

Opening of School Preparations

August 12, 2014



Introductions

- Kelly Cline, Sr. Manager of FSC
- Agenda:
 - FSC Team
 - Student Records
 - Office of School Choice
 - Curriculum
 - State Comp Ed/At-Risk-Homeless
 - Multilingual
 - Student Information System



Objectives

- Participants will be provided with an overview of Opening School Day Procedures:
 - Enrollment
 - Membership
 - Attendance
 - Special pops
 - Records
 - PET/PID

Federal and State Compliance

Wanda Thomas, Sr. Compliance Analyst

Federal and State Compliance Attendance Team

Mildred Evans, Student Information Rep

Toni King, Student Information Rep

Jennica Vasquez, Student Information Rep

Tamika Whitmire, Student Information Rep

Wanda D. Thomas, Sr. Compliance Analyst



Security Forms

Procedure for Security Authorization

[\(Show Details...\)](#)

There are two criteria that potential Chancery SMS/GradeSpeed user must meet. They must

- complete training, and
- fax a completed form that has been reviewed and signed by their work location supervisor or principal.

Multiple roles can be requested on a form. However, only roles for which training has been received will be approved. After we receive your form, it is reviewed for completeness, and processed within 7-10 days. For more information, email your questions to "Project SIS News Line" Thank you.

Chancery SMS

[\(Show Details...\)](#)

- [Security Request Form](#)
- [SIS Summer School](#)

GradeSpeed

[\(Show Details...\)](#)

- [Security Request Form](#)
- [GS Summer School](#)



DATA INTEGRITY

- Attendance clerks, data entry clerks and SIR's play an essential role in HISD's efforts to ensure that all data is timely, accurate and properly documented.
- In no case should paraprofessional personnel be responsible for determining students coding information for attendance, program placement or special services.



DATA INTEGRITY

- Consequences for inaccurate records:
 - Lowering of HISD's accountability record
 - Lowering of a school's accountability rating
 - Loss of funds to HISD which could impact jobs, salaries, and programs for students
 - Students may be retained inappropriately
 - Reprimands from the state



Taking and Recording Student Attendance

- It is your district's responsibility to ensure that the basis used to record and process attendance accounting data meets the standard set forth in the *Student Attendance Accounting Handbook*.
- District personnel must create the original documentation of attendance at the time of attendance. Original documentation may 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 your district's FSP allotment for the inappropriately documented attendance for the school year(s) for which records have been requested.** The TEA will either assess an adjustment to subsequent allocations of state funds or require your district to refund the total amount of the adjustment when the audit is finalized.
- 19 TAC §129.21(f) and §129.1025



DATA INTEGRITY

- Security Access
 - You must not give your passwords to others
 - You must always prevent unauthorized access from your computer when you are away from your desk
 - You must not accept the password from others



HISD DATA QUALITY

2014-2015

Guidelines and Resources

- SIS On-Line Support for Chancery
- HISD Elementary and Secondary Guidelines
- HISD Data Quality Manual
- TEA Student Attendance Accounting Handbook
- On-Line Memos via the Portal



OPENING OF SCHOOL PREPARATIONS PACKET

- District Calendar & Dates
- Memos

- HISD Academic Calendar
- District Early Dismissal Dates
- Important Dates
- Report Card Dates
- UIL Grade Reporting Dates
- July 30, 2014 Student Information System Memo



OPENING OF SCHOOL PREPARATIONS PACKET DOCUMENTS

- ▶ First/Second Day Procedures for Clerks
- ▶ First/Second Day Procedures for Teachers
- ▶ Thing You Should Be Doing On A Daily Basis
- ▶ Attendance Best Practices
- ▶ End of Year Manual Documentation
- ▶ Membership Reporting on the HISD Portal
- ▶ HISD Network Security Form
- ▶ Helpful Opening of School Tips
- ▶ Important Things to Remember When Enrolling Students
- ▶ FSC Contact List 2014-2015
- ▶ Before You Apply for A TREx Account



OPENING OF SCHOOL PREPARATIONS PACKET SAMPLE FORMS

- Color-Coded Card
- First Day Membership Form
- Membership and Absence Cycle Figures
- Step-by-Step Guide: Membership Transaction Log
- Daily Membership Transaction Log
- Attendance Change Request (GradeSpeed & Chancery)
- Substitute Roster (GradeSpeed)
- Teacher Grade Change Form
- GradeSpeed Security Request Form
- HISD SIS Security Request Form
- 2014-2015 PK Application
- Employment Statement Form
- Zero Income Declaration Form
- Age Formula Calculation Chart
- Student Assistance Questionnaire
- Military Connected Family Survey
- Family Survey
- Preparing for a Leaver Review 2014-2015
- ELL Review Preparation Guide 2014-2015
- HISD Discipline Referral Form
- Texas Education Agency Request for Access PEIMS, EDIT+, PID, PET, and SAF



COLOR-CODED CARDS

2014 - 2015



COLOR-CODED CARDS 2014-2015

- Federal and State Compliance



Color Coded Cards

Student Legal Name: (Last, First Name, MI)		ADA Teacher Name:	
Student ID:	Date of Birth:	Hispanic: [Y] [N]	Race *: [I] [A] [P] [B] [W]
Address:		Zip Code:	Gender:
Home Phone:	Parent/Guardian:		
Date Enrolled:	School Year:	Grade Level:	
FOR OFFICE USE ONLY			
Date	Status Change	Remarks/Changes	
Student's Signature		Teacher's Signature	

* [I] = American Indian or Alaska Native, [A] = Asian, [P] = Native Hawaiian or Other Pacific Islander, [B] = Black or African American, [W] = White

Student Legal Name: (Last, First Name, MI)		ADA Teacher Name:	
Student ID:	Date of Birth:	Hispanic: [Y] [N]	Race *: [I] [A] [P] [B] [W]
Address:		Zip Code:	Gender:
Home Phone:	Parent/Guardian:		
Date Enrolled:	School Year:	Grade Level:	
FOR OFFICE USE ONLY			
Date	Status Change	Remarks/Changes	
Student's Signature		Teacher's Signature	

* [I] = American Indian or Alaska Native, [A] = Asian, [P] = Native Hawaiian or Other Pacific Islander, [B] = Black or African American, [W] = White

Student Legal Name: (Last, First Name, MI)		ADA Teacher Name:	
Student ID:	Date of Birth:	Hispanic: [Y] [N]	Race *: [I] [A] [P] [B] [W]
Address:		Zip Code:	Gender:
Home Phone:	Parent/Guardian:		
Date Enrolled:	School Year:	Grade Level:	
FOR OFFICE USE ONLY			
Date	Status Change	Remarks/Changes	
Student's Signature		Teacher's Signature	

* [I] = American Indian or Alaska Native, [A] = Asian, [P] = Native Hawaiian or Other Pacific Islander, [B] = Black or African American, [W] = White

Student Legal Name: (Last, First Name, MI)		ADA Teacher Name:	
Student ID:	Date of Birth:	Hispanic: [Y] [N]	Race *: [I] [A] [P] [B] [W]
Address:		Zip Code:	Gender:
Home Phone:	Parent/Guardian:		
Date Enrolled:	School Year:	Grade Level:	
FOR OFFICE USE ONLY			
Date	Status Change	Remarks/Changes	
Student's Signature		Teacher's Signature	

* [I] = American Indian or Alaska Native, [A] = Asian, [P] = Native Hawaiian or Other Pacific Islander, [B] = Black or African American, [W] = White



Use a Pen...

- Color coded cards should be filled out and completed by the student.
- You may **ONLY** use a **BLUE** or **BLACK** ink pen.





NO PENCILS!!

- Do NOT use a pencil!





The student fills out and completes color coded card...

