General Attendance Requirements

Responsibility

Principals shall designate appropriate campus personnel to whom all attendance coding questions should be directed for resolution. The designee and phone number of the Central Administrative Staff member:

Name: Wanda Thomas, Senior Manager
Federal and State Compliance

Phone Number: (713) 556-6753

Introduction
Average Daily Attendance (ADA)

Definition

Average Daily Accounting (ADA) is the accounting medium by which state funding is derived.

Average Daily Attendance (ADA) Eligibility Coding

A student must be enrolled for at least **two hours** of instruction, five days a week to be considered in **membership** for *one-half day* and for at least **four hours** of instruction, five days a week to be considered in membership for *one full day*. Students who are *not scheduled* to attend at least two hours, five days a week should be enrolled with an *ADA eligibility code of 0 – Enrolled, Not in Membership.*

ADA is based on the number of days of instruction in the school year. During the 2020-2021 school year every school must have an instructional day that is a least seven hours in length (420 minutes).

Official ADA time for taking attendance during the second instructional hour of the day must be established at each campus prior to the first day of school. Once a time has been selected, a campus may not change it during the school year. Permission for recording absences in an alternate period, such as for testing days, must be obtained in advance from Federal and State Compliance.

For additional information refer to **Section 3 General Attendance Requirements** of the 2020-2021 Student Attendance Accounting Handbook (SAAH).

[Optional Flexible School Day Program (OFSDP)](#)

Students participating in an OFSDP may attend on a fixed or flexible schedule that does not meet the 75,600 operational minutes, 5-days-per-week requirement.

- Students who are eligible for participation in and are enrolled and provided instruction in an alternative attendance program, such as the Optional Flexible School Day Program (OFSDP) should be enrolled with an ADA eligibility code of 07.

Typical OFSDP instructional arrangements include the following:

- Weekend or night classes
- Extended day classes
- Classes offered throughout the year
- Flexible schedules
- Credit recovery classes (These classes can be offered during the summer recess for students who have not earned a full ADA during the school year. A student cannot earn more than the equivalent of one ADA in a year.)

Utilization

ADA funds will be awarded for each day present for all eligible students.

Special Program funds awarded for enrollment in each designated program area provided proper documentation is maintained.

In the HISD, attendance will be monitored through the production of periodic attendance reports from which administrative decisions are made. If absences are not posted when these reports are run, greatly inflated percentages of attendance will occur.

[Compulsory Attendance](#)

PK and kindergarten students are subject to compulsory school attendance rules 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 rules.

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.

A person who voluntarily enrolls in or attends school after turning 19 years of age is also required to attend school each day.

Note that an allegation of truant conduct applies only to an individual who is 12 years of age or older and younger than 19 years of age. The offense of parent contributing to nonattendance, however, applies to parents of students who are subject to compulsory attendance, regardless of the student's age.

Note: 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. In addition, tardies are not considered absences for purposes of compulsory attendance enforcement.

Texas Education Agency Rules

Each school must have a copy of the current Student Attendance Accounting Handbook (SAAH) published by the Texas Education Agency. The rules in the State handbook govern the procedures used by all districts. No school officer or any other person in the school district has the authority to change these instructions. At the end of the year, all records must be signed by a certified person and delivered to the superintendent, who is responsible for the safekeeping of all attendance records and reports. Each year, instructions will be sent to schools regarding packaging and delivery of attendance documents. The following personnel must be aware of their responsibilities in following the state rules for attendance accounting: administrators, teachers, special program staff and attendance personnel.

The **principal** of each campus is responsible for reviewing his or her respective Campus Summary Reports for completeness and accuracy. A principal should compare reports from the Texas Education Agency (TEA), which reflect Texas Student Data System Public Education Information Management System (TSDS PEIMS) data, to locally produced reports for reasonableness and accuracy. By signing the Campus Summary Report or, in the case of a paperless attendance accounting system, by indicating his or her approval of data electronically, a principal affirms that he/she has checked the accuracy and authenticity.

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. In the case of a paperless attendance accounting system, the teacher must submit, attest and validity accurate data using his/her own teacher's logon with a district secret password.

The **attendance personnel** generating absence summaries and 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 is true and correct to the best of his or her knowledge. **In no case should attendance personnel be assigned the responsibility of determining a student's coding information**.

Important: In no case should attendance personnel be assigned the responsibility of determining a student's coding information. Special program staff, directors, and/or teachers should provide attendance personnel with names and coding information of students who are eligible, whose documentation is in order. Special program directors and/or staff 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 dates of those changes. The attendance personnel are then responsible for entering the changes in the student attendance accounting system (manual or automated). At the end of each six-week reporting period, special program staff should verify the **Student Detail Report** for any coding errors.

Taking and Recording Student Attendance

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.

Board Policy on Classroom Attendance

Acceptable excuses for absences and tardiness are personal illness, illness or death in the family, quarantine, weather or road conditions making travel dangerous, participation in school activities with permission of the principal, or emergencies or any unusual circumstances recognized by the principal or person designated.

Supervision of student attendance will be the responsibility of teachers and school administrators.

Campus Principal (and administrative team) is to:

- establish a period by period attendance management system.
- design and implement a process for identifying and counseling students with attendance problems.
- communicate with parents about student attendance problems.
- approve credit for excused absences.
- chair the statutorily required School Attendance Committee

Campus Teachers

- take attendance at the official designated ADA time and for each class period.
- maintain accurate attendance records in **HISD Connect** and verify accuracy of records.
- send excuse notes from parents to the office in a timely manner.
- notify parents when a student returns from an absence without an excuse or has been absent for three or more days.
- ensure that students make up work for excused and unexcused absences.
- complete an attendance referral form for appropriate students, in accordance with district guidelines

SIR/Data Clerk

- Directed by the principal or PEIMS Coordinator

Campus PEIMS Coordinators

- Coordinate all activities relating to PEIMS, including collaborating with other campus personnel
- Keep principal informed
- Receive PEIMS related information and disseminate to appropriate staff
- Verify all campus data and submit corrections to Student Information Representative (SIR)/HISD Connect clerk
- Complete training offered by Federal & State Compliance
- Provide training and support to appropriate campus personnel
- Compile, maintain, and file all physical data in appropriate folders, computerized reports, records, and other documents required.

Membership Reporting on the HISD Portal

All students who are physically present in school on the first day are to be counted in their respective grade level, even though they may be in a self-contained special education class. Membership figures should be shown by grade level (EE through 12), reflecting a physical count of the student present at official ADA time. Students in the auditorium, library, counselor's office, nurse's office, etc. at official ADA time must be documented on a roster with a teacher, counselor, or administrator's signature.

An application is available for reporting membership figures in the schools by grade level. Authorized staff will log in to the [HISD Employee Portal](#) by 10:30 am and click on Membership Reporting on the HISD Applications Links list to access the system.

After the first day of school, membership includes all students who have enrolled during the current school year and who have not withdrawn.

Please refer to the Academic Service Memo to Principals regarding membership figures on the portal for School Year 2020-2021.

Withdrawals

A student can be withdrawn from school by either biological parent if no court action is involved, regardless of who enrolled the student in school, or by the person who signed the enrollment card and/or has legal custody of the student.

- The **SIS Student Withdrawal Form** must be completed with all information requested. After the first week of school, if the student has been in attendance in the school for five days or more, academic grades must be recorded on the check-out sheet. All absences (excused, unexcused, and extracurricular) should be transferred with the student, so they may be recorded at the new school. The student's PEIMS ID number should be double-checked by utilizing the Unique ID (UID) Search on TSDS for accuracy. The original copy of the withdrawal form is given to the parent/guardian; one copy is retained by the school; and another copy

is sent to the receiving school, if known, together with a copy of the report card. The parent/guardian/student should be given the original report card, and the school should retain a copy in the student's permanent folder.

- If a student withdraws from school **before** ADA time the effective date of withdrawal is that same day. If a student withdraws **after** ADA time, the effective withdrawal date is the next school day. Parents and legal guardians should be encouraged to give the school a 24-hour notice of withdrawal to allow time for the school staff to process the withdrawal form without disrupting classes.

- A student is not in membership on the withdrawal date.

- Write the effective date of withdrawal and the withdrawal code on the student's color-coded card. The color-coded card should then be filed alphabetically by grade level.

- Write the applicable information on the Membership/ Transaction Log using the effective date of withdrawal (**JJAEP and Young Learners ONLY).** It is critical that withdrawals be entered in HISD Connect daily to avoid conflicts with other schools or within the statewide UID file.

Withdrawal Procedures for Non-Attending Students

The principal may only withdraw students for non-attendance after specific actions are taken and documented. These actions must include attempting to contact the parent and/or student to suggest possible interventions or alternative placement to prevent the student from leaving school.

- For general education students between six and nineteen years of age, compulsory attendance laws apply. A student should not be withdrawn for non-attendance unless school personnel can document that appropriate procedures have been followed. For students in violation of compulsory attendance, and the student should be withdrawn using Withdrawal Code L98 – Other/Unknown. The parent should be notified in writing of this action and informed to re-enroll the student once they regain control.

- **THE WITHDRAWAL CODE OF L83 – ADMINISTRATIVE WITHDRAWAL SHOULD NOT BE USED WHEN WITHDRAWING STUDENTS FOR NON-ATTENDANCE.**

- School personnel may withdraw a student who is at least 19 years old and is voluntarily enrolled in school when he or she accumulates more than five unexcused absences in a semester. Your district may revoke the enrollment of such a student for the remainder of the school year, except that a district may not revoke enrollment on a day on which the student is physically present at school.[1] A student who is removed from school under this provision will be considered a dropout for accountability purposes unless the student returns to school during the school-start window the following fall. This authority to revoke enrollment does not

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[1] TEC, §25.085(e)

override the district's responsibility to provide a free appropriate public education to a student who is eligible for special education services.

- School personnel must **not** withdraw a student who is temporarily absent (for example, as a result of illness or suspension) but still a member of your district.

- School personnel should decide the withdrawal date for a student who never officially withdrew from school, but whose whereabouts can no longer be determined, according to applicable local policies. For example, local policy may state that a student is withdrawn 10 days after he or she last attended if his or her whereabouts are unknown. Once withdrawn, a student in grades 7 through 12 must be reported as a school leaver on a 40203 Record and will possibly be considered a dropout according to Section 2 of the TSDS PEIMS *Data Standards.*

School Attendance Committee

The School Attendance Committee has responsibility for reviewing absences of students who have excessive absences in excess of 25% of class meetings according to the HISD Attendance Policy. The School Attendance Committee shall be appointed by the principal. The majority of the committee must be comprised of classroom teachers. After consulting with the teacher, the committee may grant credit if the absences are due to extenuating circumstances. Students with unexcused absences between 10%-25% of class meetings can have credit restored upon successful completion of a plan approved by the principal.

Average Daily Attendance (ADA) Rules and Exceptions

Official ADA attendance accounting will continue to be reviewed on a six-week basis with funding determined by ADA over the full instructional year calendar. HISD has designated the second instructional hour of each day as the time for ADA attendance. Each campus must have a designated time during the second instructional hour for taking attendance. All teachers must take attendance at that time. The time for attendance must be posted throughout the building, or the principal must verify that all staff members can state the time when attendance is taken to an auditor. Absences must be posted daily. Students are either present or absent at the official ADA attendance time. For official attendance accounting, "excused" and /or "unexcused" absences do not exist.

A student not actually on campus at the official ADA attendance time may be considered in attendance for the Foundation School Program (FSP) purpose for the following conditions:

Codes for Student to Be Considered Present for FSP (Funding) Purposes who are

Note: The following codes require documentation that has been signed and dated by the principal or principal's designee.

