*. However, all procedures contained herein shall be superseded thereafter on the effective date of any change in law, board policy and the *TEA SAAH*. Following the methodology of TEA, any required changes after annual publication will be documented in change addendums posted to the Staff Portal > Document Center > Attendance Accounting Library. Notifications of such changes shall be communicated to staff via emails, newsletters, meetings and/or methods.**

# **Beaumont ISD Student Attendance Accounting Procedures**

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## **Attendance Accounting Resources**

In addition to the TEA SAAH and the local procedures manual, the following resources provide additional guidelines and standards for student attendance accounting:

- TSDS PEIMS Data Standards
- Beaumont ISD Board Policy
- Beaumont ISD Student Handbook & Code of Conduct
- Staff Portal

## **Student Services Department Contacts**

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|   |  |           |
|---|--|-----------|
| <b>Senecia Saveat</b><br><a href="mailto:shelm@bmtisd.com">shelm@bmtisd.com</a>     | Director of Student Services<br>Foster Care & McKinney-Vento Liaison | Ext. 5050 |
| <b>April Walker</b><br><a href="mailto:awalke1@bmtisd.com">awalke1@bmtisd.com</a>   | PEIMS Supervisor   | Ext. 5148 |
| <b>Leona Moore</b><br><a href="mailto:lmoore@bmtisd.com">lmoore@bmtisd.com</a>      | Student Data Systems Coordinator                                     | Ext. 5089 |
| <b>Brenda Nelson</b><br><a href="mailto:bnelson@bmtisd.com">bnelson@bmtisd.com</a>  | Student Services Specialist  | Ext. 5109 |
| <b>Kela Prudhomme</b><br><a href="mailto:kprudho@bmtisd.com">kprudho@bmtisd.com</a> | Truancy Prevention & Outreach Coordinator                            | Ext. 5108 |
| <b>Shona Fontenot</b><br><a href="mailto:sfonten@bmtisd.com">sfonten@bmtisd.com</a> | Attendance Officer   | Ext. 5106 |
| <b>Linda Davis</b><br><a href="mailto:ldavis@bmtisd.com">ldavis@bmtisd.com</a>      | Student Records Clerk  | Ext. 5107 |
| <b>TEAMS Support</b>  | <a href="mailto:teams@bmtisd.com">teams@bmtisd.com</a>               |           |
| <b>Dept. Fax Number</b>   | Ext. 5194  |           |

# Beaumont ISD Student Attendance Accounting Procedures

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## BISD Attendance Accounting System

According to state law<sup>1</sup>, 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. TEA does not formally approve or certify attendance accounting systems of any organization, public or private, that is in the business of providing services to Texas public schools. However, the agency cautions district to be sure that all software systems, meet the requirements for attendance accounting describe in the *TEA SAAH*.

**Frontline TEAMS is the automated attendance accounting system for the Beaumont ISD at the time of publication of this manual.**

## Accessing the Attendance Accounting Software System

**Access to the TEAMS software is password protected and primarily assigned through role-based access controls. Confidential user credentials are required to gain access to the system. Students are not allowed to access the TEAMS attendance accounting software at any time.**

### Access Controls

The Human Resources Department, in partnership with the Information Technology Department, Business Office and the Student Services Department, creates various roles for various job functions within the district. The permissions to perform certain attendance accounting operations in TEAMS are assigned to the specific roles. When staff (*or other system users*) are assigned to these particular roles in the software they then acquire the computer permissions to perform particular computer-system functions. As an additional security measure, various levels of access to system information and functions are available within each of the roles, including providing selected access to menus, applications and reports; view only permissions, full read/write access, or a combination of both levels depending on educational authorization.

Any additional access to TEAMS student applications that fall outside a user's predefined security role must be authorized in writing by an administrator and approved by the Student Services Department. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system, and shall agree to maintain confidentiality and monitor proper use to comply with legal regulations and local policies and guidelines.

### Computer Security

The Information Technology Department works with the TEAMS software vendor to ensure all state requirements for security of the automated and virtually paperless attendance system are met and adhered to at all times, including:

- Requirement that teachers/authorized staff log on to the system using distinct user names and secret passwords. ***These credentials must not be shared with others.***

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<sup>1</sup> Texas Education Code (TEC), §42.006(b)



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- Timing out (automatic shutoff) if the program has not had any activity, in a short time.  
***Current time-out setting: After 3 minutes of non-activity.***
- The ability to report the date, time and identity of the teacher/staff entering attendance data.  
***A local report can be generated from the software to obtain this information.***
- The ability to report the date, time, and identity of the individual making changes to attendance data. ***A report is provided by the software vendor upon request to obtain this information.***

## Data Backup and Disaster Recovery

The information in the TEAMS SIS is supported by Frontline Technology Systems, Inc. in Austin, Texas. A backup of all TEAMS data is performed on a nightly basis through the Information Technology Department.

In case of system malfunction, sabotage or a disaster, the IT Department has established protocols with Frontline for the electronic storage and recovery of information separate and apart from the district's servers.

Further, the Student Services Department generates an electronic copy of the required TEA attendance reports for all campuses for each six weeks cycle as well as annually upon final submission/validation of PEIMS Summer Data. These electronic reports are stored in a folder on the district's network drive for audit purposes in the event the system is unavailable.

## User Reference Guides

Specific TEAMS user reference guides that provide step-by-step instructions for data entry/processing in the automated system are maintained and available for electronic access by authorized district personnel on the Staff Portal and in the software's learning library center.

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## TEA Attendance Audit Requirements

The district must maintain records to prove attendance and funding eligibility in accordance with guidelines in the *TEA SAAH, Section II*. Such records must be provided to the TEA Financial Audits Division **within 20 working days** upon request. Attendance will be considered undocumented if documentation of attendance is either missing or so inadequate that a **reasonable person** could not conclude from the documentation that the attendance it is intended to support actually occurred.

If attendance is undocumented at the days of attendance level, any special program attendance based on those days of attendance also will be considered undocumented. **Failure to provide the required attendance records will result in the TEA's retaining 100% of the district's FSP funding for the undocumented attendance for the time period for which documentation was missing or inadequate.**

*SAAH Example:*

*If the documentation provided to support a particular campus' daily attendance for a semester consisted only of period of absence slips for certain students and no documentation was provided showing the names of students present for classes each day, the TEA would adjust the district's FSP allotment to withhold 100% of the funding for all students at that campus for the semester.*

## Required Attendance Documents

The student attendance data asked for in an audit must be organized into three distinct data sets for each six-week reporting period:

1. Student Detail Reports
2. Campus Summary Reports
3. District Summary Reports

The **Student Detail Report** provides a detailed view of the individual attendance record of each student in membership at the campus, by grade-level for the six week reporting period. It includes the demographic information, ADA eligibility codes, entry and withdrawal dates, dates of absences, regular attendance, special program attendance, etc.

The **Campus Summary Report**, locally named the Principal's report, summarizes student attendance for the entire campus by six-week reporting period based on coding information in TEAM for both regular attendance and attendance in special programs.

The **District Summary Report**, locally named the Superintendent's report, summarizes student attendance data for the entire district by six-week reporting period based on coding information in TEAMS for both regular student attendance and attendance in special programs.

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For a particular campus, data totals for all Student Detail Reports must add up to the respective totals on the Campus Summary Report. Likewise, data totals for all Campus Summary Reports must add up to the respective totals on the District Summary Report.

## Additional Required Documentation

- Reconciliation of Teacher's Roster for the 1<sup>st</sup> and 4<sup>th</sup> Six Weeks Reporting periods. The reconciliation is to verify that students are reported on attendance records and that "no show" students have been purged from the attendance accounting system. The district PEIMS coordinator and his or her supervisor must certify the reconciliation documentation.
- A complete listing of additional documentation required in the event of an audit is listed in the *TEA SAAH*, Section 2.3.5

## Campus TEA Attendance Audit Binder

To ensure quick access to TEA required reports and Oaths and Affidavits, each campus shall establish and maintain a TEA Attendance Audit Binder in the school attendance office each school year in accordance with local procedures.

## Security and Storage of Attendance Records

**TEA requires all attendance records for the entire school year be retained and maintained in a secure environment for a period of 5 years from the completion of the school year**, unless specified differently by the agency. These records must be readily available for audit by the School Financial Audits Division of TEA. Auditors have the authority to examine attendance records for any year the district is required to retain records. Incomplete or inaccurate data will result in attendance not being allowed, resulting in a loss of funding and other possible sanctions.

TEAMS is virtually entirely functional without the use of paper documents. However, some paper documentation, such as doctor's notes supporting a student's excused absence, notes from school officials supporting student's whereabouts on campus at the official attendance time, teacher attendance corrections forms, substitute class rosters, period absence slips and other paperwork, as listed in Section 2 of the *TEA SAAH*, is required and must be maintained on file for audit purposes.

The district's **superintendent of schools** is ultimately responsible for the accuracy and safekeeping of all attendance records and reports. In BISD, the superintendent has designated **campus principals** with the responsibility to ensure all properly certified attendance records/reports for the school year are accurate, filed and properly stored on the respective school campuses for the prescribed audit retention period in accordance with TEA guidelines and local regulations.

BISD's local protocol for storing attendance records is as follows:

- Each campus principal is responsible for ensuring a secure space is provided at the campus to retain all required documentation and reports for the required retention period.

## Beaumont ISD Student Attendance Accounting Procedures

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- After final attendance data is verified, all required paper attendance records and reports shall be boxed at the end of each school year by the PEIMS Clerk in accordance with a checklist provided by the Student Services Department. The clerk shall appropriately label the box to outline the audit retention period and date for which records are set for disposal.
- An electronic copy of all required TEA campus audit reports shall be stored on the campus' network drive, Google Shared Folder and/or on an external storage medium and filed in the audit box. **[Note: The Information Technology Department has the ability to access a campus' network drive and retrieve the reports in the event campus staff persons are on break from their duty].**
- The Six Weeks Oath and Affidavit Verification Forms, which have been signed and dated by attendance personnel and the campus principal indicating all reports have been verified for reasonableness, completeness, and accuracy, will also be stored in the appropriate attendance audit binder/box.
- The clerk and principal will sign, date and submit the *PEIMS Attendance Audit Documentation Information Form* to Student Services at the year-end checkout to identify the quantity of audit boxes and the exact location of the storage of the boxes on the campus in event records are requested while campus personnel are on break from duty.

The Student Services Department will also generate electronic copies of the final campus and district attendance reports and save to a file on the district's server and/or to web-based storage or other storage medium for audit retention purposes.

# Beaumont ISD Student Attendance Accounting Procedures

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## Attendance Accounting Roles and Responsibilities

In accordance with 19 TAC 129.21(a) superintendents, principals and teachers are responsible to their school board and to the state for maintaining accurate and current attendance records, regardless of the attendance accounting system in use.

Attendance accounting requires a strong collaborative effort among central office, administrators, teachers, counselors, special program staff, support staff, Technology Department, Student services, Human Resources, Business Office and other district personnel. Working as a team to ensure the accuracy and completeness of attendance assists in ensuring the district can maximize funding necessary to support student success. Due to the often-changing dynamics associated with staff turnover, for the purposes of this manual, only personnel positions are identified in lieu of staff names as it pertains to attendance accounting roles and responsibilities.

### The Role of the Superintendent

Ultimate responsibility for the accuracy and completeness of all attendance records rests with the superintendent of the school district.

Section III, General Attendance Requirements, of the SAAH defines the role and responsibility in this manner: *The **Superintendent** is ultimately responsible for the accuracy and safekeeping of all attendance records and reports. These records must be available for audit by the School Financial Audits Division of TEA. The superintendent affirms that he or she has taken measures to verify the accuracy and authenticity of the attendance data by signing the District Summary Report. Important: If TEA detects errors during an audit, the agency will either assess and adjustment to subsequent allocations of state funds or will require the district to refund the total amount of the adjustment when the audit is finalized.*

#### General Responsibilities of the Superintendent

- Oversee the district-wide attendance accounting data collection, recording and reporting
- Implement systems that support strong student attendance accounting procedures.
- Check or cause to be checked the accuracy of the data on District Summary Reports.
- Sign and date the District Summary Reports to verify the accuracy of the data.
- Approve and submit the attendance accounting data through PEIMS.
- Ensure the safekeeping of all attendance records and reports for audit purposes.

### The Role of the Campus Principal

The campus principal/administrator must ensure systems, processes and internal controls are in place for proper and timely attendance reporting from all staff. This principal is further committed to ensuring all attendance data is accurate and complete by regularly reviewing, attesting and approving the attendance data.

# Beaumont ISD Student Attendance Accounting Procedures

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According to Section III, General Attendance Requirements, of the *TEA SAAH*: The **Principal** of each campus is responsible for reviewing his or her respective Campus Summary Reports for completeness and accuracy. Reports from the TEA, which reflect PEIMS data, should be compared to locally produced reports for reasonableness and accuracy. The Principal affirms that they have checked, or caused to be checked, the accuracy and authenticity of the attendance data by signing the Campus Summary Report.

*Important: The principal or superintendent affirms the propriety of student eligibility determinations, including determinations of student eligibility for particular educational programs, when he or she signs affidavits.*

## General Responsibilities of the Campus Principal:

- Monitor timely implementation of district/campus attendance procedures
- Designate campus responsibilities for attendance and special programs
- Oversee the campus-wide attendance accounting data collection, recording, and reporting
- Appoint and chair the Campus Attendance Committee
- Coordinate and approve Principal's Plans for credit restoration
- Work cooperatively with special program directors/coordinators in identifying students eligible for special programs
- Provide training or access to training for all campus attendance accounting personnel, including back-ups to support the attendance process during any temporary absence of the PEIMS Clerk
- Review the Student Detail Reports and Campus Summary Reports each six weeks for inconsistencies and/or any data totals with exceptionally high/low values
- Sign and date all respective reports at the end of each six weeks and the year verifying student and campus data. The principal affirms that he/she has checked, or caused to be check, the accuracy and authenticity of the attendance data
- Ensure all attendance records are available for audit

## The Role of Classroom Teachers

Accurate attendance reporting begins with the classroom teachers. Campus administrators must stress and enforce with teachers the importance of taking attendance accurately and in a timely fashion. Failure to do so is permission to view attendance as a secondary and insignificant teaching duty.

Section III, General Attendance Requirements, of the *TEA SAAH* addresses teachers concerning their responsibility for this task: *The **teacher** who initially records an absence is responsible for the accuracy of the report and attests to the validity of the data with his or her signature –or, in the case of a paperless attendance accounting system, with his or her entry of those data using the teacher's logon with a distinct secret password. 19 TAC 129.21(a)*

## General Responsibilities of the Classroom Teachers:

- Establish and maintain a unique password for the automated attendance system - TEAMS.
- Ensure their security password is not shared with any other employee, student, etc.,

# Beaumont ISD Student Attendance Accounting Procedures

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- Generate a basic home room roster or roster for each period(secondary) at the beginning of each week to keep on file in the event of power/technical outage and/or to provide as a tool for a substitute teacher
- Take and post attendance at the campus' designated official ADA snapshot time each day (each class period for secondary schools).
- Ensure all attendance is promptly posted in TEAMS or submitted to the attendance office via a signed and dated manual paper roster within 15 minutes of the official designated attendance taking time
- Ensure students, classroom aides or other unauthorized personnel are not taking attendance or entering information into the TEAMS software
- Complete and submit an Attendance Verification/Correction Form in a timely manner to the Attendance Office upon discovery an attendance error.
- Verify, sign and date the Teacher Membership Reconciliation Roster at the end of the 1<sup>st</sup> and 4<sup>th</sup> six weeks reporting period and submit to the attendance office.
- Not accept students in class without proper scheduling documentation and not allow student scheduled into their class to "swap" classes without proper authorization/documentation from a school counselor.
- Communicate excessive absences to parents and the attendance office in a timely manner
- Ensure that opportunities are provided for all students to make up work for absences in accordance with the attendance policies.

## The Role of PEIMS Clerks/PEIMS Data Entry Staff

PEIMS Data Entry clerks play a pivotal role in the attendance accounting process serving as the frontline managers of attendance data and reports. Besides the classroom teacher, the PEIMS Clerk is usually the one who will first notice that a student has poor attendance or attendance discrepancies. They are charged with monitoring attendance submissions at the ADA collection time as well as other times of the day. The ADA snapshot time is the most critical from a funding perspective. However, accuracy in all other periods as applicable is also important in helping to verify compliance with compulsory attendance and the awarding of credit/final grade to students.

This function of PEIMS Clerks/data entry staff is outlined in Section III, General Attendance Requirements, of the *TEA SAAH* as follows: *The attendance personnel generating absence summaries and/or transcribing the absences or coding information into the accounting system are responsible for adhering to all laws and regulations pertaining to student attendance accounting. Each person entering data into the attendance accounting system must sign an affidavit attesting that the data he or she has entered are true and correct to the best of his or her knowledge. **In no case should attendance personnel be assigned the responsibility or assume responsibility of determining a student's coding information.***

## General Responsibilities of PEIMS Clerks/Data Entry

- Provide training to teachers and other campus staff on attendance accounting procedures.

## **Beaumont ISD Student Attendance Accounting Procedures**

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- Ensure daily attendance procedures are followed by teachers, informing principal of any teacher who is not adhering to the established attendance procedures.
- Post manual attendance for classroom/substitute teachers based on attendance recorded on a signed dated paper roster.
- Apply corrections to student attendance based on authorization and receipt of complete documentation. (excuse notes, homebound, juvenile detention, ISS, field trips, etc.,)
- Maintain orderly daily work folders and student attendance folder that contain all attendance reports and documentation to support all attendance data and coding as applicable.
- Run locally designated attendance reports to verify, reconcile, and balance daily, six-week cycle, semester and end-of-the year attendance and membership data. Verify accuracy of reports by signing the reports, having the principal to sign the reports and sending to the Student Services Department.
- Facilitate the 1<sup>st</sup> and 4<sup>th</sup> six weeks membership reconciliation process and maintain records on file for audit purposes. Verify the accuracy of the reconciliation by signing an affidavit, having the principal sign the affidavit and sending to the Student Services Department.
- Generate the Student Detail Report and Campus Summary Report on every six weeks. Verify the accuracy of the data totals by signing an affidavit, having the principal sign the affidavit and sending to the Student Services Department.
- Generate excessive absence reports to provide to principal/campus administrators to monitor compliance with compulsory attendance and attendance for credit.
- Print and mail attendance warning letters for students who have accumulated 3 absences and retain a copy on file
- Initiate the Attendance Intervention Form and work with campus administrators and the district Truancy/Attendance Officers to implement truancy prevention measures for truant students and.
- At the end of the year, after final attendance has been entered, process end of year attendance reports, assemble documents in end-of-year audit boxes for retention for audit purposes, and complete the end of year check out-procedure with Student Services.

### **The Role and Responsibilities of Special Program Directors/Coordinators**

- Assist the Campus Principal in identifying students eligible for special program and providing the coding information and documentation to the PEIMS Clerk/date entry clerk
- Ensure the PEIMS Clerk/data entry clerk is aware of any changes in a student's services and effective dates of such changes.
- Review appropriate special program data and totals for accuracy at the end of each six weeks.
- After reviewing/verifying special program data advise corrections and documentation to PEIMS Clerk/data entry clerk or approve acceptance of the data report by signing and dating the affirmation form and providing to Student Services.



# **Beaumont ISD Student Attendance Accounting Procedures**

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## **General Responsibilities of Other District/Campus Support Staff**

### **Assistant Principals**

- Communicate with and provide documentation to the PEIMS Clerk when a discipline assignment results in out-of-school suspension (OSS), in-school suspension (ISS) or assignment to the DAEP/JJAEP.
- Follow-up with teachers to ensure timely reporting of student attendance
- Monitor students with excessive absences by requesting an excessive absence report from the PEIMS Clerk.
- Assist with and provide management, implementation and follow-up of truancy prevention measures

### **Attendance Accounting Specialist**

- Serves as a primary point of contact for PEIMS Clerks/PEIMS data entry staff.
- Trains PEIMS Clerks/PEIMS data entry staff on attendance accounting functions.
- Performs site visits to review documents/reports re: school registration, enrollment and attendance data to ensure compliance
- Supports official attendance accounting in the absence of the campus PEIMS clerk
- Assist with compulsory attendance monitoring.

### **Counselors**

- Assign each new student a schedule.
- Verify completed schedule changes (The integrity of attendance rosters/records is compromised when scheduling changes are not maintained correctly and/or when incorrect dates are entered).
- Provide copy of previous schedule and new schedule to PEIMS Clerk and teachers that will be affected when schedule changes are made.
- Work with registrar to ensure student grades, course credit, etc., are properly monitored and maintained
- Determine and code special program data as assigned.
- Regularly review and verify the accuracy of special program information, assuring that to the best of their knowledge all information reported to TEA through the PEIMS system is correct.
- Supports truant students, students identified in state foster care, students identified as homeless, students who pregnant/parenting and more.

### **Data Quality Coordinator**

- Works closely with the Attendance Accounting Specialist, PEIMS Coordinator, and Director of Director of Student Services to ensure accuracy in data entry and reporting.
- Performs routine campus visits and compliance reviews to facilitate improved attendance accounting and PEIMS coding.
- Assist PEIMS Supervisor with processing/clearing PID errors and handle weekly PET submission to TEA.
- Generate various reports to monitor and track PEIMS coding.

# Beaumont ISD Student Attendance Accounting Procedures

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- Provides training and support related to PEIMS coding.

## Registrars

- Enter and withdraw students in TEAMS.
- Ensure that enrollment/withdrawal documentation is accurate and properly maintained for audit.
- Transfer student records in a timely process, ensuring special program records are distributed to the assigned staff person.
- Perform data entry for student grades, transcript records, etc. based on documentation.
- Assist with 1<sup>st</sup> & 4<sup>th</sup> six weeks membership reconciliation.
- Serve as backup to the PEIMS Clerk/PEIMS Data Entry.

## Truancy/Attendance Officer

- Monitor attendance of each student for compulsory attendance purposes.
- Provide assistance in explaining compulsory attendance laws to families/students.
- Supports campuses in implementing truancy prevention measures.
- Perform home visits/residency checks as applicable.
- Refer documentation to the district Truancy Coordinator for potentially filing court cases involving compulsory attendance violations as applicable.

## Student Data Systems Coordinator/Student Information Specialist:

- Support student registration and enrollment processes.
- Actively seek out documentation and publications that address rules, regulations, and reporting procedures for student attendance accounting and PEIMS,
- Create reference materials and provide ongoing training and support for student related functions of TEAMS,
- SDS ensure User Access to the TEAMS SIS is restricted to authorized data content,
- SDS serves as content specialist for course set up, student scheduling, grades, etc.
- SIS serves as content specialist for student records and TReX.
- Distribute documentation and publications related to student attendance to ensure federal, state and local requirements are met.
- Perform ongoing internal reviews of student attendance & PEIMS data to ensure accuracy and completeness.

## District PEIMS Supervisor/Coordinator

- Provide training or notify district/campus staff of training opportunities on the Student Attendance Accounting Handbook, PEIMS Data Standards and local attendance accounting procedures.
- Work cooperatively with campuses to ensure all required reports are generated, verified, and filed for audit purposes.
- Perform random reviews of attendance for data integrity.
- Process/clear PID errors and handle weekly PET submission to TEA.
- Generate extracts and edits of attendance accounting data for submission through PEIMS.
- Provide district summary reports and ADA reports to Chief Financial Officer and Superintendent for projections, budget planning and.

# Beaumont ISD Student Attendance Accounting Procedures

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- Verify and sign the 1<sup>st</sup> and 4<sup>th</sup> Six Weeks Campus Membership Reconciliation Affidavits and have his/her immediate supervisor to sign the reports and store for audit purposes.
- Submit to TEA the four mandated PEIMS collections fatal free and by the deadline and all CORE collections.

## **Director of Student Services/Chief Finance Officer**

- DSS ensures compliance with all federal and state standards for student non-instructional data
- DSS oversees student registration and enrollment processes to ensure compliance with federal, state and local board policies
- DSS monitors legal updates to ensure local updates with SIS and procedures are complete
- DSS provides periodic reports to administrators/principals re: enrollment, registration, ADA, discipline, PEIMS, etc.,
- CFO monitors the average daily attendance (ADA) rates throughout the year to adjust the FSP revenue estimates, as appropriate
- DSS/CFO serve as Superintendent's designee for verifying and approving data on the District Summary Reports.

# Beaumont ISD Student Attendance Accounting Procedures

## Enrollment Procedures and Requirements

As a public school system, the Beaumont Independent School District welcomes all students who meet applicable age, eligibility, bona fide residence, and health requirements. Student must meet immunization and residency requirements to enter school. All children, U.S. citizens and all non-U.S. citizens (whether documented or undocumented), who meet the established requirements are eligible to enroll. In most cases, paperwork and documentation is necessary to validate and expedite the enrollment of students in school. However, homeless students, children in foster care, dependents of active duty military personnel, students moving from another Texas school, and/or others may be provisionally admitted to school in the absence of certain documents.

**Note: Persons who knowingly falsify student enrollment information are in violation of the law and subject to prosecution.**

## Proof of Authority to Enroll

A child's parent, guardian or other person with legal control of the child under a court order are authorized to enroll a student in school. However, the Texas Education Agency Legal Services advises that "the absence of a parent, guardian, or other person with legal control of a child under a court order is not grounds for refusing admission to which a child is entitled under TEC 25.001." If a person other than the child's parent, guardian, or other person with legal control of the child under a court order attempts to enroll a student in school, trained school personnel should privately discuss the situation to better assist with supporting the child's enrollment.

The District uses the general guidelines to verify proof of authority to enroll and to record the name, address, and date of birth of the person enrolling the child as required by law. (TEC 25.002(f))

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| <p style="text-align: center;"><b>1</b></p> <p style="text-align: center;"><b>PARENT/LEGAL GUARDIAN<br/>PROVIDE PHOTO ID &amp;<br/>PROOF OF AUTHORITY TO ENROLL</b></p> | <p style="text-align: center;"><b>PHOTO ID</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Driver's License</li><li><input type="checkbox"/> State ID Card</li><li><input type="checkbox"/> Military ID</li><li><input type="checkbox"/> Passport</li><li><input type="checkbox"/> TX Election ID Card</li><li><input type="checkbox"/> Alien Registration Card</li></ul> | <p style="text-align: center;"><b>PROOF OF AUTHORITY TO ENROLL</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Birth Certificate of Student <i>(with parent name)</i></li><li><input type="checkbox"/> Child Custody Order/Other Legal Court Order</li><li><input type="checkbox"/> Foster Care/CPS Papers</li><li><input type="checkbox"/> Divorce Decree or Legal Separation Orders</li><li><input type="checkbox"/> Power of Attorney*<br/><i>(in accordance with board policy)</i></li></ul> |
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## Proof of Residency

When a student's entitlement to enroll in BISD is contingent on the residency of a person, examples of methods of verifying residency include requesting lease information or utility bill receipts or verifying public records to that the applicable residence is within the boundaries of the district. However, TEA advises 'residency' is not defined by an address on a driver's license, a signature on a lease, or the address on a utility bill. These are indicators that may expedite verifying residency, but the absence of such indicators is not conclusive that the applicable person is not a resident. Furthermore, the fact that a student is living in a household that is leased or owned by someone outside the student's immediate family may be an indicator that the student is homeless and entitled to admission under §25.001(b)(5).

# Beaumont ISD Student Attendance Accounting Procedures

The traditional, basic residence criteria are living in the district and having the present intention to remain there. See, Martinez v. Bynum, 461 U.S. 321, 330-333 (1983), Arredondo v. Brockett, 648 F.2d 425 (5th Cir. 1981).

Depending upon which enrollment eligibility reason is applicable, the residence of the student within a BISD's school's attendance zone must be verified in some way. Beaumont ISD uses the measures outlined in the table below to verify the residence of a student within a particular school's attendance zone. This ability to adopt guidelines should not be misinterpreted as the ability to redefine the legal concept of residency established by our state law.

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| <p><b>2</b></p> <p><b>PARENT/LEGAL GUARDIAN PROVIDE 2 PROOFS OF CURRENT RESIDENCE (ONE FROM EACH COLUMN)</b></p> <p><b>PRINTED WITH THE NAME AND ADDRESS OF THE PARENT/LEGAL GUARDIAN ENROLLING THE STUDENT</b></p> <p>ONE (1) original document from each column must be presented for bona fide address verification. Copies are not accepted.</p> <p>All original documents will be returned.</p> <p style="text-align: center;">Note:<br/>School District Officials May Conduct a Residency Verification Visit at Any Time!</p> | <p style="text-align: center;">COLUMN A (provide one original proof from below)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property Deed</li> <li><input type="checkbox"/> Current Mortgage Coupon, may redact financial info</li> <li><input type="checkbox"/> Closing/Escrow Papers, may redact financial info (dated within 45 days of enrollment)</li> <li><input type="checkbox"/> Signed/Printed Lease Agreement, may redact financial info (dated within 1 year of enrollment)</li> <li><input type="checkbox"/> Landlord Verification Form with proof of current rent payment (along with verification, tenant statement must be notarized most recent proof of payment within 30 days of enrollment must be provided)</li> <li><input type="checkbox"/> Letter from Approved Agency (for group &amp; foster home purposes only)</li> </ul> <p>♦ If parent/legal guardian is unable to establish residency due to lack of permanent housing or shared living arrangements, please contact the Student Services Department @ 409-617-5109 or 409-617-5107 to schedule an appointment for further assistance to determine eligibility for enrollment based on terms of:</p> <ul style="list-style-type: none"> <li>▪ A Shared Residency Affidavit ♦</li> <li>▪ McKinney-Vento Residency Questionnaire ♦</li> <li>▪ Other, ♦ as approved by Superintendent or Designee</li> </ul> | <p style="text-align: center;">COLUMN B (provide one original proof from below)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Utility Bill dated within 60 days of enrollment (NO COPIES OR DISCONNECT NOTICES ACCEPTED!) <ul style="list-style-type: none"> <li>▪ Gas</li> <li>▪ Electric</li> <li>▪ Water</li> <li>▪ Cable/Satellite</li> <li>▪ Telephone bill (landline only)</li> </ul> </li> <li><input type="checkbox"/> Current Motor Vehicle Registration (dated within 60 days of enrollment)</li> <li><input type="checkbox"/> W-2 Form, may redact financial info (dated within 1 year of enrollment)</li> <li><input type="checkbox"/> Property Tax Bill for BISD (dated within 1 year of enrollment)</li> <li><input type="checkbox"/> Official correspondence from city, county, state or federal agency dated within 60 days of enrollment, ie. TDHHS, TX Attny General, Social Security Admin, Court Document, etc.,</li> <li><input type="checkbox"/> Other, as approved by Superintendent or Designee</li> </ul> |
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## Legislative Update S.B. 1008:

SB 1008

Effective for the 2023-2024 School Year

Increases the time allowed for a parent who establishes residency with a military transfer order to provide the proof of residency to a school district from 10 days to 90 days after arrival.