Student Legal Name: (Last, Middle, First Name) John Doe		ADA Period Teacher Name: Jane Hancock	
Student ID: 1234567	Date of Birth: 12/25/1999	Hispanic: [Y] <input checked="" type="radio"/> [N]	Race *: [I] [A] [P] [B] <input checked="" type="radio"/> [W]
Address: 54321 Travis Drive		Zip Code: 77777	Gender: M
Home Phone: (713)123-4567	Parent/Guardian: Father and Mother Doe		
Date Enrolled: 8/25/2014	School Year: 2014-2015	Grade Level: 8	
FOR OFFICE USE ONLY			
Date	Status Change	Remarks/Changes	

John Doe

Student's Signature

Jane Hancock

Teacher's Signature

*[I] = American Indian or Alaska Native; [A] = Asian; [P] = Native Hawaiian or Other Pacific Islander;
[B] = Black or African American; [W] = White



If you make a mistake....

- **DO NOT** scratch out
- **DO NOT** use white out, liquid paper, or correction tape
- **DO** draw one line through mistake, write correction





Making corrections...

Student Legal Name: (Last, Middle, First Name) John Doe		ADA Period Teacher Name: Jane Hancock	
Student ID: 1234567	Date of Birth: 12/25/1999	Hispanic: [Y] <input checked="" type="radio"/> [N]	Race *: [I] [A] [P] [B] <input checked="" type="radio"/> [W]
Address: 54321 Travis Drive		Zip Code: 77777	Gender: M
Home Phone: (713)123-4567	Parent/Guardian: Father and Mother Doe		
Date Enrolled: 8/25/2014	School Year: 2014-2015	Grade Level: 8	
FOR OFFICE USE ONLY			
Date	Status Change	Remarks/Changes	

John Doe

Student's Signature

Jane Hancock

Teacher's Signature

*[I] = American Indian or Alaska Native; [A] = Asian; [P] = Native Hawaiian or Other Pacific Islander;
[B] = Black or African American; [W] = White

- Draw one line through mistake and write the correction.



ADA Period Teacher...

Student Legal Name: (Last, Middle, First Name) John Doe		ADA Period Teacher Name: Jane Hancock	
Student ID: 1234567	Date of Birth: 12/25/1999	Hispanic: [Y] [N]	Race *: [I] [A] [P] [B] [W]
Address: 54321 Travis Drive		Zip Code: 77777	Gender: M
Home Phone: (713)123-4567	Parent/Guardian: Father and Mother Doe		
Date Enrolled: 8/25/2014	School Year: 2014-2015	Grade Level: 8	ADA Teacher
FOR OFFICE USE ONLY			
Date	Status Change	Remarks/Changes	

John Doe

Student's Signature

Jane Hancock

Teacher's Signature

*[I] = American Indian or Alaska Native; [A] = Asian; [P] = Native Hawaiian or Other Pacific Islander;
[B] = Black or African American; [W] = White

- The ADA teacher is the teacher whose class the student is attending when ADA is recorded.



Date Enrolled...

Student Legal Name: (Last, Middle, First Name) John Doe		ADA Period Teacher Name: Jane Hancock	
Student ID: 1234567	Date of Birth: 12/25/1999	Hispanic: [Y] <input checked="" type="radio"/> [N]	Race *: [I] [A] [P] [B] <input checked="" type="radio"/> [W]
Address: 54321 Travis Drive		Zip Code: 77777	Gender: M
Home Phone: (713)123-4567	Parent/Guardian: Father and Mother Doe		
Date Enrolled: 8/25/2014	School Year: 2014-2015	Grade Level: 8	
FOR OFFICE USE ONLY			
Date	Status Change	Remarks/Changes	

John Doe

Student's Signature

Jane Hancock

Teacher's Signature

*[I] = American Indian or Alaska Native; [A] = Asian; [P] = Native Hawaiian or Other Pacific Islander;
[B] = Black or African American; [W] = White

- This is the date the student enrolled in school



Student Signature...

Student Legal Name: (Last, Middle, First Name) John Doe		ADA Period Teacher Name: Jane Hancock	
Student ID: 1234567	Date of Birth: 12/25/1999	Hispanic: <input type="checkbox"/> [Y] <input checked="" type="checkbox"/> [N]	Race *: <input type="checkbox"/> [I] <input type="checkbox"/> [A] <input type="checkbox"/> [P] <input type="checkbox"/> [B] <input checked="" type="checkbox"/> [W]
Address: 54321 Travis Drive		Zip Code: 77777	Gender: M
Home Phone: (713)123-4567	Parent/Guardian: Father and Mother Doe		
Date Enrolled: 8/25/2014	School Year: 2014-2015	Grade Level: 8	
FOR OFFICE USE ONLY			
Date	Status Change	Remarks/Changes	

John Doe

Student's Signature

Jane Hancock

Teacher's Signature

*[I] = American Indian or Alaska Native; [A] = Asian; [P] = Native Hawaiian or Other Pacific Islander;
[B] = Black or African American; [W] = White

- Student signs to verify that he or she is physically present.
- Elementary PK-3rd Grade does not need to sign.



Teacher Signature...

Student Legal Name: (Last, Middle, First Name) John Doe		ADA Period Teacher Name: Jane Hancock	
Student ID: 1234567	Date of Birth: 12/25/1999	Hispanic: <input type="radio"/> [Y] <input checked="" type="radio"/> [N]	Race *: <input type="radio"/> [I] <input type="radio"/> [A] <input type="radio"/> [P] <input type="radio"/> [B] <input checked="" type="radio"/> [W]
Address: 54321 Travis Drive		Zip Code: 77777	Gender: M
Home Phone: (713)123-4567	Parent/Guardian: Father and Mother Doe		
Date Enrolled: 8/25/2014	School Year: 2014-2015	Grade Level: 8	
FOR OFFICE USE ONLY			
Date	Status Change	Remarks/Changes	
		TEACHER'S SIGNATURE ↓	

John Doe

Student's Signature

Jane Hancock

Teacher's Signature

*[I] = American Indian or Alaska Native; [A] = Asian; [P] = Native Hawaiian or Other Pacific Islander;
[B] = Black or African American; [W] = White

- ADA teacher signs to verify the student is physically present.



Attendance Clerk should cut top right corner of color coded card diagonally for all students who enrolled on the 1st day of school.

John Doe

Jane Hancock

*[I] = American Indian or Alaska Native; [A] = Asian; [P] = Native Hawaiian or Other Pacific Islander; [B] = Black or African American; [W] = White



Attendance Clerk must record Withdrawals, Return Entries, ADA code changes and Homebound or PRS Information on this card under **FOR OFFICE USE ONLY**

Student Legal Name: (Last, Middle, First Name) John Doe		ADA Period Teacher Name: Jane Hancock	
Student ID: 1234567	Date of Birth: 12/25/1999	Hispanic: <input type="checkbox"/> [Y] <input checked="" type="checkbox"/> [N]	Race *: <input type="checkbox"/> [I] <input type="checkbox"/> [A] <input type="checkbox"/> [P] <input type="checkbox"/> [B] <input checked="" type="checkbox"/> [W]
Address: 54321 Travis Drive		Zip Code: 77777	Gender: M
Home Phone: (713)123-4567	Parent/Guardian: Father and Mother Doe		
Date Enrolled: 8/25/2014	School Year: 2014-2015	Grade Level: 8	
FOR OFFICE USE ONLY			
Date	Status Change	Remarks/Changes	
9/3/2014	W/D - 88	CEP	
10/22/2014	RETURNED		
12/10/2014	ADA CODE CHG FROM 1 TO 2		
2/15/2015	HOMEBOUND		

John Doe

Student's Signature

Jane Hancock

Teacher's Signature

*[I] = American Indian or Alaska Native; [A] = Asian; [P] = Native Hawaiian or Other Pacific Islander;
[B] = Black or African American; [W] = White



DO NOT RECORD ABSENCES ON THE BACK OF THIS CARD

[illegible]



Color Coded Cards should be filed in Attendance Office for all students enrolled throughout the 2014-2015 School Year