SIS Code	Condition
DC	The student is enrolled in and attending an off-campus dual credit program course.
ACT	The student is participating in an activity that is approved by your local school board and is under the direction of a professional staff member of your school district or an adjunct staff member. The adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.
MTR	The student is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in **19 TAC §74.13(a)(3).**
MD	The student is a Medicaid-eligible child participating in the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) programs implemented by the Texas Health and Human Services Commission. Such students may be excused for up to 1 day at a time without loss of ADA. The appointment should be supported by a document, such as a note from the health care professional.
REL	The student misses school for the purpose of observing religious holy days, including traveling for that purpose. **TEC §25.087(b)(1)(A)** Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 days for travel from the site where the student will observe the holy days. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
TAP	The student is in Grades 6 through 12 and misses school for the purpose of sounding "Taps" at a military honors funeral held in Texas for a deceased veteran. **TEC §25.087(c)**
CRT	The student misses school for the purpose of attending a required court appearance, including traveling for that purpose. TEC §25.087(b)(1)(B) Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 day for travel from the site where the student is required to appear in court. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional days for attendance accounting purposes. Absences to meet with probation officers do not qualify for funding but must be excused if they meet the criteria in the TEC §25.087(b)(1)(B).
ELC	The student misses school for the purpose of serving as an election clerk, including traveling for that purpose. TEC §25.087(b)(1)(C) Travel days for which the student is considered in attendance shall be

	limited to not more than 1 day for travel to and 1 day for travel from the site where the student is serving as an electing clerk. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
GOV	The student misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship, including traveling for that purpose. TEC §25.087(b)(1)(C) Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 day for travel from the site of the government office. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
NAT	The student misses school for the purpose of taking part in a United States naturalization oath ceremony, including traveling for that purpose. TEC §25.087(b)(1)(D) Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 day for travel from the site of the ceremony. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
MD	**The student is temporarily absent because of a documented appointment for the students or the student's child with a health care professional licensed to practice in the United States**. TEC §25.087(b((2) A documented appointment with a health care professional includes an appointment of a student diagnosed with autism spectrum disorder with a health care practitioner to receive a generally recognized service for persons with that disorder. TEC §25.087(b-3) **To be considered temporarily absent, the student must begin classes or return to school on the same day of the appointment. The appointment should be supported by a document, such as a note from the health care professional.** 19 TAC §129.21(k), TEC §25.087(b)(1)(A)
COL	The student is in his or her junior or senior year of high school and misses school for the purpose of visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution. TEC §25.087(b-2) Your district 1) may not excuse for this purpose more than two days during a student's junior year and two days during a student's senior year and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a procedure for verifying students' visits to institutions of higher education.
DFPS	Documentation that the student was absent to participate in a court-ordered activity related to child protection or review of placement. The

	exemption includes a day of travel to and a day of travel back from the location of the activity if it is out of town.
MIL	Documentation that the student was absent to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, 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.
P	Documentation that the student was absent to participate in an off-campus work-based learning opportunity and is not scheduled to be on campus during any part of the school day. Students who are participating in an off-campus work-based learning opportunity and are scheduled to be on campus during any part of the school day should have their attendance recorded while they are on campus.
P	Documentation that the student was absent to participate and is 17 years of age or older and pursuing enlistment in a branch of the United States Armed Services or the National Guard. Your district 1) must not excuse the student for this purpose for more than four days of school during the period the student is enrolled in high school and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a policy that verifies the student's activities related to pursuing enlistment in a branch of the Armed Services or the Texas National Guard.

Documentation must be provided in all cases where a student is not physically present at ADA time in the classroom and was counted present for FSP ADA purposes. This includes signed and dated rosters used when a student is with other school personnel at ADA time.

Campus Responsibilities for Attendance

The campus PEIMS Coordinators and the SIR/Data Clerk will play major roles in ensuring that campus data are accurate and reasonable. It is imperative for these two staff to work collaboratively to support the six-week data verification process and data quality.

PEIMS Coordinators
- Coordinate all activities relating to PEIMS, including collaborating with other campus personnel
- Keep principal informed
- Receive PEIMS related information and disseminate to appropriate staff
- Verify all campus data and submit corrections to Student Information Representative (SIR)/Chancery clerk
- Complete training offered by Federal & State Compliance
- Provide training and support to appropriate campus personnel
- Compile, maintain, and file all physical data in appropriate folders, computerized reports, records, and other documents required

SIR/Data Clerk
- Enter data as directed by campus administrators
- Correct errors from the Certify reports
- Keep principal and PEIMS Coordinator informed
- Deliver reports to campus PEIMS coordinator
- Complete training offered by Federal & State Compliance
- Assist in dissemination of PEIMS related information
- Compile and maintain all physical and computerized reports, records, and other documents as directed by the principal or PEIMS Coordinator

Remote Asynchronous Attendance Procedures and No Show Process
First Day Attendance Tuesday, September 8, 2020

For asynchronous remote instruction, the cut-off time shall be 11:59 pm on September 8, 2020 to measure student engagement on the 1st day of school. Therefore, the student's first day of attendance may not be finalized until the 2nd day of school. If by 10:00 a.m. on Friday, September 11, 2020 a student who has not been marked RA at least once will be considered a No-Show.

The TEA-approved engagement methods are listed below:

Students are present "RA" when…

1. **Teams**: A student attends a synchronous Teams lesson (Download & save the Teams meeting engagement roster.) or,
2. **HUB (LMS**): A student engages on the HUB by completing an activity/ assignment in HUB (The curriculum Department has created a short assignment at the beginning of each day's lesson which is an excellent tool to use for attendance purposes.) or,
3. **Two-Way Communication:** A student engages in a conversation or email exchange with a teacher of record or SPED resource/co-teacher regarding lessons or assignments (cannot be a TA).

Official Attendance Time
Houston ISD has designated 2nd hour of instruction as the official attendance time.

Before the First Day –

Attendance Clerks will distribute via email First Day Attendance Instructions for Teachers, the Membership Count Link and Daily Attendance Class Rosters to teachers who do not have access to PowerSchool Teacher Pro. FSC will email attendance clerks and registrars the link for the Membership Microsoft Form.

First Day – Tuesday, September 8, 2020

1. First Day of School Tuesday, September 8, 2020, ADA teachers will hold a TEAMS meeting with students in their ADA class period/Homeroom. Teachers will mark a student as Remote Asynchronous present (RA) if by the morning attendance deadline, the student participated in a Teams meeting, completed an assignment in the HUB, or engaged in two-way communication with the teacher via email or phone.

   These students will be marked as RA Present, Enrolled, and counted in the day's Membership.
   Students who were not engaged on LMS (HUB), did not interact with the teacher, or did not complete an assignment will be marked as **Absent (AT)** by the teacher.

These students will NOT be included in the membership count for the first day.

2. The Remote Learning Attendance Team will track the receipt of the teachers' counts and tally class membership count totals for the first 4 days of school. The Remote Learning Attendance Team is the team that the principal has designated to assist the attendance clerk with counting and tallying class membership counts from the Membership Microsoft Form.
Campus Counts must be posted on the Membership Microsoft Form within times listed below:

   - **Elementary schools** must post on or before **10:00 am** on the Membership Microsoft Form
   - **Secondary schools** must post on or before **11:00 am** on the Membership Microsoft Form

3. The campus PEIMS Coordinator will ensure/electronic signoff to ensure every teacher has posted to the Membership Microsoft Form and confirmed the **membership count** prior to posting on the Membership Reporting Application on the HISD Portal.
Attendance Clerk will enter the membership count per grade level for their campus on the Membership Reporting (MSHP).

   Numbers must be submitted to Federal and State Compliance by 11:30 am (ES) and 12:30 pm (Secondary)

4. Students have until 11:59 pm on September 8, 2020 to engage on the HUB, to interact with the teacher, or complete an assignment. Wednesday, September 9, 2020 teachers will adjust their student's attendance from Absent to RA Present and their enrollment membership will be included in the Wednesday, September 9, 2020 count.

Attendance – Elementary

Event	Time	Task	People Responsible
Morning Attendance Deadline	By 10:00 AM	• Enter Current Day's Membership Count into Membership Microsoft Form (Only through September 11, 2020*) • Take Attendance in PowerSchool Teacher Pro. Students are present "RA" when… 1. **Teams**: A student attends Asynchronous Teams lesson (Download & save the Teams meeting engagement roster.) or, 2. **HUB (LMS):** A student completes an assignment on the HUB (The Curriculum Department has created a short assignment at the beginning of each day's lesson which is an excellent tool to use for attendance purposes.) or, 3. **Two-Way Communication**: A student engages in a conversation with a teacher of record or SPED resource/co-teacher regarding lessons or assignments (cannot be a TA). • Teachers who are team teaching together should share engagement information to ensure that all students who have engaged are accounted for at the 10:00 A.M. attendance time. *A student who has not met the previous day's attendance requirement through one of the means listed above but did engage in learning and made progress on an assignment can be marked*	Homeroom Teacher

		asynchronous present (RA). The teacher must document why they are marking the student asynchronous present. This criterion is only used when updating the previous day's absences.	
Mid-Day Contact Window	10:01AM-2:29PM	Ensure phone calls are made to all students on the **Absentee Report** who were marked absent for <u>current</u> day. ***See instructions on how to run Absentee Report in the reports section of this document.***	Principal discretion
Afternoon Attendance Deadline	By 2:30 PM	• Update ADA attendance for students who engaged following Morning Attendance Deadline • Update ADA attendance for students who engaged following <u>previous</u> Afternoon Attendance Deadline Students are present "RA" when… 1. **Teams:** A student attends Asynchronous Teams lesson (Download & save the Teams meeting engagement roster.) or, 2. **HUB (LMS):** A student engages on the HUB by…Completing an activity/ assignment in HUB (The Curriculum Department has created a short assignment at the beginning of each day's lesson which is an excellent tool to use for attendance purposes.) or, 3. **Two-Way Communication:** A student engages in a conversation with a teacher of record or SPED resource/co-teacher regarding lessons or assignments (cannot be a TA). • Teachers who are team teaching together should share engagement information to ensure that all students who have engaged are accounted for at the 2:30 P.M. attendance time.	Homeroom Teacher

		A student who has not met the previous day's attendance requirement through one of the means listed above but did engage in learning and made progress on an assignment can be marked asynchronous present (RA). The teacher must document why they are marking the student asynchronous present. This criterion is only used when updating the previous day's absences.	
Evening Attendance Call	At approximately 6:00 PM (Elementary & Secondary)	• Automated call out reminder for all students who were marked absent in their homeroom period at **Afternoon Attendance Deadline** to complete assignments for attendance purposes.	N/A

*This is required because we are not going to no-show students until September 11, 2020.

Attendance –Secondary

Event	Time	Task	People Responsible
Morning Attendance Deadline	By 11:00 AM	• Enter Current Day's Membership Count in to Membership Microsoft Form (Only through September 11, 2020*) • Take Attendance in PowerSchool Teacher Pro. Students are present "RA" when… 1. **Teams**: A student attends Asynchronous Teams lesson (Download & save the Teams meeting engagement roster.) or, 2. **HUB (LMS**): A student completes an assignment on the HUB (The curriculum Department has created a short assignment at the beginning of each day's lesson which is an excellent tool to use for attendance purposes.) or, 3. **Two-Way Communication:** A student engages in a conversation with a teacher of record or SPED resource/co-teacher regarding lessons or assignments (cannot be a TA). *A student who has not met the previous day's attendance requirement through one of the means listed above but did engage in learning and made progress on an assignment can be marked asynchronous present (RA). The teacher must document why they are marking the student asynchronous present. This criterion is only used*	ADA Period Teacher

		when updating the previous day's absences.	
Mid-Day Contact Window	11:01AM-3:29PM	Ensure phone calls are made to all students on the **Absentee Report** who were marked absent for <u>current</u> day. ***See instructions on how to run Absentee Report by period in the reports section of this document.***	Principal discretion
Afternoon Attendance Deadline	By 3:30 PM	- Update ADA attendance for students who engaged following **Morning Attendance Deadline.** - Update attendance for all class periods scheduled in PowerSchool for the current day (Teachers should mark attendance after each class period and only update attendance for students who engaged in learning later in the day.) - Update attendance for students in all class periods who engaged following <u>previous </u>**Afternoon Attendance Deadline**. Students are present "RA" when… **Teams**: A student attends Asynchronous Teams lesson (Download & save the Teams meeting engagement roster.) or, **HUB (LMS**): A student engages on the HUB by completing an activity/ assignment in HUB (The curriculum Department has created a short assignment at the beginning of each day's lesson which is an excellent	All teachers

		tool to use for attendance purposes.) or, 3. **Two-Way Communication:** A student engages in a conversation or email exchange with a teacher of record or SPED resource/co-teacher regarding lessons or assignments (cannot be a TA). *A student who has not met the previous day's attendance requirement through one of the means listed above but did engage in learning and made progress on an assignment can be marked asynchronous present (RA). The teacher must document why they are marking the student asynchronous present. This criterion is only used when updating the previous day's absences.*	
Evening Attendance Call	At approximately 6:00 PM (Elementary & Secondary)	• Automated call out reminder for all students who were marked absent in their ADA period at **Afternoon Attendance Deadline** to complete assignments for attendance purposes.	N/A
Attendance Reconciliation	Day after attendance locks	• Run the **Absentee Report** • Make corrections to the ADA period for students who were absent for the ADA period but engaged in another class on the same day	Attendance clerks

*This is required because we are not going to no-show students until September 11, 2020

Additional Notes Regarding Attendance:

- During Asynchronous instruction, attendance for the day is based on instructional engagement between 12:00 A.M. and 11:59 P.M., and attendance for the day will not be locked until 11:59 P.M. the next day.