# Beaumont ISD Student Attendance Accounting Procedures

## Proof of Student Age & Identity

According to state law (TEC 25.001), a student who is at least 5 years of age and less than 21 on Sept 1<sup>st</sup> of an applicable school year is entitled to admission to a school district. There are some exceptions to the 'age of 21 rule' for special education students.

A school must identify a student by the student's legal surname as it appears on the student's birth certificate or in a court order changing the student's name. TEC 25.0021. One of the following is considered acceptable proof of identification

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| <p><b>3</b></p> <p><b>PROOF OF STUDENT AGE &amp; IDENTITY</b></p> | <ul style="list-style-type: none"><li><input type="checkbox"/> Certified birth certificate, Military ID, Passport, School Records, or other legal document that establishes student identity</li><li><input type="checkbox"/> Original Social Security Card<br/><i>(if not provided, a State ID number will be assigned)</i></li></ul> |
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For a student who is under 11 years of age and is enrolling in your school for the first time, per the Texas Code of Criminal Procedures, Article 63.019, certain additional requirements related to documentation of identity and age apply. School personnel must notify the person enrolling the student that the person has up to 30 days from enrollment or up to 90 days for enrollment for a child not born in the United States, to provide a certified copy of the child's birth certificate. If the person is unable to produce a certified copy of the birth certificate, the person must produce, within the same time period, other acceptable proof of the child's identity and age and a signed note explaining why the person was unable to produce a certified copy of the birth certificate.

The district must keep a copy of the document used to verify a student's identity and age for as long as the document is administratively valuable to the document.

## Proof of Immunizations

TEC 38.001 requires students to be fully immunized against specific diseases in accordance with the Department of State Health Services (DSHS) Immunization Schedule described under 25 TAC 97.63. Provisional enrollment for 30 days may be allowed in certain circumstances as well as enrollment based on exemptions. The Attorney General has rendered an opinion (AGT Opinions GA-0178) that the DSHS has exclusive authority to regulate a child's provisional admission to school with respect to immunization status.

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| <p><b>4</b></p> <p><b>PROOF OF STUDENT IMMUNIZATION</b></p> | <ul style="list-style-type: none"><li><input type="checkbox"/> Current immunization record signed by physician, or</li><li><input type="checkbox"/> Certified immunization exemption records</li></ul> |
|---|--|

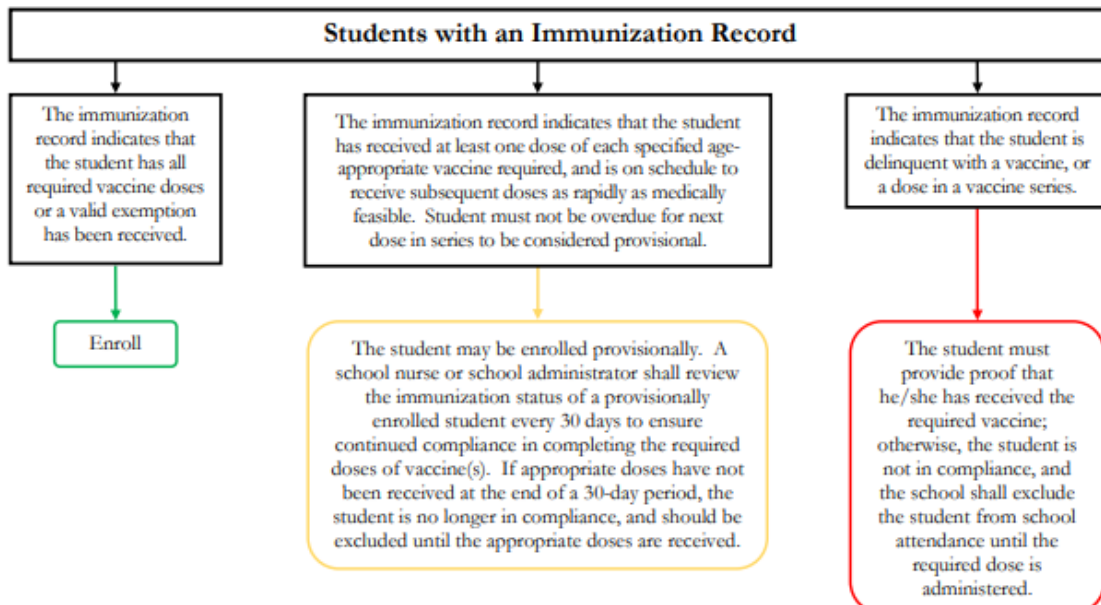
# Beaumont ISD Student Attendance Accounting Procedures

## Students with an Immunization Record

### Texas Department of State Health Services, Immunization Unit Provisional Enrollment for Students (Non-Higher Education; Non-Veterinary Students)

The following charts are intended to aid school nurses, office staff, private practitioners and the general public in understanding the eligibility of students enrolling in Texas schools in accordance with Title 25, Rules §97.66 and §97.69 of the Texas Administrative Code. Please consult §97.65 and §97.68 of the Texas Administrative Code for guidance on verification of immunity/history of illness and acceptable evidence of vaccination(s).

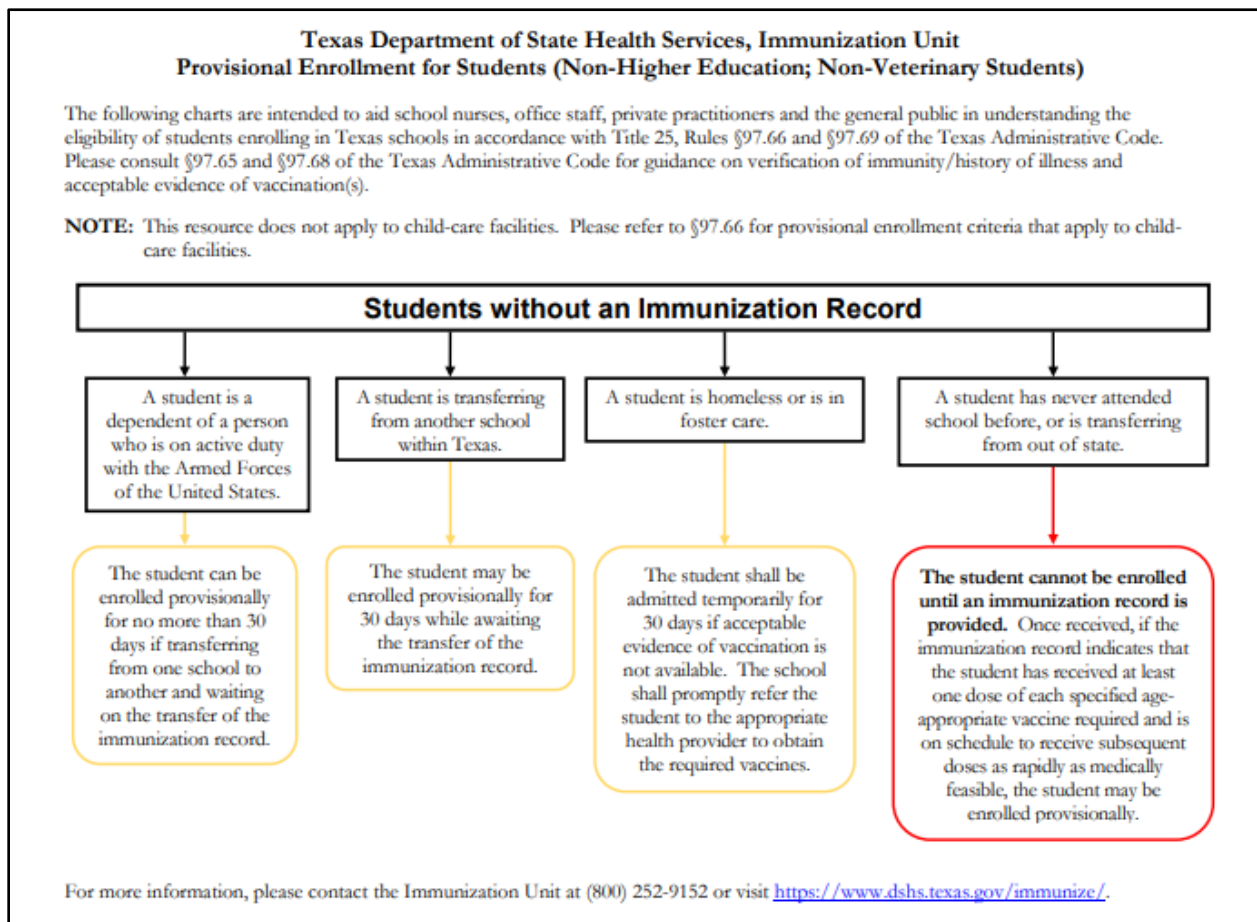
**NOTE:** This resource does not apply to child-care facilities. Please refer to §97.66 for provisional enrollment criteria that apply to child-care facilities.



For more information, please contact the Immunization Unit at (800) 252-9152 or visit <https://www.dshs.texas.gov/immunize/>.

# Beaumont ISD Student Attendance Accounting Procedures

## Students without an Immunization Record



### Exclusion from Compliance (Medical)(TEC 38.001)

To claim an exclusion for medical reasons, the student must present a statement signed by the child's physical (M.D. or D.O), duly registered and licensed to practice medicine in the United States, who has examined the child. Unless it is written in the statement that a lifelong condition exists, the exemption is valid for only one year from the date signed by the physician.

### Exclusion from Compliance (By Reasons of Conscience) (TEC 38.001)

In order to claim exclusion for reasons of conscience, including a religious belief, the parent must present a signed original affidavit that the parent has obtained from the DSHS. The affidavit will be valid for a two-year period. **Note: The child, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in time of emergency or epidemic declared by the commissioner of public health.**



# Beaumont ISD Student Attendance Accounting Procedures

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## Student Academic Records

Records from the school the student most recently attended are used to determine appropriate grade placement for the student and should be provided at the time of enrollment. Section 25.002(a)(2) of the TEC states that the parent has 30 days to produce a copy of the child's records from the school the child most recently attended if the child has been previously enrolled in Texas or another state.

The student's records should be requested in writing or through TReX electronically from the previous school. Since the enrollment of a student in another school constitutes parental approval, the parent/guardian's signature is not required on a records request to the previous school. State law requires that the previous TX public school records be sent within 10 days to the enrolling school requesting the records.

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| <p style="text-align: center;"><b>5</b></p> <p style="text-align: center;"><b>STUDENT ACADEMIC RECORDS</b></p> | <ul style="list-style-type: none"><li><input type="checkbox"/> Most recent report card/withdrawal forms from previous school <i>(if previously enrolled in school)</i></li><li><input type="checkbox"/> High school transcript <i>(if applicable)</i></li><li><input type="checkbox"/> Special Program records <i>(if applicable)</i></li></ul> |
|--|---|

# Beaumont ISD Student Attendance Accounting Procedures

## Grade Level Placement

A student, whose birthday has not occurred prior to the start of school, is eligible for enrollment for the entire school year as long as he or she will be the required age on or before September 1.

The following shows the age requirements students must meet to be eligible to enroll in the specific grade levels:

| HEADSTART (PRE-K3)   | PREK-4  | KINDERGARTEN*   | GRADE 1*   | GRADES 2-12*   |
|--|---|---|--|--|
| Student must be three (3) years old on or before Sept. 1 of the current school year AND meet all federal eligibility guidelines. | Student must be four (4) years old on or before Sept. 1 of the current school year AND meet all state eligibility guidelines. | Student must be five (5) years old on or before Sept. 1 of the current school year. | Student must be six (6) years old on or before Sept. 1 of the current school year. | Admission to grades 2 -12 is based on age, previous academic history, and the student's readiness to perform successfully at the assigned grade level. |

*\*In limited and specific circumstances, a student may be eligible for early or delayed entrance into a particular grade level.*

## Additional Information about Minimum Age Enrollment Requirements

A student who is age 5 on before Sept. 1<sup>st</sup> of the current school year is automatically eligible for the first grade for the full school term if the student has completed public school kindergarten or has been enrolled in a public school in another state before transferring to a Texas public school. The term “enrolled” means actually receiving instruction by attendance in a public school rather than being registered before receiving instruction.

A child of a military family who moves to your district from another state that is a member state of the Interstate Compact on Educational Opportunity for Military Children is entitled to continue **enrollment** at the same grade level, including kindergarten that he or she was enrolled in that other state regardless of the child's age. Also, a child of a military family who moves to your district from another state that is a member of the compact and who has satisfactorily completed the prerequisite grade level (including prekindergarten) in that other state is entitled to enroll in the next highest grade level, regardless of age. These children would meet minimum age eligibility requirements for generating ADA, provided applicable documentation is provided.

## Head Start

Beaumont ISD operates a Head Start program for students who are age 3 or 4 on or before September 1<sup>st</sup> of the current school year. Students who meet residency and age eligibility requirements for enrollment in the district, must also meet federal eligibility criteria for enrollment into the Head Start program. Due to federal funding restrictions, there are a certain number of spaces available for enrollment in the Head Start program. Parents/Guardians should be referred to the Bingman Head Start campus to obtain application information about admission into the Head Start program.

# Beaumont ISD Student Attendance Accounting Procedures

## PreKindergarten

Beaumont ISD offers full-day Prekindergarten at selected elementary campuses for students who are age 4 on or before September 1st of the current school year. Specifically, students of the appropriate age are eligible for the prekindergarten program if they meet residency requirements and one of the state-mandated criteria outlined in Section 7 of the TEA SAAH. In BISD, a PreK eligibility application is administered as a tool to assist in determining eligibility for the PreK program. Additional documentation may be required.

If the student qualifies for the program, the appropriate PK eligibility code is entered in TEAMS based on the supporting documentation.

Parent/Guardian Complete  
Front of Application

**BEAUMONT INDEPENDENT SCHOOL DISTRICT**  
**2016-2017 PREKINDERGARTEN (PK) ELIGIBILITY FORM**  
(THIS FORM DOES NOT GUARANTEE ADMISSION INTO THE BEAUMONT ISD PREKINDERGARTEN PROGRAM)

BLACK OR BLUE INK ONLY

---

**STUDENT'S INFORMATION**  
PLEASE PRINT CLEARLY

Campus:  Student ID#

Student's Name: First (Primer)  Middle (Segundo)  Last (Apellido)

Student's Social Security #:  State Assigned ID#

Date of Birth:  /  /  Place of Birth:  City/Ciudad

Gender:  Boy  Girl Ethnicity:

Primary Language Child Speaks:

Check the one (1) box that qualifies your student for the PK<sub>1</sub> program.  
*Por favor marque las casillas apropiadas*

**A.  LIMITED ENGLISH PROFICIENT/No hablar ni entender el idioma Inglés**  
 Is the student an English Language Learner? *¿Calificó el niño(a) como estudiante de idioma Inglés, ESL? An oral proficiency test will be administered if child does not speak English. Si no habla inglés (de le administrará un examen de idioma Inglés) el niño(a) debe calificar para el programa de OLP.*  
 Yes/Sí  No *Must complete English Language Proficiency Test/Debe completar la Prueba de Inglés*

**B.  ECONOMICALLY DISADVANTAGED/Desventajas Económicas**  
 Is your family receiving TANF for your child? *¿Está recibiendo TANF para su niño(a)?*  
 Yes/Sí  No *Must provide copy of TANF Letter/Comprobante de SNAP o TANF*

**C.  FOSTER CARE/Niños adoptados**  
 Is this a current or previous TEXAS FOSTER child?  
*¿Esta el estudiante en cuidado de crianza actual o anterior?*  
 Yes/Sí  No *Must provide copy of Foster Care Letter/Carta de Adopción*

**D.  MILITARY DEPENDENT/Estatus Militar**  
 Is this child a dependent of active duty MILITARY personnel?  
*¿Es este niño un dependiente tener un padre que está actualmente cumpliendo el servicio militar activo, o tener un padre que ha sido herido o muerto mientras estaba en servicio militar activo?*  
 Yes/Sí  No *Must provide proof of Military Status/Comprobante de Estatus Militar*

**E.  TEMPORARILY DISPLACED/Personas sin hogar**  
 Does your family lack a FIXED, REGULAR and ADEQUATE nighttime residence?  
*¿Carece su familia de una residencia fija, regular y adecuada por la noche?*  
 Yes/Sí  No *Must provide copy of approved Student Residency Form/Cuestionario de Residencia para Estudiantes*

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**PARENT/GUARDIAN INFORMATION**

Parent/Guardian Name:  Last (Apellido)

Date of Birth:  /  /  Gender:  Male  Female

Street Address:  Apt #:

City:  Zip Code:

Home Phone #:  Cell #:

I understand that information submitted on this application will be verified by school officials. If investigation determines that my child does not meet the eligibility guidelines, he/she will be unable to participate in the Beaumont ISD Prekindergarten Program. I certify that the information entered on this application is true and correct and that deliberate misrepresentation of the information may subject me to prosecution under applicable state and federal laws.

Tengo entendido que los funcionarios de la escuela podrán comprobar la información en esta aplicación y si la investigación determina que mi hijo no cumple con los requisitos de elegibilidad, él/ella no podrá participar en el programa de Prekindergarten de Beaumont ISD. Certifico que la información ingresada en esta aplicación es verdadera y correcta, y que la tergiversación deliberada de la información puede someterme a la persecución bajo las leyes estatales y federales aplicables.

Parent/Guardian Signature:

Date of Application:

**FINANCIAL INFORMATION**

ALL Proof of Income for ALL members of the household dated no earlier than 90 days prior to the date of application. Must provide copies of two (2) consecutive pay source documents (check stubs, W-2's & Annual Income Tax Forms accepted for Self-Employed only!!)

#  Total Number in Household/Numero total de miembros en hogar

\$  Total Household Income /Total Ingreso de los hogares

Circle how paid: Weekly, Every 2 weeks, Twice a Month, or Monthly

Circle como es pagado: Semanal, Cada 2 semanas, Dos veces al mes, o Mensual

TEA AUDITED MATERIAL: RETAIN ALL DOCUMENTATION IN STUDENT CUMULATIVE FOLDER

# Beaumont ISD Student Attendance Accounting Procedures

## TEA Notification - Parental Options for Student to Repeat Grades or Courses

|                    |  |
|--------------------|--|
| <b>Date:</b>       | July 15, 2021  |
| <b>Subject:</b>    | Parental Option for Students to Repeat Grades or Courses |
| <b>Category:</b>   | Student Promotion and Retention                          |
| <b>Next Steps:</b> | Communicate options to parents as soon as possible       |

The 87th Texas Legislature, Regular Session passed [Senate Bill \(SB\) 1697](#), which amends state law to allow parents and guardians to elect for a student to repeat a grade or retake a high school course, per Texas Education Code (TEC) §28.02124. The legislation, which went into effect on June 16, 2021, gives parents or guardians the right to opt for their child to –

1. repeat prekindergarten;
2. enroll in prekindergarten if the child was eligible to enroll in prekindergarten in the previous school year, under TEC, §29.153(b), and has not yet enrolled in kindergarten;
3. repeat kindergarten;
4. enroll in kindergarten if the child would have enrolled in kindergarten in the previous school year and has not yet enrolled in first grade\*; and
5. for grades one through three, repeat the grade the student was enrolled in the previous school year.

According to [January 2021 enrollment data](#), roughly 24,000 kindergarten-aged students did not enroll in kindergarten during the 2020-21 school year.

For the 2021-2022 school year only, parents or guardians have the right to opt for their child—

6. for grades four through eight, repeat the grade the student was enrolled in during the 2020-2021 school year; and
7. for courses taken for high school credit, repeat any course in which the student was enrolled during the 2020-2021 school year.

**District and campus administrators should share information regarding these options with all parents and guardians as soon as possible** so that they are able to make the best decisions for their children as they prepare for the coming school year. District and charter school staff should communicate this information through multiple channels to ensure all parents are aware of options for the coming school year. Information for parents related to these options is available on two TEA webpages at:

- <https://tea.texas.gov/repeatgrade>
- <https://tea.texas.gov/restartkinder>

Parents or guardians are required to notify the school district or charter school in writing if they elect for their child to retake a grade level or course. A school district or charter school may disagree with a parent who elects to have their child retake a grade level or course. If a district or charter school disagrees, the

# Beaumont ISD Student Attendance Accounting Procedures

district or charter school must convene a retention committee and meet with the parent or guardian to discuss the proposed retention. After the parent/ guardian has participated in the retention committee meeting, the **parent or guardian** will decide if the student will be retained. The district or charter school is required to abide by the parent's or guardian's decision.

District and charter school staff should consider designating specific staff members, as appropriate, to serve as points of contact for parents or guardians considering this option.

Answers to [frequently asked questions](#) are posted on the TEA website.

If you have additional questions regarding this correspondence, please contact the Curriculum Standards and Student Support Division at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

**TEA**  
Texas Education Agency

## FORMAL REQUEST TO REPEAT A GRADE

**PARENTS:** By submitting this form to your child's school, you officially request that the school retain your child at the previous grade level. This is a decision you as a parent have the right to make for the 2021-2022 school year. You must submit this form to your child's school either in person or via the email address the school provides for this specific purpose. If you send via email, ensure you receive confirmation that this form was received.

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Student DOB: \_\_\_\_\_

School District Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

Grade Student Completed in 2020-21: \_\_\_\_\_

---

Dear Admin: \_\_\_\_\_

This letter \_\_\_\_\_ request for my child, listed above, to repeat grade \_\_\_\_\_  
(insert grade \_\_\_\_\_ for your child to repeat).

Thank you.

Signed,

Parent Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Home Phone Number: \_\_\_\_\_

Parent Cell Phone Number: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Rev. 07-19-21

# Beaumont ISD Student Attendance Accounting Procedures

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Legislative Update H.B. 3803:



## HB 3803

EFFECTIVE FOR THE 2023-  
2024 SCHOOL YEAR

01

Allows a parent of a student in grades 4-8 to elect for the student to repeat the grade in which the student was enrolled the previous year without limit

02

Allows a parent of a student enrolled in a course for high school credit to elect for the student to repeat any course in which the student was enrolled the previous year, except if the student has met all requirements for graduation

Protocol:

# Beaumont ISD Student Attendance Accounting Procedures

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## Basic Student Management Enrollment Protocols

### Prior to Enrolling Students

Both the TEA Unique ID PID system and TEAMS system MUST be indexed prior to entering a new student to ensure that the student has not previously been enrolled in BISD or any other TX public/charter school. → Duplicate students can cause “dual enrollment” errors for PEIMS data reporting!

### Enrollment Timeline

Registration activities must be extended to families and students throughout the school day. If a student was present at the campus during the official attendance period, their enrollment date will be the day they arrived. Students arriving after the official attendance period will have an enrollment date of the next date they are present during the official attendance period.

### Duplicate Students

Duplicate students cause great problems with the district’s student files, the state assessment files and the state PEIMS files. Ensure that the Enroll/Transfer database under the Basic Student Management option is utilized to look up a student to verify if the student was ever in BISD. **Never enroll a student without first using the Enroll/Transfer option.**

NOTE: Duplicate enrolled students will be reported to the Office of the Assistant Superintendents and to the Department of Research, Evaluation and Accountability since this could directly impact Accountability ratings Beaumont ISD.

### Changing Student Contact Information (Address, Phone, Etc.)

Legal authority or lawful control of the student is required prior to changing or deleting a contact. Documentation of proof of residency is also required prior to changing any address. Prior to changing an address, first determine for which contacts the address, phone, etc., change is valid. Questions to ask include: “Is the change required for each contact in the family?” or “Is it for only the primary contact of the family?” Addresses must be changed carefully so that each contact is correct. In many instances, truancy court cases will be thrown out if this information is not correct.

When contact information is changed in TEAMS a note should be entered by the staff person making the change indicating the prior contact information and the date the information was changed. Staff should enter the date the change was made and their first initial, last name in the notes section to certify the change.

# Beaumont ISD Student Attendance Accounting Procedures

## Changing Student Demographic Data

Demographic data includes: Student first name, last name, middle name, date of birth, social security/ID number, ethnicity, race, gender, and generation.

If incorrect student demographic data needs to be changed on a student that exists in the TEAMS system, the data must be modified immediately upon discovery of erroneous data. A Demographic Change Form must be filled out and faxed, along with corresponding documentation, to the Student Services Department.

**BISD PEIMS DEMOGRAPHIC CHANGE REQUEST**

- Attach copies of ALL required documents for ALL change requests after changes are applied in TEAMS!
  - Birth Certificate or Verification of Legal Name
  - Social Security Card
  - Other Legal Documents
- Please **MAIL** or **FAX** completed form and required documents to Leona Moore/Student Services Dept. [409-617-5194]

I, \_\_\_\_\_, request that the following demographic information be changed.  
(Data Entry Clerk/Secretary)

Full Name of Student: \_\_\_\_\_ Local ID: \_\_\_\_\_

Campus #: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Clerk/Registrar/Administrator

| Please complete ONLY information regarding the request   |                 |
|--|-----------------|
| Demographics   | Old Information |
| PEIMS Number<br><small>(Social or S Number)</small>  |                 |
| Legal First Name   |                 |
| Legal Middle Name  |                 |
| Legal Last Name  |                 |
| Generational<br><small>(Jr, Sr, II, III)</small>   |                 |
| Date of Birth<br><small>(MM/DD/YYYY)</small>   |                 |
| Gender<br><small>(M/F)</small>   |                 |
| Hispanic/Latino Ethnicity<br><small>(Yes, No)</small>  |                 |
| Race(s)<br><small>1 = American Indian 2 = Asian<br/>3 = Black 4 = Pacific Islander 5 = White</small> |                 |
| 9 <sup>th</sup> Grade Entry Date   |                 |
| Cohort Class   |                 |
| Campus Notes:  |                 |

| Office Use Only     | Date | Signature | Notes |
|---------------------|------|-----------|-------|
| PID Available       |      |           |       |
| Corrected in TEAMS  |      |           |       |
| Corrected in PID    |      |           |       |
| Manual PID Required |      |           |       |

Issued: 8/1/2012



# Beaumont ISD Student Attendance Accounting Procedures

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## Beaumont ISD Online Registration – Campus Information Guide

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Historically, parents/guardians of students stood in long lines at early registration events each year to complete stacks of paper forms to update returning student information on file, to register a new student, or to reactivate a withdrawn student’s record. The annual ‘paper and pen’ ritual proved tedious and burdensome, to both families and staff. Families with multiple students experienced frustration, as information could not be easily copied from one student to the next. It was also extremely burdensome on staff taxed with manually inputting the information on the paper forms into the computer for each student. Errors often resulted during the transfer of the handwritten information into the student database. In an effort to make it easier for families to complete registration activities, improve data quality and increase staff productivity, Beaumont ISD has transitioned to online registration.

### CAMPUS FAQ’S

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**Q. What is online registration?**

A. Online registration is the electronic platform used to enroll brand new students, previously withdrawn students returning to re-enroll and for continuing students to complete annual updates via district-based student registration & information forms online. *(Parents may still be required to complete campus-specific forms to complete enrollment).*

Using any internet-connected computer, parents/legal guardians access the online registration portal from the district’s webpage by clicking the *Register Now Online* image or by typing <https://teams.bmtisd.com/registration/> into their browser. *(Google Chrome preferred)*. They sign in on the welcome page using their Parent Self-Serve user ID and password. *(In-district employees must use their TEAMS user name and password)*. Parents should be able to see all of their currently enrolled students in the dropdown field once signed in, if the students are properly connected in TEAMS. They will then simply select a student from the listing or create a new student to add to the BISD family and navigate through prescribed tabs to enter/update/verify student information in fields or forms. Once all information is complete, they will confirm the student’s enrollment and receive a confirmation Web ID#. It is recommended that this ID# is printed and presented to the campus as a ‘ticket’ to enter the early registration event. Parents repeat the process for each student as necessary. *Note: Contact information from one student can be easily added to other students without having to re-enter the same data using the copy function. Also, some fields will pre-populate with data that is entered in other parts of the system without having to be retyped.*

---

**Q. Is online registration available to register all students?**

A. Yes via one of two choices: Parent-Self Serve is used for students currently enrolled school year who are continuing enrollment for the next school year. Other students are registered using the Google Form platform.

---

**Q. Can anyone, including relatives, friends, or students, use the PSS online system to register students?**

A. No. Only persons identified as Parent/Legal Guardian contacts have authorization to utilize the system by entering their Parent-Self Serve user ID and password. If they do not have an PSS account or have forgotten

# Beaumont ISD Student Attendance Accounting Procedures

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their credentials, instructions are accessible on the online registration welcome page to help them establish an account or recover their password. Parents may also receive assistance in setting up an account or recovering their PSS credentials from designated campus staff.

The online registration system will not allow students to use their Student Self-Serve credentials to complete online registration, even if they are 18 years old or an emancipated minor. Further, if a non-parent guardian contact uses the system to submit a request to register a student at a BISD campus, the student is still not actually enrolled until documentation is presented to the campus, all information is verified and accepted and the Registrar or PEIMS Clerks selects and enrolls the student in TEAMS.

---

**Q. Can parents make changes/updates to their student's information in the PSS online registration system?**

A. Not every data element in the online registration system can be modified. For currently enrolled students, information such as names, addresses, dates of birth, and social security number are **view only**. Changes to any of these fields requires submission of required supporting documentation to the campus to verify and make changes. Parents are, however, allowed to make changes to telephone numbers, email addresses, and emergency/medical contacts.