DO NOT CUT THE CORNER OF THE CARD FOR STUDENTS WHO ENROLL AFTER THE 1ST DAY OF SCHOOL

Student Legal Name: (Last, Middle, First Name) John Doe		ADA Period Teacher Name: Jane Hancock	
Student ID: 1234567	Date of Birth: 12/25/1999	Hispanic: <input type="checkbox"/> [Y] <input checked="" type="checkbox"/> [N]	Race *: <input type="checkbox"/> [I] <input type="checkbox"/> [A] <input type="checkbox"/> [P] <input type="checkbox"/> [B] <input checked="" type="checkbox"/> [W]
Address: 54321 Travis Drive		Zip Code: 77777	Gender: M
Home Phone: (713) 123-4567	Parent/Guardian: Father and Mother Doe		
Date Enrolled: 8/26/2014	School Year: 2014-2015	Grade Level: 8	
FOR OFFICE USE ONLY			
Date	Status Change	Remarks/Changes	
John Doe		Jane Hancock	
Student's Signature		Teacher's Signature	
* [I] = American Indian or Alaska Native; [A] = Asian; [P] = Native Hawaiian or Other Pacific Islander; [B] = Black or African American; [W] = White			



DEMOGRAPHIC LABELS

Run H_Permanent Record Demographic Label - ES and MS

Use 5161 Avery Labels or equivalent label stock

Student Legal Name: (Last, Middle, First Name) John Doe		ADA Period Teacher Name: Jane Hancock	
DEMOGRAPHIC LABEL GOES HERE PLEASE DO NOT COVER UP ADA TEACHER'S NAME, DATE ENROLLED OR SCHOOL YEAR			
Date Enrolled: 8/25/2014	School Year: 2014-2015	Grade Level: 8	
FOR OFFICE USE ONLY			
Date	Status Change	Remarks/Changes	
DO NOT PLACE DEMOGRAPHIC LABEL HERE			
<i>John Doe</i> Student's Signature		<i>Jane Hancock</i> Teacher's Signature	

*[I] = American Indian or Alaska Native; [A] = Asian; [P] = Native Hawaiian or Other Pacific Islander;
[B] = Black or African American; [W] = White



First Day Membership Form

Enter Principal's Name _____
Enter Campus Name _____

Date: _____
School ID: 029 _____

FIRST DAY MEMBERSHIP

PE	PK	KN	01	02	03	04	05	06	07	08	09	10	11	12	TOTAL

DO NOT INCLUDE 0-ADA STUDENTS IN YOUR MEMBERSHIP OR ABSENTEE FIGURES.

SCHOOL CONTACT NAME

Please return these figures by Tuesday, September 2, 2014 to your assigned Federal and State Compliance Contact.



SMS Staff Signature

CAMPUS NAME

<created 08/01/2012>



PREKINDERGARTEN

- <http://www.houstonisd.org/Page/72601>



Early Childhood

- Home
- Early Childhood and Pre-K Programs
- Homework Calendars
- Immunization Requirements
- Pre-K Assessment & Report Cards
- Scope & Sequence
- Textbooks
- Vision and Mission Statements
- Web Resources
- Back to Curriculum

Eligibility & Applications

Enrollment Eligibility Criteria

Providing Houston's youngest learners with the best education requires beginning the learning process as early as possible. That's why HISD began offering full-day prekindergarten programs to all eligible children in 2005.

To be eligible for enrollment in a district prekindergarten program, a child must:

- Be four years of age on or before September 1 of a given school year
- Live within the boundaries of the Houston Independent School District

AND meet at least one of the following criteria:

- Be homeless
- Be unable to speak or understand English
- Be economically disadvantaged
- Be the child of an active-duty member of the U.S. military or one who has been killed, injured, or missing in action while on active duty
- Child is or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Section 262.201, Family code
- NSLP to include all children who meet any eligibility criteria for Head Start, not only those who meet the low-income eligibility criteria for Head Start, The TEC, §5.001(4), defines educationally disadvantaged as "eligible to participate in the national free or reduced price lunch program." Consequently, all children who are eligible for Head Start are eligible for free prekindergarten, based on their eligibility for the NSLP. [1][1] Public Law 110-134, which amended 42 USC, §1758



Registration for prekindergarten begins in the Spring semester before the following academic school year. Parents should contact the school to determine when the application is due.

NOTE: Each campus may have a different due date, so check each campus in which you're interested in enrolling your child.

The following documents must be brought to registration:

- Child's official birth certificate
- Child's immunization record
- Proof of income (current check stub)
- Proof of address (electricity bill)

HISD also offers prekindergarten on a space-available, tuition basis to students who do not meet the eligibility requirements to attend prekindergarten for free. The state-set fee is \$4,590 per year, which may be paid in 10 installments of \$459.

Applications

Applications 2014-2015

The following applications are the "official" Prekindergarten applications that must be filled out to register for Prekindergarten for the 2014-2015 academic year. Parents with children who will be 4 years of age on or before September 1, 2014, and meet other eligibility requirements can complete the 2014-2015 prekindergarten applications.

- **[Application for 2014-2015 \(English\)](#)**
- **[Application for 2014-2015 \(Spanish\)](#)**
- **[Application for 2014-2015 \(Vietnamese\)](#)**

Frequently Asked Questions

- **[Prekindergarten Enrollment FAQs for Parents](#)**
- **[Prekindergarten Tuition-Based Program FAQs for Parents](#)**



Proof of Income Forms

For the 2014-2015 academic year campuses will be required to ask for proof of income to determine eligibility for students who qualify for Prekindergarten as "Economically Disadvantaged". The following forms are not required, but may be used to assist with collecting evidence for families with zero income or families who need their employer to verify their income.

- **Employment Statement Form**
- **Zero Income Declaration Form**
- **Receipt of Informal Child Support Statement**
- **Employment Statement Form (Vietnamese)**
- **Zero Income Declaration (Vietnamese)**
- **Receipt Of Informal Child Support Statement (Vietnamese)**



Proof of Income Eligibility

***Must be current at the time of registration and be placed into the student's folder.**

Use the table below to determine if the child qualifies to attend PK for free based on being economically disadvantaged.

2014-2015 Income Chart to Determine Economic Disadvantage Prekindergarten Eligibility

Total Number in Household	Annual	Monthly	Weekly
1	\$21,590	\$1,800	\$416
2	29,101	2,426	560
3	36,612	3,051	705
4	44,123	3,677	849
5	51,634	4,303	993
6	59,145	4,929	1,138
7	66,656	5,555	1,282
8	74,167	6,181	1,427
	+7,511	+626	+145



PREKINDERGARTEN APPLICATION

- Only use the current year application (2014-2015 application may be downloaded from web)
- Signed by parent to verify that all information given is complete and accurate
- Signed by principal to verify that, according to the information provided by the parent, the student qualifies for prekindergarten
- Dated within 60 days prior to the student's first day of membership (June 25, 2014)



Limited English Proficient

7.2.2 PK Eligibility Based on a Student's Being Limited English Proficient (LEP)

Appropriate PK staff members determine that a student is eligible for PK based on not speaking and comprehending the English language by:

1. administering the home language survey (if a language other than English is indicated on any portion of the survey, then the student must be tested for English proficiency);
2. testing the student using oral instruments from the list of state approved tests for assessment of limited English proficient (LEP) students; and
3. having a language proficiency assessment committee (LPAC) evaluate the student and receiving confirmation from the LPAC that the LPAC has identified the student as an English language learner.



Limited English Proficient

7.2.2 PK Eligibility Based on a Student's Being Limited English Proficient (LEP)

Many districts preregister PK students to determine and plan for the size of the next school year's PK program. However, your district must have all the documentation described in 7.2.2.1 on file before claiming a student as eligible for PK funding on the basis of the student's being LEP. Starting on the first day of school, your district has up to 20 school days to complete this documentation; however, as stated before, your district may not claim a student as eligible for PK funding until this documentation is on file.



Limited English Proficient

7.2.2.1 Documentation Required

If the student is eligible for PK because the student does not speak and comprehend the English language, the following documentation must be on file.

1. Home language survey. The home language survey must be administered in English and Spanish; for students of other language groups, the home language survey must be translated into the home language whenever possible. The survey must contain the following questions¹⁸⁹:
 - a. “What language is spoken in your home most of the time?”
 - b. “What language does your child (do you) speak most of the time?”
2. Proof of a qualifying score on an approved oral language proficiency test. The official scores must be documented in the student’s records.
3. Documentation of the LPAC’s identification of the student as an English language learner.



Limited English Proficient

6.6 Requirement to Serve Eligible Students

Your district **must** place a student in a bilingual or ESL education program as soon as your district identifies the student as LEP (through the home language survey and test scores) and the LPAC has recommended such placement, regardless of whether or not parental approval has been received.