- The teacher of record is required to enter the attendance. Attendance clerks will only make changes after attendance for the day is locked and the required documentation is submitted. HISD emails are acceptable documentation. Documentation must include student's full name, student's ID number, current grade level, date of attendance change and reason. Documentation must be stored so that it can be turned in with the End of Year Documentation. Create a folder on your desktop and name it Attendance Change Forms – Cycle I.

- The **teacher of record** is the only person who will have access to all the forms of documentation for attendance: Teams meeting reports, HUB - It's Learning report for assignment completion, emails, phone logs and assignments submitted on any other platform.

- All instructional interactions used for attendance purposes must be between the student and the **teachers of record** for the student or a **special education teacher** who provides services to the student.

- Interactions with office staff, administrators, counselors, etc. do not count as instructional engagement and cannot be used to determine attendance.

Membership – Elementary & Secondary

- Membership is reported daily for the first 18 days of the school year.

- Teachers will need to report membership numbers for their ADA period for September 8th-September 11th.

- Membership is not based on attendance but is calculated based on the total

- Number of students in your ADA period who have engaged in learning through the time period reported.

Date	How to calculate membership for that day.	Example	
September 8, 2020	Total number of students reported present at 10:00 A.M.	16 of the 23 students on your ADA roster engaged in learning and were marked remote attendance present (RA).	16
		Membership for 9/8/2020	16

September 9, 2020	Membership is the total number of students on your current day's roster who have engaged in learning at least once since September 8, 2020.	The PowerTeacher Attendance roster shows 25 students.	
		Count the students on the 9/9/2020 roster who engaged in learning between 12:00 A.M.-11:59 P.M. on 9/8/2020.	18
		Count the students who did not engage on 9/8/2020 but engaged by 10:00 A.M. on 9/9/2020,	3
		Membership for 9/9/2020	**21**
September 10, 2020	Membership is the total number of students on your current day's roster who have engaged in learning at least once since September 8, 2020.	The PowerTeacher Attendance roster shows 24 students.	
		Count the students on the 9/10/2020 roster who had engaged in learning on September 8th or September 9th.	20
		Count the students who did not engage on September 8th or 9th but engaged by 10:00 A.M. on 9/10/2020.	3
		Membership for 9/10/2020	**23**
September 11, 2020	Membership is the total number of students on your current day's roster who have engaged in learning at least once since September 8, 2020.	The PowerTeacher Attendance roster shows 25 students.	
		Count the students on the 9/11/2020 roster who had engaged in learning on September 8th, September 9th, or September 10th.	22
		Count the students who did not engage on September 8th ,9th, or September 10th but engaged by 10:00 A.M. on 9/11/2020.	2
		Membership for 9/11/2020	**24**

On the Second Day of School and any day thereafter throughout the Remote Asynchronous Attendance Process

Wednesday, September 9, 2020 through Friday, September 11, 2020
Daily attendance will be verified based on student engagement as noted above.

No Show Process on Friday, September 11, 2020
1. Students will be marked as No Show if students were marked absent every day this week.
2. Any student marked absent and RA present will not be marked as a No Show. In Power School the student's enrollment date MUST match the FIRST day the student was marked RA Present. This will need to be corrected by the clerk.

3. All No Shows must be posted by the end of the day on Friday, September 11, 2020.
4. All No Shows will have an effective date in PowerSchool of September 8, 2020.
5. Attendance Clerks will run the **Weekly Attendance Summary (Daily)** and verify which students have been marked absent every day and enter a No Show on their enrollment page via the Transfer Out Process. See instructions below
   Follow these instructions to No Show students

Withdrawing Students

Use this function to transfer an individual student out of your school.

1. On the Start Page – search for and select a student
2. Under Enrollment > Click Functions

    Enrollment

    Activities
    Uil/Activities
    All Enrollments
    Functions
    Special Programs

3. Click Transfer Out of School.   The Transfer Student Out page appears.

    Transfer Student Out

Who will be transferred out	
Transfer comment	
Date of transfer (should be the day after the student's last day in class)	MM/DD/YYYY *
Exit code	
☐ Check here if student(s) intend to enroll in school during next school year.*	

    * If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

    Submit

4. Enter Comment if applicable
5. Enter Date of Transfer 9/8/2020
6. Enter Exit Code – NS

Who will be transferred out	
Transfer comment	
Date of transfer (should be the day after the student's last day in class)	9/8/2020 *
Exit code	NS (No Show)
☐ Check here if student(s) intend to enroll in school during next school year.*	

    * If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

    ✔ No attendance records found on or after 9/8/2020.

    Submit

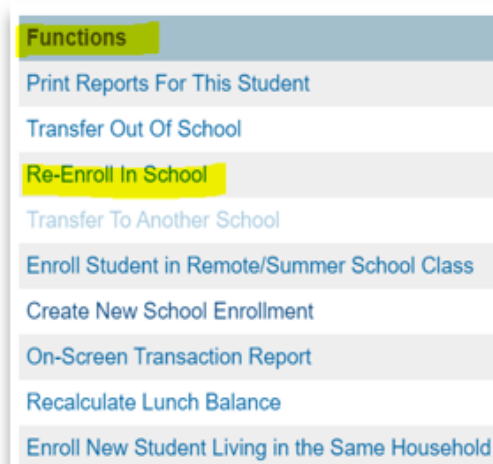7. Click Submit. PowerSchool notifies you that the student has been transferred

Re-Enroll a Student

When a student transfer out of a school or HISD, but chooses to return, enroll the student using the Re-Enroll in school function.

> Students who have attended another school in the district are already in the database and are not considered new. **Do not create a new record** for a student who has been enrolled at any time in your district or the student will have a duplicate record.

Path: Start Page>Student>Enrollment>Functions>Re-Enroll in School

1. On the **Start Page**, search for the inactive student, including a slash (/) in front of the student's name or the District Search.
2. Click **Functions**
3. Click **Re-Enroll in School**
4. Enter **Date of Re-Enrollment**
5. Enter **Entry Code**
6. Enter **Comment**
7. Enter **Grade Level**
8. Click **Submit**
9. Click **Students Home** to return to Demographics page
10. Click **Validate**. The View Boundary page appears
11. Click **Accept**
12. Click **Submit**. The Changes Recorded page appears.
13. Click **Back**. The General Demographics page appears.

Functions
Print Reports For This Student
Transfer Out Of School
Re-Enroll In School
Transfer To Another School
Enroll Student in Remote/Summer School Class
Create New School Enrollment
On-Screen Transaction Report
Recalculate Lunch Balance
Enroll New Student Living in the Same Household

You are required to enter and update personal information, such as their General Demographics, Contacts, Scheduling Setup, and Historical Grades.

Attendance Reports for Assistance and Verification
PowerTeacher Attendance report or **Teacher Attendance Submission Status** reports both show which teacher(s) have not taken attendance.

How to run the Power Teacher Attendance Report:

1. On the **Start Page** under the **Functions** section, click **Attendance**
2. Click the **Reports** tab
3. Click **PowerTeacher Attendance**
4. Enter a **Date to Scan**
5. Select the appropriate period check box, such as 2, or leave the check boxes blank to run the report for all periods
6. Use the default values for the rest of the settings and click Submit
7. On the "Report Queue (System) – My Jobs" page, click **Refresh** until the status changes to completed
8. When the status says Completed, click **View.** You may also right click **View** to open the report in a new tab
9. Teachers who have not taken attendance during the period(s) will be listed
10. Click a teacher's name to email that person, or click a period to view more information about the course

PowerTeacher Attendance Report

Report Name	PowerTeacher Attendance
Version	3.3
Description	Report showing which teachers have not taken attendance.
Comments	
Date to Scan	9/8/2020
Period(s) (leave blank for all)	☐ 1 ☑ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 99 ☐ 1M ☐ 88
Lines per page	50
Starting Page Number	1
Processing Options	In Background Now ⌄
Specific Date/Time	MM/DD/YYYY /

Data to be filled	(Check checkbox on the right to save as default value) Reset All ⌄
Display Co-Teachers	Yes ⌄ ☐
Report Output Locale	English ⌄ ☐

Report Queue (System) - My Jobs

System	ReportWorks

Refresh ⌄

Created	Job Name	Started	Ended	Status
08/29/2020	PowerTeacher Attendance	08/29/2020 03:08 PM	08/29/2020 03:08 PM	Completed View

PowerTeacher Attendance

	Teacher	No Attendance For Meeting(s)
1.	Abidoye, Olusegun A	2(A),
2.	Agu, Philomena N	2(A),
3.	Alam, Maksura B	2(A),
4.	Ambani, Norah A	2(A), 2(A),
5.	Andelson, Eric L	2(A), 2(A),
6.	Bailey, Aaron B	2(A),
7.	Barnes, Carla A	2(A),
8.	Barreras, Michael L	2(A),
9.	Belser, Augustus P	2(A), 2(A), 2(A),
10.	Black, Dyllin E	2(A),
11.	Bluford, Jermaine L	2(A),

By selecting the teacher, you will be able to automatically send a reminder email.

How to view the Teacher Attend [Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]
 ance Submission Status Report
View the Teacher Attendance Submission Status report from the Attendance dashboard by either clicking the "**i**" icon on the **Meeting** tab, or by clicking the **Reports** tab.

1. On the Start Page, click **Attendance**
2. Click the **Reports** tab
3. Click **Teacher Attendance Submission Status**
4. Review ADA period or all periods
    o **Order By** - This sort the list according to your selection
    o **Show** – View the status of teachers according to your selection
5. Click a teacher's name to see a list of the teacher's classes
and the attendance status for each class
6. Click **Ok** to close the window
7. View the progress indicators to determine which teachers have or have not submitted attendance information
    o A **green** highlight with a check mark means that the teacher has submitted attendance for all classes
    o A **yellow** highlight with an exclamation point means that the teacher has submitted attendance for only some of his or her classes
    o A **red** highlight with an exclamation point means that the teacher has not submitted attendance for any classes

Teacher Attendance Submission Status

Date Displayed:	9/8/2020 📅	
Show Sections Excluded From Attendance:	⬜ No	
Order By:	🔘 Alphabetic ⚪ Att taken first ⚪ No Att taken first	
Show:	🔘 All ⚪ Complete Attendance ⚪ Incomplete Attendance	

Submit

ⓘ Abidoye, Olusegun	ⓘ Agu, Philomena	ⓘ Alam, Maksura
ⓘ Ambani, Norah	ⓘ Andelson, Eric	ⓘ Bailey, Aaron
ⓘ Barnes, Carla	ⓘ Barreras, Michael	ⓘ Belser, Augustus

How to run the Absentee Report

Absentee Report shows single day attendance period by period. Elementary campuses can choose Homeroom attendance.