---

**Q. Can parents falsify an address in the registration system to enroll their student in a certain campus?**

A. A warning against falsifying information to enroll a student in school is posted on the welcome page of the online registration system and on several forms included in the online portal. Parents/guardians of currently enrolled students are not allowed to modify address information in the online registration system. They must present identification and required proof of residency documentation to the campus in order for changes to be made to address information currently in TEAMS.

While a parent/guardian of a new student may enter an address into the Google Forms registration system to return a specific campus option, submission of proof of residency and other documentation is required before the Registrar/PEIMS Clerk selects and finalizes enrollment of the student in TEAMS.

---

**Q. What do we tell parents who state the campus(es) listed in the online registration system is incorrect?**

A. TEAMS is real-time. If a transfer or special program placement is entered for a student, it will appear immediately in the online registration system. However, if the parent/guardian logs in before the transfer/placement is active in TEAMS, the zoned campus based on the address of the enrolling parent/guardian contact will appear. This can be easily corrected once the transfer/placement is processed by a visit to the campus or Student Services.

Additionally, some parents may have moved to another zone and the address information is not updated in the system. Parents should still be encouraged to complete the online registration process and later visit the campus with supporting documentation to make changes or to further discuss their student's residency status.

---

**Q. If parents cannot see all of their children in the PSS online registration screen, what do they do?**

A. One of the most common issue of a parent's inability to see all of their currently enrolled students is student accounts are not linked. If students are not properly linked in TEAMS, parents may not be able to view all of their children to complete online registration. Campus staff can reference the Student Data Manual

# Beaumont ISD Student Attendance Accounting Procedures

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located on the Staff Portal to assist parents with linking the accounts. *(Please note, parent/guardian names must be entered exactly the same on each student enrollment record in TEAMS in order for the students to be linked. For example, the parent's name spelled Mary Jean Smith on one student's account cannot be linked to the parent's name spelled as Jean Smith on another sibling's account, even if it is the same parent.)*

Other issues may pertain to child custody, residency or the enrollment/withdrawal status of students. Campus staff should assist parents, by first ensuring all current student accounts are active and linked. Do not instruct parents to create a new student to try to resolve this issue. This will action will trigger a duplicate error. Likewise, it is not advised parents create multiple PSS accounts to view and register children separately.

---

**Q. If parents exit the system prior to completing the PSS online registration process and receiving an enrollment confirmation, will they lose data already entered?**

A. No. Information previously entered in PSS will be saved and parents can resume where they left once they sign in again. However, this is not the case for parents using the Google Form method. With Google forms, all information must be entered in one setting.

---

**Q. If parents want to make changes in the online registration system once they receive a confirmation Web ID#, can they sign on again, make changes and resubmit?**

A. No. After the parent clicks the Confirm Enrollment button, they will not be able to make changes using the online registration system. Parents must visit the campus and present supporting documentation to make changes.

---

**Q. Is there a backup plan if a parent/guardian does not have access to a computer, does not want to utilize the online registration portal or technology fails?**

A. Yes. Campuses should assist and make computers available to accommodate parents who do not have access. Guest credentials were provided to administrators to log parents on to the district's intranet system without comprising data security. However, there should be a staff member available to monitor the use of the computer by non-district staff.

---

**Q. Is there anything the Registrar/PEIMS Clerk needs to do if the parent/guardian registered a new student online?**

A. Yes. The Registrar/PEIMS Clerk is still responsible for reviewing/verifying all documentation to ensure the student is eligible to enroll (*i.e. birth certificate, proof of residency, etc.,*). The enrollment status for all students new to BISD using the online registration system will be *Requested*. After the required documentation is verified, the Registrar/PEIMS Clerk will *Select and Enroll* the student in TEAMS. Once this is done, the information entered by the parent/guardian is automatically updated in TEAMS, therefore saving the Registrar/PEIMS Clerk valuable time.

---

**Q. What happens to students who are currently enrolled, but whose parents/guardians do not complete online registration? Are those students not considered enrolled?**

A. Online registration does not change the way the system works for students who are already enrolled. In late summer, students are enrolled into their grade level and/or campus for the school year during the year end rollover process. Online registration does not change or alter these values. However, pertinent information will not be confirmed or updated on these students. As such, extreme caution should be taken when handling restrictions and permissions for these students until the information can be confirmed.

# Beaumont ISD Student Attendance Accounting Procedures

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While the goal is 100% participation of all currently enrolled students, failing to complete the online registration process alone will not change their enrollment status.

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**Q. How do campus staff process registration information entered by a parent guardian?**

A. The remaining pages of this guide details how campus staff quickly and easily process online registration in TEAMS.

# Beaumont ISD Student Attendance Accounting Procedures

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## Campus Processing of Online Registration Requests

*NOTE: Designated staff must have proper security access in TEAMS to view/process online registration requests*

### Campus Registrar/PEIMS Clerks *(other staff as designated by the campus principal)*

Registrars/PEIMS Clerks *(other staff as designated by the campus principal)* use the **Basic Student Management > Enroll/Transfer function menu** to quickly view and process enrollment requests that parents/guardians have submitted via the online registration system.

---

### A. How to Process Status Search Results

When parents/guardians use the PSS online registration system, a status will be indicated for each student as follows:

**Asterisk (\*):** Any status with an asterisk (\*) means the online process was started but not completed.

#### Online Registration Status field:

- **Enrolled:** Students currently enrolled in an BISD school will have an **Enrolled** status with no asterisk displaying. Parent/Guardian has verified the student information on file and has confirmed the student's return for the upcoming school year. **No further action is required by campus Registrar/PEIMS Clerk.** The student can proceed to stations for schedules, lockers, clubs, fees, etc., Remember: If the student has an asterisk preceding the word enrolled, the parent/guardian initiated the online registration process, but has not finished. The student will still be enrolled, but information updates will not be on file. The parent/guardian should be advised to complete the verification of the student's information to ensure accuracy in the records.

### B. How to View/Print Online Registration Forms

Once security is assigned, designated staff will be able to create and print a PDF of selected online registration forms for a student or a group of students for the campus. Only forms that are assigned to your security role can be viewed/printed.

1. Select the **Mass Print Online Registration Form** link on the designated menu
2. **Campus** – default or select from dropdown
3. **Grade Level** – select a specific grade level or All (selecting All may slow down load time)
4. **Student Type** – a. **Students Enrolled on This Campus** – download forms for students currently enrolled  
b. **Student Requesting This Campus** – download forms for students new to the district  
Note: forms will be printed if completed during online registration, even if the registration was not submitted.
5. **Student ID** – enter a student ID to print forms for one student. Leave it blank to print forms for all students.
6. **Sort** – select **Form then Student** to print all of a single type of form together or **Student then Form** to print all forms grouped by student.
7. Click **Submit** to generate the forms.
8. Once completed, select **Download PDF** to view or print.

Screenshot (next page): Mass Print Online Registration Form

# Beaumont ISD Student Attendance Accounting Procedures

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The screenshot shows a web-based registration form with the following fields and options:

- Online Registration year: \* 2018 (dropdown menu)
- Campus: \* (dropdown menu)
- Grade Level: \* (dropdown menu)
- Student Type: \* (dropdown menu)
- Student ID (Optional): (text input field)
- Modified Date Since (optional): (calendar icon)
- Modified Time Since (optional unless modified date entered): (text input field)
- Sort by: \* (dropdown menu)

A list of checkboxes is displayed below the 'Sort by' dropdown, including:

- all
- Residency Form
- Migrant Form
- Unaccompanied Youth Form
- Acceptable Use Policy
- Title 1 Compact HS
- BEAU Registration Form
- BEAU Residency Statement
- BEAU TEA Race Ethnicity
- BEAU Home Language Survey
- BEAU Family Survey
- BEAU Military and Foster Care
- BEAU Health History
- BEAU Food Allergy
- BEAU Residency Questionnaire
- BEAU Bus Rider Contract

At the bottom left, there are two buttons: 'Submit' and 'Download PDF'.

## C. Processing Paper Registration Requests:

Clerks/Registrars should refer to the Staff Portal > Student Data Manual with instructions on how to enroll a student based on paper registration forms. Once verified based on any required supporting documentation. All information must be manually entered in the computer from the paper forms, including restrictions and permissions.

---

### Help and Assistance

- Please remember, excellence in Customer Service is the number one goal. Please reach out to assist parents as much as possible with the online registration process. Avoid playing the ping-pong game with parents between campuses, Central Admin to get information, forms help readily accessible online or from a campus staff member. As online registration can be done from any internet connected PC, exhaust all resources before sending parents to another location.
- Campus staff should reference the Student Data Manual on the Staff Portal for help with processing enrollment in TEAMS, resetting PSS credentials, linking student accounts, etc.
- Additional information, including updated FAQ guides and other resources regarding online enrollment will be shared via Google Docs. Short videos and/or e-courses may also be provided in Eduphoria.
- Feel free to email TEAMS support ([teams@bmtisd.com](mailto:teams@bmtisd.com)) or contact a Student Services team member for additional assistance.

# Beaumont ISD Student Attendance Accounting Procedures

## Membership and Eligibility for Attendance and State Funding

### Full Day Registration Opportunities

As professional courtesy, Beaumont ISD offers full day registration opportunities to students and families. Students arriving after the campus' official attendance time, may be preliminary enrolled in TEAMS in order to generate an ID# and participate in the educational activities for the day. However, the student is not enrolled in membership until he/she is physically present during the official attendance period.

### Entry and Reentry Dates

The student's entry date is the first day the student is physically present during the official attendance accounting period on a particular campus. A student's reentry date is the first day the student is physically present during the official attendance accounting period after having been withdrawn from the same campus. **A student cannot be absent on either the entry or the reentry date. Also, a student cannot be absent on the first day of school.**

### Membership

Both **membership** and **eligibility to generate average daily attendance (ADA)** are related to the amount of time that a student receives instruction each day. **However, they are not the same.** Any student provided instruction by your school district is considered **enrolled** in the district. However, a student is considered to be in **membership** only if the student is enrolled in the district and is scheduled to attend at least 2 hours of instruction each school day. A student who meets this criterion is in membership regardless of whether the student is eligible to generate ADA.

### Funding Eligibility Codes

A student is **eligible** to generate ADA and thus, FSP funding, in only if a student is in **membership** and also meets the **ADA eligibility** requirements shown in the chart below:

| BEAUMONT ISD's TEA APPROVED ADA CODES <span style="float: right; font-size: small;">Rev. 8/1/18</span>  |  |  |                        |
|---|--|--|------------------------|
| When the student lives...   | and the student is scheduled for & provided instruction...   | the student...   | the ADA register is... |
| In District   | Fewer than 2 hours per day   | is <b>not</b> eligible to generate ADA   | <b>0</b>               |
| In District   | At least 4 hours per day   | is <b>eligible</b> for full-day ADA funding                                    | <b>1</b>               |
| In District   | At least 2 hours but fewer than 4 hours per day<br><small>Note: All Regular PK Students are ADA 2 as the state only pays ½ day funding for PK.</small> | is <b>eligible</b> for half-day ADA funding                                    | <b>2</b>               |
| Out of District<br><i>(Transfer Student)</i>  | At least 4 hours and meets inter-district transfer requirements.   | is <b>eligible</b> for full-day ADA funding                                    | <b>3</b>               |
| In District or Out of District<br><i>(Transfer Student)</i>   | At least 4 hours/day but does not meet the age, residency, or special program requirements or has a mandatory expulsion to JJAEP                       | is <b>not</b> eligible to generate ADA (see SAAH 3.2.1.5 for more information) | <b>4</b>               |
| In District or Out of District<br><i>(Transfer Student)</i>   | At least 2 hours per day, but does not meet the eligibility requirements for the service he/she receives   | is <b>not</b> eligible to generate ADA (see SAAH 3.2.1.6 for more information) | <b>5</b>               |
| Out of District   | at least 2 hours per day   | is <b>eligible</b> for half-day ADA funding                                    | <b>6</b>               |
| In District   | In the Optional Flexible School Day Program for min. of 45 minutes on any given day  | Is eligible for 1 day present for every 4 hrs. in OFSDP                        | <b>7</b>               |
| <span style="color: #00ff00;">■</span> = full day funding <span style="color: #ffcc00;">■</span> = half-day ½ day funding <span style="color: #ff0000;">■</span> = zero funding |  |  |                        |

# Beaumont ISD Student Attendance Accounting Procedures

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## Student Withdrawals/Leavers

### STUDENT WITHDRAWAL PROCEDURES

The following procedures will be used, by every campus to record leavers:

#### I. Students who withdraw during the school year:

- a. Completion of an exit review with the student's parents/guardian, or the adult student conducted by an authorized staff member. During the interview all pertinent information, as it relates to any new educational setting and contact information, should be obtained. Information gathered during this interview will be recorded on the Withdrawal Form.
- b. A withdrawal form will be printed for each withdrawal. The withdrawal form must be signed by both parent/guardian or adult student and school personnel designated as authorized to do so at the time of the withdrawal. Documentation on the withdrawal form must be complete, signed in **ink** and **dated**. The documentation standards in the PEIMS Data Standards are to be strictly adhered to. Every campus will use the standard TEAMS withdrawal form along with a copy of the current year leaver code crosswalk chart.

Correct assignment of leaver codes is critical. Any ambiguity in coding questions should be referred to the Principal.

If the Principal is unable to resolve the coding issue the question will be referred to the Central Office for resolution.

- c. Designated personnel should begin written and oral inquiry to confirm a leaver's enrollment in another educational setting within 10 days following the departure of a student whose stated intent was to enroll in another district.
- d. Withdrawal data for student must be entered in the TEAMS software.
- e. The principal or his/her designee must sign the withdrawal form.

#### II. Students who do not withdraw, but quit attending school:

After unsuccessful attempts to contact the parent of or the student who has accumulated excessive absences by phone, mail or other method, notification should be made to the Student Services Department where the Truancy Officer/Visiting Teacher will conduct an investigation. If no information is found on the student's whereabouts, then

- a. Withdraw the student in accordance with local District policy.



# Beaumont ISD Student Attendance Accounting Procedures

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- b. Complete a Leaver Tracking form in the same manner as step 1a.
- c. Access the TEA PET system to determine possible enrollment in other Texas public or charter school. **(NOTE: If the student's whereabouts cannot be ascertained, this student will be recorded as a dropout and may adversely affect funding and accreditation.)**
- d. The principal or his/her designee must sign the withdrawal form.

### III. All graduates including those who graduate early during the school year and summer graduates:

- a. A student's graduation status must be documented on their AAR record. The cumulative record must have a graduation seal, the graduation type code, TAAS/TAKS/STAAR EOC results, and sufficient credits.
- b. Designated personnel must review the additional PEIMS fields for these leavers (special education indicator, economic disadvantaged, graduation date and college entry.)
- c. Students who are not likely to graduate should be interviewed by the Guidance Counselors prior to the end of school and encouraged to return in the fall or to take summer school classes. Students in this category should be retained. The Guidance Counselor should inform the registrar to retain these students.

### IV. Students who fail to return at the beginning of the next school year:

- a. "No Show" students **must be deactivated** in the student attendance accounting system ASAP.
- b. PEIMS Leaver Code = 98 should be entered for all "no-show" students who do not have documentation to support the assignment of other acceptable leaver codes.
- c. Designated personnel should make every attempt to locate these students and assign an appropriate leaver code.
- d. Because "no-show" students have never officially showed up on the campus to enroll, a withdrawal form signed by the parent may not be available on these students. Clerks should print the Mass No-Show Withdrawal Form and have an administrator to sign and retain in the student's leaver folder for audit purposes. Additionally, an attendance intervention form should be completed and kept on file to document recovery attempts.

# **Beaumont ISD Student Attendance Accounting Procedures**

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## **Completeness of Withdrawal 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 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. (Per Texas Education Agency standards.)

## **Monitoring Leavers**

Each campus should, on a six weeks basis during the school year, print a withdrawn student's report and conduct an audit of leaver documentation. The administrator managing the leaver process will conduct regular internal audits of the documentation process. Monitoring a student leaver to the point of acceptable documentation should involve all personnel assigned this responsibility and may involve home visits by personnel responsible for such activities.

All data will be reviewed to assure that crosswalks from withdrawal reason codes to PEIMS leaver codes have been accurately converted. Each campus must maintain a list of current crosswalks that are in use.

Campus staff will be trained to use the TEAL – Unique ID (PID) system to assist in tracking withdrawn students.

## **Changes to Leaver Codes**

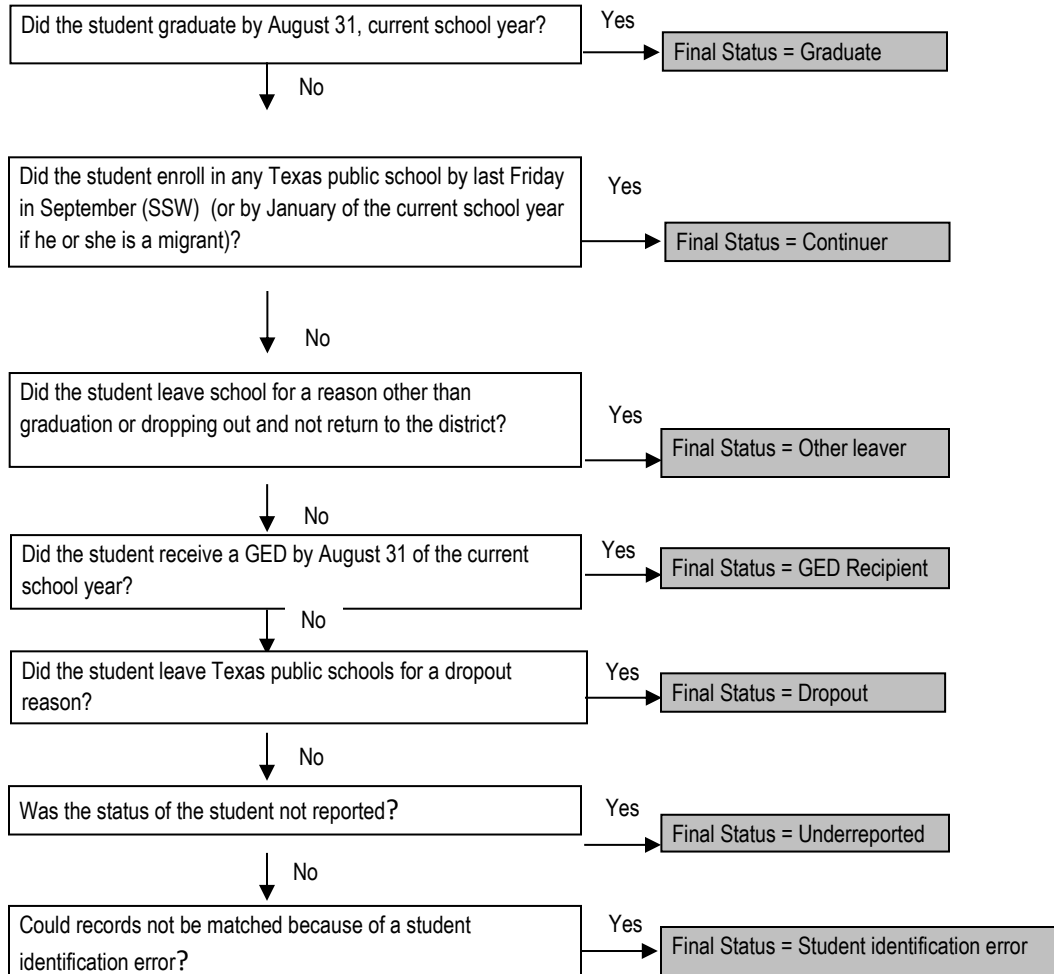
If it is discovered that the leaver code and/or leave (withdrawal) date is incorrect:

1. TEAMS records must be updated to reflect the correct code.
2. All supporting documentation must be attached.
3. For additional verification it is recommended that the BISS Leaver Change form be filled out.
4. A copy of this form should be kept in the student's cumulative folder.

# Beaumont ISD Student Attendance Accounting Procedures

## Leaver vs. Dropout Reporting

Information sent to TEA in the PEIMS Fall Submission 1 regarding students who were in grades 07-12 last year and who are not enrolled on the snapshot date this year is used to determine if the student is a dropout, a continuer, a GED recipient, or a leaver.



# Beaumont ISD Student Attendance Accounting Procedures

## Leaver Code Crosswalk Chart

| LEAVER CODE                           | STATE LEAVER REASON   | NOTE: COMPLETE DOCUMENTATION MUST BE ON FILE PRIOR TO ASSIGNING THE LEAVER CODE!   |
|---------------------------------------|---|--|
| 1                                     | GRADUATED   | <input type="checkbox"/> Official transcript showing sufficient credits & completion of all state assessments, graduation seal, date of completion and school official signature   |
| 3                                     | DEATH OF STUDENT  | <input type="checkbox"/> Copy of death certificate, obituary or funeral/memorial program or;<br><input type="checkbox"/> Written statement from parent/legal guardian stating student died and date of death or;<br><input type="checkbox"/> Written documentation of an oral statement by a parent/legal guardian, stating student has died, signed & dated by school official.   |
| 16                                    | RETURN TO FAMILY'S HOME COUNTRY<br><i>(use for students who are leaving the US to return to their home country)</i>   | <input type="checkbox"/> Letter, email or written statement from parent/legal guardian – <b>Must identify destination city and country.</b><br><input type="checkbox"/> Documentation of an oral statement by an adult neighbor or other adult with knowledge of the family's whereabouts; signed & dated by school administrator.   |
| 24                                    | COLLEGE TO PURSUE DEGREE<br><i>(including Lamar Texas Leadership Academy for High School Students)</i><br><br><i>Must be enrolled at least 9 hours</i>  | <input type="checkbox"/> Written transcript or records request from the college or;<br><input type="checkbox"/> Signed letter from college verifying enrollment/credit hours or;<br><input type="checkbox"/> Signed documentation of an oral statement by a college official, provide name & location of college & year enrolled for at least 9 credit hours or;<br><input type="checkbox"/> Letter, signed and dated by parent/legal guardian or qualified student identifying the name of the college and the student enrolled with copy of student enrollment form. |
| 60                                    | STUDENT IS HOMESCHOOLED BY PARENT/LEGAL GUARDIAN  | <input type="checkbox"/> Documentation from PARENT/LEGAL GUARDIAN CAN SIGN TO HOMESCHOOL A STUDENT by PARENT/LEGAL GUARDIAN stating the actual date that student was homeschooled. (CANNOT BE INTENT TO HOME SCHOOL)   |
| 66                                    | REMOVED FROM SCHOOL - NO CURRENT ADDRESS  | <input type="checkbox"/> Documentation from CPS, signed & dated by CPS officer or, documentation of an oral statement by a CPS representative - must include CPS officer's name, contact information; signed & dated by school official.   |
| 81                                    | ENROLLED IN SCHOOL OUT OF TX<br><i>(in private school or CPS)</i>   | <b>CANNOT BE INTENT TO ENROLL, MUST VERIFY ACTUAL ENROLLMENT OTHERWISE USE CODE=98</b><br><input type="checkbox"/> Written transcript/records request from private/out of state school or;<br><input type="checkbox"/> Signed letter from private/out of state school verifying enrollment or;<br><input type="checkbox"/> Letter, signed and dated by parent/legal guardian or qualified student stating student has enrolled in TX private school or school outside of Texas.  |
| 82                                    | ENROLLED IN SCHOOL OUT OF TX  |  |
| 83                                    | ADMINISTRATIVE WITHDRAWAL<br>TEA Acceptable Reasons:<br>1. Not a district resident,<br>2. Not authorized under TEC 25.001 or as an <u>inter</u> -district transfer student,<br>3. Immunization deficiencies (nurse must authorize WD) | <input type="checkbox"/> Due Process Documentation <ul style="list-style-type: none"> <li>• Copy of letter to parent/legal guardian or qualified student with intent to withdraw, reason and date of due process hearing/conference, <b>AND</b></li> <li>• Written report of due process hearing that contains findings of fact of district decision and notice of parent/legal guardian's right to appeal (hearing not required if parent/guardian agrees student should not have been enrolled)</li> </ul>   |
| 85                                    | GRADUATED OUTSIDE TEXAS<br>STUDENT RETURNED-LEFT AGAIN  | <input type="checkbox"/> Official transcript showing sufficient credits, date, and school official signature, and a diploma with a graduation seal.  |
| 86                                    | EARNED GED OUTSIDE TEXAS  | <input type="checkbox"/> Copy of GED certificate or;<br><input type="checkbox"/> Written documentation from testing company w/ date of completion of GED   |
| 87                                    | ENROLLED IN UNIV HS PROGRAM<br><i>(TX Tech or UT Austin Only)</i>   | <input type="checkbox"/> Transcript (records) request from the HS diploma program or;<br><input type="checkbox"/> Official letter from the HS diploma program stating the student is enrolled.   |
| 88<br><i>Federal Act</i>              | COURT-ORDERED GED, NOT EARNED   | <input type="checkbox"/> Copy of court order, dated & signed by judge  |
| 89<br><i>Federal Act</i>              | INCARCERATED AS AN ADULT IN STATE JAIL OR FEDERAL PENITENTIARY<br><i>*Cannot Be Used For Incarceration in City or County Jail</i>   | <input type="checkbox"/> Written notification from law enforcement agency, prosecuting attorney, state jail or penitentiary that student is incarcerated or;<br><input type="checkbox"/> Documentation of oral statement from law enforcement agency, prosecuting attorney, state jail or penitentiary that student is incarcerated; must include name of facility, date of incarceration and must be signed & dated by authorized school official   |
| 90                                    | GRADUATED FROM ANOTHER STATE<br>INTERSTATE COMPACT MILITARY CHILDREN  | <input type="checkbox"/> Official transcript showing sufficient credits, date of completion and school official signature or;<br><input type="checkbox"/> Diploma with a graduation seal.  |
| 98*<br><i>State &amp; Federal Act</i> | REASONS UNKNOWN OR NOT LISTED   | <input type="checkbox"/> Dropout Recovery documentation (phone logs, home visit form, attendance intervention, etc.,)  |

SAMPLE FORM

# Beaumont ISD Student Attendance Accounting Procedures

## Leaver Code Crosswalk Chart *continued*

| <b>LOCAL LEAVER CODES</b> <small>(Notes: Use of some local codes may result in Dropout)</small> |  |  |
|---|--|--|
| <b>LEAVER CODE</b>  | <b>LOCAL LEAVER REASON</b>   | <b>NOTE: COMPLETE DOCUMENTATION MUST BE ON FILE PRIOR TO ASSIGNING THE LEAVER CODE!</b>  |
| DV  | Grade Level Divide   | <input type="checkbox"/> Administrator's Written Approval  |
| L4*   | WD - Fail State Assessment<br>Other Grad Requirements Not Met  | <input type="checkbox"/> Transcript showing deficiencies & State Assessment scores on file   |
| L6*   | WD - Fail State Assessment<br>Other Grad Requirements Met  | <input type="checkbox"/> Transcript showing sufficient credits & State Assessment scores on file   |
| L8*   | WD - Incarceration City/County Jail  | <input type="checkbox"/> Written/oral statement from parent/legal guardian stating incarceration<br><input type="checkbox"/> Signed withdrawal form from parent/legal guardian stating incarceration   |
| L10   | WD - Place in JJAEP<br><i>(Verify Actual Enrollment, otherwise student may be underreported)</i>                 | <b>CANNOT BE INTENT TO ENROLL, MUST VERIFY ACTUAL ENROLLMENT OTHERWISE USE CODE=98</b><br><input type="checkbox"/> Contact JJAEP to verify/document actual enrollment date<br><input type="checkbox"/> Print screen from FET/PID search to show actual enrollment  |
| L12   | WD - Place in Pathways<br><i>(Verify Actual Enrollment, otherwise student may be underreported)</i>              | <b>CANNOT BE INTENT TO ENROLL, MUST VERIFY ACTUAL ENROLLMENT OTHERWISE USE CODE=98</b><br><input type="checkbox"/> Contact Pathways to verify/document actual enrollment date<br><input type="checkbox"/> Print Screen from FET/PID search to show actual enrollment   |
| L14   | WD - Retention or Grade Level  | <input type="checkbox"/> Administrator's written approval  |
| L16*  | WD - Poor Attendance/Grades<br><i>(Contact Student Services Prior to WD)</i>                                     | <input type="checkbox"/> Copy of student's attendance record and/or report card<br><i>(No Dropout Recovery Attempted)</i>  |
| L18*  | WD - Pregnancy, Marriage, Military   | <input type="checkbox"/> Written statement from parent/legal guardian or qualified student<br><input type="checkbox"/> Documentation of oral statement by a parent/legal guardian, or qualified student signed & dated by authorized school official   |
| L20*  | WD Reasons Unknown - NO SHOW (No-Show - Reason Unverified)   | <input type="checkbox"/> Acceptable Code for code for first day of school No-Shows<br><i>(Indicates No Recovery Attempt Has Been Made)</i>   |
| L22   | WD Enroll in other TX Public School<br><i>(Verify Actual Enrollment, otherwise student may be underreported)</i> | <b>CANNOT BE INTENT TO ENROLL, MUST VERIFY ACTUAL ENROLLMENT OTHERWISE USE CODE=98</b><br><input type="checkbox"/> Written statement by parent/legal guardian<br><input type="checkbox"/> TREx/(records) request from other TX public school<br><input type="checkbox"/> Print screen from FET/PID search to show actual enrollment<br><input type="checkbox"/> Letter/written statement from other TX public school |
| L24   | WD Enroll in TX Charter School<br><i>(Verify Actual Enrollment, otherwise student may be underreported)</i>      | <b>CANNOT BE INTENT TO ENROLL, MUST VERIFY ACTUAL ENROLLMENT OTHERWISE USE CODE=98</b><br><input type="checkbox"/> Written statement by parent/legal guardian<br><input type="checkbox"/> TREx/(records) request from other TX charter school<br><input type="checkbox"/> Print screen from FET/PID search to show actual enrollment<br><input type="checkbox"/> Letter/written statement from TX Charter School     |
| L26*  | WD Enter Hospital/Health Facility<br><i>(No Education Services Provided)</i>                                     | <input type="checkbox"/> Written statement by parent/legal guardian<br><input type="checkbox"/> Signed withdrawal form from parent/legal guardian  |
| L28*  | WD to Earn GED<br><i>(Not court-ordered)</i>   | <input type="checkbox"/> Written statement by parent/legal guardian or qualified student<br><input type="checkbox"/> Oral statement by parent/legal guardian or qualified student signed by school official  |
| L30   | WD to other BISO school<br><i>(Verify Actual Enrollment, otherwise student may be underreported)</i>             | <b>CANNOT BE INTENT TO ENROLL, MUST VERIFY ACTUAL ENROLLMENT OTHERWISE USE CODE=98</b><br><input type="checkbox"/> Contact other BISO school to document actual enrollment<br><input type="checkbox"/> Print Screen from FET/PID search to show actual enrollment  |
| L32   | WD to Paul Brown<br><i>(Verify Actual Enrollment, otherwise student may be underreported)</i>                    | <b>CANNOT BE INTENT TO ENROLL, MUST VERIFY ACTUAL ENROLLMENT OTHERWISE USE CODE=98</b><br><input type="checkbox"/> Contact Paul Brown to document actual enrollment date<br><input type="checkbox"/> Print Screen from FET/PID search to show actual enrollment  |
| L33*  | WD - Poor Attendance (ARC)<br><i>(Dropout Recovery Attempted)</i>  | <input type="checkbox"/> Copy of student attendance record & attendance intervention documentation signed & dated by school official   |
| L34*  | WD - Runaway<br><i>(Must Have Runaway Case#)</i>   | <input type="checkbox"/> Withdrawal form signed by parent/legal guardian with runaway case#<br><input type="checkbox"/> Documentation from law enforcement with runaway date & case#   |

# Beaumont ISD Student Attendance Accounting Procedures

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## Official Attendance Overview

### Original Documentation Standard

In accordance with Section 1 of the TEA SAAH, “District personnel must create the original documentation of attendance at the time of attendance. Original documentation must not be created after the fact. Original documentation that is not created at the time of attendance will not be accepted by agency auditors. **If auditors determine that original documentation was not created at the time of the attendance it is intended to support, the TEA will retain 100% of the district’s FSP allotment for the inappropriately documented attendance for the school year(s) for which records have been requested.**”

### Establishing the Official Attendance (ADA) Snapshot Time

Official attendance for state funding purposes for all grade levels shall be determined by absences recorded during the second instructional hour of the day. For district-wide consistency, the following official ADA attendance snapshot times have been established:

|            |  |
|------------|--|
| Elementary | 10:00 am                                 |
| Secondary  | 21 minutes after the class period begins |

Due to variations in scheduling of instructional programs and course offerings across campuses an individual snapshot time may be established by the campus principal for individual campuses, as long as it is during the second instructional hour. The official time, if different from the district-wide time, must be established prior to the first day of school and written authorization by the principal must be provided to the Student Services Department to appropriately update the SIS [See form in Appendix]. Once the official time is selected, a campus may not change it during the school year, except as permitted by TEA.\*

\*The only allowable changes to the official reporting times are for changes permitted by TEA due to health, weather, or safety events and for the administration of standardized tests or final exams.