Your district must place the student in the bilingual or ESL education program on the date the LPAC recommends that service begin but **may count the student for bilingual education funding only after parental approval is received** (and all other requirements having to do with the home language survey, test scores, and documentation of LPAC recommendation have been met). If a parental denial is received, your district must discontinue serving the student. Review parental permission codes for clarification.



HOMELESS

7.2.4 PK Eligibility Based on Homelessness

A student is eligible on the basis of homelessness if your district's local homeless education liaison identifies the student as homeless, regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child.



MILITARY MEMBER'S CHILD

7.2.5 PK Eligibility Based on a Parent's Membership in the Armed Forces

The following definitions apply when determining a student's PK eligibility based on the membership of a parent in the armed forces:

The term "member of the armed forces" includes:

- a. active duty uniformed members (parents or official guardians) of the US Army, Navy, Marine Corps, Air Force, or Coast Guard who have eligible children residing in Texas.
- b. activated or mobilized uniformed members of the Texas National Guard (army or air guard), or activated or mobilized members of the reserve components of the US Army, Navy, Marine Corps, Air Force, or Coast Guard who have eligible children residing in Texas.
- c. uniformed service members who are missing in action (MIA).



MILITARY MEMBER'S CHILD

7.2.5 PK Eligibility Based on a Parent's Membership in the Armed Forces

Also, for purposes of eligibility for enrollment in a PK program, a child is considered to be the child of a member of the armed forces if either of the following conditions is met:

- a. the child is the biological or adopted child of the member of the armed forces; or
- b. the child is a stepchild of the member of the armed forces.

If a student qualifies for PK on the basis of being a child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, the student remains eligible for enrollment if the child's parent leaves the armed forces, or is no longer on active duty, after the student begins a PK class.



MILITARY MEMBER'S CHILD

7.2.5.1 Documentation Required

If the student is eligible for PK because the student is the child of a member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, who is on active duty or has been injured or killed while on active duty, one of the following forms of documentation must be on file:

1. Documentation that a district employee verified the student's US Department of Defense (DoD) photo identification for children of active duty service members. The documentation must include the printed name and signature of the person who verified the identification and the date that it was verified.

If the student has not been issued such an ID, then documentation must be on file that a district employee verified the military member's DoD photo identification (or other DoD-issued documentation indicating that the person is an active-duty member of the military) and verified documentation showing that the student is a child of the military member. The documentation to be kept on file must include the printed name and signature of the person who verified the DoD and other documentation and the date that it was verified, as well as a photocopy of the documentation showing that the student is a child of the military member.

Important: Your district should **not** make a copy of DoD identification.



MILITARY MEMBER'S CHILD

7.2.5.1 Documentation Required

2. A statement of service from the installation adjutant general director of human resources for children of active members, mobilized reservists, or members of the Texas National Guard. This office would use the military personnel systems and documentation to verify that the service member is in fact on active duty in Texas or a Texas mobilized reservist. For Texas National Guard members (army or air guard), the Texas National Guard's Office of the Adjutant General may provide documentation or an official letter from a commander (at or above the lieutenant colonel or, for the navy, at the commander level) confirming active or mobilized status, which is acceptable documentation.

3. A copy of the death certificate using the service-appropriate DoD form, or a DoD form that indicates death as the reason for the separation from service, for children of service members who died or were killed.

If the DoD form is not available, the family would ask the casualty assistance office of the closest casualty area command (in Texas) to provide a memorandum signed by the casualty office stating that the service member was killed in action or died while serving.



MILITARY MEMBER'S CHILD

7.2.5.1 Documentation Required

4. A copy of Purple Heart orders or citation for children of service members or mobilized reservists or guardsmen who were wounded or injured in combat.

A copy of the line of duty determination documentation for children of service members or mobilized reservists or guardsmen who were injured while serving active duty but were not wounded or injured in combat.

If this documentation is not available, a copy of an official letter from a commander (at or above the lieutenant colonel or, for the navy, at the commander level) that states that the service member was wounded or injured while on active duty is acceptable.

A copy of a letter from the US Department of Veterans Affairs indicating that the service member is eligible for disability compensation is also acceptable.

5. Documentation that a service member is MIA for children of service members who are MIA..



FOSTER CARE

7.2.6 PK Eligibility Based on a Child's Having Been in Foster Care

Students who are in or who have ever been in the conservatorship of the Texas DFPS (that is, in foster care) following an adversary hearing are eligible for free PK. These students include not only students who are in or who have ever been in DFPS conservatorship but also students who have been adopted or returned to their parents after having been in DFPS conservatorship.

If a student qualifies for PK on the basis of having ever been in foster care, the student remains eligible for enrollment after the student begins a PK class even if that student is no longer in foster care.

At least annually, the DFPS and Child Protective Services mail verification letters of PK eligibility to the parents and caregivers of eligible children. These letters serve as proof of eligibility. However, if a parent or caregiver does not receive this letter, he or she may obtain evidence of a child's eligibility for PK services by contacting a DFPS education specialist. A list of DFPS education specialists and their contact information is available on the TEA *Student Attendance Accounting Handbook* web page at <http://www.tea.state.tx.us/index2.aspx?id=7739>.

The DFPS education specialist will write and sign a letter addressed to the school district attesting to the student's eligibility for free PK based on having been in foster care. The parent or guardian then presents the signed letter to the appropriate district personnel.



NSLP - National School Lunch Program

7.2.3 PK Eligibility Based on Being Educationally Disadvantaged (Eligible for the NSLP)

Any student considered educationally disadvantaged is eligible to receive free PK. The TEC, §5.001(4), defines *educationally disadvantaged* as “eligible to participate in the national free or reduced-price lunch program.” If a student is eligible for PK because the student is educationally disadvantaged (eligible to participate in the NSLP), your district must document and have on file evidence that the student is eligible to participate in the NSLP, either because the student’s family income level meets requirements for participation in the NSLP or because of automatic eligibility for the NSLP.



NSLP - National School Lunch Program

7.2.3 PK Eligibility Based on Being Educationally Disadvantaged (Eligible for the NSLP)

For a student to qualify for the NSLP, either:

1. the student must be automatically eligible for the NSLP

Children who are automatically eligible for the NSLP under criteria in federal law (42 United States Code [USC], §1758) include the following:

- a child who is a member of a household receiving benefits from the Supplemental Nutrition Assistance Program, Temporary Assistance for Needy Families program, or Food Distribution Program on Indian Reservations
- a child who is enrolled as a participant in Head Start or Even Start
- a child who is considered a migrant child
- a child who is considered homeless
- a child who is considered a runaway
- a child who is a foster child



NSLP - National School Lunch Program

7.2.3 PK Eligibility Based on Being Educationally Disadvantaged (Eligible for the NSLP)

2. the student's family must provide your school district with current income level documentation showing that the income level meets requirements for the student's participation in the NSLP.

Many districts preregister PK students to determine and plan for the size of the next school year's PK program. Since income level documentation must be current for a student to qualify for PK based on eligibility for the NSLP, your district must verify income level documentation no earlier than the April 1 before the next school year. Qualifying a student for PK on the basis of the student's meeting the NSLP income eligibility requirements does not automatically qualify the student for the NSLP. To qualify a student for the NSLP, your district must provide documentation to the TDA in accordance with the TDA's requirements.

If a student qualifies for PK on the basis of being eligible to participate in the NSLP, and the student then moves to a new district, the new district should review the previous district's determination for accuracy. If the new district finds that the determination was accurate, the student need not re-qualify for the PK program in the new district. If the new district finds that an error was made, the student must re-qualify for the PK program in the new district.



7.3 Enrollment Procedures

Obtain proof that the student enrolling is 3 or 4 years old as of September 1 of the current school year. Any of the following documents is acceptable for proof of identity and age:

- birth certificate
- statement of the child's date of birth issued by the division of the Texas Department of State Health Services responsible for vital statistics for school admission purposes
- passport
- school ID card, records, or report card
- military ID
- hospital birth record
- adoption records
- church baptismal record
- any other legal document that establishes identity and age



PROOF OF RESIDENCY

- Rent receipt, lease agreements, utility receipts, property tax receipts, etc. required unless homeless
- Must provide proof each school year
 - if child was Pre-K 3 last school year and is enrolling again in the current school year as Pre-K 4 parent or guardian must provide proof of residency for the current school year.