1. On the Start Page, click **Attendance** > click **Reports** Tab > **Absentee Report**
2. Use the default setting for **Attendance Mode** (Meeting)
3. Select students to include in report (All students)
4. Select grades to include or leave blank to include all (Leave blank)
5. For **Attendance Codes**, select **A** (Absent), **AT** (Absent by Teacher) and **EX** (Excused) – Use the command or control key to select more than one
6. Select the period(s) or leave blank for all periods. Keep in mind that there is no need to select a period in Daily mode.
7. Include the student number, blank lines, and verification line (optional)
8. Click **Submit**

How to run the Weekly Attendance Summary Report

Weekly Attendance Summary is weekly attendance summary by section. There are two versions of the report: Daily and Meeting. Select the one that corresponds with your school's attendance mode.

1. On the Start Page, click **System Reports**
2. Click **Weekly Attendance Summary (Daily/Meeting)**
3. Choose a week
4. Choose which teacher(s) to run the report for, or choose **All Teachers**
5. In the Attendance Codes section at the bottom of the report setup page, fill in all the codes in the Absent field that the school uses to indicate that a student has an excused absence
6. Fill in all the codes that count as unexcused absences and as tardies in their respective fields
7. Check **Include Verification Line**
8. If you plan to run this report routinely and want the values you set to be the default values (so you don't have to reset them every time), select the boxes on the right side of the page for each value that you want to save
9. Click **Submit**

Weekly Attendance Summary (M) Report

Report Name	Weekly Attendance Summary (M)
Version	1.6
Description	Use the Weekly Attendance Summary Meeting (M) report to display attendance codes <u>by section</u>. Select a combination of teachers with day/period. Present codes will not be displayed. The Teacher must have a Staff Status = 'Teacher' and a Status = 'Current' in order to display in the list below. Only the attendance codes entered will be displayed.
	For Meeting Attendance Mode, sections must be marked as Meeting to display in the report. For Interval Attendance Mode, sections must be marked as Interval to display in the report. In both modes, only the first period is considered. In Interval Attendance Mode, only the first interval is considered.
	If the student is not enrolled on the attendance day and 'Ever Enrolled' is selected, the report will export 'N/E' for that students attendance code for that day.
	Students who are not enrolled in the section during the date range selected will not show up on the report. Sections having no section enrollments will not show up on the report. The report will return an error page if the search criteria is invalid.
	Setup
	1. Select the week to be reported.
	2. Select the teachers to be displayed on the report.
	3. Select the period(s)/day(s) to be displayed on the report.
	4. Select the attendance mode for the report.
	5. Enter a valid Absent code or a comma-delimited list (no spaces) of valid Absent codes.
	6. Enter a valid Unexcused absent code or a comma-delimited list (no spaces) of valid Unexcused absent codes.
	7. Enter a valid Tardy code or a comma-delimited (no spaces) list of valid Tardy codes.
	8. Select sections to be displayed on the report.
	9. Select students to be audited on the report.
	10. Check to include Student Numbers on the report.
	11. Check to include a Signature Line on the report.
Comments	File name: WeeklyAttendanceSummary.pdf
Weeks	Week 1: 09/08/2020 - 09/11/2020 ⌄
Teachers	ALL TEACHERS Abidoye, Olusegun A Agu, Philomena N Alam, Maksura B Ambani, Norah A Andelson, Eric L Ashrafova, Yeva M Babers, Charricka T

Period(s) (leave blank for all)		A
	1	☐
	2	☐
	3	☐
	4	☐
	5	☐
	6	☐
	7	☐
	99	☐
	1M	☐
	88	☐

Processing Options	In Background Now ⌄
Specific Date/Time	MM/DD/YYYY 🗓 / ◷

Data to be filled		(Check checkbox on the right to save as default value)	Reset All ▾
Attendance Mode	Meeting Mode ▾		☐

Attendance Codes

Absent	EX		☑
Unexcused	A, AT		☑
Tardy	T		☑
Show Sections	Sections having the above attendance codes only ▾		☐
Audit Students	Ever in Class ▾		☑
Include Student Number	☑		☑
Include Verification Line	☑		☑
Report Output Locale	English ▾		☐

Submit

Report Queue (System) - My Jobs

System	ReportWorks

Refresh ▾

Created	Job Name	Started	Ended	Status
08/29/2020	Weekly Attendance Summary (M)	08/29/2020 04:41 PM	08/29/2020 04:41 PM	Completed View

Absentee Report

Report Name	Absentee
Version	2.17
Description	Single day period by period attendance code report. Note: Period(s) does not apply to daily mode.
Comments	
Attendance Mode	Meeting ▾
Students to Include	○ The selected 0 students only ● All students
Grades (leave blank for all)	☐ 9 ☐ 10 ☐ 11 ☐ 12
Attendance Codes	A (Absent) EX (Absent Excused) AT (Absent by Teacher) RA (Remote Asynchronous Present) T (Tardy) ACT (Activity) DFPS (Child Protection) CIT (Citation) COL (College Visit) CRT (Court Appearance)

View the Absentee Report

On the "Report Queue (System) - My Jobs" page, click **Refresh** until the status changes to completed

When the Status is Completed, click **View** or right click to open the report in a new tab

Report Queue (System) - My Jobs

System	ReportWorks

Refresh ▼

Created	Job Name	Started	Ended	Status
08/29/2020	Absentee	08/29/2020 04:01 PM	08/29/2020 04:01 PM	Completed View

Absentee Report

Meeting Attendance
Codes: A

Student Grade Phone 1 2 3 4 5 6 7 99 1M 88

Functions

Find teachers who have not taken attendance

Home Roster/Class Roster
District Reports > Scheduling > Class Roster Auto Loader >

Class Rosters (PDF)

Load Report: [HISD Class Pupil Report ▼]

Print rosters for
(hold the CTRL key to make multiple selections)

Teacher, 04
Teacher, 05
Teacher, 06
Teacher, 20
Williams, Katrina M
Wilson, Willie

Meeting(s) (leave unchecked for all)

	A
HR	☑
LA	☐
MTH	☐
SCI	☐
SS	☐

Elementary ADA Attendance
Important Dates

Date	Entered at 10:00 A.M. and Updated at 2:30 P.M. by Homeroom Teacher	Finalized by Homeroom Teacher	Finalized by PEIMS Coordinator & Attendance Clerk
September 8, 2020*	September 8, 2020	September 9, 2020	September 10, 2020
September 9, 2020*	September 9, 2020	September 10, 2020	September 11, 2020
September 10, 2020*	September 10, 2020	September 11, 2020	September 14, 2020
September 11, 2020*	September 11, 2020	September 14, 2020	September 15, 2020
September 14, 2020*	September 14, 2020	September 15, 2020	September 16, 2020
September 15, 2020*	September 15, 2020	September 16, 2020	September 17, 2020
September 16, 2020*	September 16, 2020	September 17, 2020	September 18, 2020
September 17, 2020*	September 17, 2020	September 18, 2020	September 21, 2020
September 18, 2020*	September 18, 2020	September 21, 2020	September 22, 2020
September 21, 2020*	September 21, 2020	September 22, 2020	September 23, 2020
September 22, 2020	September 22, 2020	September 23, 2020	September 24, 2020
September 23, 2020	September 23, 2020	September 24, 2020	September 25, 2020
September 24, 2020	September 24, 2020	September 25, 2020	September 29, 2020
September 25, 2020*	September 25, 2020	September 29, 2020	September 30, 2020
September 29, 2020	September 29, 2020	September 30, 2020	October 1, 2020
September 30, 2020	September 30, 2020	October 1, 2020	October 2, 2020
October 1, 2020	October 1, 2020	October 2, 2020	October 5, 2020
October 2, 2020*	October 2, 2020	October 5, 2020	October 6, 2020
October 5, 2020	October 5, 2020	October 6, 2020	October 7, 2020
October 6, 2020	October 6, 2020	October 7, 2020	October 8, 2020
October 7, 2020	October 7, 2020	October 8, 2020	October 9, 2020
October 8, 2020	October 8, 2020	October 9, 2020	October 12, 2020
October 9, 2020*	October 9, 2020	October 12, 2020	October 13, 2020
October 12, 2020	October 12, 2020	October 13, 2020	October 14, 2020
October 13, 2020	October 13, 2020	October 14, 2020	October 15, 2020
October 14, 2020	October 14, 2020	October 15, 2020	October 16, 2020
October 15, 2020	October 15, 2020	October 16, 2020	October 19, 2020
October 16, 2020*	October 16, 2020	October 19, 2020	October 19, 2020

Secondary Attendance
Important Dates

Date	Entered at 11:00 A.M. (ADA Only) and ADA Updated/All other periods entered at 3:30 P.M.	Attendance for all Periods Finalized by Teacher	ADA Attendance Reconciliation by Coordinator & Attendance Clerk
September 8, 2020*	September 8, 2020	September 9, 2020	September 10, 2020
September 9, 2020*	September 9, 2020	September 10, 2020	September 11, 2020
September 10, 2020*	September 10, 2020	September 11, 2020	September 14, 2020
September 11, 2020*	September 11, 2020	September 14, 2020	September 15, 2020
September 14, 20208	September 14, 2020	September 15, 2020	September 16, 2020
September 15, 20208	September 15, 2020	September 16, 2020	September 17, 2020
September 16, 2020*	September 16, 2020	September 17, 2020	September 18, 2020
September 17, 2020*	September 17, 2020	September 18, 2020	September 21, 2020
September 18, 2020*	September 18, 2020	September 21, 2020	September 22, 2020
September 21, 2020*	September 21, 2020	September 22, 2020	September 23, 2020
September 22, 2020	September 22, 2020	September 23, 2020	September 24, 2020
September 23, 2020	September 23, 2020	September 24, 2020	September 25, 2020
September 24, 2020	September 24, 2020	September 25, 2020	September 29, 2020
September 25, 2020*	September 25, 2020	September 29, 2020	September 30, 2020
September 29, 2020	September 29, 2020	September 30, 2020	October 1, 2020
September 30, 2020	September 30, 2020	October 1, 2020	October 2, 2020
October 1, 2020	October 1, 2020	October 2, 2020	October 5, 2020
October 2, 2020*	October 2, 2020	October 5, 2020	October 6, 2020
October 5, 2020	October 5, 2020	October 6, 2020	October 7, 2020
October 6, 2020	October 6, 2020	October 7, 2020	October 8, 2020
October 7, 2020	October 7, 2020	October 8, 2020	October 9, 2020
October 8, 2020	October 8, 2020	October 9, 2020	October 12, 2020
October 9, 2020*	October 9, 2020	October 12, 2020	October 13, 2020
October 12, 2020	October 12, 2020	October 13, 2020	October 14, 2020
October 13, 2020	October 13, 2020	October 14, 2020	October 15, 2020
October 14, 2020	October 14, 2020	October 15, 2020	October 16, 2020
October 15, 2020	October 15, 2020	October 16, 2020	October 19, 2020
October 16, 2020*	October 16, 2020	October 19, 2020	October 20, 2020

Elementary No-Show Procedures

(Process must be completed by 5:00 PM on September 12, 2020)

Step 1: No-Show students you have received confirmation are not returning to your campus.

☐ the parent or guardian has notified the campus that the student is not returning, or
☐ the campus has received a TREx or records request from another campus or district.