### How Official Attendance is Recorded – Standard Provision

Attendance will be recorded electronically in the District’s approved Student Information System (SIS), currently Frontline TEAMS.

### How Official Attendance is Recorded - Power/Technical Outage

Campuses may also require attendance to be recorded manually, on paper rosters, when the electronic system is inaccessible or in the event corrections are required

### Official Attendance Recorded by Classroom Teachers

- A student who is physically present in the classroom with the classroom teacher at the time of official attendance is marked as PRESENT for ADA and FSP purposes.
- A student who is not physically present in the classroom with the classroom teacher at the time of official is marked as ABSENT for ADA and FSP purposes. (even if the teacher thinks he/she knows the whereabouts of the student).

# Beaumont ISD Student Attendance Accounting Procedures

## Attendance affirmed by another School Official

- Students who are on campus at the time of official attendance, but who are not in their assigned classroom are considered IN ATTENDANCE -PRESENT for ADA and FSP purposes provided they were documented to be with a campus official (nurse, counselor, principal, monitor, etc.,).

## Attendance based on a TEA 'Legally Present' Exceptions

- A student not actually on campus at the time official attendance is taken may be considered IN ATTENDANCE – PRESENT for ADA and FSP purposes if the student meets one of the TEA exceptions below **and** the appropriate attendance documentation is on file:

| <b>TEA Student Funded Absences</b>  |  |
|---|--|
| <i>Students Temporarily Not on Campus but Considered Present for FSP Purposes</i>   |  |
| 1. Off home campus, Dual Credit Program full-day  | 2. Court appearance for Student Only<br><i>(include travel days ≤ 2)</i>   |
| 3. Enrolled full-time in TX Virtual School Network  | 4. In conservatorship of DFPS for court/appt./visitation<br><i>(include travel days ≤ 2)</i>   |
| 5. Approved school activity w/district or adjunct staff   | 6. Serving as Early Voting Election Clerk<br><i>(include travel days ≤ 2)</i>  |
| 7. Off home campus, Short-term TSBVI or TSD class,  | 8. Completing application paperwork for US citizenship<br><i>(include travel days ≤ 2)</i>   |
| 9. Distinguished Achievement Program Mentorship   | 10. Participating in US naturalization oath ceremony<br><i>(include travel days ≤ 2)</i>   |
| 11. Observe Religious Holy Day of Entire Denomination<br><i>(include travel days ≤ 2)</i>   | 12. Documented face-to-face health care appointment for student or student's child<br><i>(must begin classes or return to school on same day of appt.)</i> |
| 13. Grades 6-12, Playing Taps at Military Funeral in TX   | 14. Junior or Senior visiting an accredited college<br><i>(2 days per year)</i>  |
| 15. Military enlistment activities, age 17 or older<br><i>(up to 4 days allowed)</i>  | 16. Work-based Learning, off-campus  |
| 17. Student absent due to obtaining TX driver's license<br><i>(only 1 day allowed in K-12 academic career)</i>  | 18. Student participating in approved, synchronous remote conferencing due to COVID or other illness<br><i>(up to 20 days per year without a waiver)</i>   |
| 9. Absent to visit with a parent, stepparent, or legal guardian who is an <b>active duty member</b> of the uniformed services called to duty, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides.<br><i>(excused up to 5 days in a school year)</i> |  |

# **Beaumont ISD Student Attendance Accounting Procedures**

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## **Tardies, Excused and Unexcused Absences**

For official attendance accounting and FSP purposes, “tardies” do not exist. Also, for funding purposes ‘excused’ and ‘unexcused’ absences do not exist.



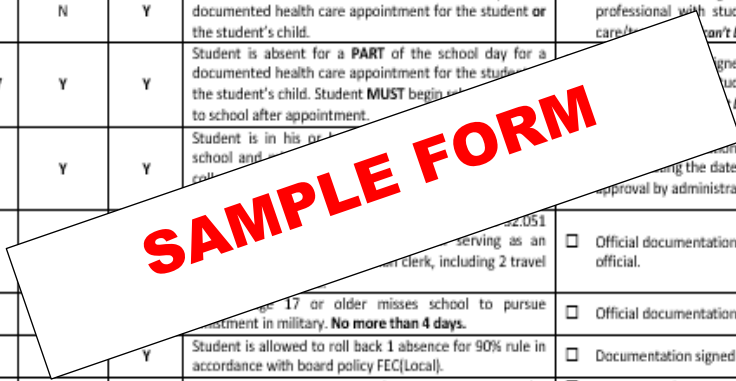
# Beaumont ISD Student Attendance Accounting Procedures

## Local Attendance Codes

The TEAMS software system requires the use of codes to represent the reasons for absences. Further, the absence codes define an absence in terms of whether it is state funded and/or excused for compulsory attendance purposes.

Local attendance codes are outlined in the chart below. The PEIMS Clerk shall ensure that appropriate documentation in accordance with *TEA SAAH* and local guidelines is on file prior to utilizing any attendance code.

| Code | Description  | State Funded | Excused | When to Use  | Documentation Required for STATE FUNDING (\$\$\$)/AUDIT   |
|------|--|--------------|---------|--|---|
| CNZ  | Citizenship/Naturalization                                     | Y            | Y       | Student misses school to appear at gov't office to complete his/her <b>own</b> paperwork for <b>US citizenship</b> or to participate in his/her <b>own US naturalization ceremony</b> , including 2 travel days to and from gov't office.              | <input type="checkbox"/> Official documentation from government agency.   |
| CRT  | Court Appearance   | Y            | Y       | Student misses school for the purpose of attending a <b>REQUIRED</b> court appearance, including 2 travel days out of town. <b>DOES NOT INCLUDE</b> meetings with probation officers outside of court, or to attend court with a family member/friend. | <input type="checkbox"/> Copy of a pleading or other document filed with the court,<br><input type="checkbox"/> A notice from the court clerk regarding a hearing or trial date,<br><input type="checkbox"/> A jury summons or a subpoena, etc. |
| DAD  | Doctor's Note: All Day   | N            | Y       | Student is absent for the <b>ENTIRE</b> school day for a documented health care appointment for the student or the student's child.  | <input type="checkbox"/> Doctor's note signed and dated by healthcare professional with student's/student's child's date(s) of care/attendance. <b>(can't be telemedicine or school nurse)</b>  |
| DNP  | Doctor's Note: Partial Day                                     | Y            | Y       | Student is absent for a <b>PART</b> of the school day for a documented health care appointment for the student or the student's child. Student <b>MUST</b> begin school to school after appointment.   | <input type="checkbox"/> Doctor's note signed and dated by healthcare professional with student's/student's child's date(s) of care/attendance. <b>(can't be telemedicine or school nurse)</b>  |
| EC   | College Visit (11 <sup>th</sup> & 12 <sup>th</sup> Grade Only) | Y            | Y       | Student is in his or her own car to attend a college visit. Student must be accompanied by a parent/guardian.  | <input type="checkbox"/> Parent/guardian signed and dated by college administrator. <b>(Must include date(s) the student was present and approval by administrator.)</b>  |
| ELE  | Election Clerk   |              |         | Student is serving as an election clerk, including 2 travel days.  | <input type="checkbox"/> Official documentation from county clerk or election official.   |
| ENL  | Enlisting in Military  |              |         | Student 17 or older misses school to pursue enlistment in military. <b>No more than 4 days.</b>  | <input type="checkbox"/> Official documentation from military personnel.  |
| ER   | Excused Rollback   |              | Y       | Student is allowed to roll back 1 absence for 90% rule in accordance with board policy FEC[Local].   | <input type="checkbox"/> Documentation signed by attendance review committee.   |
| ES   | Out of School Suspension                                       | N            | Y       | Student is assigned out-of-school suspension for disciplinary purposes. <b>Up to 3 days max per incident.</b>  | <input type="checkbox"/> Discipline referral, coded, signed and dated by campus administrator.  |
| EX   | Excused Absence  | N            | Y       | <b>Student is absent from school for any reason acceptable to the campus administrator.</b>  | <input type="checkbox"/> <b>Written note signed and dated by parent/other. May require written signature of approval by campus administrator/designee for questionable excuses.</b>   |
| FOS  | Court/Appt for Foster Child                                    | Y            | Y       | Student is in the conservatorship of the TX DFPS and misses school for to in activity required by court or for mental health or therapy appointment or family visitation as ordered by the court, including 2 travel days.                             | <input type="checkbox"/> Official documentation from TX DFPS or from counseling service/healthcare appt.  |
| FT   | Field Trip/School Activity                                     | Y            | Y       | Student is participating in board approved activity that is and is under the supervision of a certified teacher, sponsor or adjunct staff member.  | <input type="checkbox"/> School Activity Form, approved by campus administrator and signed and dated by teacher, sponsor or adjunct staff member. <b>MUST INDICATE IF STUDENT WAS ABSENT OR PRESENT.</b>  |
| eHB  | Homebound - Excused  | N            | Y       | Student is <b>eligible</b> to receive homebound instruction, but did not receive instruction or was not served by certified teacher in accordance with TEA guidelines.   | <input type="checkbox"/> Weekly homebound attendance log, signed and dated by homebound teacher or official notice from staff.  |
| HBO  | Homebound - Funded   | Y            | Y       | Student is documented as receiving instruction at home or hospital bedside by a certified teacher.   | <input type="checkbox"/> Weekly homebound attendance log, signed and dated by homebound teacher.  |





# Beaumont ISD Student Attendance Accounting Procedures

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## Maintaining Attendance in TEAMS

There are several ways to maintain student attendance/absences in the TEAMS software. Specific user guides for each function are located on the Staff Portal > Student Data Manual.

- **Take Classroom Attendance** is used by teachers.
- **Section Attendance Search** is used by attendance personnel and other district staff to post attendance by course and section, period, or teacher.
- **Fast Form Attendance** is used by attendance personnel to quickly record attendance for a large number of students.
- **Student Attendance Search** is used to maintain attendance for an individual student.
- **Mass Maintenance Attendance** is used by district staff to modify attendance for a group of students.

## Taking Attendance – Traditional

Attendance will be recorded electronically in TEAMS. Additionally, campuses may require attendance to also be recorded manually as a backup to the electronic system. Attendance can only be recorded in the SIS after the student is enrolled and scheduled into a course/section in TEAMS. It is imperative for clerks, data specialists, registrars and counselors complete the enrollment and scheduling process in a timely manner to ensure accuracy in attendance records.

## Attendance Taking Protocol

- **Students must have their official attendance conducted and completed by the classroom teacher.** Attendance must not be taken by students, classroom aides, or clerks. Using a student “sign-in” sheet to record attendance is not an acceptable method of taking roll and will result in the attendance being disallowed.
- A student who is **physically present in the classroom** with the classroom teacher at the official attendance time is **marked as PRESENT** for ADA and FSP purposes.
- A student who is **not physically present in the classroom** with the classroom teacher at the official attendance time is **marked as ABSENT** for ADA and FSP purposes. (even if the teacher thinks he/she knows the whereabouts of the student)
- Students who are **on campus** at the time of official attendance, but who are **not in their assigned classroom** are considered IN ATTENDANCE -**PRESENT for ADA** and FSP purposes **provided they are documented to be with a campus official** (*nurse, other teacher, counselor, principal, monitor, etc.*).

## **Beaumont ISD Student Attendance Accounting Procedures**

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- Each teacher or other school employee who records student attendance must **certify**, in writing, that all such **attendance records are true and correct** to the best of his or her knowledge and that the records have been prepared in accordance with laws and regulations pertaining to student attendance accounting by signing and dating the record of attendance, either electronically in TEAMS and/or paper attendance records.
- Teachers and staff must **never record manual entries in pencil**, use liquid correction fluid, or use a signature stamp on any official attendance records.
- District staff members **must always use ink to make manual entries or corrections** to official attendance records. If errors are made on any official attendance document, the staff member making the correction must strike through the error, enter corrections nearby, and initial.

# Beaumont ISD Student Attendance Accounting Procedures

## Classroom Teachers

The teacher enters his/her students' attendance information electronically using the TEAMS software system. The system recognizes the teacher's role from his/her unique login credentials and displays electronic rosters for teacher's classroom to mark the attendance. At the official attendance time, the teacher takes roll and POSTS the attendance to his/her electronic roster to create an official record (*see example below*). The POST button captures the teacher's electronic signature and time/date stamps the record. Because the default attendance code in TEAMS is P for Present, teachers must select the 'A' radio button to mark a student as absent. All student absences posted as 'A' by a teacher are considered unexcused for compulsory attendance purposes.

**Note:** Upon receipt of signed, dated and complete documentation, PEIMS Clerks may override and correct the teacher's posting of student attendance and apply the correct attendance code. Documentation must be retained on file for audit purposes.

The screenshot shows the TEAMS Student Roster interface for HOMEROOM 2ND GR - HR02, Section: 001, Term: S2, Day: T, Period: AT, on 06-04-2008 (Wednesday) for teacher Brown, K. The interface includes a 'View' dropdown menu set to 'Class Roster in List View', a 'Schedule' dropdown, and a table of students with columns for Local ID, G, GL, SCH, and Links. The 'Links' column contains radio buttons for attendance codes P, D, S, A, and G. Arrows indicate: 1. The 'Class Roster in List View' dropdown menu. 2. The 'A' radio button for student Powell, Angel Renee. 3. The 'Post' button at the bottom of the roster.

| Local ID | G | GL | SCH | Links  |
|----------|---|----|-----|--|
| 795741   | M | 02 | 126 | <input type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G            |
| 792009   | F | 02 | 126 | <input checked="" type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G |
| 795192   | M | 02 | 126 | <input checked="" type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G |
| 792014   | F | 02 | 126 | <input checked="" type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G |
| 795331   | M | 02 | 126 | <input checked="" type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G |
| 793781   | M | 02 | 126 | <input checked="" type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G |
| 788682   | M | 02 | 126 | <input checked="" type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G |
| 795047   | M | 02 | 126 | <input checked="" type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G |
| 792051   | F | 02 | 126 | <input checked="" type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G |
| 796044   | M | 02 | 126 | <input checked="" type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G |
| 795736   | F | 02 | 126 | <input checked="" type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G |
| 795173   | F | 02 | 126 | <input type="radio"/> P <input checked="" type="radio"/> A <input type="radio"/> D <input type="radio"/> S <input type="radio"/> G |
| 795054   | F | 02 | 126 | <input checked="" type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G |
| 798436   | M | 02 | 126 | <input checked="" type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G |
| 795329   | M | 02 | 126 | <input checked="" type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G |
| 795059   | F | 02 | 126 | <input checked="" type="radio"/> P <input type="radio"/> D <input type="radio"/> S <input type="radio"/> A <input type="radio"/> G |

## WARNING:

Attendance must not be taken by students or classroom aides and clerks that do not meet the requirements of a highly qualified paraprofessional. Further, teachers may not take or record official attendance when they are absent from class at the official attendance time (*attending a meeting, workshop, conference, sick leave, etc.*). Using a student-"sign-in" sheet to record attendance is not an acceptable method of taking roll and will result in the attendance being disallowed. Even having students to print their own names on a sign-in sheet that the teacher later signs and dates will cause attendance to be disallowed by TEA auditors.

# Beaumont ISD Student Attendance Accounting Procedures

## Substitute Teachers

**Long-term, (permanent) substitute teachers**, as classified by Human Resources, may be assigned user credentials to electronically take attendance in TEAMS. If provided software access, these staff persons will enter student attendance in the same manner as the regular classroom teacher. If the staff person is not provided with access, then he/she will enter attendance using a paper roster in accordance with guidelines for short-term substitute teachers.

**Short-term, substitute teachers** are not assigned user credentials to take electronic attendance in TEAMS. These temporary employees will take and record attendance using a paper class roster (*as shown in the example below*) at the official attendance time. **The paper roster must include the course/section taught, be signed and dated (black or blue ink only) by the substitute teacher and submitted to the PEIMS Clerk for manual entry of the attendance data into TEAMS.** The paper roster must be filed for audit purposes in the daily attendance folder.

**PAPER ATTENDANCE ROSTER PROTOCOL** - The substitute should circle the name of absent students and write the letter 'A' or 'Absent' next to the name(s). In the event all students are present, the substitute teacher must write "All Present."

|                                |                             |                |
|--------------------------------|-----------------------------|----------------|
| Campus: Bluebonnet High School | <b>Student Class Roster</b> | Date: 4/9/2008 |
| FY: 2008                       | <b>for 12-05-2007</b>       | Time: 3:59 pm  |
| Calendar: Traditional          |                             |                |

| Course | Description | Duration | Section | Teacher Name | Signature | Room | Term/Day/Period |
|--------|-------------|----------|---------|--------------|-----------|------|-----------------|
| 1573   | SPANISH 2   | YR       | 2       | 10836        |           | 205  | S2/T/02         |

| Student Name               | ID               | Gender | Campus | Course | Section | Grade | Part | Status    |
|----------------------------|------------------|--------|--------|--------|---------|-------|------|-----------|
| Abrams, Elizabeth Ann      | 94210            | F      |        |        |         | 11    |      | Finalized |
| Avery, Alexandra Claire    | 94170            | F      |        |        |         | 11    |      | Finalized |
| Davis, John Raymond        | (555) 866 - 7227 | M      |        |        |         | 12    |      | Withdrawn |
| Detter, Douglas Robert     | (555) 633 - 4540 | M      |        |        |         | 11    |      | Finalized |
| Douglas, Renee Elaine      | (555) 423 - 4702 | F      |        |        |         |       |      | Finalized |
| Durant, Allison Annette    | (555) 423 - 4457 | F      |        |        |         |       |      | Finalized |
| Flores, Laura Elizabeth    | (555) 377 - 2361 | F      |        |        |         |       |      | Finalized |
| Floyd, Martin Andrew       | 99055            | M      |        |        |         |       | 1    | Finalized |
| Frey, Jack David           | 94367            | M      |        |        |         |       |      | Finalized |
| Greenfield, Charlotte Jean | (555) 377 - 3384 | F      |        |        |         |       | 1    | Finalized |
| Hendrix, Derek Malcolm     | 33997            | M      |        |        |         |       |      | Finalized |
| Hughes, Maria Anna         | (555) 377 - 7222 | F      |        |        |         |       |      | Finalized |
| Ingstrom, James Raymond    | 34830            | M      |        |        |         |       |      | Finalized |
| King, Jacob Isaac          | 94045            | M      |        |        |         |       |      | Finalized |
| Kyle, Allen Charles        | 98011            | M      |        |        |         |       |      | Finalized |
| Leonard, Jasmine Hannah    | (555) 633 - 4370 | F      |        |        |         | 11    |      | Finalized |
| Mayes, Thomas Bradley      | 30847            | M      |        |        |         | 10    |      | Finalized |
| Miller, Diana Renee        | (555) 360 - 6833 | F      |        |        |         | 10    |      | Finalized |
| Moore, Samuel David        | 34253            | M      |        |        |         | 10    |      | Finalized |
| Randall, Antonio Charles   | (555) 377 - 8292 | M      |        |        |         | 11    |      | Finalized |
| Reyes, Mary Alice          | 40304            | F      |        |        |         | 11    |      | Finalized |
| Robertson, William Stanley | 34507            | M      |        |        |         | 10    |      | Finalized |
| Rodriguez, Robert Michael  | (555) 423 - 0293 | M      |        |        |         | 11    |      | Finalized |
| Salazar, Richard David     | (555) 377 - 0243 | M      |        |        |         | 11    |      | Finalized |
| Tate, Anne Marie           | (555) 377 - 0969 | F      |        |        |         | 10    |      | Finalized |

**Teacher Must Sign and Date Paper Roster in Black or Blue Ink**

All Present  
Janice Smythy  
4/9/08

**Student Total:** 25

# Beaumont ISD Student Attendance Accounting Procedures

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## Taking Attendance - Non-Traditional Circumstances

### Attendance Taking during Power Outage/Technical Failure/System Lockout

In the event of an error or if the TEAMS software system is unavailable, the teacher is to mark the attendance information on a paper roster, sign (in black or blue ink), date and submit the paper roster to the campus attendance office for manual entry into the SIS. The clerk will enter the attendance in the TEAMS software once the system becomes available based on the paper roll and retain the documentation in the daily attendance work folder for audit purposes.

### Attendance Taking and Delayed Start of School

If the district's superintendent delays the start of the school day for one or more campuses for a reason related to health or safety (for example, because of flooding or bad weather), campuses may choose an alternate attendance-taking time for that day. This provision does not apply to a delayed start of the school day for a reason unrelated to health or safety (*for example, the funeral of a student or teacher*).

If the district delays the start of the school day and the campus(es) uses an alternate attendance-taking time, the campus PEIMS Clerk and campus principal should complete, sign and date the district's Alternate Attendance Time Form and submit to the Student Services Department to change the official attendance time in the SIS. The form must be maintained to document the alternate attendance time, the attendance recorded at that time, and the official reason for the delayed attendance taking.

### Attendance Taking during Testing Days

If standardized achievement tests or final exams are administered during the period designated for attendance taking, staff members should record absences just before, during, or immediately after the exam.

**PROTOCOL:** The campus PEIMS Clerk and campus principal should complete, sign and date the district's Alternate Attendance Time Form [see appendix] and submit to the Student Services Department at least 3 days prior to the requested change. Once reviewed and approved, Student Services will change the official time in TEAMS as applicable. The form shall be maintained in the daily attendance folder to document the alternate attendance time and the official reason for the change.

Note: If the district exempts certain students from taking final exams, note that the exemption does not exempt the students from the 2-through-4-hour requirement. Also, a student who is exempt from taking exams and who attends school on an exam day only to "sign in" during the attendance-taking time has not met the minimum 2-through-4-hour requirement for that day. A student must either be provided the appropriate number of hours of instruction or be counted absent.

#### *Example:*

*A high school exempts a student from having to attend finals if the student maintains a certain average in the class and has no more than three excused absences. On the day of the final, 100 students did not attend school until 1:00 p.m. Official attendance was taken at 9:30 a.m. The 100 students will be marked absent for FSP funding purposes since they were not in attendance at the official roll call.*





# Beaumont ISD Student Attendance Accounting Procedures

## Attendance Taking for Students Assigned to the JJAEP

A JJAEP is not eligible to receive FSP funding and does not report student attendance to the TEA. BISD students assigned to the JJAEP are enrolled and scheduled into courses at the JJAEP campus (123910011). The students have attendance recorded and reported by the district in accordance with the executed Memorandum of Understanding (MOU) and TEA rules. Generally speaking:

- Students with a mandatory expulsion to the JJAEP are not eligible to generate ADA, but must still have attendance recorded for compulsory attendance and attendance for credit purposes.
- Students with a discretionary expulsion to the JJAEP are eligible to generate ADA

**PROTOCOL:** The JJAEP student is enrolled and scheduled into courses by designated staff at the district’s central office. The principal of the JJAEP will email/fax a daily attendance roster to the central office staff. The clerk/ADA specialist will use the roster as documentation to manually enter an attendance record for students assigned to the facility. Once attendance is recorded, the roster will be filed in the daily attendance folder for audit purposes.

**BEAUMONT ISD  
STUDENT ATTENDANCE FOR JEFFERSON COUNTY YOUTH ACADEMY  
DATE: MAY 2023**

| ST  | IN       | NAME | 1  | 2  | 3  | 4  | 5  | 8     | 9  | 10 | 11 | 12 | 15 | 16 | 17    | 18    | 19    | 22    | 23    | 24    | 25    | 26    |       |  |  |  |  |
|-----|----------|------|----|----|----|----|----|-------|----|----|----|----|----|----|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|--|--|--|
|     |          |      | M  | T  | W  | T  | F  | M     | T  | W  | T  | F  | M  | T  | W     | T     | F     | M     | T     | W     | T     | F     |       |  |  |  |  |
| DES | 1/9/23   | B    | IN | IN | IN | IN | IN | IN    | IN | IN | IN | IN | IN | IN | IN    | IN    | IN    | IN    | IN    | IN    | IN    | IN    | IN    |  |  |  |  |
| DES | 10/11/22 | C    | √  | √  | A  | √  | √  | √     | A  | √  | √  | A  | √  | A  | √     | ES    | ES    | ES    | √     | A     | √     | A     |       |  |  |  |  |
| DES | 1/23/23  | H    | √  | √  | √  | A  | √  | √     | √  | A  | √  | √  | √  | A  | A     | √     | √     | √     | √     | √     | √     | A     | √     |  |  |  |  |
| DES | 2/7/23   | M    | √  | √  | EX | √  | √  | √     | √  | √  | √  | A  | √  | ES | ES    | ES    | √     | √     | √     | √     | √     | √     |       |  |  |  |  |
| DES | 4/24/23  | TI   | √  | √  | √  | √  | √  | A     | √  | √  | √  | √  | √  | √  | √     | √     | √     | √     | √     | √     | √     | A     | A     |  |  |  |  |
|     | 4/25/23  | TI   | HA | √  | √  | √  | √  | IN/JD | √  | √  | √  | √  | √  | √  | ES    | ES    | ES    | √     | A     | √     | √     | √     | √     |  |  |  |  |
| DES | 3/28/23  | W    | N  | IN | IN | IN | IN | IN    | IN | IN | IN | IN | IN | IN | IN/JD | IN/JD | IN/JD | IN/JD | IN/JD | IN/JD | IN/JD | IN/JD | IN/JD |  |  |  |  |
| √   |          |      |    |    |    |    |    |       |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |  |  |  |  |

|                                 |                                 |                                      |
|---------------------------------|---------------------------------|--------------------------------------|
| √ - Present                     | ES - Suspended                  | Contact                              |
| A - Absent                      | IN/JD - Absent but in Detention | P - Phone Call                       |
| EX - Excused                    | IN - Inactive Status            | DM - Direct Message                  |
| √/jd - Present but in Detention |                                 | F - Face to Face (Zoom, Google Meet) |
| CJ - County Jail                |                                 |                                      |

# Beaumont ISD Student Attendance Accounting Procedures

## Attendance Taking for Field Trips/School-Sponsored Activities

When students participate in school-sponsored events/activities during the official attendance period, their attendance shall be recorded by the sponsor/teacher on the proper form and submitted to the attendance office for manual entry into TEAMS. The form must be signed and dated in ink to certify the attendance.

## Attendance Taking for Homebound Students

Students who meet eligibility requirements for the homebound program are eligible to generate funding based on the number of hours the student is served at home or hospital bedside by a certified teacher each week. *(Note: Special education homebound students must be served by a teacher certified in special education).* Eligible days present are determined each week. For homebound purposes, a week starts on Sunday and ends Saturday. Service hours cannot be accumulated and carried forward from one week to the next, and service hours must not be applied to a previous week.

**PROTOCOL:** The student's homebound teacher will complete the district's PEIMS Homebound Weekly Attendance Verification Form. The homebound teacher or coordinator will fax/email the log to the campus PEIMS Clerk for manual entry of attendance data based on the amount of time the student was served during the week. **The PEIMS Clerk must check for teacher signatures and dates and that all fields are appropriately filled out before coding attendance.** The homebound log will be retained in the student's attendance folder for audit purposes.