7.5 Eligible Days Present and ADA Eligibility

PK classes must operate on a half-day basis unless funding other than Foundation School Program funding is used to offer a full-day PK program, as PK is state-funded only as a half-day program. In general, students who meet eligibility requirements for the PK program should be coded as eligible for half-day attendance (ADA eligibility code 2) and not as eligible for full-day attendance (ADA eligibility code 1).

Students in PK are also eligible for special programs such as special education (that is, preschool program for children with disabilities [PPCD]) and bilingual/ESL, provided they meet the requirements for these programs. Those programs' requirements are provided in Sections 4 and 6.

- The following table shows the ADA eligibility codes to use for students served in a PK classroom. (For the PK program type codes to use for PK students, see the C185 code table in the Public Education Information Management System [PEIMS] Data Standards, available at <http://ritter.tea.state.tx.us/peims/standards/wedspre/index.html>.)



PREKINDERGARTEN

ADA Eligibility Coding for PK Students

	Student Age	ADA Eligibility Code
A student eligible for PK services served in the PK classroom by a PK teacher for ½ day	3 or 4	2 half-day
A student eligible for PK services served in the PK classroom by a PK teacher for the full day	3 or 4	2 half-day
A student ineligible for PK services served in the PK classroom by a PK teacher for ½ day	3 or 4	5 ineligible half-day
A student ineligible for PK services served in the PK classroom by a PK teacher for the full day	3 or 4	4 ineligible full-day
A student eligible for PK services and the PPCD served in the PK classroom by a PK teacher for ½ day and served in the PPCD for ½ day ¹	3 or 4	1 eligible full-day



PREKINDERGARTEN

- Once a student is determined to be eligible for PK, the student remains eligible for the remainder of the current school year in the district in which he or she resides or is otherwise entitled to attend for Foundation School Program benefits.



CONCLUSION

- Be Accountable
 - Attend appropriate training & meetings
 - Download copies of:
 - 2014-2015 TEA Student Attendance Accounting Handbook
 - 2014-2015 HISD Elementary/Secondary Guidelines
 - 2014-2015 Data Quality Manual
 - Provide reports to campus contacts
 - Report problems to Sr. Compliance Analysts & Sr. Student Information Representatives



CONCLUSION

- Be Timely
 - Membership Call on the portal by designated time
 - Post absences daily
 - Balance daily
 - Balance first day membership count no later than end of 4th week of school



CONCLUSION

- Be Accurate
 - Check the PID for PEIMS number
 - Check Chancery for former HISD enrollment
 - Post absences daily
 - Maintain manual logs daily



Federal and State Compliance

Elementary & Secondary Data Information

Cathleen Freeman, Sr. Compliance Analyst

Federal and State Compliance Elementary Data Team

Neysa Ewing, Student Information Rep

Martha Salinas, Student Information Rep

Angela Tillman, Student Information Rep

Cathleen Freeman, Sr. Compliance Analyst



PEIMS

► Important Fall Dates

- **Close of school-start window – September 26, 2014**

What is the "School Start Window"?

The "School Start Window" is from the first day of school through the last Friday of September. It has been designated by TEA as the timeframe we are allowed to account for all students in grades 7-12 who attended Houston ISD last school year and may or may not have returned this school year. Students who did not leave the Texas Education System and did not enroll in another Texas Public School District must be reported as dropouts if they are not located and enrolled before the last day of the "School Start Window".



PEIMS

- ▶ Important Fall Dates - Continued
 - Fall and Summer PEIMS Training (Refer to Handout)
 - Fall PEIMS Edit+ Reports Early October
 - **Snapshot Date – October 31, 2014**
 - EDIT+ Access
 - contact Rachel Gallegos - *Phone: 713-556-6769*
- ▶ PEIMS Contact List – schools will receive information at a later date



ENROLLMENT

- Verification of Address – use on-line School Zone Search Tool & check Transfer Database
- Birth Certificate (preferred but not required) or proof of identity (TEA's 7 examples)
- Immunizations
 - 30-day provisional enrollment for student transferring from another district; or
 - Student with 1st series completing next required doses as rapidly as is medically feasible



ENROLLMENT

- A student who is homeless as defined by the McKinney-Vento Homeless Education Act shall be admitted into HISD temporarily for 30 days if acceptable evidence of vaccination is not available.
- Enrollment forms print from Chancery SMS
 - Insurance Question is optional
- Student Residency & Assistance Questionnaire (homeless) Foster Care Required Info
- Home Language Survey



ENROLLMENT

- Verify if student has local ID number in Chancery
- Access PEIMS Edit+ to check to see if the student is listed in the Person Identification Database (PID) and to make sure the correct PEIMS ID number is used.
 - Essential when enrolling student from out of district
 - Helps avoid PID errors
- Try to get Social Security Number
- Stapling enrollment documents in back of cumulative folder helpful in future (PID errors, audits, etc.)



ENROLLMENT

- ▶ Opening of School Reminders
 - Thorough District Search in Chancery and PID
 - Chancery is Case Sensitive
 - ADA Eligibility Code
 - Attribution/Campus of Residence
 - Transfer Exception Reason
 - Verify include in PEIMS box is checked
 - Students Released by FSC through FSC@houstonisd.org until 8/25/2014



Membership Reporting Beginning 8-25-2014

- ▶ An application will be available for reporting membership figures in **ALL** schools by grade level beginning the week of 8/25/2014. Authorized staff will log in to the [HISD Employee Portal](#) by 11:00 am and click on Membership Reporting on the HISD Applications Links list to access the system.
- ▶ Please refer to the Memo to Principals about Membership Figures for the School Year 2014-2015 for all dates on membership reporting.
 - A primary user and an alternate should be designated by the principal for inputting data.



MEMBERSHIP REPORTING FOR 2013-2014

MEMBERSHIP REPORTING FOR 2014-2015

WEEK	MONTH	CALENDAR DAY	INSTR DAY	WEEK	MONTH	CALENDAR DAY	INSTR DAY
<u>First week:</u>	August	25	1	<u>Fourth week:</u>	September	15	15
	August	26	2		September	16	16
	August	27	3		September	17	17
	August	28	4		September	18	18
	August	29	5		September	19	19
<u>Second week:</u>	NO CLASSES	LABOR DAY		<u>Fifth week:</u>	September	26	24
	September	2	6				
	September	3	7	<u>Sixth week:</u>	October	2	28
	September	4	8				
	September	5	9	<u>Seventh week:</u>	October	10	33
				<u>Eighth week:</u>	October	17	38
<u>Third week:</u>	September	8	10				
	September	9	11	<u>Ninth week:</u>	October	24	43
	September	10	12				
	September	11	13	<u>Snapshot</u>	October	31	48
	September	12	14				
SPECIAL MEMBERSHIP REPORTING DATE: OCTOBER 31, 2014 PEIMS SNAPSHOT							
Friday	November	21	63	Friday	February	27	118
Friday	December	19	80	Friday	March	27	133
Friday	January	30	98	Friday	April	24	152
				Friday	May	22	172



HISD NETWORK SECURITY FORM

RETURN TO: Technology and Information Systems - Network Security Department,
4400 W 18th St., Level 3NW, Houston, TX 77092, Route 10 or fax to 713-556-6194

- Do not enter your confidential password on any Network Security form.
- Network/Portal ID/Email accounts are automatically created for HISD employees with the exception of student workers.
- To request a NEW Network/Portal ID, complete Boxes 1 and 4 along with a *Computer Related Security Policy Memorandum*, *Student Records Security Policy Acknowledgment* form, and a *Confidentiality and Use Agreement* form.
- Network Security forms are no longer required to delete Network/Portal ID's and Email for HISD Employees.
- To DELETE a Contract Employee's Network/Portal ID and/or application access, complete Box 2.
- To ADD/CHANGE Network/Portal ID name or application access information, complete ALL FIELDS in Box 3 and Box 4 (if necessary).
- The name submitted on this form must be the same as the name on your HISD payroll records.
- If you forget or lose your password information, you must call HISD Technical Support Services (713-892-SERV or 713-892-7378) for assistance. Network Security will not issue duplicate copies of Network Security Letters containing this information.
- All Security forms are available on the HISD Portal. After logging into the Portal, click on the *Find It* tab, then in the *Frequently Requested Forms* section, click on *Technology and Information Systems*.