Step 2: How Elementary Schools will generate their list to identify No Shows

☐ From the PowerSchool SIS Start Page
☐ Click on System Reports
☐ Click Consecutive Absences

- Select A (Absent) and hold down the Control Key and Select AT(Absent by Teacher)
- Begin Date and Ending Date – 9/8/2020 – 9/11/2020
- Number of Consecutive Days to Scan – 4
- Scan – Current Enrollment Records
- Include Student Number – Check the Box
- Click Submit

Consecutive Absences Report

Report Name	Consecutive Absences
Version	3.5
Description	A report listing consecutive absences for one abs
Comments	
Attendance Mode	Meeting ⌄
Attendance Codes	ALL CODES A (Absent) EX (Absent Excused) AT (Absent by Teacher) T (Tardy) ACT (Activity) DFPS (Child Protection) CIT (Citation) COL (College Visit) CRT (Court Appearance)
Begin Date and Ending Date	09/08/2020 ▦ 9/11/2020 ▦
Processing Options	In Background Now ⌄
Specific Date/Time	MM/DD/YYYY ▦ / ⊘
Data to be filled	
Number of Consecutive Days to Scan*	4
Scan*	Current Enrollment Records ⌄
Include Student Number	☑
Itemize by Day	☐
Report Output Locale	English ⌄

Submit

This is what the report looks like except that your report will have 4 days instead of 3 days.

Occurrences of 3 consecutive absences of code(s) A,AT, from 09/08/2020 to 09/10/2020

Student	Student Number	Grade	Expression	Course	First Date	Last Date	#
Any Student 1234567		0	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		3	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		0	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
My Student 7654321		0	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		2	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
Your Student 5647382		5	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		0	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
Her Student 0987654		0	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		0	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		3	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		2	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		1	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		3	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		3	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		5	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		-1	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		2	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		1	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		4	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		0	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		5	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		1	1(A)	HOME ROOM	09/08/2020	09/10/2020	3
		2	1(A)	HOME ROOM	09/08/2020	09/10/2020	3

Students with 4 consecutive absences will need to be no-showed with the effective date of 9/8/2020.

Step 3: How Elementary Schools will generate their list to update effective entry date if applicable

- From the PowerSchool SIS Start Page
- Click on System Reports
- Click Monthly Student Attendance Report

Reports

Attendance	Version
Absentee	2.17
Attendance Count	3.8
Attendance Profile	1.0
Attendance Summary by Grade	3.1
Class Attendance Audit	5.15
Clock In/Clock Out	1.0
Consecutive Absences	3.5
Monthly Student Attendance Report	6.2
Period Att. Verification	4.6
PowerTeacher Attendance	3.3

System | ReportWorks | State | HISD | Engine | Setup | Enterprise Re

- ☐ Click All Students
- ☐ Click the radio button in front of the date range – 9/8/2020 - 9/11/2020
- ☐ Include Student Number – Click check box
- ☐ Click Submit

Report Name	Monthly Student Attendance
Version	6.2
Description	This report provides an audit of the Enrollment by Grad By default the codes and values displayed in the repo
Comments	
Attendance Mode	Meeting ▾
Attendance Conversion	Period to Day ▾
Students to Include	○ The selected 1 student only ● All students
Grades (leave blank for all)	☐ 9 ☐ 10 ☐ 11 ☐ 12
Reporting Segment or Begin Date and Ending Date*	○ No Reporting Segments defined -> Setup Reporting Segments ◉ 9/8/2020 ▦ 9/11/2020 ▦
Processing Options	In Background Now ▾
Specific Date/Time	MM/DD/YYYY ▦ / ⊘
Data to be filled	
Include Student Number	☑
Include Partial Attendance	☐
The report will break to a new page for each:	Reporting Segment ▾
Report Output Locale	English ▾

Submit

			SEPTEMBER Totals				
			B T 8	C W 9	D H 10	N/E	ABS
Student	Number						
1. + Any Student 1234567						0	0	3
2. + My Student 7654321						0	0	3
3. + Your Student 0987655						0	0	3
4. + Her Student 1357901						0	0	3
5. +						0	0	3
6. +						0	0	3
7. +						0	0	3
8. +						0	0	3
9. +						0	0	3
10. +		AT	AT	AT	0	3	0
11. +					0	0	3
12. +				AT	0	1	2
13. +		AT			0		2
14. +					0	0	3

Example: Student did not engage in learning on September 8, 2020, but they attended class the rest of the week.

Date of transfer (should be the day after the student's last day in class)   9/8/2020

Exit code   NS (No Show)

☐ Check here if student(s) intend to enroll in school during next school year.*

* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

⚠ There are **3** attendance record(s) for the current student. Listed below are the number of records per date:

- (1) 9/8/2020
- (1) 9/9/2020
- (1) 9/10/2020

☑ Check to delete all future attendance records this student has listed above.

Submit

A warning box will display. You will need to check the box to delete all future attendance records and hit submit.

Caution: Step 4 should be completed in the afternoon.

Step 4: Correct Student Effective Enrollment Date if Applicable.

Students who were marked AT absent on Tuesday, September 8, 2020, but engaged in instruction on September 9, 2020 or later will need to have their enrollment information updated.
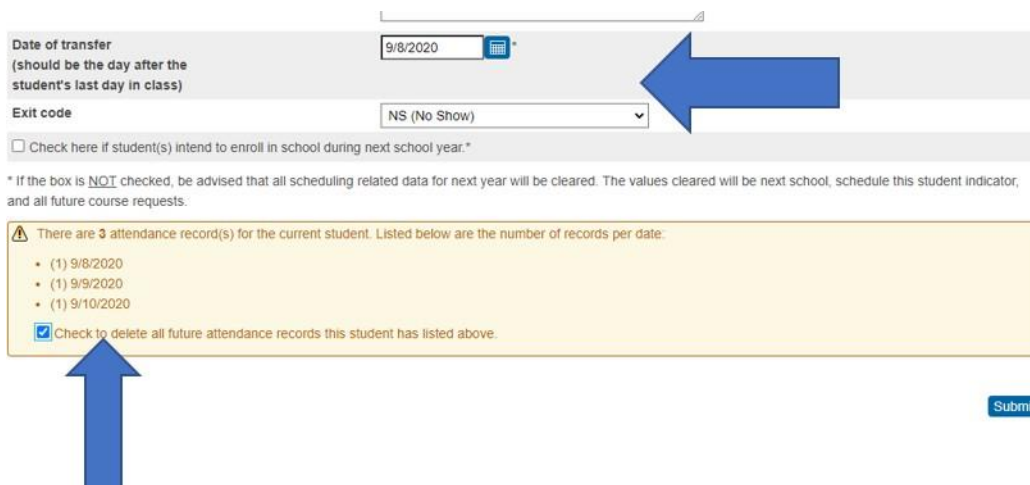
o Mark them as a no-show for September 8, 2020
o Add a new enrollment line with the date the student was first counted RA present.

Secondary No Shows

(Process must be completed by 5:00 PM on September 12, 2020)

Step 1: No-Show students you have received confirmation are not returning to your campus.

☐ the parent or guardian has notified the campus that the student is not returning, or

☐ the campus has received a TREx or records request from another campus or district.

Date of transfer (should be the day after the student's last day in class)   9/8/2020

Exit code   NS (No Show)

☐ Check here if student(s) intend to enroll in school during next school year.*

* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

⚠ There are **3** attendance record(s) for the current student. Listed below are the number of records per date:
- (1) 9/8/2020
- (1) 9/9/2020
- (1) 9/10/2020

☑ Check to delete all future attendance records this student has listed above.

Submit

A warning box will display. You will need to check the box to delete all future attendance records and hit submit.

Step 2: Run the Absentee Report

Run an individual **Absentee Report in PowerSchool** for each of the following dates: 9/8/2020, 9/9/2020, 9/10/2020, and 9/11/2020.

Run the reports on 9/11/2020 AFTER the official ADA attendance has been taken.
Note – The **Absentee Report** shows single day attendance period by period.

Instructions for running the Absentee Report

1. From the PowerSchool Start Page, click **Attendance.**

2. Click the **Reports** Tab**.**

3. Select **Absentee Report.**

Reports

System	ReportWorks	State	HISD	Engine	Setup	Enterprise Reporting	sqlReports	Special Programs

Attendance		Version	Description
Absentee		2.17	Single day period by period attendance code report.

4. Use the default setting for **Attendance Mode** (Meeting).
5. Select students to include in report (All students).
6. Select grades to include or leave blank to include all (Leave blank).
7. For **Attendance Codes**, select **AT** (Absent by Teacher) *(Use the command or control key to select more than one code.)*
8. Select the period(s) or leave blank for all periods. Keep in mind that there is no need to select a period in Daily mode.
9. Include the student number. Do not include blank lines and the verification line. Your screen should be set up like the one below with the desired date to scan: 9/8/2020, etc.

Absentee Report

Report Name	Absentee
Version	2.17
Description	Single day period by period attendance code report. Note: Period(s) does not apply to daily mode.
Comments	
Attendance Mode	Meeting ∨
Students to Include	○ The selected 0 students only ● All students
Grades (leave blank for all)	☐ 9 ☐ 10 ☐ 11 ☐ 12
Attendance Codes	A (Absent) EX (Absent Excused) AT (Absent by Teacher) T (Tardy) ACT (Activity) DFPS (Child Protection) CIT (Citation) COL (College Visit) CRT (Court Appearance) DC (Dual Credit)

Date to Scan	09/10/2020 📅
Period(s) (leave blank for all)	☐ 1M ☐ 88 ☐ 99 ☐ P1 ☐ P2 ☐ P3 ☐ P4 ☐ P5 ☐ P6 ☐ P7 ☐ P8
Processing Options	In Background Now ∨
Specific Date/Time	MM/DD/YYYY 📅 / ⊘
Data to be filled	(Check checkbox on the right to save as defa
Include Student Number	☑
Number of Blank Lines Below Student Names	0
Include Verification Line	☐
Report Output Locale	English ∨

10. Click **Submit.**

11. On the Report Queue page, if the report is still running, click **Refresh** until the status changes to completed.

Report Queue (System) - My Jobs

System	ReportWorks

Refresh ▾

Created	Job Name	Started	Ended	Status
09/10/2020	Absentee	09/10/2020 07:48 PM	09/10/2020 07:48 PM	Completed View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again. If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days.

12. Click **View.**

Student	Number	Grade	Phone	1M 88 99 P1 P2	P3 P4 P5 P6 P7 P8
Doe, Joe	123456	12	777-9311		AT AT
					AT
				AT	
				AT	
					AT
				AT	
				AT	AT
				AT	AT

At the bottom of the Absentee report, click Functions to work with the group of absent students.

Copy and paste report data into an Excel spreadsheet.