**BEAUMONT INDEPENDENT SCHOOL DISTRICT**  
**PEIMS HOMEBOUND WEEKLY ATTENDANCE VERIFICATION FORM**

|   |                              |   |              |        |  |
|---|------------------------------|---|--------------|--------|--|
| STUDENT NAME: LAST  |                              | FIRST   |              | MIDDLE |  |
| STUDENT ID#:  | DATE OF BIRTH: (MM/DD/YYYY): | GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE |              |        |  |
| HOME CAMPUS:  |                              |   | GRADE LEVEL: |        |  |
| TYPE OF HOMEBOUND SERVICE PROVIDED: <input type="checkbox"/> GENERAL ED <input type="checkbox"/> PREGNANCY RELATED <input type="checkbox"/> SPECIAL EDUCATION |                              |   |              |        |  |

HOMEBOUND TEACHERS MUST SUBMIT THIS FORM TO THE HOME CAMPUS ATTENDANCE OFFICE EACH FRIDAY!

| Reporting Week | Beginning (MM/DD/YYYY): | Ending (MM/DD/YYYY):   |                            |                        |
|----------------|-------------------------|--|----------------------------|------------------------|
| DAY            | DATE                    | ATTENDANCE   | ARRIVAL TIME (EK: 9:00 AM) | DEPARTURE TIME (CHART) |
| SUN            |                         | <input type="checkbox"/> ABSENT <input type="checkbox"/> PRESENT |                            |                        |
| MON            |                         | <input type="checkbox"/> ABSENT <input type="checkbox"/> PRESENT |                            |                        |
| TUE            |                         | <input type="checkbox"/> ABSENT <input type="checkbox"/> PRESENT |                            |                        |
| WED            |                         | <input type="checkbox"/> ABSENT <input type="checkbox"/> PRESENT |                            |                        |
| THUR           |                         | <input type="checkbox"/> ABSENT <input type="checkbox"/> PRESENT |                            |                        |
| FRI            |                         | <input type="checkbox"/> ABSENT <input type="checkbox"/> PRESENT |                            |                        |
| SAT            |                         | <input type="checkbox"/> ABSENT <input type="checkbox"/> PRESENT |                            |                        |

Total Weekly Instructional Time: \_\_\_\_\_ (hours)      Total Weekly Days in Attendance: \_\_\_\_\_

|   |   |
|---|---|
| Weekly attendance is based on the following instructional hours the student is served by a CERTIFIED TEACHER:<br>Amount of Time Served Per Week:<br>_____ 1 hour<br>_____ 2 hours<br>_____ 3 hours<br>_____ 4 or more hours | Eligible Days Present Earned per Week:<br>_____ One (1) day present<br>_____ Two (2) days present<br>_____ Three (3) days present<br>_____ Four (4) days present (4 day week)<br>_____ Five (5) days present (5 day week) |
|---|---|

\*Note: Instructional hours may not be carried forward to the next week or applied to a previous week!

|                                   |  |
|-----------------------------------|--|
| HOMEBOUND TEACHER'S NAME: (Print) |  |
| HOMEBOUND TEACHER'S SIGNATURE:    |  |
| DATE (MM/DD/YYYY):                |  |

Date Rec'd By Attendance Clerk: \_\_\_\_\_ Attendance Clerk Signature: \_\_\_\_\_

TEA AUDITED DOCUMENT - PLEASE RETAIN WITH STUDENT ATTENDANCE RECORDS



# Beaumont ISD Student Attendance Accounting Procedures

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## **Attendance Taking for High School Equivalency Program (HSEP)**

The HSEP provides alternatives to the traditional attendance program and provides flexible attendance schedules. Students in the program are still subject to minimum attendance requirements (TEC, §25.092). District personnel must maintain a separate log of program instructional contact time for each student participating in the HSEP.

A student is counted as in attendance based on the actual number of daily contact minutes the student receives instruction in the HSEP, in traditional classes that count toward graduation requirements, or in both. A student must receive instruction in the HSEP (or the HSEP in combination with traditional coursework) at least 45 minutes on a given day for instructional contact time to be recorded. If actual instructional contact time in the HSEP (or the HSEP in combination with traditional coursework) does not equal at least 45 minutes on a given day, your district must record 0 minutes of instructional contact time for that day. The maximum number of instructional contact minutes allowed each school day, including any classroom time accounted for in traditional courses toward graduation requirements, is 600 minutes.

For campuses approved to operate a High School Equivalency Program (HSEP), students will arrive and check-in with the teacher-of-record, who will record the student's name and time of arrival on the HSEP daily attendance log. When the student has ended their session, the student will check-out with the teacher-of-record, who will write the time of the student's departure on the daily attendance log. The teacher-of-record will sign and date the log in black or blue ink to certify the student's actual time in attendance and submit the log to the attendance office. The PEIMS clerk will enter the HSEP attendance into the software (TEAMS) in accordance with standards set forth in the TEA Student Attendance Accounting Handbook, using the TEAMS attendance system at the end of each week. Student Detail and Campus Summary Reports will be generated at the end of the six weeks reporting period and reviewed and verified by the PEIMS Data Clerk and the campus principal. The district's PEIMS Supervisor or central office designee will perform random data reviews to verify HSEP attendance rosters.

A district must report all minutes of instruction attended by a student for each six-week reporting period. However, no student may generate more than one ADA for FSP funding purposes for a school year within a district or campus. If a student participates in both the HSEP and the traditional attendance program, the student must not generate more than one ADA for FSP funding purposes for a six-week reporting period within a district or campus.



# Beaumont ISD Student Attendance Accounting Procedures

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## Processing Attendance Corrections

### Manual Entries or Corrections to Student Attendance

The Student Attendance software in Frontline TEAMS maintains a log of all entries and changes made through the system. This log includes information about the user, the student, the date and time, as well as the information entered.

The attendance clerk is responsible for entering all absence reason codes including those reasons that will result in a student being counted present even if that student was not physically present on campus during the official attendance period.

Students that have checked in or out during the day may need their absence record modified to correctly indicate the reason absent. Period absences may need to be added or deleted. Students who are present in ISS, in Juvenile Detention, or Homebound are marked absent by the teacher of record but may be recorded as present for FSP funding by data entry of the appropriate absence reason code. Students who are suspended out of school are marked with an excused absence by using the appropriate absence reason code.

Supporting documentation must be kept in the campus audit files for manual entries and changes made to attendance. This includes, but is not limited to: rosters from substitutes, medical appointment excuse notes, rosters from extracurricular activities, as well as written notes or printed emails from teachers indicating changes.

District staff members must always use ink to make manual entries or corrections in the attendance records, paper class rosters, period absence slips, on 6-week absence reports and on daily summary sheets. Staff members must never record manual entries in pencil, use liquid correction fluid, or use a signature stamp. If errors are made on any official attendance document, the staff member making the correction must strike through the error, enter corrections nearby and initial.

When an error occurs with a student's attendance an Attendance Correction Form must be submitted to the Attendance Office. The form must be completed by a teacher and include the teacher's signature and date.

### Deleting Absences

Student absences are **ONLY** to be deleted in the case where an error for entry has been made AND only if signed documentation is on file to support the deletion.

## Attendance System Controls

### Attendance "Lockout" Validation

To ensure compliance with the *TEA SAAH* for taking attendance at the established official attendance time, a lockout feature may be activated to help ensure teachers enter attendance in TEAMS as close to the attendance snapshot (within 15 minutes) or be locked out of the system. Once the lockout feature is engaged, teachers are required to submit official attendance by paper roster.

# Beaumont ISD Student Attendance Accounting Procedures

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## “Unbatched” Attendance Accounting Validation

Failure of the teacher or PEIMS Clerk to POST attendance for any official attendance course/section, results in uncertified attendance records. Because the TEAMS attendance accounting software system operates as a positive attendance system, whereby all students are deemed present until physically marked as absent, without a supplemental attendance verification procedure, these records may inadvertently be accounted for generating state funding.

An internal attendance system control has been added to the TEAMS software to avoid claiming funding on uncertified (unposted) attendance. The automated process occurs through a nightly batch process and enables the district to **create student attendance records for all students in sections where the teacher did not post attendance for the class for the day** or the PEIMS Clerk did not post attendance based on supporting documentation received from the teacher/authorized school official. Records created by the unbatched process will appear in the student attendance file as code: **UNB (Unexcused-Unfunded)**. **This attendance is excluded for state funding purposes until such time student attendance records are manually certified by a teacher (authorized substitute) and corrections are entered in TEAMS by the attendance personnel based on complete, supporting documentation.**

## Special Program Coding

All students earn state funding (FSP) for each day in attendance. Students who are eligible, identified, and served in a special program, such as Special Education, Bilingual/ESL, Career and Technology, etc, earn additional state funding. To claim a student for special program funding purposes, complete documentation that proves eligibility of the student must be on file.

At the district and campus level, specific personnel are accountable for ensuring eligibility in various special programs. Guidance for each special program is contained in the *TEA SAAH*. In no case should a registrar, PEIMS Clerk or data entry clerk be assigned the responsibility of determining a student’s special program eligibility. Section III, General Attendance Requirements, of the *TEA SAAH* defines the special program director’s/authorized designee’s role as follows: *Special program directors and staff members are responsible for reviewing special program data and totals for accuracy and completeness. They are also responsible for ensuring that attendance personnel are aware of any changes in a student’s services and the effective date of those changes.* However, input of this information in TEAMS and filing appropriate documentation may be the responsibility of the clerk or others at the campus or district level.

Guidance for each special is contained in the SAAH. Excerpts for special programs address the unique provisions of each program. Due to the changing dynamics associated with staff turnover, staff positions are assigned to the coding associated with special program coding rather than staff names. The major roles of the special program coordinators will be to: 1) ensure that all required documentation for entry and exit from special programs is on file for audit purposes and 2) review and approve data on a regular basis for PEIMS submission.

## Bilingual/ESL Education

All Bilingual/ESL coding and documentation shall be in accordance with Section 6 of the TEA SAAH. The Director of Bilingual/ESL Education is responsible for reading and adhering to the Bilingual/ESL attendance accounting rules in Section 6 of the SAAH. He/she is further responsible for providing training or ensuring training opportunities are available on these rules to all ELL specialists assigned the responsibility for ELL coding.

# Beaumont ISD Student Attendance Accounting Procedures

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The campus ELL specialist, as designated by the principal or Bilingual/ESL Director, is responsible for identifying and assigning codes for ELL students. The ELL specialist should provide names and complete coding information of students who are eligible for the program and whose documentation is in order, to data entry staff to enter the data into TEAMS and file the documentation for audit purposes. Any changes or additions to Bilingual/ESL coding in the SIS must also be documented and maintained in the student's cumulative folder.

To be eligible for Bilingual/ESL state funding, a student in the Bilingual/ESL education program must meet the following requirements:

- Have a language other than English indicated on the home language survey
- Be considered Limited English Proficient (LEP) because of the student's test score fell below the cutoff scores as noted below:
- Grades PK through 1<sup>st</sup>: scored below an oral language proficiency test (OLPT)
- Grades 2 through 12: scored below an oral language proficiency test (OLPT), or a norm-referenced standardized test in English (reading and language arts);
- Be recommended for placement in the program by a language proficiency assessment committee (LPAC); and
- Have a record of parental approval to place the LEP student in a Bilingual or ESL education program. (Parent must sign and date a permission form).

Note: The district must place the student in the Bilingual/ESL program on the date the LPAC recommends placement, but may not count the student for BIL/ESL state funding until the written, parental approval is received. If a parent denies the placement, the district must discontinue serving the student in this program. **The state funding is effective on the date the parent approval is received.**

A student shall be withdrawn (exited) from the Bilingual/ESL program when one of the following occurs:

- Student withdraws from the campus,
- The LPAC classifies the student as English proficient, or
- The parent requests in writing to remove his or her child from the program and place the child in a regular education classroom.

Once a student has met the criteria for exiting the bilingual or ESL program, the district must notify the student's parent of the student's reclassification as English proficient and obtain parental approval for his or her exit from the BIL/ESL program.

For a student who withdraws from the district, the date the student is withdrawn is considered the effective date of change. Data entry staff record this effective date in TEAMS and BIL/ESL days are no accumulated for state funding purposes.

For a student who has been classified as English proficient at the end of the school year, the first day of the following school year is the effective date of change. It is rare to change LEP-related codes during the school year.



# Beaumont ISD Student Attendance Accounting Procedures

## Career and Technical Education (CTE)

All CTE coding and documentation shall be in accordance with Section 5 of the *TEA SAAH*. The Director of Career and Technical Education is responsible for reading and adhering to the Career and Technical Education attendance accounting rules in Section 5 of the *SAAH*. He/she is further responsible for providing training or ensuring training opportunities are provided on these rules to all CTE counselors/specialists assigned the responsibility for CTE coding to ensure compliance with laws, rules and regulations related to CTE.

At the secondary level, the principal and counselor should develop a campus master schedule to include all approved CTE courses. All teachers assigned to teach CTE courses must be qualified and certified to teach the assigned CTE course(s).

**PROTOCOL:** The class schedule shall be the primary record that the student was enrolled and participating in a CTE course. A CTE indicator of 1 will be assigned by the CTE calculations run in TEAMS based on the student's schedule. The Director of Career and Technical Education will work closely with high school counselors to evaluate, verify and enter/update CTE indicators of 2 based on a student's schedule, participation in a coherent sequence and complete four-year plan on file. All supporting documentation will be maintained in the student's cumulative folder.

Students in grades 6 through 12 are eligible to be served in CTE programs; however, only students in grades 9 through 12 are eligible for CTE contact hours (funding). The maximum number of contact hours that may be claimed for a student is six (6) contact hours. The CTE code for each course is determined by the average minutes per day of instruction in a CTE course(s). The total CTE code is calculated by adding the CTE code for each student (s). The following chart is used to determine the CTE codes to use for coding students.

| CTE Code | Average Minutes per Day in CTE Course |
|----------|---------------------------------------|
| V1       | 45-89 minutes                         |
| V2       | 90-149 minutes                        |
| V3       | 150-180+ minutes                      |

Due to funding implications, CTE courses should not be deleted from a student's schedule. A student shall be withdrawn from the CTE program with a proper effective date when one of the following occurs:

1. Student withdraws from the campus, or
2. The student changes his/her class schedule and ceases to be enrolled in a CTE course, or
3. His instructional environment changes, i.e.: DAEP, no CTE teacher.

The counselor is responsible for notifying the PEIMS Clerk when a student schedule change occurs.

## General Education Homebound

Any student who is served through the GEH program must meet the following three criteria:

- The student is expected to be confined at home or hospital bedside for a minimum of four weeks. The weeks need not be consecutive.
- The student is confined at home or hospital bedside for medical or psychological reasons only.

# Beaumont ISD Student Attendance Accounting Procedures

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- The student must have a current medical or psychological condition that is documented by a physician licensed to practice in the United States. Except in cases of medically fragile students, potential medical conditions or concerns that students may develop medical conditions do not constitute grounds for GEH program eligibility.

A student served through the GEH program at home or hospital bedside must be served by a certified general education teacher. Over the period of his or her confinement, the student must be provided instruction in all core academic subject area courses in which the student is enrolled. In addition, over the period of confinement, the student should be provided instruction in all other courses the student is enrolled in, if possible. In cases where students are medically able to receive more than the required minimum four hours of face to face instruction, LEAs may provide additional remote instruction. Please note that concurrent instruction is not allowed.

**A referral under Section 504 should be considered to determine eligibility for homebound students with a suspected disability. If the student is already eligible under Section 504, a Section 504 meeting must be held to discuss potential homebound eligibility.**

## **GEH Committee**

A designated campus committee must make decisions regarding GEH placement. For Section 504 eligible students, follow Section 504 policies and procedures for committee membership. Members of the committee should include, but are not limited to: • a campus administrator, • a teacher of the student, and • a parent or guardian of the student.

The role of the GEH/Section 504 committee is to review and consider the necessity of providing instruction to a general education student at home or hospital bedside. If instruction is to be provided at home or hospital bedside, the GEH/Section 504 committee determines the type(s) and amount of instruction to be provided. Over the period of his or her confinement, however, the student must be provided instruction in all core academic subject area courses in which the student is enrolled and, if possible, should be provided instruction in all other courses in which the student is enrolled.

**In making these decisions, the GEH/Section 504 committee must consider information from the student's licensed physician.**

## **GEH/Section 504 Committee Documentation Responsibilities**

In qualifying a student for and providing the student GEH services, the following documentation is required:

- a district-developed form that documents the GEH/Section 504 committee decision about serving a student through GEH;
- documentation on the form of the GEH/Section 504 committee's decision about the type(s) and amount of instruction to be provided to the student, including the designated amount of time per week that instruction will be provided;
- a note from a licensed physician stating that the student has a medical or psychological condition that requires the student to be confined at home or hospital bedside for a minimum of four weeks;
- documentation of the day(s) homebound instruction started and stopped; and

# Beaumont ISD Student Attendance Accounting Procedures

- the teacher’s homebound instruction log.

The minimum documentation required in homebound logs (the attendance record maintained by a homebound teacher) includes:

- the name of the homebound teacher,
- the student’s name and Texas Unique ID,
- the date that the homebound teacher visited the homebound student, and
- the specific time period that the student was served (for example, 10:00 a.m. until 1:00 p.m.).

Additional documentation may be maintained as part of this record at your district’s discretion. This documentation may include, but is not limited to, mileage records for the homebound teacher and information on subjects that were taught as part of the homebound instruction.

A general education student served at home earns eligible days present based on the number of hours the student is served at home by a certified teacher each week. The following is chart is used to calculate eligible days present:

| Amount of Time Served Per Week | Eligible Days Present Earned per Week                            |
|--------------------------------|--|
| 1 hour                         | 1 day present  |
| 2 hours                        | 2 days present   |
| 3 hours                        | 3 days present   |
| 4 hours                        | 4 days present (if 4-day week)<br>5 days present (if 5-day week) |
| More than 4 hours              | 4 days present (if 4-day week)<br>5 days present (if 5-day week) |

**PROTOCOL:** General education students receiving homebound services shall be coded “present” (HBO) for attendance in accordance with the TEA SAAH homebound requirements. Specifically, the certified general education teacher that provides homebound instruction shall submit a weekly homebound attendance log to the PEIMS Clerk every week detailing the amount of time instructional services were provided in accordance with the chart above. If the student was eligible for homebound service, but did not receive education services to be counted as present, the student shall be coded as, excused, (eHB) for compulsory attendance purposes.

## Transition from GEH to the Classroom

A student transitioning back to a school-based setting may continue to generate eligible days present based on the GEH funding chart during the transition period. The GEH/Section 504 committee must determine the length of the transition period based on current medical information. Once the student has completed the transition period determined by the GEH/Section 504 committee, the student no longer generates eligible days present according to the GEH funding chart but instead generates attendance based on whether the student is present at the official attendance-taking time.


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## Transitioning Students with Chronic Illness between Homebound and the Classroom

A student with a chronic illness or acute health problem that is a long-term condition and requires the student to be in the GEH program for at least four weeks will generate contact hours based on the following:

- Students transitioning back to a school-based placement may continue to be coded homebound during the transition period subject to the GEH funding chart.
- The length of the transition period must be determined by the GEH/Section 504 committee based on current medical information.

### GEH Weekly Homebound Log Example:



| PEIMS Weekly Homebound Attendance Verification Log |  |                   |  |  |  |
|--|--|-------------------|--|--|--|
| Last Name  |  | First Name        |  | Middle Name  |  |
| LEARNER  |  | STUDENT           |  |  |  |
| Student ID Number                                  |  | Campus            |  | Grade Level  |  |
| 111222   |  | GRAND HIGH SCHOOL |  | 11TH   |  |
| Student Date of Birth                              |  | Gender            |  | Type of Service (highlight)                                      |  |
| 11/15/2005   |  | FEMALE            |  | PRS <span style="background-color: yellow;">GEN ED</span>   SPED |  |

| Day   | Date       | Start Time | End Time  | Total time | A/P     |
|-------|------------|------------|-----------|------------|---------|
| Sun   |            |            |           |            |         |
| Mon   |            |            |           |            |         |
| Tues  |            |            |           |            |         |
| Wed   |            |            |           |            |         |
| Thurs | 02/16/2023 | 12:00 P.M. | 2:00 P.M. | 2 HOURS    | PRESENT |
| Fri   | 02/17/2023 | 12:00 P.M. | 2:00 P.M. | 2 HOURS    | PRESENT |
| Sat   |            |            |           |            |         |

Weekly attendance is based on the following instructional hours the student is served by a **CERTIFIED TEACHER**: Note: All **SPED** students must be served by a **SPED CERTIFIED TEACHER** to earn eligible days present.

| Amount of Time served per week                      | Eligible days present earned   |
|---|--|
| <input type="checkbox"/> 1 hour                     | One day present  |
| <input type="checkbox"/> 2 hours                    | Two days present   |
| <input type="checkbox"/> 3 hours                    | Three days present   |
| <input checked="" type="checkbox"/> 4 or more hours | Four days present on <u>four day</u> week<br>Five days present on <u>five day</u> week |

|                                     |                                |
|-------------------------------------|--------------------------------|
| Teacher Name: <u>  Linda Bounds</u> | Signature: <i>Linda Bounds</i> |
|-------------------------------------|--------------------------------|

Example Form

**PROTOCOL:** In this example, General Education Homebound - Student Learner received 4 hours of homebound instruction during the specified week. The student would be coded in the SIS as “present” using attendance code HBO, for each day of the week because the student received 4 hours of instruction during this particular week. Note: This particular week included a student holiday on Monday 2/13/23 so the attendance code HBO was entered in the SIS for the four instructional days of 2/14, 2/15, 2/16 and 2/17 even though instruction was provided on the last two day of the week.

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## Attendance codes entered in SIS:

|            |     |      |   |       |       |       |       |       |       |       |       |
|------------|-----|------|---|-------|-------|-------|-------|-------|-------|-------|-------|
| 02-14-2023 | 014 | 2023 | 1 | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO |
| 02-15-2023 | 014 | 2023 | 1 | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO |
| 02-16-2023 | 014 | 2023 | 1 | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO |
| 02-17-2023 | 014 | 2023 | 1 | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO | A-HBO |

## Gifted and Talented Education

The Gifted and Talented Program Supervisor/Coordinator is responsible for reading and adhering to the Gifted/Talented attendance accounting rules in Section 8 of the *TEA SAAH*. He/she is further responsible for providing training to campus G/T specialists or principal’s designees on these rules.

**PROTOCOL:** Designated staff persons determine that a student requires educational experiences beyond those normally provided by the regular school program and meets all additional program qualifications. The designee should provide names and complete coding information of students who are eligible for the program and whose documentation is in order, to data entry staff to enter the data into the SIS and file the documentation for audit purposes. Any changes or additions to G/T coding in TEAMS must also be documented and maintained in the student’s cumulative folder.

## Prekindergarten Program

All prekindergarten coding and documentation shall be in accordance with Section 7 of the *TEA SAAH*. Elementary principals who operate PreKindergarten programs on their campus are responsible for reading and adhering to the PreKindergarten attendance accounting rules in Section 7 of the *TEA SAAH*. The administrator is further responsible for providing training or ensuring training opportunities are provided to campus counselors, PEIMS Clerks and other designated staff on these rules.

To be eligible for prekindergarten state funding, a student in the district’s PreK program must be 3 (Head Start) or 4 years of age on September 1<sup>st</sup> of the current school year **and** meet *one* of the following state requirements.

- Unable to speak and comprehend the English language (documentation: home language survey, oral language proficiency test and LPAC documentation)
- Educationally disadvantaged (eligible for NSLP free or reduced lunch program)
- Be homeless
- Dependent of Member of Armed Forcers
- Dependent of Star of Texas Award Recipient
- Have ever been in the conservatorship of the DFPS (foster care) in any state following an adversary hearing.

Additional information regarding PreK eligibility and documentation is found in the *TEA SAAH* as shown below:

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**BISD’s PreK4 classes operate on a full day basis, but are funded on a half-day basis.** Students who meet the state’s eligibility requirements for the PreK program should be **coded half-day (ADA code 2)**. Students in PreK are also eligible for other special programs such as special education and bilingual/ESL, provided they meet requirements for these programs.

***\*Note: Beaumont ISD operates a federal Head Start program at the Bingman Campus. Because students who are enrolled in Head Start are automatically eligible for the National School Lunch Program (NSLP), all Head Start students are enrolled into the state-funded PreK program.***

The following table shows the ADA eligibility codes to use for students served in the PK classroom.

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| <b>ADA Eligibility Coding for Students Served in a Pre-K Classroom</b>   |                    |                             |
|--|--------------------|-----------------------------|
|  | <b>Student Age</b> | <b>ADA Eligibility Code</b> |
| A student eligible for pre-K <sup>1</sup> served in the pre-K classroom by a pre-K teacher for ½ day   | 3 or 4+            | 2 half-day                  |
| A student eligible for pre-K <sup>1</sup> served in the pre-K classroom by a pre-K teacher for the full day  | 3 or 4+            | 2 half-day                  |
| A student ineligible for pre-K <sup>2</sup> served in the pre-K classroom by a pre-K teacher for ½ day   | 3 or 4+            | 5 ineligible half-day       |
| A student ineligible for pre-K <sup>2</sup> served in the pre-K classroom by a pre-K teacher for the full day  | 3 or 4+            | 4 ineligible full-day       |
| A student eligible for pre-K <sup>1</sup> and special education (ECSE) served in the pre-K classroom by a pre-K teacher for ½ day and served in a special education setting for ½ day <sup>3</sup> | 3 or 4+            | 1 eligible full-day         |

<sup>1</sup>According to [7.2 Eligibility](#).

<sup>2</sup>Ineligible pre-K students may be served in the pre-K classroom only if space is available and other eligible pre-K students are not denied enrollment.

<sup>3</sup>This circumstance is just one example of a circumstance in which a student eligible for ECSE services is served in a pre-K classroom. For more information on coding of pre-K students who are eligible for special education services, see [7.5.1 Students Who Are Eligible for Special Education and Are Served in a Pre-K Classroom](#) and [4.9.3 ECSE Services and Pre-K Programs](#).

**PROTOCOL:** Student eligibility for PreK is determined by the campus principal/principal’s designee using the annual PreK qualification application and supporting documentation. The principal/authorized designee should verify eligibility of all PreK students in accordance with TEA guidelines. The PEIMS Clerk/registrar will enter the appropriate coding information into TEAMS and file the application and documentation in the student’s folder for audit purposes. Any subsequent changes to data must also be properly documented and maintained in the student’s cumulative folder.

## **Pregnancy Related Services (PRS) Program**

Beaumont ISD chooses to offer a Pregnancy Related Services program to its students, which are support services, including compensatory education home instruction (CEHI) that a student receives during the pregnancy prenatal and postpartum periods to help her adjust academically, mentally, and physically and stay in school.

All PRS program coding and documentation shall be in accordance with Section 9 of the TEA SAAH. The Executive Director of Special Education is in charge of the PRS Program in conjunction with the Director of Nursing Services and is responsible for reading and adhering to the Pregnancy Related Services attendance accounting rules in Section 9 of the *TEA SAAH*. He/she is further responsible for providing training or ensuring training opportunities are provided to campus counselors,

## Beaumont ISD Student Attendance Accounting Procedures

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assistant principals, nursing staff and other designated staff on these rules to ensure that coding and documentation is compliant with laws, rules and regulations related to the PRS program.

The school nurse in partnership with the campus counselor, is responsible for identifying and initiating the paperwork for students who are eligible for pregnancy related services. This paperwork is forwarded to the Supervisor of Guidance and Counseling for verification. The Supervisor of Guidance and Counseling is responsible to “code a student as PRS,” in TEAMS once all eligibility requirements are met, complete documentation is on file and services begin.

If the district serves prenatal students with on-campus support services, it will receive 2.41 PRS weighted funding effective the date the services begin provided documentation of regular, routine support PRS support are on file. Note: Sporadic occurrences of support services do not qualify the district for funding.

PRS students may simultaneously participate in other state-funded programs (special education, career and technical education, bilingual or ESL education), provided all eligibility requirements of the other programs are met and documentation of those programs is on file as well.

**PROTOCOL:** The district’s PRS Coordinator will assign and end the PRS indicator for students as appropriate. The PRS Coordinator will also monitor and provide leaver documentation for any student withdrawn due to pregnancy or parenting reasons. PEIMS Clerks will code the attendance data for PRS students receiving CEHI services based on the weekly homebound forms that are to be turned in to the PEIMS Clerk weekly by the teacher performing the CEHI services. Eligible days present are based on the number of hours the student receives while she is served at home or hospital bedside by a certified teacher as shown on the chart below. Each day present shall be coded – HBO in the student’s attendance record in the TEAMS software system. If the student was eligible for homebound service, but did not earn days present, the student shall be coded as, excused, eHB for compulsory attendance purposes.



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PRS Funding Chart

| Amount of Time Provided CEHI per Week | PRS Eligible Days Present Earned per Week  |
|---------------------------------------|--|
| 0 hours                               | 0 days present PRS   |
| 1 hour                                | 1 day present PRS  |
| 2 hours                               | 2 days present PRS   |
| 3 hours                               | 3 days present PRS   |
| 4 hours                               | 4 days present PRS, 0 days absent (if the week is a 4-day week)<br>5 days present PRS, 0 days absent (if the week is a 5-day week) |
| More than 4 hours                     | 4 days present PRS, 0 days absent (if the week is a 4-day week)<br>5 days present PRS, 0 days absent (if the week is a 5-day week) |

## Special Education

All special education coding and documentation shall be in accordance with Section 4 of the TEA SAAH. The Executive Director of Special Education is responsible for reading and adhering to the Special Education attendance accounting rules in Section 4 of the *TEA SAAH*. He/she is further responsible for providing training or ensuring training opportunities are provided to designated staff persons on these rules to ensure compliance.

To be eligible to receive a special education, as student must be a child with a disability as defined in 34 Code of Federal Regulations (CFR), 300.8(a) subject to the provisions of 34 CFR, 300.8(c); the Texas Education Code (TEC) 29.003; and 19 Texas Administrative Code (TAC) 89.1040. The determination of whether a student is eligible for special education and related services is made by the student's individualized family services plan (IFSP) committee (for children from birth through age 2) or admission, review, and dismissal (ARD) committee (for a student aged 3 years or older).

**PROTOCOL:** Once the ARD committee provides a student's coding information, special education coding data entry in TEAMS is performed by clerical staff in the Special Education Department. All supporting documentation is retained on file for audit purposes by the Special Education Department.

