TOMBALL
INDEPENDENT SCHOOL DISTRICT

At-Risk Coding Roles and Responsibilities

The principal/AP is responsible for ensuring that the data is gathered, verified, and submitted to the Registrar for entry promptly.

Entry Criteria	Gathers / Verifies Data	Supporting Documents	Procedures to Exit the Student
1. was not advanced from one grade level to the next for one or more school years (retained)	Campus Leadership		The student graduates from high school. (Excludes PK or Kdg if retained by request of parents)
2. is in grades 7-12 and did not maintain an average equivalent to 70 in two or more subjects in the foundation curriculum during a semester in the preceding or current school year, or is not maintaining such an average in two or more subjects in the foundation curriculum in the current semester	Counselor		The student is not failing more than one core subject in the year the student was identified and in the following year. (2 years – current and next year)
3. did not perform satisfactorily on a state assessment, and who has not in the previous or current school year subsequently performed on a State assessment at least 110 percent of the level of satisfactory performance on that instrument **Note: Ask PEIMS to create the report in Student Reports on 110%**	Academic Specialist HS: 504/Testing Coordinator	TISD At-Risk Flowchart	Scored at least 110% of the state's passing standard for the subtest previously failed. (Ex.: Failed 3rd grade Reading, must pass 4th grade Reading at 110% of passing score.)
4. is in grades PK-3 and did not perform satisfactorily on a readiness test or assessment instrument administered during the current school year;	Reading Specialist	TISD At-Risk Flowchart	End of the current school year.
5. is pregnant or is a parent	Counselor		Individual cases when the student is no longer pregnant or a parent.
6. has been placed in an alternative education program during the preceding or current school year (DAEP)	AP		End of the school year after placement. (2 years – current and next year)
7. has been expelled during the preceding or current school year;	AP		End of the school year after placement. (2 years – current and next year)
8. is currently on parole, probation, deferred prosecution, or other conditional release	AP		End of the school year after placement. (2 years – current and next year)
9. was previously reported as a dropout on PEIMS	Campus Leadership/Counselor		Upon graduation from High School.
10. is a Limited English Proficient student.	EB Specialist		Exited from the program by the LPAC (Language Proficiency Assessment Committee)
11. is in the custody, care of, or has been referred to the Department of Family and Protective Services	Counselor		At the end of the current school year.
12. is Homeless according to 42 USC 11434 (a).	Counselor		At the end of the current school year.
13. resided the previous year or resides current year in a residential placement facility IN THE DISTRICT	Student Support Specialist		At the end of the school year, after the placement has ended. (2 years – current and next year)
14. has been incarcerated or has a parent or guardian who has been incarcerated, within the lifetime of the student, in a penal institution (any jail facility)	Counselor		Upon graduation from High School
15. is enrolled in a school district or open-enrollment charter school, or a campus of a school district or open-enrollment charter school, that is designated as a dropout recovery school	Counselor		Upon graduation from High School
16. is a chronically absent student, as defined by TEC, §48.009;	Campus Leadership		At the end of the current school year.
17. is required to attend school under TEC, §25.085, is not exempt under TEC, §25.086, and fails to attend school without excuse for 10 or more days or parts of days within a six-month period in the same school year;	Campus Leadership		At the end of the current school year.

☐ In & Out   ☐ Annual   ☐ Forever