1. Highlight the report data and right click to copy the information.
2. Paste report data in an Excel spreadsheet.
3. Delete any extra or blank lines from the top of the sheet.
4. Filter by ADA period to determine which students were absent.
5. Repeat for each individual Absentee Report.
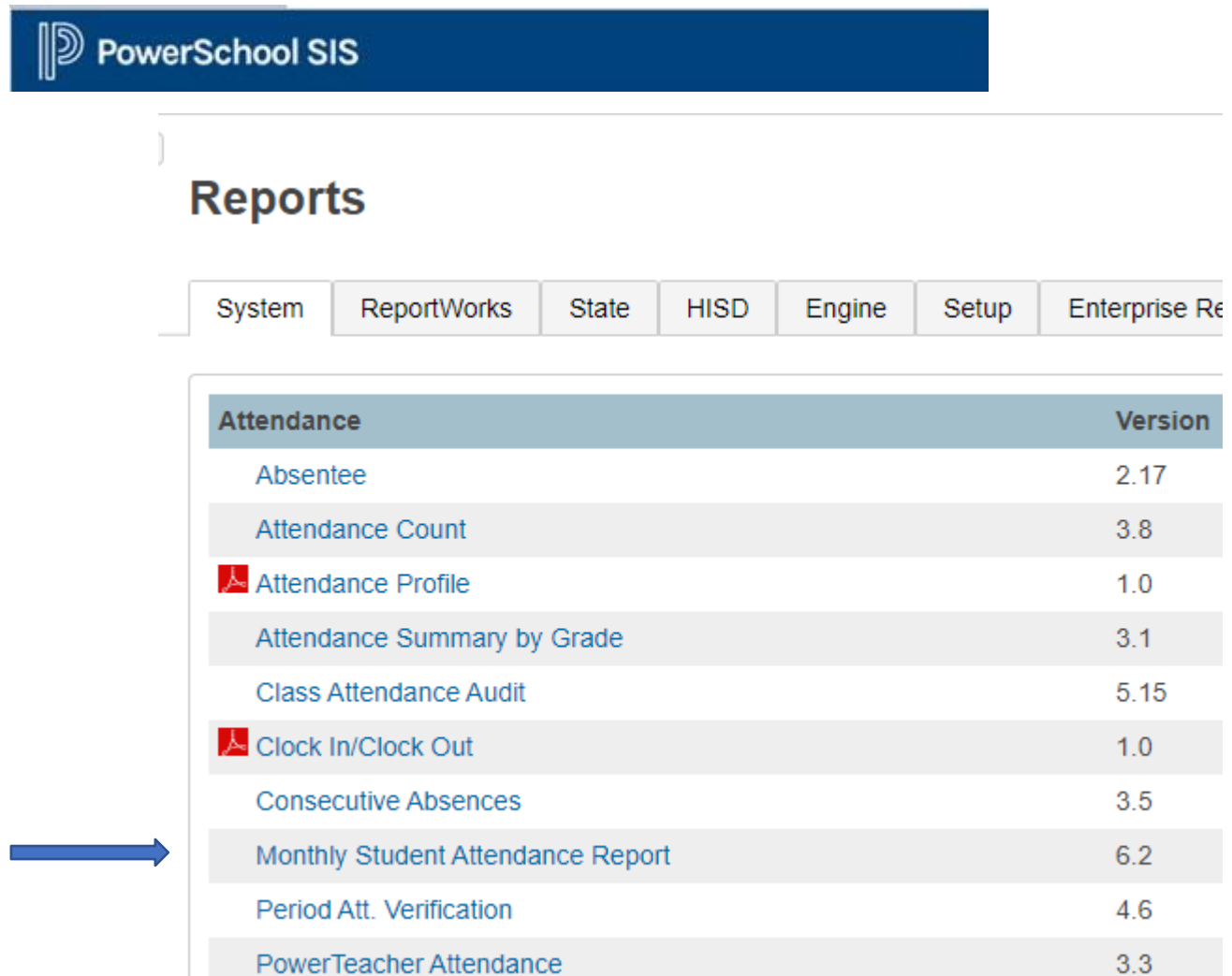
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Student	Number	Grade	Phone	1M			P1	P2	P3	P4	P5	P6	P7	P8
	Student 1	1	11	713-555-5555					AT						
	Student 2	2	11	713-555-5556					AT						
	Student 4	4	12	713-555-5558					AT						

Update PowerSchool to update the attendance.

1. If the student was marked AT in the ADA class period, but he/she was marked RA in another class on the same day, then update the student's attendance in the ADA period to RA based on engagement in other classes.
2. Update attendance for 9/9/2020, 9/10/2020 and 9/11/2020.
3. Keep all reports on file for documentation.

Step 3: How Secondary Schools will generate their list to identify No Shows

- From the PowerSchool SIS Start Page
- Click on System Reports
- Click Monthly Student Attendance Report

□ Click All Students
□ Click the radio button in front of the date range – 9/8/2020 - 9/11/2020
□ Include Student Number – Click check box

☐ Click Submit

Report Name	Monthly Student Attendance
Version	6.2
Description	This report provides an audit of the Enrollment by Grade By default the codes and values displayed in the repo
Comments	
Attendance Mode	Meeting ⌄
Attendance Conversion	Period to Day ⌄
Students to Include	○ The selected 1 student only ◉ All students
Grades (leave blank for all)	☐ 9 ☐ 10 ☐ 11 ☐ 12
Reporting Segment or Begin Date and Ending Date*	○ No Reporting Segments defined -> Setup Reporting Segments ◉ 9/8/2020 ▦ 9/11/2020 ▦
Processing Options	In Background Now ⌄
Specific Date/Time	MM/DD/YYYY ▦ / ⊘
Data to be filled	
Include Student Number	☑
Include Partial Attendance	☐
The report will break to a new page for each:	Reporting Segment ⌄
Report Output Locale	English ⌄

Submit

#	Student	Number	B T 8	C W 9	D H 10	SEPTEMBER Totals N/E	ABS	
1. +	Any Student	1234567				0	0	3
2. +	My Student	7654321				0	0	3
3. +	Your Student	0987655				0	0	3
4. +	Her Student	1357901				0	0	3
5. +						0	0	3
6. +						0	0	3
7. +						0	0	3
8. +						0	0	3
9. +						0	0	3
10. +			AT	AT	AT			0
11. +						0	0	3
12. +					AT	0	1	2
13. +			AT			0	1	2
14. +						0	0	3
15. +						0	0	3
16. +						0	0	3
17. +						0	0	3
18. +						0	0	3
19. +						0	0	3
20. +					AT	0	1	2
21. +						0	0	3
22. +						0	0	3

Date of transfer
(should be the day after the
student's last day in class)   9/8/2020   📅 *

Exit code   NS (No Show)   ⌄

☐ Check here if student(s) intend to enroll in school during next school year.*

* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

⚠ There are 3 attendance record(s) for the current student. Listed below are the number of records per date:

- (1) 9/8/2020
- (1) 9/9/2020
- (1) 9/10/2020

☑ Check to delete all future attendance records this student has listed above.

[Submit]

A warning box will display. You will need to check the box to delete all future attendance records and hit submit.

Caution: Do Step 4 in the afternoon

Step 4: Correct Student Effective Enrollment Date if Applicable.

Students who were marked AT absent on Tuesday, September 8, 2020, but engaged in instruction on September 9, 2020 or later will need to have their enrollment information updated.

- Update the enrollment to reflect the first time the student was marked RA. (For this week only, you will use the transfer info tab to update enrollment date.)

- You must update the schedule to match the enrollment date.

Reconciling attendance for Secondary campuses/K-8 with secondary schedules

Reconciling the daily attendance for the significant period for students who are RA for (Remote Asynchronous) Secondary campuses with period to period attendance.

This should be done daily starting with the 2nd day of school.

From the start page, click on Attendance
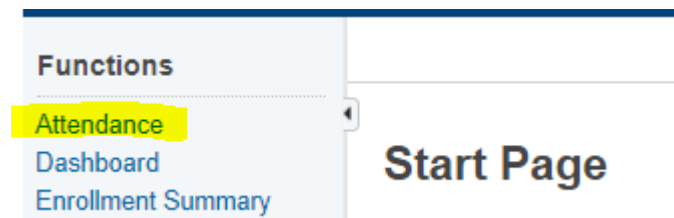
Click on Meeting and choose date and click submit
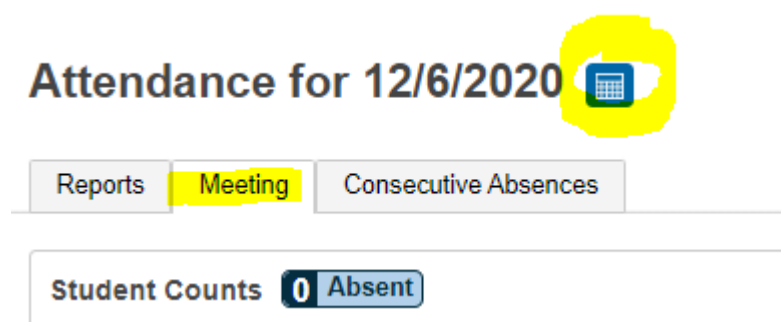
To save the file:

The page lists your absent students. Select them all. Set them as your Current Selection at the bottom of the page. Download as a CSV file.

Instructions to correct from AT to RA:

The students for the specific date will appear.   Secondary campuses need to look at the students that were marked AT (absent by Teacher) during the significant period and marked RA (Remote Asynchronous) for any other period that day.

If the student has RA for any other period, you will change the AT in the significant period to RA.

If the student is marked AT all day, leave the AT as is.

Print out the absentee list and initial next to the student's name for each RA corrected and save by cycle to turn in with end of year box.   Have your Administrator over attendance sign this list after the changes are corrected.

Name	Grade	Home Phone	1	2	3	4	5	6	AV1
	6	832-646-4754	RA	RA				RA	
	6	832-869-6873	RA	RA		RA	AT		
	6	832-660-2116		RA	RA		RA		
	6	281-702-9875	RA	AT	RA	AT			
	7	713-498-0501		RA	AT	RA		AT	
	6	832-682-9973	AT	RA		RA		AT	
	6	Contact Info		RA		AT			
	6	281-543-8807	RA	RA	AT	RA	RA	AT	
	8	281-543-8807		RA	RA			AT	RA
	6	346-774-4731	RA	RA			RA	AT	
	7	832-614-0353	AT	RA	RA			AT	
	7	832-740-6183		AT	AT		AT	AT	
	7	713-377-1471			AT			AT	
	6	346-779-4264		RA	RA	AT			
	7	281-222-1487		RA	AT	AT		AT	
	7	281-912-4988	AT	RA			RA		
	7	832-457-5932			AT	AT	RA		
	8	409-419-9516	AT	RA			AT	AT	
	7	713-548-4623	AT						

Elementary campuses correcting AT absences to RA

Reconciling the daily attendance for student who were marked AT absent and engaged any time during the day before 11:59 pm.

This should be done daily starting with the 2nd day of school.

From the start page, click on Attendance

Functions

Attendance
Dashboard
Enrollment Summary

Start Page
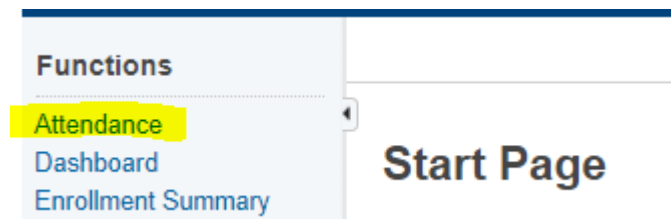
Click on Meeting and choose date, click submit

Attendance for 12/6/2020 🗓️

| Reports | Meeting | Consecutive Absences |

Student Counts **0** Absent

To save the file:

The page lists your absent students. <mark>Select them all</mark>. Set them as your Current Selection at the <u>bottom of the page</u>. <u>Download as a CSV file</u>.

☑	Bowers, Jeanise A	1	504-338-4426	AT
☑	~~Nicole~~	5	830-243-2383	AT
☑	~~~~	3	832-710-9935	AT
☑	~~~~	2	786-303-2294	AT
☑	~~Teresa~~	4	346-228-6928	AT
☑	~~Ruth~~	5	832-746-1454	AT
☑	~~Adolfo~~	2	832-605-6701	AT
☑	~~~~	0	832-691-3929	AT
☑	~~~~	5	504-338-4426	AT
☑	~~Genesis~~	3	346-260-6658	AT
☑	~~~~	2	346-350-1069	AT
☑	~~~~	2	281-909-6626	AT
☑	~~~~	-1	281-702-5958	AT

<u>Instructions for corrections:</u>

This list can be sorted by grade level. This list should be e-mailed to the teachers. The teachers should identify students that were marked AT absent and engaged anytime during the day on or before 11:59 pm. If the student was marked absent, the teacher has 48 hours to change from AT – absent to RA Remote Asynchronous.

After the 48-hour allotment, the teacher will need to e-mail or send in an attendance change form to the attendance office to correct from AT to RA. All change forms should be kept on file sorted by cycle to turn in with the end of year attendance documentation.

Attendance Procedures for Cycle II for Teachers

Instructional Setting	Code for Present	Code for Absent	Code for Tardy
Remote Asynchronous Instruction	RA (Remote Asynchronous Present)	AT (Absent by Teacher)	N/A for Remote Asynchronous Instruction
Face-to-Face	Present	AT (Absent by Teacher)	T (Tardy)

Remote Asynchronous Student Attendance

Teachers will continue to take attendance for Remote Asynchronous instruction as they did during the first six-week cycle.