Box 1 REQUEST A NEW NETWORK/PORTAL ID – Use for Contract Employees or Student Workers

(please print legibly)

Employee #: _____ Social Security #: _____
Last Name: _____ First Name: _____ MI: _____
Location #: _____ Location Name: _____ Route #: _____
Work Telephone #: _____ Position/Title: _____

FOR CONTRACTORS

Contractor access expiration date: ____/____/____ (90 days default if no date is provided)

Approver/Manager email address: _____
(please print legibly) (Principal, Deputy/Associate/Assistant Superintendent / Chief School Officer,
School Compliance Officer, School Improvement Officer or Superintendent.)

Box 2 DELETE AN EXISTING ID – Use for Contract Employees Only

(please print legibly)

Network ID: _____ Social Security #: _____
Last Name: _____ First Name: _____ MI: _____
Reason for deletion (check one): User's Access No Longer Needed ☐ User's Employment Terminated ☐

Box 3 ADD/CHANGE INFORMATION ON AN EXISTING NETWORK/PORTAL ID

(please print legibly)

Employee #: _____ Network ID: _____ Social Security #: _____
NAME: Previous: Last Name: _____ First Name: _____ MI: _____
Current: Last Name: _____ First Name: _____ MI: _____
LOCATION: Previous #: _____ Loc. Name: _____ Route #: _____
Current #: _____ Loc. Name: _____ Route #: _____
Work Telephone #: _____ Position/Title: _____

Requester's Signature: _____ Date: _____

Approver's Printed Name: _____ Date: _____
(please print legibly) (Principal, Deputy/Associate/Assistant Superintendent / Chief School Officer,
School Compliance Officer, School Improvement Officer or Superintendent.)

Approver's Signature: _____ Date: _____
(Principal, Deputy/Associate/Assistant Superintendent/ Chief School Officer,
School Compliance Officer, School Improvement Officer, or Superintendent.)

Access will not be granted without signature, dates, or email address. Incomplete or incorrect forms will be returned via HISD Mail.

Box 4 Check Appropriate Box or Boxes

Budgets Online

Campus ☐

FITNESS Reporting

Campus ☐

FMO Web Notification

Campus Only ☐

HFWE

Campus ☐

Memberships

Campus Only ☐

Partnerships (BCP)

Campus Only ☐

PEIMS Reporting

Campus ☐

SWAV

Campus ☐

VISITS

Campus ☐

Federal and State Compliance

Leaver Information

Discipline Information

Pablo Martinez, Sr. Compliance Analyst



- **Secondary Data Team**

Pablo Martinez – Sr. Compliance Analyst

Rose Fuentes – Sr. Student Information Rep.

Elizabeth Salazar – Sr. Student Information Rep.



LEAVERS

- Appendix D – Leaver Reason Code and Documentation Requirements.
- School Start Window – This is the period between the first day of school and the last Friday in September.
- Leaver Trainings – September 12th, 15th and 19th two session per day at East Field Office.



DISCIPLINE

- Appendix E
- Days Remaining Chart
- Discipline Codes - Consequences
- Discipline Codes – Offenses
- Referral Template
- Bullying Allegation Template
- Discipline Training – Date and Time TBD

Federal and State Compliance

Compliance Monitoring Information

Veda Winfree, Sr. Compliance Analyst






Compliance Monitoring Team

The Team:

- ❖ Veda Winfree, Sr. Compliance Analyst, vwinfree@houstonisd.org
- ❖ Jeff McCoy, Sr. Compliance Analyst, jmccoy@houstonisd.org
- ❖ Joyce Jones, Sr. Compliance Analyst, jjones8@houstonisd.org

What We Do:

-  Collaborate with district subject matter experts to develop and implement compliance monitoring procedures.
-  Verify the accuracy and reasonableness of digital data and physical records.
-  Supervise collection and review of campus records for Performance Based Monitoring Analysis System (PBMAS) and Region IV audits.



Building Blocks of Compliance Monitoring

**State
Requirements**

HISD Tools

PEIMS Appendix E –
Discipline
PEIMS Appendix D –
Leavers

Code of Student Conduct

PEIMS Data Standards

Data Quality Manual

**Texas Education Code –
Chapter 37 (Discipline)**

School Guidelines

FSC website: <http://www.houstonisd.org/Domain/8334>



Compliance Monitoring Process





Fall Semester – Compliance Reviews

(Secondary schools only)



Career & Technical Education (CTE)

- **We review:** 10% or up to 50 records
- **Resource on FSC website:** Preparing for a CTE Review guide



Leavers

- **We review:** all non-98 codes
- **Resources on FSC website:**
 - Preparing for a Leaver Review guide
 - Exit Information/Leaver Code Assignment Form
 - L66 CPS Withdrawal Form
 - Oral Statement Form
 - Home School Questionnaire
 - PEIMS Appendix D* (Leavers)



Spring Semester – Compliance Reviews

(all schools)



Discipline

- **We review:** All records with mandatory placements
- **Resources on FSC website:**
 - Preparing for a Discipline Review
 - HISD Discipline Referral Template (Highly recommended)
 - Offenses/ Consequences Charts
 - ISS/OSS Parent Notification Letters (Required)
 - PEIMS Appendix E (Discipline)



Gifted/Talented (GT)

- **We review:** 10% or up to 50 records
- **FSC website resource:** Preparing for a GT Review
- **Chancery resource:** GT Audit Review Report



Limited English Proficient (LEP)

- **We review:** 10% or up to 50 records
- **FSC website resource :** Preparing for a LEP Review
- **Chancery resource:** LEP Audit Review Report



Discipline – Documentation Requirements

Student Discipline Folder Requirements:

1. **Discipline Referral** – REQUIRED for Every Student that is REMOVED from his/her instructional setting.
 - All referral forms must include: student demographic information, description of incident, Chancery incident number, PEIMS Reason and Action codes, days and dates assigned for consequences, police incident number (if applicable to offense), and administrator's signature and date (ink only).
2. **Supporting documentation** must be attached to each discipline referral.



In-School Suspension (ISS)

- Discipline Referral **AND**
- Written parent notification, signed and dated by an administrator. See letters on the Federal and State Compliance website.



Out of School Suspension (OSS)

- Discipline Referral **AND**
- Written parent notification, signed and dated by an administrator. See letters on the Federal and State Compliance website.



District Alternative Education Program (DAEP)

- Discipline Referral **AND**
- DAEP Parent Notification Letter. See letters on Student Discipline website.
- Copy of DAEP referral from online application.
- Copy of approval/rejection email from the Student Discipline department.



Juvenile Justice Alternative Education Program (JJAEP)

- Discipline Referral **AND**
- JJAEP Parent Notification Letter(s). See letters on Student Discipline website.
- Copy of approval/rejection email from the Student Discipline department.



Discipline

Tips for Administrators and Discipline Clerks

Common Pitfalls

1. Campus contacts are not familiar with documentation requirements.
2. Missing discipline folders, parent notifications and referral forms.
3. Missing all required elements on referral forms.
4. Unsigned/undated referrals and notification letters.
5. Incomplete/missing documentation for removals (ISS/OSS/ALT ED).
6. Missing required ARMS or police incident number on referrals.
7. Failure to review Appendix E or contact Federal and State Compliance to clarify any questions.

Best Practices

1. Attend/complete annual FSC PEIMS Discipline Training to learn about documentation requirements.
2. Create a discipline folder for every student that has a PEIMS removable event (in/out of school suspension or alternative placement).
3. Include all required elements on referral forms.
4. Sign and date all referrals and notification letters.
5. Complete all documentation for removals (ISS/OSS/ALT ED) and include in discipline folder.
6. Include ARMS or police number on referrals if required.
7. Refer to PEIMS Appendix E for specific documentation requirements OR contact Federal and State Compliance to clarify any questions.