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## Special Education Homebound

A student who receives special education and related services in the special education homebound instructional arrangement/setting earns eligible days present (generates contact hours and thus funding) based on the number of hours the student is served at home or hospital bedside by a certified **special education teacher** each week.

The following chart is used to calculate eligible days present for special education homebound:

| Amount of Time Served Per Week | Eligible Days Present Earned per Week                            |
|--------------------------------|--|
| 1 hour                         | 1 day present  |
| 2 hours                        | 2 days present   |
| 3 hours                        | 3 days present   |
| 4 hours                        | 4 days present (if 4-day week)<br>5 days present (if 5-day week) |
| More than 4 hours              | 4 days present (if 4-day week)<br>5 days present (if 5-day week) |

**PROTOCOL:** Special education students receiving homebound services shall be coded “present” (HBO) for attendance in accordance with the TEA SAAH homebound requirements. Specifically, the certified special education teacher that provides homebound instruction shall submit a weekly homebound attendance log to the PEIMS Clerk every week detailing the amount of time instructional services were provided in accordance with the chart above. If the student was eligible for homebound service, but did not earn days present, the student shall be coded as, excused,( eHB) for compulsory attendance purposes.

A student shall be withdrawn from the special education program when one of the following occurs:

- Student withdraws from the district,
- The ARD determines that the student is no longer a child with disability and therefore no longer eligible for special education, or
- The parent(s) revoke consent in writing for their student’s receipt of special education services

Special education staff shall notify the PEIMS Clerk/data entry clerk of the dismissal of the student from special education, including the effective date. The data entry clerk shall post the withdrawal in TEAMS and retain documentation on file for audit.

## Other Special Programs

Attendance/Date Entry clerks may also be provided coding information for other special programs, including, but not limited to Title 1, At-Risk, Foster Care, McKinney-Vento, Military Connection, Migrant, Economically Disadvantaged, and more.

**PROTOCOL:** Upon receipt of complete, signed and dated documentation from the designated special program coordinator, the attendance/data entry clerk will enter the proper special program code and effective date into TEAMS and retain a copy of the documents for audit. At no time shall the attendance/date entry clerk be responsible for determining the student’s special program code.

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## Compulsory Attendance

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 must attend school.

PK and kindergarten students are subject to compulsory school attendance while they are enrolled in school. On enrollment in PK 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.

A person who voluntarily enrolls in or attends school after turning 19 years of age is also required to attend school each day. If a person who is 19 or older and is enrolled in public school has more than five consecutive unexcused absences in one semester, the school district may revoke the person's enrollment for the remainder of the year. If enrollment is revoked, the student's presence on school property is thereafter unauthorized and may be charged with trespassing. Note: A student withdrawn under this criterion will be considered a 'dropout' for accountability purposes.

## Attendance Intervention Protocol

If a student has been absent without excuse on three days or parts of days within a four week period, the school district shall issue a warning notice to **inform** the parent, (A) of their duty to monitor the student's school attendance and require the student to attend school (B) the student is subject to truancy prevention measures in addition to other statutory requirements in existence and **request** a conference between school officials and the parents to discuss the absences. Failure to schedule and attend such a conference may serve as evidence of criminal negligence of failure to require attendance.

Further, if the student is absent without excuse on 10 or more days or parts of days within a six month period in the same school year, the district may:

- refer the student, age 12-18, to Truancy Court for prosecution under civil actions if applied truancy prevention measures are not succeeding, and/or
- file a complaint for criminal prosecution against the parent/guardian for criminal negligence. This offense may be punishable by fine only with fines ranging from: \$100 for the first offense to \$500 for fifth or subsequent offenses. (Note: Each day the child remains out of school may constitute a separate offense).

**Note: The district is prohibited from referring the following students to truancy court and for truant conduct and must provide counseling: pregnant students, homeless students, students in foster care, and students who are the principal income earners for their family,**

## Excused Absences for Compulsory Attendance Purposes

A child not exempt from compulsory attendance laws may be excused for temporary absence resulting from any unusual cause acceptable to the campus administrator of the school in which the student is enrolled. The temporary absence may be the result of, but not limited to: 1) personal sickness, 2) family emergency, 3) religious holy day, 4) documented juvenile court proceeding, 5) board-approved extracurricular activity, or 6) approved college visitation.

# Beaumont ISD Student Attendance Accounting Procedures

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In addition, "tardies" generally are not considered absences for purposes of compulsory attendance enforcement.

**Note:** *When a student with a disability has a significant number of absences and is not otherwise eligible and served through homebound services, both Section 504 regulations and Individuals with Disabilities Education Act (IDEA) regulations protect the rights of students to have access to the general or special education environment through a free appropriate public education in the least restrictive environment. Absences for a student who receives services under a Section 504 accommodation plan or an Individualized Education Program (IEP) should be monitored and Section 504 committee meetings and ARD committee meetings convened, as appropriate, to proactively prevent truancy.<sup>9</sup> This may include a determination that an evaluation or reevaluation is needed or that revisions to a student's Section 504 plan or IEP are needed to document the needs and situations where the student may be absent from school or any modifications from the overall district attendance policy.*

## First Day Attendance Accounting Procedures

### Purpose:

**To obtain an accurate first day ADA count of students for TEA attendance accounting purposes.**

No student may be counted as absent on the first day of school. Absences do not begin until the student has attendance recorded for at least one day in school. A **student** that is **expected to be present** on the **first day of school**, but is **not physically present** at the time of official attendance is considered a **"NO-SHOW."**

### General Overview:

To provide excellence in customer service to families, student registration opportunities shall extend throughout the course of the school day in a designated campus location. For official attendance accounting purposes:

- **Only students who are documented to be present with the classroom teacher or school official at the time of the campus' attendance snapshot time shall be included in the 'first day' official ADA count for TEA reporting purposes.** These students shall be entered in the TEAMS SIS with an enrollment date effective for the first day of school.
- **Students who arrive after the attendance snapshot time may still register and participate in the general school day activities (classes, lunch, breaks, etc.), but will not be recorded in the 'first day' official ADA count.** These students will have an enrollment date in TEAMS effective the next school day they are present at the attendance snapshot time and. *(Note: Be sure to make accommodations with the cafeteria for lunch as necessary, and transportation as students will not be activated in the transportation database).*
- Students who are listed on the **'first day'** class roster, but are not present at the attendance snapshot, shall be coded as a **'No-Show' (N/S)**.
- Unless it is an extreme emergency, there should be no movement of students between classes or to other locations at the official attendance time to ensure accuracy in the count. Teachers should not

# Beaumont ISD Student Attendance Accounting Procedures

swap students or allow students to leave the classroom without approval from the administrator during the count period.

- Teachers will use the Class Roster and Class Tally Sheet to take roll and certify attendance.
- Students out of class on campus with other school officials at the official time will be recorded on a tracking log to reconcile with the class tally sheets for no-show for inclusion in the official attendance count.
- The Campus Principal and attendance accounting team shall balance counts from the class rosters, class tally sheets and tracking logs to submit an official count to Student Services for PEIMS reporting.
- The Principal shall sign and fax the Campus Tally Sheet to ext. 5194 to certify the first day counts.

## EXPECT 100% ATTENDANCE ON DAY #1!

### SAMPLE TEACHER CLASS TALLY SHEET

**BEAUMONT INDEPENDENT SCHOOL DISTRICT**  
**2016-2017 'FIRST DAY' CLASS TALLY SHEET**

|                                |  |  |  |
|--------------------------------|--|--|--|
| CAMPUS NAME:                   |  | MARK AN "X" TO INDICATE TEACHER ROLE:      |  |
| PRINT TEACHER/SUBSTITUTE NAME: |  | <input type="checkbox"/> Teacher of Record |  |
| COURSE #:                      |  | <input type="checkbox"/> Substitute        |  |
| TEACHER NAME:                  |  | SECTION #:                                 |  |

**OFFICIAL CLASS COUNT:**

|  |     |                                      |
|--|-----|--------------------------------------|
| NUMBER OF STUDENTS MARKED PRESENT (✓):<br><small>(Count should include any students added to the bottom of the roster)</small> | [ ] | ADMINISTRATOR CONFIRMATION OF COUNT: |
| TOTAL NUMBER OF STUDENTS MARKED NO-SHOW (N/S):   | [ ] | ADMINISTRATOR CONFIRMATION OF COUNT: |

**NO-SHOWS:**

Please write the names of students marked as No-Show (N/S) from the Class Roster.  
This listing should match the count listed above.

| Last Name | First Name | ID# | Grade |
|-----------|------------|-----|-------|
|           |            |     |       |
|           |            |     |       |
|           |            |     |       |
|           |            |     |       |
|           |            |     |       |
|           |            |     |       |
|           |            |     |       |
|           |            |     |       |
|           |            |     |       |
|           |            |     |       |

I attest the information listed above is accurate for TEA official attendance purposes.

|                              |      |
|------------------------------|------|
| Teacher/Substitute Signature | Date |
|------------------------------|------|

**ATTENDANCE OFFICE ONLY**

|                                 |       |
|---------------------------------|-------|
| Attendance/Data Clerk Signature | Date: |
|---------------------------------|-------|

# Beaumont ISD Student Attendance Accounting Procedures

## SAMPLE CAMPUS TALLY SHEET

| BEAUMONT INDEPENDENT SCHOOL DISTRICT  |                      |        |
|---|----------------------|--------|
| FIRST DAY OF SCHOOL<br>CAMPUS ENROLLMENT TALLY SHEET<br>AUGUST 24, 2011   |                      |        |
| CAMPUS NAME:  |                      |        |
| CAMPUS PRINCIPAL:   |                      |        |
| OFFICIAL ATTENDANCE COUNT:  |                      |        |
| TOTAL CAMPUS COUNT OF STUDENTS MARKED PRESENT (✓):  | <input type="text"/> |        |
| TOTAL CAMPUS COUNT OF STUDENTS MARKED NO-SHOW (N/S):  | <input type="text"/> |        |
| I attest the above information is true, accurate and correct to the best of my knowledge AND all official first day attendance documentation is signed and properly filed for TEA Audit Purposes. |                      |        |
| SIGNATURE OF CAMPUS PRINCIPAL   |                      | DATE   |
| <p><b>When campus enrollment counts are verified and balanced<br/>on the FIRST DAY of school,<br/>FAX THIS FORM TO STUDENT SERVICES<br/>@ 409-617-5194</b></p>                                    |                      |        |
| - STUDENT SERVICES OFFICIAL USE -   |                      |        |
| REC'D BY:   | DATE/TIME:           | NOTES: |

From the second day of school forward, attendance will be taken by the classroom teacher online in the TEAMS software.

# Beaumont ISD Student Attendance Accounting Procedures

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## Daily Attendance Reconciliation

In order to ensure that all attendance records are accurate, attendance should be reconciled daily. The following general procedures are to be followed by campus PEIMS Clerks/PEIMS Data Entry staff to reconcile daily attendance.

- I. Pre-post attendance based on documentation (UIL, field trip absences, etc.,)
- II. Print class rosters for substitute teachers (if necessary)
- III. Teachers take classroom attendance online/substitute teachers take attendance using paper slips/class roster.
- IV. Collect class rosters from substitute teachers (ensure the roster is dated and signed by the substitute teacher) and manually post student attendance based on the class roster.
- V. Determine which teachers have not posted attendance – Generate the **Attendance Not Taken Report** and review it approximately 10 minutes after the official attendance period. Secondary schools should run this report at each class period, but **MUST** generate and process this report at the Official ADA Snapshot accounting period.
- VI. Contact teacher's to remind them to process their attendance so the Attendance Not Taken report may be cleared. [best practice for contact – email or send paper verification forms to the teacher's class]. Update student attendance based on teacher's signed and dated documented response. Contact an administrator immediately if the teacher does not respond.
- VII. Attach copies of substitute class rosters, verifications by teachers, field trip forms, etc., to the Attendance Not Taken report to support the reason names are listed.
- VIII. Process late students. (Raptor system, tardy slips, tardy sign-in sheets, etc., must be maintained for documentation)
- IX. Enter and update absence codes as needed for students based on receipt of approved excuse notes, sign-in sheets, etc.,.
- X. Listen to messages, receive and make phone calls to parents regarding students; unauthorized absences.
- XI. Secondary Schools: Distribute, collect and process Single Period Attendance Verification forms – this can be done electronically.

(Each teacher that marks a student Present when that student was marked Unexcused the period before or after his/her class must verify that the student was actually present the class for that period. Likewise, each teacher that marks a student Absent when that student was marked Present the period before or after his/her class must verify that the student was actually absent for that period.

## **Beaumont ISD Student Attendance Accounting Procedures**

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XII. The following reports must be run/managed daily, retained and filed for audit purposes:


- Attendance Not Taken Report
- Daily Attendance Report
- Student Enrollment Report
- Campus Percentage of Attendance Report
- Daily Grid
- Any other report as designated

XIII. Complete the Daily Work Folder Checklist:

- The checklist on the following page serves as a cover sheet for all daily work and should be completed and signed by the PEIMS Clerk daily to certify the attendance accounting functions that have been carried out.



# Beaumont ISD Student Attendance Accounting Procedures



## BEAUMONT ISD CAMPUS ATTENDANCE CLERK

### OFFICIAL ATTENDANCE DAILY WORK FOLDER CHECKLIST

All Student Attendance Reports and Documentation should be organized in the daily work folder with this form placed on top in the order outlined below. Be sure to complete all fields and sign and date the form on a daily basis.

|                                   |  |  |  |  |   |  |
|-----------------------------------|--|--|--|--|---|--|
| Campus Name:                      |  |  |  |  |   |  |
| Six Weeks Cycle:                  | <input type="checkbox"/> 1 <sup>st</sup> | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> 3 <sup>rd</sup> | <input type="checkbox"/> 4 <sup>th</sup> | <input type="checkbox"/> 5 <sup>th</sup>        | <input type="checkbox"/> 6 <sup>th</sup> |
| Today's Date:                     |  |  |  |  |   | Day #:                                   |
| Today's Official Attendance Time: |  |  |  | <input type="checkbox"/> Regular Time    | <input type="checkbox"/> Apprv'd Alternate Time |  |

| Item |   | Place a check (✓) when item is verified, signed, dated & filed in the daily work folder. |
|------|---|--|
| 1.   | Student Enrollment  |  |
| 2.   | Campus Attendance Report  |  |
| 3.   | Daily Attendance Report   |  |
| 4.   | Attendance Not Taken Report(s)  |  |
| 5.   | Attendance Verification/Change Documents<br><input type="checkbox"/> Paper attendance rosters<br><input type="checkbox"/> Attendance correction forms (printed emails)<br><input type="checkbox"/> Juvenile Detention List (if applicable)<br><input type="checkbox"/> Homebound Reports/Logs <input type="checkbox"/> <i>check if filed in individual student folder</i><br><input type="checkbox"/> ISS Attendance Lists/Discipline Referral Forms<br><input type="checkbox"/> Class Admit Slips, Check-In/Check-Out Sheets, Raptor Logs, Nurse's Logs, Principal's Logs, etc., |  |
| 6.   | Field Trip Forms/Extracurricular Activity Forms   |  |
| 7.   | Alternate Attendance Time Forms (for any changes to the official attendance period)   |  |
| 8.   | Student Excuse Notes for today's absences<br><input type="checkbox"/> ...are filed in this daily work folder<br><input type="checkbox"/> ...are filed in individual student folder  |  |
| 9.   | Friday folder includes, all of the above and cumulative:<br><input type="checkbox"/> Weekly Student Enrollment Report<br><input type="checkbox"/> Weekly Campus Percentage of Attendance Report<br><input type="checkbox"/> Campus Cumulative Percentage of Attendance Report<br><i>(from first day of school to last day (Friday) of current week)</i><br><input type="checkbox"/> Weekly Daily Attendance Report<br><input type="checkbox"/> Copy of Attendance Grid Sheet  |  |
| 10.  | Other attendance documentation as may be applicable   |  |

\_\_\_\_\_  
Signature of Campus Attendance Clerk/Date

\_\_\_\_\_  
Signature of Campus Attendance Clerk/Date

\_\_\_\_\_  
Signature of Campus Attendance Clerk/Date

RETAIN IN FOLDER FOR AUDIT PURPOSES

# Beaumont ISD Student Attendance Accounting Procedures

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## Weekly Attendance Reconciliation

### Attendance vs. Discipline Weekly Reconciliation

PEIMS Clerks and personnel in charge of discipline must work together in order to have correct records. A weekly Attendance vs. Discipline report is sent to campus staff to identify any discrepancies so that they may be reconciled.

- Attendance personnel should receive a notice DAILY of all students who are being disciplined, so that their absences may be entered into the computer correctly. If this information is not being received in the attendance office in a timely manner, the administrator in charge of attendance at the campus should to be notified.
- Students who are suspended out of school, in ISS, or in Juvenile Detention are marked absent by the teacher of record but calculated as present for PEIMS funding by use of the appropriate absence reason code based on supporting documentation.
- Students who are suspended are marked with an excused absence using the appropriate absence reason code. Regular students who are suspended and pending an expulsion are counted absent for attendance purposes.
- Special Education students who are expelled must continue to receive services. Students sent to Pathways or Jefferson County Youth Authority (JCYA or JJAEP) MUST have a discipline record entered showing the infraction/action that sent them to Pathways or JCYA/JJAEP.

### Weekly Attendance Reports

To further verify attendance data, weekly reports are compiled and submitted to central office for review. The following campus-level reports, along with a weekly signed acknowledgement form, should be sent to the Student Services office each week. They should be received by 4:00 pm on Tuesday, even if potential discrepancies exist. Campuses may receive a compliance sanction if reports are not received by the deadline and an approval for an extension has not been granted.

- **Student Enrollment Report** - for the week (**must be run on Friday** after balancing so that the student counts are correct.)
- **Campus Percentage of Attendance Report** – for the current week. This should balance with the grid sheet.
- **Daily Attendance Report** – for the week. These are the student absences listed by day for the week.
- **Copy of Computer Grid sheet** – Filled out for the current week. Send the computer copy to Debby Head. Elementary and Middle schools will need to also keep the pencil copy accurate.

# Beaumont ISD Student Attendance Accounting Procedures

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- **TEA Membership by Date Report – This report only needs to be sent in at the end of the 6 weeks.** The totals should match the numbers on your grid sheet. If they do not, you must go back and check the date that does not match up. Do not automatically change it to the TEA membership number, pull your work for that date and check to see what has changed, it could be an absence that you have to add back due to a suspension etc.

**Leaver Reason Codes** - These codes **must be accurate** for each student and supporting documentation must be on file for any non-dropout reason listed. .

**Schedule Changes** – PEIMS Clerks should be receive a copy of schedule changes from the counselor’s office. We must correct absences due to schedule changes, as soon as possible.

**Sign & Date** – All reports must be signed and dated by the PEIMS Clerk and the Campus Principal/Administrative Designee.

The Weekly Reports Acknowledgement Form on the following page shall serve as the cover sheet for the campus weekly reports. The form should be completed in its entirety and signed and dated by the PEIMS Clerks(s) and campus principal/administrator to acknowledge the attendance data reported.

# Beaumont ISD Student Attendance Accounting Procedures



## STUDENT ATTENDANCE REPORTS

### WEEKLY ATTENDANCE ACCOUNTING REPORTS ACKNOWLEDGEMENT

Instructions: Campus attendance clerks/administrators shall submit this acknowledgement form with copies of required weekly/six-weeks attendance reports.

|   |  |   |   |
|---|--|---|---|
| Campus Name:  |  |   |   |
| Six Weeks Cycle:  | <input type="checkbox"/> 1 <sup>st</sup> | <input type="checkbox"/> 3 <sup>rd</sup>    | <input type="checkbox"/> 5 <sup>th</sup>    |
| Current Week:   | Start Date:                              | End Date:                                   |   |
| Current Week's Campus Percentage of Attendance:   | Current Week's # Days Absent:            | Current Week's Total # Student Enrollments: | Current Week's Total # Student Withdrawals: |
| List/explain what significantly impacted campus attendance this week: (i.e. illness, holidays, special events, incentives, holidays, disciplinary incidents, etc.,) |  |   |   |

SAMPLE FORM

### REQUIRED WEEKLY REPORTS

|  |   |
|--|---|
| <input type="checkbox"/> 1.  | STUDENT ENROLLMENT REPORT - for the current week  |
| <input type="checkbox"/> 2a.   | CAMPUS WEEKLY PERCENTAGE OF ATTENDANCE REPORT – for the current week.<br><i>Note: This should balance with your grid sheet.</i>   |
| <input type="checkbox"/> 2b.   | CAMPUS CUMULATIVE PERCENTAGE OF ATTENDANCE REPORT – from the first day of school thru the last day (Friday) of the current week.  |
| <input type="checkbox"/> 3.  | DAILY ATTENDANCE REPORT – for the current week.   |
| <input type="checkbox"/> 4.  | COPY OF COMPUTER GRID SHEET – filled out for the current week. .  |
| <input type="checkbox"/> 5.  | TEA MEMBERSHIP BY DATE REPORT – This report only needs to be sent in at the end of the 6 weeks.<br><i>Note: The totals should match the numbers on your grid sheet.</i> |
| COMMENTS: (Briefly explain any report discrepancies or why reports/data are missing) |   |

### ACKNOWLEDGEMENT

I acknowledge that I have reviewed and verified all reports listed for the indicated reporting period and believe all attendance records to be true and accurate to the best of my knowledge, or as otherwise explained. All required documentation is on file to support the coding of attendance records found in these reports.

|   |       |
|---|-------|
| Signature of Attendance Clerk:          | Date: |
| Signature of Attendance Clerk:          | Date: |
| Signature of Attendance Clerk:          | Date: |
| Signature of Campus Principal/Designee: | Date: |

| For Official Use By Student Services |   |            |
|--------------------------------------|---|------------|
| Date Rec'd                           | <input type="checkbox"/> Verified/Balanced. <input type="checkbox"/> Corrections Required | Signature: |



# Beaumont ISD Student Attendance Accounting Procedures

## Six Weeks TEA Attendance Reports Reconciliation

After daily/weekly attendance transactions and corrections have been completed for the Six Weeks period, verification of the Student Detail Report, Campus Summary –Principals Report and District Summary – Superintendents Report are required. Step-by-step instructions are sent to principals/attendance accounting staff to validate attendance data for the reporting period as shown in the quick reference items on the following pages. Once verified, reports and acknowledgements are stored in the TEA Attendance Audit Binder for audit purposes.

B E A U M O N T · I N D E P E N D E N T · S C H O O L · D I S T R I C T ¶  
**TEA-PEIMS-DATA-QUALITY--¶**

**Quick-Reference-Guide-to-Understanding-  
Verification-of-TEA-Attendance-Audit-Reports¶**

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**INTRO-TO-TEA-REQUIRED-ATTENDANCE-REPORTS¶**

When schools consistently implement verification procedures within their daily activities, the efforts result in increased data quality. It is much easier and more efficient to identify and correct errors on a current basis rather than on an historical basis. A school's goal should be to edit information on an on-going basis rather than only when information is submitted for PEIMS. ¶

There are many local TEAMS reports principals and attendance accounting staff may utilize to monitor student attendance. The three (3) reports TEA requires principals and campus/district personnel to regularly verify for completeness, attest to the accuracy of and retain for audit purposes include: ¶

1. → Student-Detail-Reports¶
2. → Campus-Summary-Reports, locally-called-the-TEA-Principals-Reports¶
3. → District-Summary-Reports, locally-called-the-TEA-Superintendent-Report¶

**STUDENT-DETAIL-REPORT¶**

The **Student-Detail-Report** provides a detailed view of the individual attendance record of each student in membership at the campus, by grade-level for the six week reporting period. It includes the demographic information, ADA eligibility codes, entry and withdrawal dates, dates of absences, regular attendance, special program attendance, etc. ¶

**CAMPUS-SUMMARY-REPORT¶**

The **Campus-Summary-Report**, locally-known-as-the-TEA-Principals-report, summarizes student attendance for the campus for a six weeks reporting period based on coding in TEAMS for both regular student attendance and attendance in special programs. ¶

**DISTRICT-SUMMARY-REPORT¶**

The **District-Summary-Report**, locally-known-as-the-TEA-Superintendents-report, summarizes student attendance for the entire district for a six weeks reporting period based on coding information in TEAMS for both regular student attendance and attendance in special programs. ¶

For a particular campus, data totals for all **Student-Detail-Reports** must add up to the respective totals on the **Campus-Summary-Report**. Likewise, data totals for all **Campus-Summary-Reports** must add up to respective totals on the **District-Summary-Report**. ¶

The TEA-SAAH, Section 2.3 gives further details of these mandatory reports. The following pages provide suggested best practices for principals and attendance accounting staff to analyze, reconcile and certify the accuracy of these reports. ¶

# Beaumont ISD Student Attendance Accounting Procedures

## TEA Student Detail Report

### CAMPUS STUDENT DETAIL REPORTS

The Student Detail Report provides a detailed view of the individual attendance record of each student in membership at the campus, by grade-level for the six week reporting period. It also contains a student attendance summary page for grade level at the campus. The data on the report are extracted directly from the information entered into the student's record in the district's TEAMS software.

It can be helpful to think of the **Student Detail Report** as the student's 'timecard' because it contains the totals that are used to ultimately generate state funding or earnings for each student. The fields on the report may be likened to those found on an employee's timecard, such as, demographic information (*name, date of birth, ID#, etc.*); eligibility codes, entry and withdrawal dates, dates of absences, special program participation codes; attendance totals - both regular and special programs, etc.

**Example:**

| Begin Date  | End Date   | ADA Elig | Grd Lvl | Int | S P C | CTE | S L | E L | G T | P R | Days Membrship | Days Present | Days Absent | Days Eligible Present | Intlg Days Present | Spec Ed Days Present | Mainstr Days Present | BLES Days Present | PRE Days Present | CTE Days Present | Excess Hours | Elig Min Pres 78 | Intlg Min Pres 78 |     |
|---|------------|----------|---------|-----|-------|-----|-----|-----|-----|-----|----------------|--------------|-------------|-----------------------|--------------------|----------------------|----------------------|-------------------|------------------|------------------|--------------|------------------|-------------------|-----|
| 123910 Beaumont Independent School District<br>FY: 2014-2015<br>Track: 1<br>TEA Student Detail<br>Campus 123910133 LUCAS PRE-K<br>First Six Weeks 08/25/2014 through 09/05/2014<br>Num of Days: 24<br>Date: 10/19/2014<br>Time: 8:20:38AM<br>Page 3 of 41 |            |          |         |     |       |     |     |     |     |     |                |              |             |                       |                    |                      |                      |                   |                  |                  |              |                  |                   |     |
| Gen: M GrdLvl: EE DOB: [REDACTED] Age on Sept 1: 3 Ethnicity/Race: BL<br>Parent/Guardian: [REDACTED] BEAUMONT TX 77703 - 1247   |            |          |         |     |       |     |     |     |     |     |                |              |             |                       |                    |                      |                      |                   |                  |                  |              |                  |                   |     |
| 08/25/2014  | 09/05/2014 | 1        | EE      | 45  | 2     |     |     |     |     |     | 24.0           | 22.0         | 2.0         | 22.0                  | 0.0                | 22.0                 | 0.0                  | 0.0               | 0.0              | 0.0              | 0.000        | 0.0              | 0.0               |     |
| Totals:   |            |          |         |     |       |     |     |     |     |     |                | 24.0         | 22.0        | 2.0                   | 22.0               | 0.0                  | 22.0                 | 0.0               | 0.0              | 0.0              | 0.0          | 0.000            | 0.0               | 0.0 |
| Dates Absent: 09/18/2014, 09/19/2014  |            |          |         |     |       |     |     |     |     |     |                |              |             |                       |                    |                      |                      |                   |                  |                  |              |                  |                   |     |
| Gen: M GrdLvl: EE DOB: [REDACTED] Age on Sept 1: 4 Ethnicity/Race: BL<br>Parent/Guardian: [REDACTED] BEAUMONT TX 77708 - 3154   |            |          |         |     |       |     |     |     |     |     |                |              |             |                       |                    |                      |                      |                   |                  |                  |              |                  |                   |     |
| 08/25/2014  | 09/05/2014 | 1        | EE      | 45  | 2     |     |     |     |     |     | 21.0           | 18.0         | 3.0         | 18.0                  | 0.0                | 18.0                 | 0.0                  | 0.0               | 0.0              | 0.0              | 0.000        | 0.0              | 0.0               |     |
| Totals:   |            |          |         |     |       |     |     |     |     |     |                | 21.0         | 18.0        | 3.0                   | 18.0               | 0.0                  | 18.0                 | 0.0               | 0.0              | 0.0              | 0.000        | 0.0              | 0.0               |     |
| Dates Absent: 08/29/2014, 09/13/2014, 09/04/2014  |            |          |         |     |       |     |     |     |     |     |                |              |             |                       |                    |                      |                      |                   |                  |                  |              |                  |                   |     |
| Gen: M GrdLvl: EE DOB: [REDACTED] Age on Sept 1: 4 Ethnicity/Race: HLAJ<br>Parent/Guardian: [REDACTED] BEAUMONT TX 77791 - 1730<br>Data masked for confidentiality  |            |          |         |     |       |     |     |     |     |     |                |              |             |                       |                    |                      |                      |                   |                  |                  |              |                  |                   |     |
| 08/25/2014  | 09/05/2014 | 1        | EE      | 00  | 1     |     |     |     |     |     | 24.0           | 22.0         | 2.0         | 22.0                  | 0.0                | 22.0                 | 0.0                  | 0.0               | 0.0              | 0.0              | 0.000        | 0.0              | 0.0               |     |
| Totals:   |            |          |         |     |       |     |     |     |     |     |                | 24.0         | 22.0        | 2.0                   | 22.0               | 0.0                  | 22.0                 | 0.0               | 0.0              | 0.0              | 0.000        | 0.0              | 0.0               |     |
| Dates Absent: 09/12/2014, 09/17/2014  |            |          |         |     |       |     |     |     |     |     |                |              |             |                       |                    |                      |                      |                   |                  |                  |              |                  |                   |     |

Each 6-week reporting period, the campus personnel responsible for ensuring student attendance accounting codes are correct should generate Student Detail Reports and review them for reasonableness and accuracy. Totals on the Student Detail Report must match totals on the Campus TEA Principals Report covering the same six-week reporting period.