Enter Attendance in HISD Connect Teacher Pro. Students are present "RA" when…

1. **Teams**: A student attends Asynchronous Teams lesson (Download & save the Teams meeting engagement roster.) or,
2. **HUB (LMS):** A student completes an assignment on the HUB
   (The Curriculum Department has created a short assignment at the beginning of each day's lesson which is an excellent tool to use for attendance purposes.) or,
3. **Two-Way Communication**: A student engages in a conversation with a teacher of record or SPED resource/co-teacher regarding lessons or assignments (cannot be a TA).
   - *A student who has not met the previous day's attendance requirement through one of the means listed above but did engage in learning and made progress on an assignment can be marked asynchronous present (RA). The teacher must document why they are marking the student asynchronous present. This criterion is only used when updating the previous day's absences.*

Face-to-Face Student Attendance

Students that report to school for face-to-face instruction starting October 19, 2020, will have their attendance recorded at the campus' designated ADA period. *Secondary teachers will need to enter attendance for each class period.* All attendance will be recorded in HISD Connect Power Teacher Pro.

How to take Attendance for Face to Face Students

An attendance code must be marked for each student. There is no default for attendance.

1. From the start page, Click the Attendance Icon

Face to Face Attendance Codes:

2. **Attendance code selection must be Present, AT (Absent by Teacher),** or **T (Tardy)**, click in the box next to the student name and select the appropriate code.

   Virtual Student Attendance Codes (Teachers can enter attendance at this time for students who participated virtually in the synchronous instruction):

3. Use **RA (Remote Asynchronous Presen**t) **or AT (Absent by Teacher)** click in the box next to the student name and select the appropriate code. Students that are virtual will only be marked **RA (Remote Asynchronous Presen**t) **or AT (Absent by Teacher)**.

Students	Alerts	Attendance: Wedr
Andrews, Justin P	$	
Brady, Jeremy F	⛨	
Dottore, Dylan R	⚠	
Edwards, Joey P	⛨ 👤 $	
Grimestad, David W	⛨ 👤 $	
Haimin, Mckay P	⛨ $	
Herrera, Earl	⛨ 👤 ⚠	
Holmgren, Delinda M	⛨ $	
Hutchinson, Corinne M	👤 $ ⚠	

4. Date is defaulted to current date.

5. Once attendance has been taken for face-to-face and virtual students click **Submit.**

Note: Attendance needs to be submitted, even if 100 percent of the students are present.

Attendance for High Schools on a Hybrid Schedule

Virtual Instruction Days: The attendance codes for remote asynchronous instruction will be used on days the student participates in virtual instruction.

Face-to-Face Instruction Days: The attendance codes for face-to-face instruction will be used on days the student reports to campus.

Attendance Updates for Virtual Instruction

Any student who was marked absent AT (Absent by Teacher) for the day or a class period but engages in remote asynchronous instruction between 12:00 AM -11:59 PM will have their attendance code changed to **RA (Remote Asynchronous Present) for the day/class period.**

Elementary: Teachers have until 2:30 p.m. the next day to update/submit attendance from AT to RA for any student that engaged between 12:00 a.m. and 11:59 p.m. the previous day.

Secondary: Teachers have until 3:30PM the next day* to update/submit attendance from AT to RA for any student that engaged between 12:00 a.m. and 11:59 p.m. the previous day.

*Updating Attendance on a Block Scheduling

Example: Day Types A Day / B Day

      MWF is **A** Day   Tue/Thurs is **B** Day

A day- teachers can only update attendance on the next A day.
B day- teachers can only update attendance on the next B day.

Making Corrections After Attendance is Locked

Notify the attendance clerk in writing by using an Attendance Correction Form or by e-mail of any attendance correction needed. **Include student's full legal name, local ID number, grade level and reason for the correction**.

All manual official attendance documents must meet these conditions:
- ✓ Always use blue or black ink (never record manual entries in pencil, use liquid correction fluid, and never use a signature stamp).
- ✓ Always use the legal names of the students (no nicknames or shortened version of the name).
- ✓ Always use the correct student ID number.
- ✓ Teacher's Signature must be in ink.
  - o If errors are made on any official attendance document, strike one line through the error, enter corrections nearby, and initial in ink

Attendance Procedures for Cycle II for Clerks

Instructional Setting	Code for Present	Code for Absent	Code for Tardy
Remote Asynchronous Instruction	RA (Remote Asynchronous Present)	AT (Absent by Teacher)	N/A for Remote Asynchronous Instruction
Face-to-Face	Present	AT (Absent by Teacher)	T (Tardy)

Remote Asynchronous Student Attendance

Teachers will continue to take attendance for Remote Asynchronous instruction as they did during the first six-week cycle.

Enter Attendance in HISD Connect Teacher Pro. Students are present "RA" when…

4. **Teams**: A student attends Asynchronous Teams lesson (Download & save the Teams meeting engagement roster.) or,
5. **HUB (LMS):** A student completes an assignment on the HUB
   (The Curriculum Department has created a short assignment at the beginning of each day's lesson which is an excellent tool to use for attendance purposes.) or,
6. **Two-Way Communication**: A student engages in a conversation with a teacher of record or SPED resource/co-teacher regarding lessons or assignments (cannot be a TA).
   - *A student who has not met the previous day's attendance requirement through one of the means listed above but did engage in learning and made progress on an assignment can be marked asynchronous present (RA). The teacher must document why they are marking the student asynchronous present. This criterion is only used when updating the previous day's absences.*

Face-to-Face Student Attendance

Students that report to school for face-to-face instruction starting October 19, 2020, will have their attendance recorded at the campus' designated ADA period. ***Secondary teachers will need to enter attendance for each class period.*** All attendance will be recorded in HISD Connect Power Teacher Pro.

How to take Attendance for Face to Face Students

An attendance code must be marked for each student. There is no default for attendance.

1. From the start page, Click the Attendance Icon

Face to Face Attendance Codes:

2. **Attendance code will default to Present, AT (Absent by Teacher), or T (Tardy)**, click in the box next to the student name and select the appropriate code.

Virtual Student Attendance Codes (Teachers can enter attendance at this time for students who participated virtually in the synchronous instruction):
3. Use **RA (Remote Asynchronous Presen**t) **or AT (Absent by Teacher)** click in the box next to the student name and select the appropriate code. Students that are virtual will only be marked **RA (Remote Asynchronous Presen**t) **or AT (Absent by Teacher)**.

Students	Alerts	Attendance: Wedn
Andrews, Justin P	$	
Brady, Jeremy F	⚕	
Dottore, Dylan R	⚠	
Edwards, Joey P	⚕ 👤 $	
Grimestad, David W	⚕ 👤 $	
Haimin, Mckay P	⚕ $	
Herrera, Earl	⚕ 👤 ⚠	
Holmgren, Delinda M	⚕ $	
Hutchinson, Corinne M	👤 $ ⚠	

4. Date is defaulted to current date.

5. Once attendance has been taken for face-to-face and virtual students click **Submit.**

Note: Attendance needs to be submitted, even if 100 percent of the students are present.

Attendance for High Schools on a Hybrid Schedule

Virtual Instruction Days: The attendance codes for remote asynchronous instruction will be used on days the student participates in virtual instruction.

Face-to-Face Instruction Days: The attendance codes for face-to-face instruction will be used on days the student reports to campus.

Attendance Updates for Virtual Instruction

Any student who was marked absent AT (Absent by Teacher) for the day or a class period but engages in remote asynchronous instruction between 12:00 AM -11:59 PM will have their attendance code changed to **RA (Remote Asynchronous Present) for the day/class period.**

Elementary: Teachers have until 2:30 p.m. the next day to update/submit attendance from AT to RA for any student that engaged between 12:00 a.m. and 11:59 p.m. the previous day.

Secondary: Teachers have until 3:30PM the next day* to update/submit attendance from AT to RA for any student that engaged between 12:00 a.m. and 11:59 p.m. the previous day.

*Updating Attendance on a Block Scheduling

Example: Day Types A Day / B Day

     MWF is **A** Day   Tue/Thurs is **B** Day

A day- teachers can only update attendance on the next A day.

B day- teachers can only update attendance on the next B day.

Making Corrections After Attendance is Locked

Notify the attendance clerk in writing by using an Attendance Correction Form or by e-mail of any attendance correction needed. **Include student's full legal name, local ID number, grade level and reason for the correction**.

All manual official attendance documents must meet these conditions:
- ✓ Always use blue or black ink (never record manual entries in pencil, use liquid correction fluid, and never use a signature stamp).
- ✓ Always use the legal names of the students (no nicknames or shortened version of the name).
- ✓ Always use the correct student ID number.
- ✓ Teacher's Signature must be in ink.
  - o If errors are made on any official attendance document, strike one line through the error, enter corrections nearby, and initial in ink.

Updating and Correcting Attendance

Students receiving **face to face** instruction, attendance can be updated with codes listed below. Proper documentation is required, and an attendance change form must be attached.

PowerSchool Attendance Code Descriptions
(Present)
A (Absent)
EX (Absent Excused)
AT (Absent by Teacher)
RA (Remote Asynchronous Present) 1st 6 Weeks of School
T (Tardy)
ACT (Activity)
DFPS (Child Protection)
CIT (Citation)
COL (College Visit)
CRT (Court Appearance)
DC (Dual Credit)
ELC (Election Clerk)
FT (Field Trip)
GOV (Government Office)
HB (Homebound Services)
SRC (in School Suspension)
MD (Medical Appointment)
MTR (Mentor)
MIL (Military Deployment)
NAT (Naturalization)
OCWBL (Off-Campus Work Base Learning)
OSP (Oth Sch Per)
PRS (Pregnancy Related Services)
PEAS (Pursue Enlistment Armed Service)
REL (Religious)
TAP (Taps Military Funeral)
TSBD (TX School for Blind or Deaf)

Students receiving **virtual instruction** can **ONLY** be updated with the following codes.

- RA
- AT
- Excused Absent

If one of the codes above applies with the exception of MD, the attendance change form and proper documentation is required. MD attendance exception reason cannot be used during Remote Asynchronous. Rationale: Student has until 11:59PM to engage on the LMS.

Example:

If a student receiving remote asynchronous instruction is marked AT by the teacher, and the student submits documentation that he/she appeared in court, then the clerk will do the following:

- Complete the attendance change form
- Attach court documentation
- Sign and dated by an administrator
- Update attendance code AT to RA in HISD Connect (PowerSchool SIS)

Teacher Instructions for Student Membership Reconciliation

The Texas Education Agency requires all districts to reconcile student membership from the teacher's roster to the attendance accounting records in the Student Information System. This reconciliation is to verify that all students are reported on attendance records and that no-show students have been purged from the Student Information System.

> Houston I.S.D. will perform this task on **Wednesday, October 14, 2020.**

The total number of students in membership is to be reconciled to the total number of students listed on the teacher's class roster. Each teacher will certify their class roster with their signature.

Instructions:
> **Step 1:** Teachers please strike a single line thru the student's name if the student never engaged in your class this school year. Write No Show in the comment section.
> **Step 2:** Teachers please tally total number of students engaged in your class this school year.
> Note: Absent students are still counted in membership.
> **Step 3:** Teachers please sign and date the top of your roster and submit it to your S.I.R/Clerk.
> **Step 4:** Do not count withdrawn students in membership.

SIR/Attendance Clerk Instructions
Student Membership Reconciliation

The Texas Education Agency requires all districts to perform a reconciliation of teacher rosters to the student attendance accounting system. The district has chosen to perform this task on October 14, 2020 to ensure accurate data is maintained in the Student Information System.
Student membership from the teacher's roster is to be reconciled to the attendance accounting records in the Student Information System. This reconciliation is to verify that all students are reported on attendance records and that "No-Show" students have been purged from the student accounting system.

Houston I.S.D. has assigned the date below in which this process will take place on
October 14, 2020.

Step: 1 Distribute Class Rosters and instructions to all **ADA** teachers.