Leavers – Documentation Requirements

Student Leaver Folder Requirements:

1. **Exit Information/Leaver Code Assignment Form or Leaver Code Change Form** – REQUIRED for Every Student, grades 7- 12, that withdraws from HISD with one of the leaver coders in PEIMS Appendix D.
 - All Leaver forms must include: student demographic information, leaver code, and administrator's signature and date (ink only). Administrators must determine coding.
2. **Supporting documentation** must be attached behind each leaver form. Documentation must meet PEIMS Appendix D requirements.

L16 – Return to Home Country



- Leaver Form **AND**
- Written statement from parent/guardian or qualified student (18 or older) or documentation of an oral statement taken by school staff. The Oral Statement Form is on the Federal and State Compliance website. See PEIMS Appendix D for specific guidelines.

L66 – CPS Withdrawal



- Leaver Form **AND**
- Copy of notification from Children Protective Services **OR** a completed HISD L66 CPS Withdrawal Form. The campus administrator must sign and date the completed L66 CPS Withdrawal Form. It is available on the Federal and State Compliance website.

L60 – Home School



- Leaver Form **AND**
- Home School Questionnaire that has been completed by the parent or guardian. Qualified students (age 18 or older) cannot complete the form. The campus administrator must sign and date the completed form. Forms must indicate the date home school began.

L88 – Court Ordered GED, not Earned



- Leaver Form **AND**
- Order from a judge that indicates that the student must earn a GED. A recommendation or order from a probation officer does not meet the documentation requirement per PEIMS Appendix D.



Leavers

Tips for Administrators and Leaver Clerks

Common Pitfalls

1. Campus contacts are not familiar with documentation requirements.
2. Missing or incomplete leaver folders.
3. Incomplete or missing Exit Information /Leaver Code Assignment Forms OR Leaver Code Change Forms.
4. Inaccurate or missing leaver codes.
5. No original administrator signature and date on forms.
6. Missing or insufficient supporting documentation.
7. Failure to review Appendix D or contact Federal and State Compliance to clarify any questions.

Best Practices

1. Attend/complete annual FSC PEIMS Leaver Training to learn about documentation requirements.
2. Create a leaver folder for students grades 7 - 12 whose withdrawal meets PEIMS Appendix D requirements and include supporting documentation.
3. Complete, sign and date an Exit Information /Leaver Code Assignment Form OR Leaver Code Change Form for every student leaver folder.
4. Place the correct leaver code on each form.
5. Sign and date all leaver forms in ink. Do not use signature stamps.
6. Attach sufficient supporting documentation behind each leaver form.
7. Refer to PEIMS Appendix D for specific documentation requirements OR contact Federal and State Compliance to clarify any questions.

Federal and State Compliance

PET/PID Information

Debbie Goudy-Hudson, Sr. SIR



Searching the PID by SSN or State Alt-ID

Always search the PID first before enrolling a student in Chancery

➤ You can search a student in the PID with:

- Social Security Number
- State Alternate ID

➤ Logon to TEAL formerly known as Edit+

- Select "PID Search"
- Enter student's Social Security Number or State Alternate-ID.
- Select "Search"
- A list of students will appear, search for your student.

Home

Send Data

Progress Monitor

Collection Status

View Reports

Revalidate Data

Retrieve Data

PID Search

Roster Search

Data Search

My Report Requests

My User Profile

User Directory

Cust. Support

PID Subapp

PID Search

At least one of the fields with an * must be entered. (Up to 10 pages with 300 rows per page will be returned)

Enter an * after any name field for partial search.

PID Search Criteria

* Student/Staff ID: 123451234

First Name:

Middle Name:

* Last Name:

* Maiden Name:

* Date of Birth: mm/dd/yyyy

Opt. End Range for DOB: mm/dd/yyyy

Sex:

Generation:

Ethnicity: ☐ Hispanic/Latino

Race: ☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian/Other Pacific Islander

☐ White

Type:

<< Prev 300

Search

Reset

Next 300 >>

88



Searching the PID by Student Name

Always search the PID first before enrolling a student in Chancery

➤ You can search for a student in the PID with:

- First Name - enter part or all of the first name
- Last Name - enter part or all of the last name
- **Always use an asterisk (*)** after the names. *(this will give you more options, perhaps the student has a double last name in another district or could have a different last name due to adoption...)*
- **Select "PID Search"**
- **Enter the students information**, part or all of the student's name; *if last name is Garcia enter- Garc* or if last name is Gonzalez enter - Gonzale**
- **Select "Search"**
- **Select student's name** from the list that emerges.

Home Send Data Progress Monitor Collection Status View Reports Revalidate Data Retrieve Data • PID Search Roster Search Data Search My Report Requests My User Profile User Directory Cust. Support PID Subapp	<h2>PID Search</h2> <p>At least one of the fields with an * must be entered. (Up to 10 pages with 300 rows per page will be returned)</p> <p>Enter an * after any name field for partial search.</p> <table border="1"><thead><tr><th colspan="2">PID Search Criteria</th></tr></thead><tbody><tr><td>* Student/Staff ID:</td><td><input type="text"/></td></tr><tr><td>First Name:</td><td><input type="text" value="Juan*"/></td></tr><tr><td>Middle Name:</td><td><input type="text"/></td></tr><tr><td>* Last Name:</td><td><input type="text" value="Garcia*"/></td></tr><tr><td>* Maiden Name:</td><td><input type="text"/></td></tr><tr><td>* Date of Birth:</td><td><input type="text"/> mm/dd/yyyy</td></tr><tr><td>Opt. End Range for DOB:</td><td><input type="text"/> mm/dd/yyyy</td></tr><tr><td>Sex:</td><td><input type="text" value=""/></td></tr><tr><td>Generation:</td><td><input type="text" value=""/></td></tr><tr><td>Ethnicity:</td><td><input type="checkbox"/> Hispanic/Latino</td></tr><tr><td>Race:</td><td><input type="checkbox"/> American Indian or Alaska Native</td></tr><tr><td></td><td><input type="checkbox"/> Asian</td></tr><tr><td></td><td><input type="checkbox"/> Black or African American</td></tr><tr><td></td><td><input type="checkbox"/> Native Hawaiian/Other Pacific Islander</td></tr><tr><td></td><td><input type="checkbox"/> White</td></tr><tr><td>Type:</td><td><input type="text" value=""/></td></tr></tbody></table> <p><< Prev 300 Search Reset Next 300 >></p>	PID Search Criteria		* Student/Staff ID:	<input type="text"/>	First Name:	<input type="text" value="Juan*"/>	Middle Name:	<input type="text"/>	* Last Name:	<input type="text" value="Garcia*"/>	* Maiden Name:	<input type="text"/>	* Date of Birth:	<input type="text"/> mm/dd/yyyy	Opt. End Range for DOB:	<input type="text"/> mm/dd/yyyy	Sex:	<input type="text" value=""/>	Generation:	<input type="text" value=""/>	Ethnicity:	<input type="checkbox"/> Hispanic/Latino	Race:	<input type="checkbox"/> American Indian or Alaska Native		<input type="checkbox"/> Asian		<input type="checkbox"/> Black or African American		<input type="checkbox"/> Native Hawaiian/Other Pacific Islander		<input type="checkbox"/> White	Type:	<input type="text" value=""/>
PID Search Criteria																																			
* Student/Staff ID:	<input type="text"/>																																		
First Name:	<input type="text" value="Juan*"/>																																		
Middle Name:	<input type="text"/>																																		
* Last Name:	<input type="text" value="Garcia*"/>																																		
* Maiden Name:	<input type="text"/>																																		
* Date of Birth:	<input type="text"/> mm/dd/yyyy																																		
Opt. End Range for DOB:	<input type="text"/> mm/dd/yyyy																																		
Sex:	<input type="text" value=""/>																																		
Generation:	<input type="text" value=""/>																																		
Ethnicity:	<input type="checkbox"/> Hispanic/Latino																																		
Race:	<input type="checkbox"/> American Indian or Alaska Native																																		
	<input type="checkbox"/> Asian																																		
	<input type="checkbox"/> Black or African American																																		
	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander																																		
	<input type="checkbox"/> White																																		
Type:	<input type="text" value=""/>																																		