#### BEST PRACTICE:

Campus principals should randomly select 10 students from this report and review the attendance/special program folders of the student to ensure accuracy in the data recorded.

# Beaumont ISD Student Attendance Accounting Procedures

## Sample Analyzing a Student Detail Report Page

123910 Beaumont Independent School District  
 FY: 2014-2015  
 Track: 1

TEA Student Detail  
 Campus 123910133 LUCAS PRE-K  
 First Six Weeks 08/25/2014 through 09/26/2014  
 Num of Days: 24

Date: 10/19/2014  
 Time: 8:20:36AM  
 Page 3 of 41

| Begin Date | End Date   | ADA Elig | Grd Lvl | Int Set | S P C H | B I L L | E S L L | P R S | Days Membrship | Days Present | Days Absent | Days Eligible Present | Inelig Days Present | Spec Ed Days Present | Mainstrm Days Present | BL/ESL Days Present | PRS Days Present | CTE Days Present | Excess Hours | Elig Min Present | Inelig Min Present |     |
|------------|------------|----------|---------|---------|---------|---------|---------|-------|----------------|--------------|-------------|-----------------------|---------------------|----------------------|-----------------------|---------------------|------------------|------------------|--------------|------------------|--------------------|-----|
| 08/25/2014 | 09/26/2014 | 1        | EE      | 45      | 2       |         |         |       | 24.0           | 22.0         | 2.0         | 22.0                  | 0.0                 | 22.0                 |                       |                     |                  |                  |              | 0.000            | 0.0                | 0.0 |
| Totals:    |            |          |         |         |         |         |         |       |                | 24.0         | 22.0        | 2.0                   | 22.0                | 0.0                  | 22.0                  |                     |                  |                  |              | 0.000            | 0.0                | 0.0 |

Gen: M GrdLvl: EE DOB: [REDACTED] Age on Sept 1: 3 Ethnicity/Race: BL  
 Parent/Guardian: [REDACTED] BEAUMONT TX 77703 - 1247

**STUDENT-A**  
 Gen: M GrdLvl: EE DOB: [REDACTED] Age on Sept 1: 4 Ethnicity/Race: BL  
 Parent/Guardian: [REDACTED] BEAUMONT TX 77708 - 3154

| Begin Date | End Date   | ADA Elig | Grd Lvl | Int Set | S P C H | B I L L | E S L L | P R S | Days Membrship | Days Present | Days Absent | Days Eligible Present | Inelig Days Present | Spec Ed Days Present | Mainstrm Days Present | BL/ESL Days Present | PRS Days Present | CTE Days Present | Excess Hours | Elig Min Present | Inelig Min Present |     |
|------------|------------|----------|---------|---------|---------|---------|---------|-------|----------------|--------------|-------------|-----------------------|---------------------|----------------------|-----------------------|---------------------|------------------|------------------|--------------|------------------|--------------------|-----|
| 08/25/2014 | 09/26/2014 | 1        | EE      | 45      | 2       |         |         |       | 21.0           | 18.0         | 3.0         | 18.0                  | 0.0                 | 18.0                 |                       |                     |                  |                  |              | 0.000            | 0.0                | 0.0 |
| Totals:    |            |          |         |         |         |         |         |       |                | 21.0         | 18.0        | 3.0                   | 18.0                | 0.0                  | 18.0                  |                     |                  |                  |              | 0.000            | 0.0                | 0.0 |

Dates Absent: 08/29/2014, 09/12/2014, 09/24/2014

Gen: M GrdLvl: [REDACTED]

Parent/Guardian: [REDACTED]

08/25/2014 09/26/2014 1 EE 00 1

Totals:

Dates Absent: 09/12/2014, 09/17/2014

21-Days-Membership indicates this student was not-enrolled for the full-24-days-of-the-six-weeks-period. The-18-days-present+3-days-absent=-21-days-in-membership. Ensure-enrollment-date-is-accurate, attendance-is-properly-recorded-and-documentation-is-on-file-to-support-special-program-coding.

The student has a SPED instructional code of 45. The student has 18 SPED-days-present. The 18-SPED-days-present+3-days-absent-equal-21-total-days-in-membership. Ensure-SPED-coding-is-accurate.

Data masked for confidentiality

## Sample Student Detail Report Campus Totals Page

123910 Beaumont Independent School District  
 FY: 2014-2015  
 Track: 1

TEA Student Detail  
 Campus 123910133 LUCAS PRE-K  
 First Six Weeks 08/25/2014 through 09/26/2014  
 Num of Days: 24

Date: 10/19/2014  
 Time: 8:20:36AM  
 Page 4 of 41

**GRADE-SUMMARY-  
 STUDENT-DETAIL REPORT**

Totals for Grade EE:

| Days Membership | Days Present | Days Absent | Days Eligible Present | Inelig Days Present | Spec Ed Days Present | Mainstream Days Present | BL/ESL Days Present | PRS Days Present | CTE Days Present | Excess Hours | Eligible Minutes Present | Inelig Minutes Present |
|-----------------|--------------|-------------|-----------------------|---------------------|----------------------|-------------------------|---------------------|------------------|------------------|--------------|--------------------------|------------------------|
| 360.0           | 321.0        | 39.0        | 321.0                 | 0.0                 | 321.0                | 0.0                     | 0.0                 | 0.0              | 0.0              | 0.000        | 0.0                      | 0.0                    |

123910 Beaumont Independent School District  
 FY: 2014-2015  
 Track: 1

TEA Student Detail  
 Campus 123910133 LUCAS PRE-K  
 First Six Weeks 08/25/2014 through 09/26/2014  
 Num of Days: 24

Date: 10/19/2014  
 Time: 8:20:36AM  
 Page 41 of 41

Totals for Grade PK:

| Days Membership | Days Present | Days Absent | Days Eligible Present | Inelig Days Present | Spec Ed Days Present | Mainstream Days Present | BL/ESL Days Present | PRS Days Present | CTE Days Present | Excess Hours | Eligible Minutes Present | Inelig Minutes Present |
|-----------------|--------------|-------------|-----------------------|---------------------|----------------------|-------------------------|---------------------|------------------|------------------|--------------|--------------------------|------------------------|
| 2,518.0         | 2,365.0      | 153.0       | 2,275.0               | 100.0               | 33.5                 | 5.5                     | 96.5                | 0.0              | 0.0              | 0.000        | 0.0                      | 0.0                    |




## How to Generate a TEA Student Detail Report

# How to Generate TEA Student Detail Report

**TEA - Student Detail**

Listing of TEA demographic and special program details per Student/GradeLevel/Campus during the Grading Period range entered for audit support.

Campus: \*  

Fiscal Year: \*

Starting Six-Weeks \*  1


Ending Six-Weeks \*  1


Select Program Filter: \*  No Filter

Profile Name:

[Request Report](#) [Add](#)

Select: Campus Name  
Select: Fiscal Year  
Select: Starting Six Weeks & Ending six Weeks  
Select: No Filter for all students or Filter by program for special program coordinators to review only students coded for their program.





# Beaumont ISD Student Attendance Accounting Procedures

## TEA Campus Summary Report

### CAMPUS TEA PRINCIPALS REPORT

If the Student Detail Report is the student's timecard, one can think of the Campus TEA Principals Report as the 'paycheck stub'. This report will contain the campus totals for all student attendance, summarized by grade level, for the six weeks reporting period. The data for the fields on the report are extracted and calculated from the information entered into the student's record in the TEAMS software and are used to calculate the ADA totals, special program FTE's and overall percent in attendance.

| 122910 - Beaumont Independent School Dis  |                 | Superintendents/Principals Report |                    | Date: 10/18/2014      |                     |                   |               |                  |                     |                         |         |         |             |                             |                   |                |
|---|-----------------|-----------------------------------|--------------------|-----------------------|---------------------|-------------------|---------------|------------------|---------------------|-------------------------|---------|---------|-------------|-----------------------------|-------------------|----------------|
| FY: 2014 - 2015                           |                 |                                   |                    | Time: 9:58 am         |                     |                   |               |                  |                     |                         |         |         |             |                             |                   |                |
| Track: 1                                  |                 |                                   |                    | Page 1 of 1           |                     |                   |               |                  |                     |                         |         |         |             |                             |                   |                |
| Campus: 133 - LUCAS PRE-K                 |                 |                                   |                    |                       |                     |                   |               |                  |                     |                         |         |         |             |                             |                   |                |
| Attendance Summary (Table I)              |                 |                                   |                    |                       |                     |                   |               |                  |                     |                         |         |         |             |                             |                   |                |
| First Six Weeks - 08/25/2014 - 09/26/2014 |                 |                                   |                    |                       |                     |                   |               |                  |                     |                         |         |         |             |                             |                   |                |
| Maximum Number of Days: 24                |                 |                                   |                    |                       |                     |                   |               |                  |                     |                         |         |         |             |                             |                   |                |
| Grade Level                               | Days Membership | Total Days Absent                 | Total Days Present | Total Ineligible Days | Total Eligible Days | Elig Days BLES/SL | Elig Days PRS | Elig Days SpecEd | BLES/SL Refined ADA | SpecEd Main Refined ADA | PRS FTE | CTE FTE | Spec Ed FTE | Regular Program Refined ADA | Total Refined ADA | Percent In Att |
| EE  | 360.0           | 39.0                              | 321.0              | 0.0                   | 321.0               | 0.0               | 0.0           | 0.0              | 0.0                 | 0.0                     | 0.0     | 0.0     | 6.0         | 7.4                         | 13.4              | 89.2           |
| PK  | 2518.0          | 123.0                             | 2395.0             | 120.0                 | 2275.0              | 96.5              | 0.0           | 5.5              | 4.0                 | 0.2                     | 0.0     | 0.0     | 0.5         | 94.3                        | 94.8              | 95.1           |
| Total                                     | 2878.0          | 162.0                             | 2716.0             | 120.0                 | 2596.0              | 96.5              | 0.0           | 5.5              | 4.0                 | 0.2                     | 0.0     | 0.0     | 6.5         | 101.7                       | 108.2             | 94.4           |

#### VERIFICATION

Per TEA guidelines, (SAAH 2.3.2) Campus Principals (along with attendance accounting staff) must review and verify the accuracy of the data on the Campus Summary Report for reasonableness by doing the following:

- Scrutinize regular attendance totals and special program attendance totals based on approximate membership,
- Investigate all data totals that have an exceptionally high value or a value of zero, and
- Compare current-year totals to prior year totals to detect unreasonable differences.

All totals must balance with the Student Detail Report and totals from other locally produced reports. A Principal's Report Data Analysis Worksheet is provided to assist in performing a detailed review and analysis.

The accuracy of the data reflected on the report requires cross-collaboration between all campus staff and district special program supervisors, not just the campus attendance clerk. Hence, the approval process will require the boss (Principal) to meet with data entry staff and data managers (*attendance clerks, discipline clerks, special program supervisors*) to analyze and review other local reports (*student attendance detail reports/daily attendance reports/Attendance Not Taken Reports/special program reports, etc.*) to ensure students were "swiped in and swiped out" correctly and that all documentation is on file (*doctor's notes, notes from counselors, nurses, other staff*) to support any changes to the official "swipes" recorded by the teacher, who is the only school official recognized by TEA that may take student attendance.

If changes to attendance codes/special program coding data are made...the reports will need to be resubmitted, reviewed for accuracy based on supporting documentation on file, signed by the administrator and attendance clerk, then filed for audit.

# Beaumont ISD Student Attendance Accounting Procedures

## Example: Reading the TEA Principals Report

| 123910 - Beaumont Independent School Dis  |                 | Superintendents/Principals Report |                    |                       |                     |                   |               |                       |                     |                    |            | Date: 10/18/2014 |             |                             |                   |                |
|---|-----------------|-----------------------------------|--------------------|-----------------------|---------------------|-------------------|---------------|-----------------------|---------------------|--------------------|------------|------------------|-------------|-----------------------------|-------------------|----------------|
| FY: 2014 - 2015                           |                 |                                   |                    |                       |                     |                   |               |                       |                     |                    |            | Time: 9:56 am    |             |                             |                   |                |
| Track: 1                                  |                 |                                   |                    |                       |                     |                   |               |                       |                     |                    |            | Page 1 of 1      |             |                             |                   |                |
| Campus: 133 - LUCAS PRE-K                 |                 |                                   |                    |                       |                     |                   |               |                       |                     |                    |            |                  |             |                             |                   |                |
| Attendance Summary (Table I)              |                 |                                   |                    |                       |                     |                   |               |                       |                     |                    |            |                  |             |                             |                   |                |
| First Six Weeks - 08/25/2014 - 09/26/2014 |                 |                                   |                    |                       |                     |                   |               |                       |                     |                    |            |                  |             |                             |                   |                |
| Maximum Number of Days: 24                |                 |                                   |                    |                       |                     |                   |               |                       |                     |                    |            |                  |             |                             |                   |                |
| Grade Level                               | Days Membership | Total Days Absent                 | Total Days Present | Total Ineligible Days | Total Eligible Days | Elig Days BIL/ESL | Elig Days PRS | Elig Days SpecEd Main | BIL/ESL Refined ADA | SpecEd Refined ADA | PRS FTE    | CTE FTE          | Spec Ed FTE | Regular Program Refined ADA | Total Refined ADA | Percent In Att |
| EE  | 360.0           | 39.0                              | 321.0              | 0.0                   | 321.0               | 0.0               | 0.0           | 0.0                   | 0.0                 | 0.0                | 0.0        | 0.0              | 6.0         | 7.4                         | 13.4              | 89.2           |
| PK  | 2518.0          | 123.0                             | 2395.0             | 120.0                 | 2275.0              | 96.5              | 0.0           | 5.5                   | 4.0                 | 0.2                | 0.0        | 0.0              | 0.5         | 94.3                        | 94.8              | 95.1           |
| <b>Total</b>                              | <b>2878.0</b>   | <b>162.0</b>                      | <b>2716.0</b>      | <b>120.0</b>          | <b>2596.0</b>       | <b>96.5</b>       | <b>0.0</b>    | <b>5.5</b>            | <b>4.0</b>          | <b>0.2</b>         | <b>0.0</b> | <b>0.0</b>       | <b>6.5</b>  | <b>101.7</b>                | <b>108.2</b>      | <b>94.4</b>    |

### TEA Principals Report Description

| Report Field Name:                                | Description  |
|---|--|
| ▪ Maximum Number of Days                          | Number of instructional days in the six-week reporting period.   |
| ▪ Days in Membership                              | Calculated by adding together the number of days absent, number of eligible days present, and number of ineligible present for each grade within the reporting period.<br><br>$DAYS\_MEMB = (DAYS\_ABS + DAYS\_ELIG + DAYS\_INELIG)$ |
| ▪ Total Days Absent                               | Total days absent for each grade within the reporting period.  |
| ▪ Total Days Present                              | Calculated as the number of ineligible days present plus the number of eligible days present for each grade within the reporting period.<br><br>$DAYS\_PRES = (DAYS\_INELIG + DAYS\_ELIG)$   |
| ▪ Total Ineligible Days                           | Total days present and ineligible for Foundation School Program funding for each grade within the reporting period.  |
| ▪ Total Eligible Days                             | Total days present and eligible for Foundation School Program funding for each grade within the reporting period.  |
| ▪ BIL/ESL Days, PRS FTE, SPED ADA, CTE FTE, etc., | Special Program Days, ADA and FTEs calculated based on eligible days present contact hours and/or weight factors as determined in the <i>Student Attendance Accounting Handbook</i> .  |
| ▪ Regular Program ADA                             | Calculated by deducting Career and Technical Education FTEs and Special Education FTEs from Total Refined ADA<br><br>$Regular\ Program\ ADA = (Total\ Refined\ ADA - CTE\ FTEs - SPED\ FTEs)$  |
| ▪ Total Refined ADA                               | Calculated by dividing the number of eligible days present, by the number of days taught for each grade within the reporting period.<br><br>$Total\ Refined\ ADA = (DAYS\_ELIG / DAYS\_TAUGHT)$                                      |
| ▪ Percent in Attendance                           | Calculated by dividing the Days Present by the Days Membership, then multiplying by 100.<br><br>$Percent\ in\ Attendance = (DAYS\_PRES / DAYS\_MEMB) * 100$  |

# Beaumont ISD Student Attendance Accounting Procedures

## How to Generate a Campus Summary Report

### How to Generate TEA Principal Report


**Report Profiles** | **Report Queue**

**Expand All** / **Collapse All**

Filter:

- Budget
- Campus Reports
- District Reports - BISD
- District Reports Student
- Employee
- Finance
- Human Resources
- PEIMS
- Payroll
- Section Requests
- Student
- Time Card
- Uncategorized
- New
  - BISD Employee Attendance F
  - Child Restraint Listing
  - Discipline Assignment Attend
  - District - Enrollment Counts
  - District Campus ID of Reside
  - Excessive Attendance Letter
  - Foster Care Listing
  - PEIMS Staff Verification
  - Position by Account Code wit
  - Progress Report
  - Report Card Labels 2 x 4
  - Student Class Roster Teach
  - TEA - District - Campus
  - TEA - Principal Report**
  - TEAMS Reports

**TEA - Principal Report**

Campus: \*  

Enter Start Reporting \*   Select: Campus Name  
Period::

Enter End Reporting \*   Enter: Starting Six Weeks Reporting  
Period:

Print Attendance \*   End Reporting Period:  
Summary?:

Print Career \*   Print Attendance Summary:  
Technology Summary?:

Print Special \*   Print CTE Summary:  
Education Summary?:

Print Campus Totals \*   Print SPED Summary:  
Only?:

Fiscal Year: \*   Print Campus Totals:

Profile Name:

**Request Report** **Add**

# Beaumont ISD Student Attendance Accounting Procedures

## Verifying TEA Campus Attendance Reports

**Sample Reports: HOW TO COMPARE AND VERIFY TEA REPORT TOTALS**

123910 Beaumont Independent School District  
 FY: 2014-2015  
 Track: 1

**GRADE SUMMARY  
STUDENT DETAIL REPORT**

TEA Student Detail  
 Campus 123910133 LUCAS PRE-K  
 Six Weeks 08/25/2014 through 09/06/2014  
 Num of Days: 24

Date: 10/19/2014  
 Time: 8:20:39AM  
 Page 4 of 41

Totals for Grade EE:

| Days Membership | Days Present | Days Absent | Days Eligible Present | Inelig Days Present | Spec Ed Elig Days Present | Mainstream Elig Days Present | BLES/Elig Days Present | PRS Elig Days Present | CTE Elig Days Present | Excess Hours | Eligible Minutes Present | Inelig Minutes Present |
|-----------------|--------------|-------------|-----------------------|---------------------|---------------------------|------------------------------|------------------------|-----------------------|-----------------------|--------------|--------------------------|------------------------|
| 360.0           | 321.0        | 39.0        | 321.0                 | 0.0                 | 321.0                     | 0.0                          | 0.0                    | 0.0                   | 0.0                   | 0.000        | 0.0                      | 0.0                    |

123910 Beaumont Independent School District  
 FY: 2014-2015  
 Track: 1

TEA Student Detail  
 Campus 123910133 LUCAS PRE-K  
 First Six Weeks 08/25/2014 through 09/06/2014  
 Num of Days: 24

Date: 10/19/2014  
 Time: 8:20:39AM  
 Page 41 of 41

Totals for Grade PK:

| Days Membership | Days Present | Days Absent | Days Eligible Present | Inelig Days Present | Spec Ed Elig Days Present | Mainstream Elig Days Present | BLES/Elig Days Present | PRS Elig Days Present | CTE Elig Days Present | Excess Hours | Eligible Minutes Present | Inelig Minutes Present |
|-----------------|--------------|-------------|-----------------------|---------------------|---------------------------|------------------------------|------------------------|-----------------------|-----------------------|--------------|--------------------------|------------------------|
| 2,518.0         | 2,395.0      | 123.0       | 2,275.0               | 120.0               | 33.5                      | 5.5                          | 96.5                   | 0.0                   | 0.0                   | 0.000        | 0.0                      | 0.0                    |

LUCAS PRE-K Grand Totals

| Days Membership | Days Present | Days Absent | Days Eligible Present | Inelig Days Present | Spec Ed Elig Days Present | Mainstream Elig Days Present | BLES/Elig Days Present | PRS Elig Days Present | CTE Elig Days Present | Excess Hours | Eligible Minutes Present | Inelig Minutes Present |
|-----------------|--------------|-------------|-----------------------|---------------------|---------------------------|------------------------------|------------------------|-----------------------|-----------------------|--------------|--------------------------|------------------------|
| 2,878.0         | 2,716.0      | 162.0       | 2,596.0               | 120.0               | 368.5                     | 5.5                          | 96.5                   | 0.0                   | 0.0                   | 0.000        | 0.0                      | 0.0                    |

Special Program Days present will be used to calculate Special Program ADA/FTE's

123910 - Beaumont Independent School Dis  
 FY: 2014 - 2015  
 Track: 1

Superintendent Principals Report

Date: 10/18/2014  
 Time: 9:56 am  
 Page 1 of 1

Campus: 133 - LUCAS PRE-K  
 Attendance Summary (Table I)  
 First Six Weeks - 08/25/2014 - 09/06/2014  
 Maximum Number of Days: 24

| Grade Level  | Days Membership | Total Days Absent | Total Days Present | Total Ineligible Days | Total Eligible Days | Elig BLES/Elig Days | Elig PRS Days | Elig BLES/Elig SpecEd Main | BLES/Elig ADA | SpecEd ADA | PRS FTE    | CTE FTE    | Spec Ed FTE | Regular Program Refined ADA | Total Refined ADA | Percent In Att |
|--------------|-----------------|-------------------|--------------------|-----------------------|---------------------|---------------------|---------------|----------------------------|---------------|------------|------------|------------|-------------|-----------------------------|-------------------|----------------|
| EE           | 360.0           | 39.0              | 321.0              | 0.0                   | 321.0               | 0.0                 | 0.0           | 0.0                        | 0.0           | 0.0        | 0.0        | 0.0        | 6.0         | 7.4                         | 13.4              | 89.2           |
| PK           | 2518.0          | 123.0             | 2395.0             | 120.0                 | 2275.0              | 96.5                | 0.0           | 5.5                        | 4.0           | 0.2        | 0.0        | 0.0        | 0.5         | 94.3                        | 94.8              | 95.1           |
| <b>Total</b> | <b>2878.0</b>   | <b>162.0</b>      | <b>2716.0</b>      | <b>120.0</b>          | <b>2596.0</b>       | <b>96.5</b>         | <b>0.0</b>    | <b>5.5</b>                 | <b>4.0</b>    | <b>0.2</b> | <b>0.0</b> | <b>0.0</b> | <b>6.5</b>  | <b>101.7</b>                | <b>108.2</b>      | <b>94.4</b>    |

# Beaumont ISD Student Attendance Accounting Procedures

## TEA Principal Report Data Analysis Worksheet

| TEA CAMPUS PRINCIPAL REPORT DATA ANALYSIS WORKSHEET ¶   |   |  |
|---|---|--|
| Instructions: This worksheet is designed to assist campus principals in analyzing the TEA Campus Principal Summary Report in accordance with TEA guidelines. The Campus Principal/Administrative Designee should complete this report and retain a copy for future reference. ¶   |   |  |
| Date Reviewed: ¶  | Campus Name: ¶  |  |
| 1. → Six Weeks Acct. Period: ¶<br>¶   | 2. → # Days Taught: ¶<br>¶  | 3. → Total % in Attendance: ¶<br><input type="checkbox"/> Met/Exceed Goal, >=97% ----- <input type="checkbox"/> Did Not Meet Goal, <97% ¶                                    |
| 4. → Are all applicable grade levels displaying? ..... <input type="checkbox"/> Yes ..... <input type="checkbox"/> No ¶   | 5. → Verify membership days are generating for each grade level. .... <input type="checkbox"/> Yes ..... <input type="checkbox"/> No ¶  |  |
| 6. → Total Days Membership: ¶   | a. → membership match totals on the Student Detail Report? ..... <input type="checkbox"/> No, corrections required ¶  |  |
| 7. → Total Days Absent: ¶   | c. → Are total days absent significantly <input type="checkbox"/> higher, <input type="checkbox"/> lower or <input type="checkbox"/> relatively the same compared to the previous reporting period in the current year? Last year? ¶  |  |
| 8. → Total Days Present: ¶  | a. → Do total days present match totals on the Student Detail Report? ..... <input type="checkbox"/> Yes, verified by report/documentation. .... <input type="checkbox"/> No, corrections required ¶  |  |
|   | b. → Are total days present significantly <input type="checkbox"/> higher, <input type="checkbox"/> lower or <input type="checkbox"/> relatively the same compared to the previous reporting period in the current year? Last year? ¶   |  |
| 9. → Ineligible Days Present: ¶   | a. → Are there any ineligible days reported? ..... <input type="checkbox"/> Yes ..... <input type="checkbox"/> No ¶<br>..... If so, can you explain why? --- <input type="checkbox"/> PK ineligibility --- <input type="checkbox"/> Mandatory Expulsion ¶<br>..... <input type="checkbox"/> Other, explain: _____ ¶ |  |
| 10. → Regular Program ADA: ¶  | a. → Is regular program ADA significantly <input type="checkbox"/> higher, <input type="checkbox"/> lower or <input type="checkbox"/> relatively the same compared to the previous reporting period in the current year? Last year? ¶   |  |
| 11. → Investigate and identify contributing factors that led to significant attendance changes, if any (increase/decrease in enrollment, illness, out-of-school suspensions, data entry errors, etc.). In conjunction with the CEIC, develop corrective action plans to meet campus/district goals if necessary. (Attach copy of plans to this form if applicable). ¶ |   |  |
| Elementary & Middle schools should generally have a PRS (pregnancy related services) column equal to zero and should absolutely have CTE (career and technology) columns equal to zero. If elementary and/or middle school campuses report any data in these two columns, please contact the Student Services Department for immediate review of data. ¶              |   |  |
| 12. → How many total special education students are served on your campus? Are instructional settings and ADA aligned to current ARDs? ¶  | ¶   | Campus Diagnostician/SPED Designee should generate a TEAMS SPED verification report and verify the accuracy of effective dates, instructional settings and overall counts. ¶ |
| 13. → How many LEP students in membership are served at your campus? Is LPAC documentation signed, dated and on file? ¶   | ¶   | Campus LEP Designee should generate a TEAMS LEP verification report and verify the accuracy of effective dates, bilingual/ESL codes and overall counts. ¶                    |
| 14. → Do you have students receiving pregnancy related services on your campus? If so, how many? If PRS students receive homebound services, is all documentation on file? ¶  | ¶   | Campus Attendance Clerk should verify attendance is accurately posted in TEAMS based on weekly homebound teacher logs for pregnancy related students. ¶                      |
| 15. → How many students are enrolled in CTE courses at your campus? Are 4-year plans on file for students coded as 2's? ¶   | ¶   | Counselor should generate a TEAMS CTE Listing and/or Participation and verify the accuracy of CTE course enrollment and coding. ¶  |
| Principal's Signature: _____ Date: _____ ¶  |   |  |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;">Retain on File for Future Reference ¶</div>  |   |  |
| BISD-PEIMS REFERENCE-06/16 ¶  |   |  |

# Beaumont ISD Student Attendance Accounting Procedures

## TEA Six Week Attendance Report Oath and Affidavit Form

**Beaumont Independent School District  
TEA Six Week Student Attendance Reports Verification Oath and Affidavit Form**

|                                 |                             |                                     |
|---------------------------------|-----------------------------|-------------------------------------|
| Campus:                         | Six Week Reporting Period:  | # Days in Reporting Period:         |
| Reporting Period Start Date:    | Reporting Period End Date:  | Percent Attendance for Rpt. Period: |
| Column 2-Total Days Membership: | Column 3-Total Days Absent: | Column 4-Total Eligible Days:       |
|                                 |                             | Column 5-Total Refined ADA:         |

By signing this form, I acknowledge that I have reviewed and verified all information listed below for the six week reporting period indicated and believe all attendance records to be true and accurate to the best of my knowledge.

- All teacher absence verification forms/notes (*substitutie slips, attendance corrections, weekly homebound, field trip rosters, etc.,*) have been received and all student attendance records have been updated in TEAMS.
- All student attendance excuse notes have been entered into TEAMS and filed appropriately.
- All UNBatched Attendance and Attendance vs. Discipline discrepancies have been resolved.
- Daily Attendance Reports have been generated and reconciled with all supporting documentation, including, but not limited to, sign in/sign-out sheets, nurses logs, counselor's logs, Raptor logs, etc.
- All daily and weekly attendance files have been verified for completeness.
- The TEA – Student Detail report generated, reviewed for reasonableness and saved for audit purposes.
- The TEA – Principal Report generated, reviewed for reasonableness and saved for audit purposes.

Attendance Clerk/Reporting Specialist 1: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature in black or blue ink only*

Attendance Clerk/Data Processing Specialist 2: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature in black or blue ink only*

Attendance Clerk/Data Processing Specialist 3: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature in black or blue ink only*

- The above attendance accounting verification functions have been performed and attendance records/supporting documentation are on file and properly stored for audit purposes.
- The TEA Principal Campus Summary Report has been received and reviewed for reasonableness.
- As the Campus Principal, I have:
  - Scrutinized regular attendance totals and special program attendance totals based on approximate membership,
  - Investigated all data totals that have an exceptionally high value or a value of zero, and
  - Compared current-year totals to prior-year totals to detect unreasonable differences.
- I will immediately notify the PEIMS Supervisor of any changes to attendance totals after this affidavit is signed.

Campus Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature in black or blue ink only*

| For Official Use by Department of Student Services/PEIMS Compliance |           |
|---|-----------|
| Date Rec'd  | Signature |
| Comments:   |           |

SB 124: It is a third degree felony to tamper with data reported for a school district or open-enrollment charter school to TEA through PEIMS.