Once You Have Located the Student **CHECK** the **PET**

2012	2011	All Events								
District Name	Campus ID	Campus Name	Local ID	Event Date	School Year	Status	Event Type	Reason	Last Update Date▼	Last Updated By
BROWNSVILLE ISD	031901128	BURNS EL	3803619	8/22/2011	2012	Current	Enrollment		9/9/2011 11:08:00 AM	Joe Pedraza

PET Event History for JUAN GARCIA

Student ID: xxx-xx-xxxx

Date of Birth: 11/18/0000

Gender: Male

Ethnicity/Race: I,H

2013	2012	All Events								
District Name	Campus ID	Campus Name	Local ID	Event Date	School Year	Status	Event Type	Reason	Last Update Date▼	Last Updated By
CORPUS CHRISTI ISD	178904110	EVANS SES	323772	8/27/2012	2013	Current	Enrollment		9/14/2012 10:10:59 AM	Laura Monette
CORPUS CHRISTI ISD	178904110	EVANS SES	323772	2/24/2012	2012	Current	Enrollment		3/17/2012 11:50:55 AM	Laura Monette



PID/PET Training Dates

eTrain Course # FC0120

Wednesday, September 24, 2014 – 9:00-11:00 at HMW

Thursday, September 25, 2014 – 1:00-3:00 at Teledyne

Wednesday, October 22, 2014 – 9:00-11:00 at Teledyne

Thursday, October 23, 2014 – 1:00-3:00 at HMW

Federal and State Compliance

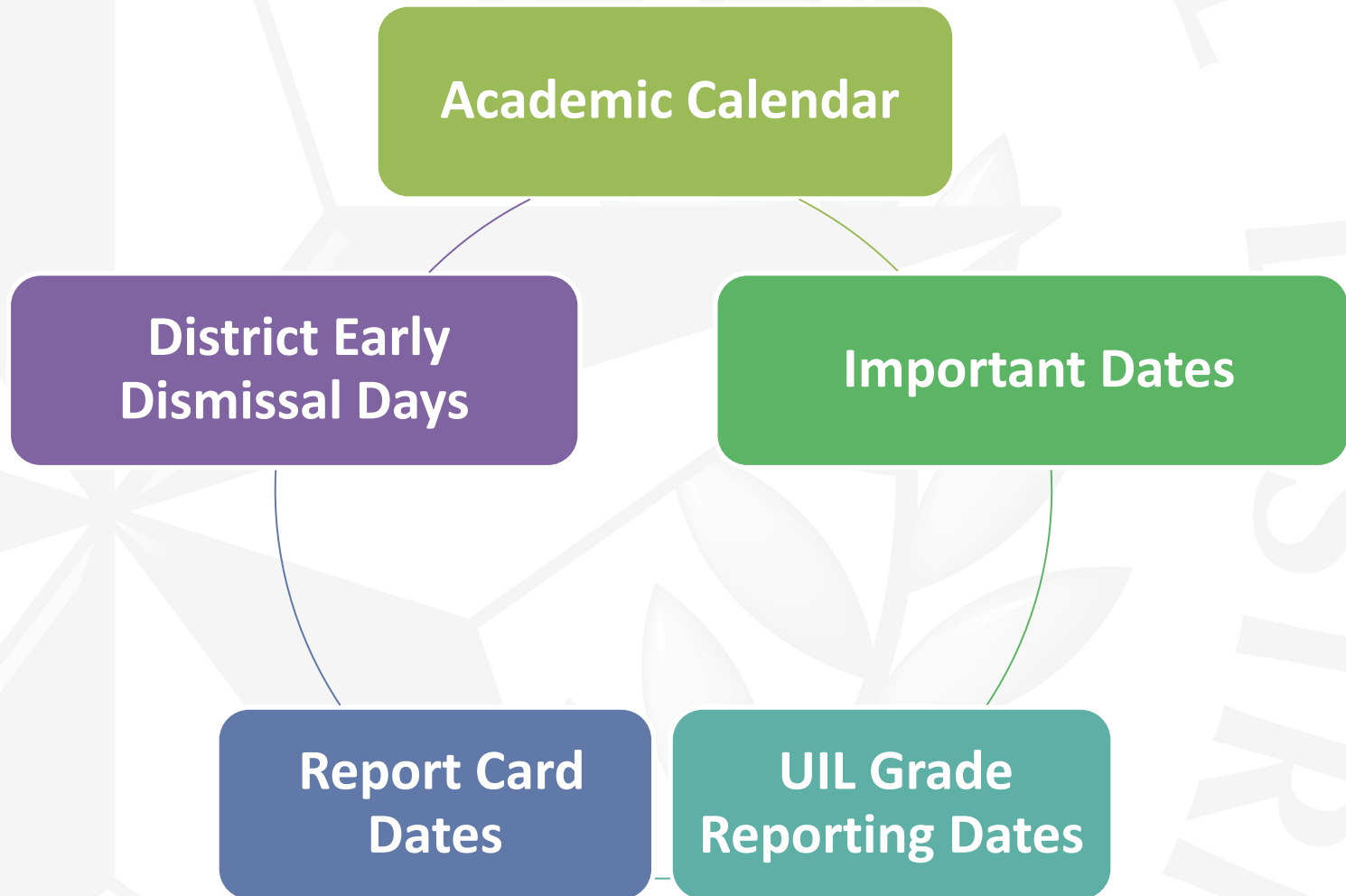
WHAT's New?

- District Calendars, Important Dates, and UIL Reporting Dates
- School Guidelines
- TREx
- Records

Brita Lindsey, Manager Student Records



2014-2015 District Calendars





School Guidelines

Assistance

Mark White, 713-556-7285

Brita Lindsey, 713-556-6744

Cynthia Nemons, 713-556-6744



TREx



Access

- New or Switching Schools
 - Email Brita Lindsey
- TEA resets password



TEA Online Tutorials

- TREx Training
(<http://www.tea.state.tx.us/index4.aspx?id=3847>)
- HISD trainings (online and face-to-face) supplement TEA online modules



HISD Trainings

- Online trainings are on going and can be found in e-TRAIN
 - Course FC0141
- Face-to-Face trainings are reserved
 - August 13th, September 12th, and October 2nd
 - Email Brita Lindsey or Cynthia Nemons



TREx Support

Brita Lindsey

BLINDSEY@houstonisd.org

713-556-6744

TEA TREx Training Website

<http://www.tea.state.tx.us/index4.aspx?id=3847>

Chancery & TREx

Cynthia Nemons

CNEMONS@houstonisd.org

713-556-6744

Stephanie Hooks

SHOOKS@houstonisd.org

713-556-6744



Student Records

Elementary and Secondary Handbooks

Records

Inventory Form

Cumulative Folder Clean Up

Permanent Record Cards

Recent Arrival Immigrant Academic Records
Records Transfer

Trainings

Elementary - (TBD)

Secondary - MS Clerks-August 14th from 1-3:30 PM @
Teledyne



Student Records

Assistance

Brita Lindsey, 713-556-6744

Cynthia Nemons, 713-556-6744

Stephanie Hooks, 713-556-6744



Office of School Choice

Margarita Aguilar, Manager Student Transfer

State Comp Ed/At-Risk/Homeless

Bernadette Cardenas, Sr Special Pops Specialist

Multilingual/Special Program

Rosa Gonzales-Decou, Migrant Program Rep

Dropout Prevention

Beatrice Marquez, Director Dropout Prevention



Principal and School Communications

Donna Tennant, Sr. Writer

HOUSTON INDEPENDENT SCHOOL DISTRICT

Student Information System

Frank Williams, III

HOUSTON INDEPENDENT SCHOOL DISTRICT

The background features a dark blue gradient with a large, stylized star on the left side, composed of several triangular segments. A laurel wreath, consisting of two branches of leaves, is positioned diagonally across the center. On the right side, the words "SCHOOL DISTRICT" are written in a large, light blue, serif font, arranged vertically and partially obscured by the wreath.

Questions?

HOUSTON INDEPENDENT SCHOOL DISTRICT