RETAIN FOR TEA ATTENDANCE AUDIT PURPOSES

BISD PEIMS REFERENCE REVISED 6/2016

# Beaumont ISD Student Attendance Accounting Procedures

## TEA District Summary Report

### DISTRICT TEA SUPERINTENDENT REPORT

The District TEA Superintendent Report is a compilation of all TEA Principals Reports data totals. Once all campus reports are verified, a final Superintendents Report will be generated by Student Services and provided to the Superintendent/authorized designee(s) for review and comparison with campus reports AND to make necessary adjustments/determinations re: staffing, budget planning, resource allocations, etc., based on ADA.

The data from both the Principals and Superintendents Reports will be submitted to TEA via PEIMS for allocation of Foundation School Program funds (\$\$\$) to the district. Hence, it is essential that all staff work diligently to ensure the accuracy of the data. **Once the final data is submitted to TEA, no additional changes to the student's attendance coding or special program coding are allowed.**

123910 - Beaumont Independent School District  
 FY: 2016 - 2017  
 Track: 1

Superintendent/Principals Report

Date: 10/01/2016  
 Time: 2:43 PM  
 Page 1 of 1

District Totals  
 Attendance Summary (Table I)  
 First - First Six Weeks - 08/24/2016 - 09/30/2016  
 Maximum Number of Days: 27

| Grade Level | Days Membership | Total Days |          | Total Days Ineligible | Total Eligible Days | Elig Days BIL/ESL | Elig Days PRS | Elig BIL/ESL SpecEd |          |               | PRS FTE | CTE FTE | Spec Ed FTE | Regular Program |         | Total Refined ADA | Percent In Att |
|-------------|-----------------|------------|----------|-----------------------|---------------------|-------------------|---------------|---------------------|----------|---------------|---------|---------|-------------|-----------------|---------|-------------------|----------------|
|             |                 | Absent     | Present  |                       |                     |                   |               | Main ADA            | Main ADA | Redefined ADA |         |         |             | ADA             |         |                   |                |
| EE          | 1598.0          | 85.0       | 1513.0   | 0.0                   | 1513.0              | 0.0               | 0.0           | 11.0                | 0.0      | 0.4           | 0.0     | 0.0     | 27.2        | 28.8            | 56.0    | 94.7              |                |
| PK          | 17205.5         | 730.0      | 16475.5  | 224.5                 | 16251.0             | 1107.0            | 0.0           | 3.5                 | 41.0     | 0.1           | 0.0     | 0.0     | 1.7         | 600.2           | 601.8   | 95.8              |                |
| KG          | 36248.0         | 1291.0     | 34957.0  | 0.0                   | 34957.0             | 4998.0            | 0.0           | 156.0               | 185.0    | 5.8           | 0.0     | 0.0     | 9.1         | 1285.5          | 1294.6  | 96.4              |                |
| 01          | 40653.0         | 1237.0     | 39416.0  | 0.0                   | 39416.0             | 6341.0            | 0.0           | 154.0               | 234.8    | 5.7           | 0.0     | 0.0     | 16.2        | 1443.6          | 1459.8  | 97.0              |                |
| 02          | 41664.0         | 1037.0     | 40627.0  | 0.0                   | 40627.0             | 5781.0            | 0.0           | 363.0               | 214.0    | 13.4          | 0.0     | 0.0     | 26.4        | 1478.3          | 1504.6  | 97.5              |                |
| 03          | 40145.0         | 847.0      | 39298.0  | 0.0                   | 39298.0             | 6042.0            | 0.0           | 353.0               | 223.7    | 13.0          | 0.0     | 0.0     | 24.2        | 1431.2          | 1455.4  | 97.9              |                |
| 04          | 38645.0         | 934.0      | 37711.0  | 0.0                   | 37711.0             | 4712.0            | 0.0           | 540.0               | 174.4    | 20.0          | 0.0     | 0.0     | 30.8        | 1365.8          | 1396.6  | 97.6              |                |
| 05          | 39355.0         | 924.0      | 38431.0  | 0.0                   | 38431.0             | 3827.0            | 0.0           | 656.0               | 141.7    | 24.3          | 0.0     | 0.0     | 37.5        | 1385.8          | 1423.3  | 97.7              |                |
| 06          | 37387.0         | 1495.0     | 35892.0  | 0.0                   | 35892.0             | 2968.0            | 0.0           | 522.0               | 109.9    | 19.3          | 0.0     | 0.0     | 42.2        | 1287.1          | 1329.3  | 96.0              |                |
| 07          | 33876.0         | 1274.0     | 32602.0  | 0.0                   | 32602.0             | 1988.0            | 0.0           | 839.0               | 73.6     | 31.0          | 0.0     | 0.0     | 28.5        | 1178.9          | 1207.4  | 96.2              |                |
| 08          | 34035.0         | 1282.0     | 32753.0  | 0.0                   | 32753.0             | 1311.0            | 0.0           | 874.0               | 48.5     | 32.3          | 0.0     | 0.0     | 30.7        | 1182.4          | 1213.0  | 96.2              |                |
| 09          | 38592.0         | 2162.0     | 36430.0  | 0.0                   | 36430.0             | 1566.0            | 23.0          | 990.0               | 58.0     | 36.6          | 0.2     | 163.4   | 28.6        | 1157.2          | 1349.2  | 94.4              |                |
| 10          | 32861.0         | 1709.0     | 31152.0  | 15.0                  | 31137.0             | 1376.0            | 43.0          | 684.0               | 51.0     | 25.3          | 0.5     | 146.9   | 33.1        | 973.2           | 1153.2  | 94.8              |                |
| 11          | 33581.0         | 1873.0     | 31708.0  | 0.0                   | 31708.0             | 1330.0            | 30.0          | 788.0               | 49.2     | 29.2          | 0.3     | 234.7   | 31.6        | 908.0           | 1174.4  | 94.4              |                |
| 12          | 30259.0         | 1664.5     | 28594.5  | 0.0                   | 28594.5             | 727.0             | 51.0          | 353.0               | 26.9     | 13.1          | 0.6     | 236.8   | 39.1        | 783.2           | 1059.0  | 94.5              |                |
| Total       | 496104.5        | 18544.5    | 477560.0 | 239.5                 | 477320.5            | 44074.0           | 147.0         | 7286.5              | 1631.8   | 269.6         | 1.6     | 781.8   | 406.8       | 16489.1         | 17677.8 | 96.3              |                |







# **Beaumont ISD Student Attendance Accounting Procedures**

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## **APPENDIX - FORMS**

### **COMMONLY USED ATTENDANCE ACCOUNTING FORMS**


# Beaumont ISD Student Attendance Accounting Procedures

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## ATTENDANCE ACCOUNTING LIBRARY DOCUMENT CENTER


To allow for quick and easy access to TEA handbooks, essential attendance forms and resources for authorized users, an attendance accounting library has been established on the Google Shared Drive for authorized users.



1. Login to your Bisd email account (gmail) from your computer using the web browser.
2. Click the Apps grid icon in the upper right corner  (next to your account name), then click the Drive icon.
3. Click > Shared With Me and locate the proper folder titled:

# Beaumont ISD Student Attendance Accounting Procedures

## OFFICIAL ATTENDANCE TIME DESIGNATION

|  |  |
|--|--|
| BEAUMONT INDEPENDENT SCHOOL DISTRICT<br><b>OFFICIAL ATTENDANCE ACCOUNTING TIME</b>   |  |
|   | Student Services Department<br>PEIMS Compliance and Accountability |
| Date:  | August 9, 2016   |
| To:  | Campus Principal   |
| CC:  | School Administration Office                                       |
| From:  | Senecia Saveat, Supervisor of Student Services                     |
| Subject:   | 2016-2017 Official Attendance Time Designation                     |
| Beaumont ISD uses an electronic attendance system for the management of student attendance accounting. The District has established the following standard times for recording official attendance for TEA average daily attendance (ADA) reports: <ul style="list-style-type: none"> <li>■ Elementary Campuses: _____</li> <li>■ Secondary Campuses: _____ minutes into the 2<sup>nd</sup> instructional hour (typically 2<sup>nd</sup> period)</li> </ul>  |  |
| Prior to the start of the academic year, the campus principal may designate an official attendance time that best fits the scheduling and programming needs of the campus. This snapshot time must be designated during the campus' 2 <sup>nd</sup> instructional hour and will be established for all grade levels. Once the time has been selected, a campus may not change it during the school year. <i>(except for the administration of final exams or standardized testing).</i>              |  |
| If you would like to designate an official snapshot that differs from the district's standard, please complete the information below, attach a copy of the campus' bell schedule <i>(secondary campuses only)</i> and return to Student Services (fax –ext. 5194 or email: <a href="mailto:shelm@bmtisd.com">shelm@bmtisd.com</a> ) by <b>August 15, 2016</b> in order to complete updates to the software system. If no form is returned, the district's standard time will be used for the campus. |  |
| Campus Name:   | Name of Campus Principal:  |
| Official Attendance Snapshot Time*<br><i>(must be set during the campus' 2<sup>nd</sup> instructional hour)</i>  | _____ : _____ AM   |
| *This will be the official attendance snapshot attendance time at this campus for the entire 2016-2017 school year.  |  |
| _____<br>Signature of Principal  | _____<br>Date  |
| <b>TEA AUDIT DOCUMENT – RETAIN WITH STUDENT ATTENDANCE RECORDS</b>   |  |

SAMPLE FORM

# Beaumont ISD Student Attendance Accounting Procedures

## ALTERNATE ATTENDANCE TIME DESIGNATION

Beaumont Independent School District

### Alternate Attendance Time Form

---

**TEA RULE:**  
 SAAH 3.6.6 – If standardized achievement tests or final exams are administered during the period designated for attendance taking, staff members should record absences just before, during, or immediately after the exam.

**Action Required:**  
 If your campus will be adjusting the official attendance time due to standardized testing, please complete this form and submit it to the Student Services Department at least three (3) working days prior to the date of change in order for changes to be applied in the TEAMS.

---

Campus Name: \_\_\_\_\_ Number: \_\_\_\_\_

Date(s) of Official Attendance Time Change:

| Day of Week       | Date            | Alternate Attendance Period: |
|-------------------|-----------------|------------------------------|
| <i>Ex. Monday</i> | <i>10/10/10</i> | <i>5:00</i>                  |
| Monday            |                 |                              |
| Tuesday           |                 |                              |
| Wednesday         |                 |                              |
| Thursday          |                 |                              |
| Friday            |                 |                              |

---

Attendance Clerk: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature (Black or Blue Ink Only)

Campus Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature (Black or Blue Ink Only)

| FOR OFFICIAL USE – STUDENT SERVICES DEPARTMENT    |   |
|---|---|
| DATE ALTERNATE ATTENDANCE PERIOD CHANGED IN TEAMS | SIGNATURE OF STAFF MEMBER APPLYING CHANGE |

**TEA Audit Document:**  
*File this form in the front of the Daily Attendance Folder for the date of change.*

Last Updated: April, 2015

# Beaumont ISD Student Attendance Accounting Procedures

## STUDENT ATTENDANCE CORRECTION/VERIFICATION FORM



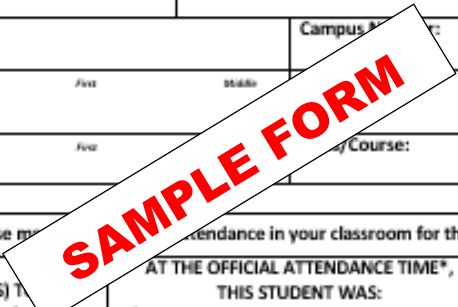
### STUDENT ATTENDANCE CORRECTION/VERIFICATION FORM

*This district form is required as documentation to correct/verify student attendance by the classroom teacher due to an attendance audit, dispute or inquiry. Please follow the outlined procedures.*

**Procedure:**

1. The classroom teacher will determine if the student has been marked absent or present in error.
2. The classroom teacher will completely fill out, sign and date the attendance correction/verification form in black or blue ink and submit to the Data Entry/Attendance clerk within 72 hours of the inquiry.
3. The Data Entry/Attendance Clerk will review the attendance correction form for completion, being sure to **check for authorized signature and date**, post correction(s) as necessary, and file the attendance correction form in the daily work folder/student's attendance folder for TEA audit purposes. Notes should be entered in the TEAMS software system to indicate attendance correction/verification form on file.

|                      |       |           |               |
|----------------------|-------|-----------|---------------|
| Today's Date:        |       |           |               |
| School Name:         |       | Campus #: |               |
| Student's Name: Last | First | Middle    | Grade Level:  |
| Teacher's Name: Last | First | Course:   | Class Period: |



Teacher, please mark student attendance in your classroom for the date(s) indicated below.

| DAY                | DATE(S) TO CORRECTED/VERIFIED: | AT THE OFFICIAL ATTENDANCE TIME*, THIS STUDENT WAS:  | COMMENT/REASON                     |
|--------------------|--------------------------------|--|------------------------------------|
|                    |                                | *Elementary: 10:00 am<br>*Secondary: 21 minutes after start of period                                      |                                    |
| <i>i.e. Monday</i> | <i>01-13-2020</i>              | <input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Tardy | <i>Marked wrong student absent</i> |
| Monday             |                                | <input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Tardy            |                                    |
| Tuesday            |                                | <input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Tardy            |                                    |
| Wednesday          |                                | <input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Tardy            |                                    |
| Thursday           |                                | <input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Tardy            |                                    |
| Friday             |                                | <input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Tardy            |                                    |

*Attestation: By my signature, I attest the attendance record(s) on this student should be reported as marked.*

|  |      |
|--|------|
| Teacher's Name: <i>(Must sign in black or blue ink only)</i> | Date |
|--|------|

**-For Campus Attendance Office Staff Only-**

|  |  |
|--|--|
| Date Form Received in Attendance Office:                       | Date Attendance Correction Applied in TEAMS: |
| Printed Name of Data Entry/Attendance Clerk Making Correction: | Date:  |
| Signature of Data Entry/Attendance Clerk Making Correction:    | Date:  |

**TEA AUDIT DOCUMENT: RETAIN COPY IN ATTENDANCE FILES**

# Beaumont ISD Student Attendance Accounting Procedures

## STUDENT ATTENDANCE VERIFICATION LOG

Used to verify student's whereabouts with campus personnel at the official attendance time.

**Beaumont Independent School District**  
**Student Attendance Verification / Tracking Log**

In accordance with TEA SAAH 3.6, *Students who are on campus at the time attendance is taken but who are not in their assigned classroom are considered in attendance for FSP purposes provided they are documented to be with a campus official (nurse, counselor, principal, teacher, other staff, etc.).* This form will serve as documentation to support that a student was with a campus official at the time of official attendance when all fields of the form are completed, including a signature and date by a school official to certify the attendance event.

|         |   |
|---------|---|
| Campus: | Location: <i>(i.e. nurse, principal's office, counselor's office, etc.)</i> |
|---------|---|

| Date | Grade Level | Student ID | Student Name<br><small>(Print First Name and Last Name)</small> | Time In | Time Out | Reason (Optional) |
|------|-------------|------------|---|---------|----------|-------------------|
| 1    |             |            |   |         |          |                   |
| 2    |             |            |   |         |          |                   |
| 3    |             |            |   |         |          |                   |
| 4    |             |            |   |         |          |                   |
| 5    |             |            |   |         |          |                   |
| 6    |             |            |   |         |          |                   |
| 7    |             |            |   |         |          |                   |
| 8    |             |            |   |         |          |                   |
| 9    |             |            |   |         |          |                   |
| 10   |             |            |   |         |          |                   |
| 11   |             |            |   |         |          |                   |
| 12   |             |            |   |         |          |                   |
| 13   |             |            |   |         |          |                   |
| 14   |             |            |   |         |          |                   |
| 15   |             |            |   |         |          |                   |

SAMPLE FORM

\*\*\*I certify the student(s) listed above were present with me on the date and times as indicated.\*\*\*

|                                 |                          |
|---------------------------------|--------------------------|
| Campus Official's Printed Name: | Campus Official's Title: |
| Campus Official's Signature:    | Date:                    |

RETAIN IN DAILY ATTENDANCE FOLDER FOR 5 YEARS FOR TEA AUDIT PURPOSES.



# Beaumont ISD Student Attendance Accounting Procedures

## STUDENT DISCIPLINE REFERRAL

### District-Approved Discipline Referral Form

ALL CAMPUSES MUST USE THIS FORM TO DOCUMENT DISCIPLINARY REMOVALS

**DISCIPLINE NOTICE**

BEAUMONT INDEPENDENT SCHOOL DISTRICT  
Beaumont, Texas

|                     |                         |               |                         |             |
|---------------------|-------------------------|---------------|-------------------------|-------------|
| <b>STUDENT NAME</b> | <b>ID#</b>              | <b>GENDER</b> | <b>GRADE</b>            | <b>DATE</b> |
| <b>SCHOOL</b>       | <b>DATE OF INCIDENT</b> | <b>TIME</b>   | <b>TEACHER/EMPLOYEE</b> |             |

**NOTICE TO PARENTS**

1. The purpose of this report is to inform you of a disciplinary incident involving the student.  
2. You are urged to both appreciate the action taken by the teacher and to cooperate with corrective action initiated today.

**DESCRIPTION OF INCIDENT:**

\_\_\_\_\_

\_\_\_\_\_

**STATE REPORTING (ADMINISTRATOR USE ONLY):**

Offense Code: \_\_\_\_\_

**Behavior Locations: Where did the violation occur?**

01 On Campus

02 Off Campus, within 300 feet of School Property Line

03 Off Campus, Attending/Participating in School Related/Sponsored Activity

04 Off Campus, NOT at School Related/Sponsored Activity

05 Off Campus of ANOTHER school district; at School Related/Sponsored Activity or ANOTHER school district

Action Code(s): \_\_\_\_\_

Decision Date: \_\_\_\_\_

**ACTION TAKEN PRIOR TO REFERRAL:**

CHECKED STUDENTS FOLDER

HELD CONFERENCE WITH STUDENT

CONSULTED COUNSELOR

DETAINED STUDENT AFTER SCHOOL

CHANGED STUDENTS SEAT

TELEPHONED PARENT

HELD CONFERENCE WITH PARENT

SENT PREVIOUS REPORT HOME

\_\_\_\_\_

**PRESENT ACTION AND RECOMMENDATION (S):**

STUDENT REGRETS INCIDENT, COOPERATIVE

RECURRING INCIDENTS WILL BE REPORTED

STUDENT PLACED ON PROBATION

STUDENT SUSPENDED

STUDENT WILL MAKE UP TIME

CASE REFERRED TO

**ADMINISTRATIVE ACTION/COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

(ADMINISTRATOR'S SIGNATURE) Form 40 Revised Aug. 2012

White Copy • Parent's Copy  
 Canary Copy • Office Copy  
 Pink Copy • Teacher's Copy  
 Goldenrod Copy • Counselor's Copy

# Beaumont ISD Student Attendance Accounting Procedures

## ISS ATTENDANCE LOG

### Beaumont Independent School District In-School Suspension (ISS) Student Attendance Log

In accordance with TEA guidelines SAAH 3.6, this form will serve as documentation to support that a student was with a campus official in In-School Suspension for disciplinary purposes when all fields of the form are completed, including a signature and date by the ISS school official, certifying the attendance event.

Secondary Campuses: FOR TEA AUDIT PURPOSES, this form shall be completed and submitted to the campus Attendance Office EACH CLASS period, even if the same students are in ISS more than 1 class period or the full day. (Attendance shall be taken 21 minutes into the class period).

|         |                 |               |
|---------|-----------------|---------------|
| Campus: | Location/Room#: | Class Period: |
|---------|-----------------|---------------|

|           | Date            | Grade Level | Student ID    | Student Name<br>(Print First Name and Last Name) | Time In        | Time Out       | Reason Code<br>(Optional) |
|-----------|-----------------|-------------|---------------|--|----------------|----------------|---------------------------|
| <i>EX</i> | <i>01/15/15</i> | <i>09</i>   | <i>345678</i> | <i>Ima Learner</i>                               | <i>7:40 am</i> | <i>8:28 am</i> | <i>1</i>                  |
| 1         |                 |             |               |  |                |                |                           |
| 2         |                 |             |               |  |                |                |                           |
| 3         |                 |             |               |  |                |                |                           |
| 4         |                 |             |               |  |                |                |                           |
| 5         |                 |             |               |  |                |                |                           |
| 6         |                 |             |               |  |                |                |                           |
| 7         |                 |             |               |  |                |                |                           |
| 8         |                 |             |               |  |                |                |                           |
| 9         |                 |             |               |  |                |                |                           |
| 10        |                 |             |               |  |                |                |                           |
| 11        |                 |             |               |  |                |                |                           |
| 12        |                 |             |               |  |                |                |                           |
| 13        |                 |             |               |  |                |                |                           |
| 14        |                 |             |               |  |                |                |                           |
| 15        |                 |             |               |  |                |                |                           |
| 16        |                 |             |               |  |                |                |                           |
| 17        |                 |             |               |  |                |                |                           |
| 18        |                 |             |               |  |                |                |                           |
| 19        |                 |             |               |  |                |                |                           |
| 20        |                 |             |               |  |                |                |                           |

SAMPLE FORM

REASON CODE: 1= TARDY/CLASS PERIOD REFERRAL 2= PARTIAL DAY, REFERRAL 3=FULL DAY, REFERRAL

\*\*\*I certify the student(s) listed above were present with me in ISS on the date and times as indicated.\*\*\*

|                           |       |
|---------------------------|-------|
| Signature of ISS Teacher: | Date: |
|---------------------------|-------|

TEA AUDIT DOCUMENT: RETAIN IN DAILY ATTENDANCE FOLDER

# Beaumont ISD Student Attendance Accounting Procedures

## HOMEBOUND ATTENDANCE LOG

**BEAUMONT INDEPENDENT SCHOOL DISTRICT  
PEIMS HOMEBOUND WEEKLY ATTENDANCE VERIFICATION FORM**

|  |  |                                     |                     |  |
|--|--|-------------------------------------|---------------------|--|
| <b>STUDENT NAME:</b> LAST  |  | FIRST                               |                     | MIDDLE   |
| <b>STUDENT ID#:</b>  |  | <b>DATE OF BIRTH: (MM/DD/YYYY):</b> |                     | <b>GENDER:</b> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE |
| <b>HOME CAMPUS:</b>  |  |                                     | <b>GRADE LEVEL:</b> |  |
| <b>TYPE OF HOMEBOUND SERVICE PROVIDED:</b> <input type="checkbox"/> GENERAL ED <input type="checkbox"/> PREGNANCY RELATED <input type="checkbox"/> SPECIAL EDUCATION |  |                                     |                     |  |

**HOMEBOUND TEACHERS MUST SUBMIT THIS FORM TO THE HOME CAMPUS ATTENDANCE STAFF EACH FRIDAY!**

| Reporting Week |      | Beginning (MM/DD/YYYY):  |                             | Ending (MM/DD/YYYY):          |                                     |
|----------------|------|--|-----------------------------|-------------------------------|-------------------------------------|
| DAY            | DATE | ATTENDANCE   | ARRIVAL TIME (EX: 11:00 AM) | DEPARTURE TIME (EX: 11:00 AM) | INSTRUCTIONAL TIME (REFER TO CHART) |
| SUN            |      | <input type="checkbox"/> ABSENT <input type="checkbox"/> PRESENT |                             |                               |                                     |
| MON            |      | <input type="checkbox"/> ABSENT <input type="checkbox"/> PRESENT |                             |                               |                                     |
| TUE            |      | <input type="checkbox"/> ABSENT <input type="checkbox"/> PRESENT |                             |                               |                                     |
| WED            |      | <input type="checkbox"/> ABSENT <input type="checkbox"/> PRESENT |                             |                               |                                     |
| THUR           |      | <input type="checkbox"/> ABSENT <input type="checkbox"/> PRESENT |                             |                               |                                     |
| FRI            |      | <input type="checkbox"/> ABSENT <input type="checkbox"/> PRESENT |                             |                               |                                     |
| SAT            |      | <input type="checkbox"/> ABSENT <input type="checkbox"/> PRESENT |                             |                               |                                     |

SAMPLE FORM

**Total Weekly Instructional Time:** \_\_\_\_\_ (hours)      **Total Weekly Days in Attendance:** \_\_\_\_\_

Weekly attendance is based on the following instructional hours the student is served by a **CERTIFIED TEACHER**:

| AMOUNT OF TIME SERVED PER WEEK: | ELIGIBLE DAYS PRESENT EARNED PER WEEK:                                   |
|---------------------------------|--|
| 1 hour                          | One (1) day present  |
| 2 hours                         | Two (2) days present   |
| 3 hours                         | Three (3) days present   |
| 4 or more hours                 | Four (4) days present (4 day week)<br>Five (5) days present (5 day week) |

\*Note: Instructional hours may not be carried forward to the next week or applied to a previous week!

|  |  |
|--|--|
| <b>HOMEBOUND TEACHER'S NAME: (PRINT)</b> |  |
| <b>HOMEBOUND TEACHER'S SIGNATURE:</b>    |  |
| <b>DATE (MM/DD/YYYY):</b>                |  |



**Date Rec'd By Attendance Clerk:** \_\_\_\_\_ **Attendance Clerk Signature:** \_\_\_\_\_

TEA AUDITED DOCUMENT – PLEASE RETAIN WITH STUDENT ATTENDANCE RECORDS



# Beaumont ISD Student Attendance Accounting Procedures

## ENROLLMENT/ATTENDANCE VERIFICATION FORM

|   |   |   |
|---|---|---|
|  | BEAUMONT INDEPENDENT SCHOOL DISTRICT<br>BEAUMONT, TEXAS |  |
| <b>ENROLLMENT/ATTENDANCE VERIFICATION FORM</b>                                    |   |   |
| Student Name:   | School Year:  |   |
| Student ID#:  | Campus Last Enrolled:                                   |   |
| Student DOB:  | Grade Level:  |   |
| Student SS#:  | Date of Withdrawal:                                     |   |

SAMPLE FORM

Dear Registrar/School Official:

The following information is needed to properly code our district's attendance/withdrawal/leaver records. Your assistance with providing this information is greatly appreciated. If additional information is needed, please contact \_\_\_\_\_ @ (409) \_\_\_\_\_ - \_\_\_\_\_.

1. Is/Was the above named student enrolled in your school district during the prior or current school year?  Yes  No
2. Name of Campus: \_\_\_\_\_ Campus ID#: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_
3. Date of enrollment and/or withdrawal if applicable:  
 Enrollment Date: \_\_\_\_\_ Withdrawal Date: \_\_\_\_\_

Additional Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

|  |                |
|--|----------------|
| _____<br>Printed Name of School Official | _____<br>Title |
| _____<br>Signature of School Official    | _____<br>Date  |

Please Fax, Email or Mail this form to the \_\_\_\_\_ :

INSERT YOUR CAMPUS CONTACT INFORMATION HERE

# Beaumont ISD Student Attendance Accounting Procedures

## STUDENT ATTENDANCE (TRUANCY) INTERVENTION FORM

|   |  |   |                                 |
|---|--|---|---------------------------------|
| <b>Beaumont Independent School District</b> |  |   |                                 |
| <b>STUDENT ATTENDANCE INTERVENTION FORM</b> |  |   |                                 |
| Student Name:                               |  | Campus:                                 |                                 |
| Student ID#:                                | Receives SPED/504 Services               | <input type="checkbox"/> No             | <input type="checkbox"/> Yes    |
| Student D.O.B.:                             | Student is in Foster Care or is Homeless | <input type="checkbox"/> No             | <input type="checkbox"/> Yes    |
| Current Grade Level:                        | Student is currently Pregnant            | <input type="checkbox"/> No             | <input type="checkbox"/> Yes    |
|   | Student is Primary Wage Earner           | <input type="checkbox"/> No             | <input type="checkbox"/> Yes    |
| Parent/Guardian Name:                       |  | <input type="checkbox"/> Mother         | <input type="checkbox"/> Father |
|   |  | <input type="checkbox"/> Legal Guardian |                                 |
|   |  | <input type="checkbox"/> Other: _____   |                                 |
| Address:                                    |  |   |                                 |
| Home Phone#:                                |  | Cell Contact #:                         |                                 |

**CAMPUS ATTENDANCE INTERVENTION MEASURES**

**I. Attach copy of Student Attendance Record to Court:**  Dates include \_\_\_\_\_ to \_\_\_\_\_

**II. Previous Compulsory Attendance Proceedings:**

◆ Failure to Attend School:  No  Yes (if yes, Court Date: \_\_\_\_\_)

◆ Parent Contributing to Non-Attendance:  No  Yes (if yes, Court Date: \_\_\_\_\_)

**III. Interventions completed by Campus:** (Please check all that apply, include dates and attach supporting documentation)

|   | RECORD OF DATES | INITIALS |
|---|-----------------|----------|
| <input type="checkbox"/> Attendance Warning letter (attach copy)                      | _____           | _____    |
| <input type="checkbox"/> Student Conference/Attendance Contract (attach copy)         | _____           | _____    |
| <input type="checkbox"/> Parent/Guardian Conference (attach meeting notes)            | _____           | _____    |
| <input type="checkbox"/> Counselor or CIS Mentoring Services (provide dates attended) | _____           | _____    |
| <input type="checkbox"/> Home Visit(s) (attach notes)                                 | _____           | _____    |
| <input type="checkbox"/> Phone Calls/Other Communication (attach notes)               | _____           | _____    |
| <input type="checkbox"/> Parent Self-Serve Enrollment (date enrolled)                 | _____           | _____    |
| <input type="checkbox"/> Other(explain): _____  | _____           | _____    |

I have had the state law regarding compulsory attendance/truancy explained to me and I understand that failure to attend classes or provide notes for partial or full day absences may result in a truancy complaint being filed against me and/or my parent. We further agree to adhere to all truancy prevention measures prescribed.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Student Services Representative: \_\_\_\_\_ Date: \_\_\_\_\_

BISD does not discriminate on the basis of race, color, national origin, gender, age, marital status or handicapping condition in its programs, services, activities, or employment. BISD is committed to providing a free and appropriate public education for all students.

THIS IS AN OFFICIAL EDUCATION DOCUMENT. PLEASE RETAIN IN THE STUDENT'S ATTENDANCE FOLDER

Rev. 9.10.13



# **Beaumont ISD Student Attendance Accounting Procedures**

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