Step: 2 Create an ADA teacher roster to use as a check off list to ensure all teachers have returned their Class Roster. Confirm that teachers no showed students, totaled, signed and dated the roster.

Step 3: Look at attendance screen for each student marked as No Show. If the **student engaged** in another class **do not No Show** the student. If the **student did not engage** in any class mark the student, **No Show.**

Step 4: Run an Entry/Exit Report in Excel and document students who the teacher struck through and you did not no show because the student engaged in a non-ADA period. For example, M. Tejada was marked "RA Present" in 6th period and No Showed by the ADA period teacher. The PEIMS Coordinator must sign and date this report.

Step 5: Run the Enrollment Summary Report – This will provide a total count of students

Start Page > PSCB Custom Reports > Enrollment > Enrollment Summary -Enrollment Selected Date

Step 6: Total membership count and enter that information on the Campus Membership Reconciliation form.
(Note, your manual count and the enrollment summary totals should be the same)

**Reconciliation for your campus is due to the
PEIMS Coordinator on or before
Tuesday, October 20, 2020**

Please scan and email copies of Teacher Rosters, Excel Document, and the Campus Membership Reconciliation Form to the Federal and State Compliance Department by Wednesday, October 21, 2020.

Daily Procedures

1. Enroll and withdraw students if applicable.

    ❖ Check the following documentation: proof of residency, proof of identity, age eligibility and immunization record.

    ❖ Research student in TSDS Unique ID System before enrolling student.

    ❖ Request student records from previous school.

2. Make sure that attendance is taken for every student enrolled in your school by the teacher of record or substitute teachers (If students are with other school personnel, the correct documentation must be obtained along with the appropriate signature and enter the change in the Student Information System - SIS).

3. Enter attendance from manual rosters submitted by substitutes or teachers who cannot access **HISD Connect**.

4. Run the **Display Teacher Progress** from **HISD Connect.** Send the report to the principal or administrator in charge of attendance. *Report teachers who do not consistently take attendance.*

5. Update color-coded cards with new entries, withdrawals, returns, grade level changes and ADA Eligibility code changes.

6. Update the **Membership Transaction Log.** See the Step-by-Step Guide instructions for completing the log. The attendance clerk should not wait until the end of the cycle and copy the Membership Transaction Log from the **TX Daily Attendance Report**. This is the daily *manual record* that is compared to the **TX Daily Attendance Report.**

7. Enter excused absences in the SIS. *You must have excuse notes from parents/guardians or qualified students.*

8. Enter attendance code changes in the SIS as soon as you receive the correct documentation.

9. Attendance clerks may only accept two forms of documentation from teachers regarding *attendance changes:*

    ✓ **HISD Connect** Attendance Correction Form
    ✓ An email from the teacher with the student's name, ID number and the reason for the change.

10. **Teachers should not complete the Attendance Correction Forms generated from the Student Information System - SIS.**

    ✓ If a substitute teacher makes an error and the error is caught on the same day, allow the substitute to correct the error on the Substitute Roster. The substitute needs to initial the correction.

    ✓ If the error is caught the next day by the classroom teacher, the classroom teacher will correct the error by using the **HISD Connect** Correction Form or an email.

11. **Enter attendance code changes**. *The change form should be signed by the principal/principal's designee* and have proper *documentation attached.*

12. **Review** and **Correct** the **Certify** reports **daily**.

End of Six Weeks Procedures

1. Participate in 6-Weeks Attendance Cycle Review

2. Six Weeks Data Verification Process

End of Year Procedures

1. Verify that you have all required attendance documentation for Cycles 1-6.

2. Prepare and submit end -of-year audit box to Federal and State Compliance.

Support Plan for New Clerks

To ensure that new clerks or SIRs receive the support they need to perform their jobs, Federal and State Compliance Sr. SIRs will follow the protocol below.

1. **Communicate/Campus Visits.**
   - ❏ Introduction and check-in with clerk/SIR (via email or phone) prior the start of school.
   - ❏ Email reminders about important dates and FSC training.
   - ❏ Visit campus to ensure the clerk or SIR is prepared for the first day of school.

2. **Review guidelines and procedures.**
   - ❏ Attendance exceptions/changes.
   - ❏ Ensure ADA time is posted and that teachers have been informed.
   - ❏ Substitute teachers and attendance.
   - ❏ **Student Attendance Accounting Handbook (SAAH)** Section 3: General Attendance Requirements, https://tea.texas.gov/finance-and-grants/financial-compliance/student-attendance-accounting-handbook.

3. **Review ADA codes and reports.**
   - ❏ Check ADA codes during the attendance review so that the clerk or SIR can make corrections (if needed).
   - ❏ Recommend reports that can be used to verify the accuracy of data. Explain how to interpret the reports.

4. **Share Best Practices.**
   - ❏ **Procedures to take attendance in the event of server outage, power issues, etc.** *(Suggestion: Run and save copy of the Class Attendance Audit (CAA) each six weeks so that manual attendance can be taken and entered in SIS later. Shred if not needed.)*
   - ❏ **Organization tips.** *(Suggestion: Use a folder system to stay organized. Red Folder – Keep items that need administrative signatures. Blue Folder - (FSC) Print emails and file in FSC folder to retrieve throughout the day to make sure all requests from FSC dept. has been taken care of before leaving for the day.)*

Six – Week Attendance Review

The Federal and State Compliance Sr. SIRs will visit their assigned schools each six weeks to conduct attendance cycle reviews. Sr. SIRs will review the following:

1. **Average Data Attendance (ADA) Compliance**
   a. Review the Attendance Change Forms (HISD Connect form or email from teacher) to verify that the documents are complete and have all required signatures.
   b. Check to see that supporting documentation is attached to change.
   c. Verify that school days calendar is set up and accurate (Complete during Cycle 1 only).

2. **Verify Accuracy and Completeness of Manual Records**

   a. **Membership Transaction Log**

      1. Verify that entries on the log match the entries on the first-day roster (Complete during Cycle 1 only).
      2. Verify that entries on the log match data on HISD Connect report.

   b. **TSDS**
      1. Review the TSDS UID Presumed Duplicate Student Report for Enrollment. This report will be provided by your FSC Sr. SIR. – How often should this be done - Wanda
      2. Clear the duplicate student enrollment errors.

   c. **Certify**
      1. Review Certify Student Information Scorecard.
      2. Provide guidance to help campus correct errors.

   d. **Reports –** Review HISD Connect reports for accuracy of attendance and PEIMS data (*i.e. ADA Codes, Attendance, Discipline (ISS and SUS coded accordingly).*

The Sr. SIR will document findings and recommendations on the Six Weeks Attendance Review form. (See Appendix for checklist) The campus principal must sign and date the form. The campus must make a copy of the form for their records. The Sr. SIR will file the signed original in the Federal and State Compliance Department.

Student Membership Reconciliation
Teacher Instructions

Texas Education Agency requires all districts to perform a reconciliation of teacher rosters to the student attendance system. The district has chosen to perform this task on **Wednesday, October 14, 2020** to ensure accurate data is maintained in the Student Information System.

Purpose

Student membership from the teacher's roster is to be reconciled to the attendance account records on **Wednesday, October 14, 2020**. The reconciliation is to verify that all students are reported on attendance records and that "No-Show" students have been purged from the student accounting system.

Dates
Houston ISD has designated the date below in which this process will take place:
Wednesday, October 14, 2020.

Process
The total number of students in membership is to be reconciled to the total number of students listed on the teacher's class roster. Each teacher will certify their class roster with their signature, and then the campus PEIMS Coordinators will certify the school by completing the Membership/Attendance approval form.

Instructions

Teachers, please:

- **Step 1:** Draw a single line through the student's name on roster if the student is not in class at the time of attendance.

- **Step 2:** Tally number of students physically sitting in your class and indicate that number at the bottom of your roster. That number and the remaining students on your roster should be the same.

- **Step 3:** Sign and date the bottom of your roster and have visible and available for coordinator to collect.

On **Wednesday, October 14**, 2020 you will receive an updated class roster with students who should be active in your class. ***If discovered a student is physically in your class and NOT on your current class roster, please send student to the office.***

Student Membership Reconciliation
Registrar Instructions

Texas Education Agency requires all districts to perform a reconciliation of teacher rosters to the student attendance system. The district has chosen to perform this task on **Wednesday, October 14, 2020**, to ensure accurate data is maintained in the Student Information System.

Purpose
Student membership from the teacher's roster is to be reconciled to the attendance account records on **Wednesday, October 14, 2020**. The reconciliation is to verify that all students are reported on attendance records and that "No-Show" students have been purged from the student accounting system.

Houston ISD has designated the date below in which this process will take place:
Day, mm/dd/year – Day, mm/dd/year

- **Step: 1** Distribute Class Rosters for all ADA **Period** teachers who hold a class. (Please ensure to attach teacher instructions to the front of each roster).

- **Step: 2** Create an ADA teacher roster to use as a checkout list to ensure all teachers have returned their class rosters. Confirm that teachers No Showed students, totaled, sign and dated the roster.

  - Draw a line through the names of students who are not in attendance
  - Tally the number of students physically sitting in their class.
  - Signed and dated the rosters.

- **Step 3**: Look at the attendance screen for each student marked No-Show. If the student engaged in another class DO NOT No Show the student. If the student DID NOT engage in any class mark the student No-Show.

- **Step 4**: Run and Entry/Exit report in Excel and document student who the teacher struck-through and you did not No Show because the student engaged in a Non-ADA period.

    - **For example**: If M. Tejada was marked (RA) Present in 6th period and No Showed by the ADA period teacher, the PEIMS Coordinator must sign and date this report.

- **Step 5**: Run your **Enrollment Summary Report.** This will provide a total count of students who were enrolled as of the 1st day of school. Start page>PSCB Custom Reports>Enrollment>Enrollment Summary-Enrollment Selected Date.

- **Step 6**: Total membership count and enter that information on the Campus Membership Reconciliation Form. (Note – Your manual count and the enrollment summary totals should be the same).

- Scan and email copies of teacher rosters, excel documents, and the Campus Membership Reconciliation form to Federal State and Compliance by Friday, October 16, 2020.

Reconciliation for your campus attendance/membership is due to the PEIMS Coordinator by Thursday, October 15, 2020.

Attendance/Enrollment Reconciliation Timeline

Six-Week Period	Important Dates	Process to Complete
1st Six Weeks Ends Wed. Oct. 19	**Wed. October 14, 2020**	- Campus staff process teacher validation forms and distribute instructions to teachers. - Select a day to verify student enrollment/membership. - Teachers enter membership counts, sign verification form, and return forms to campus designee.
	Wed. October 28, 2020	Campus designee confirms receipt of teacher rosters, submits counts, and signature page to Federal and State Compliance.
4th Six Weeks Ends Fri. March 3	**Wed. March 24, 2021**	- Campus staff process teacher validation forms and distribute instructions to teachers. - Select a day to verify student enrollment/membership. - Teachers enter membership counts, sign verification form, and return forms to campus designee.
	Wed. March 24, 2021	Campus designee confirms receipt of teacher rosters, submits counts, and signature page to Federal and State Compliance.

End of Six-Weeks Procedures
School Attendance Clerk

School Attendance Clerk must follow these procedures at the end of each 6 Weeks Attendance Cycle prior to the Federal & State Compliance Review.

- Run the **HISD Connect** reports and compare the data from the reports to the Membership Transaction Log.

- Compare the Membership Transaction Log line by line to the **Enrollment Search-Entry Code Report** for the entire 6 Weeks Attendance Cycle.

- Run the **Campus Summary Report** for the previous cycle(s) and the current cycle. *This report must be signed by the clerk and the principal.*

- Run and check the **Enrollment Count by ADA** report – include non-ADA from the start of school until the end of the current cycle.

Steps to Reconcile Enrollment for Membership
Elementary Campuses

All HISD students received Asynchronous Instruction and worked virtually the first 6 weeks of school. All students enrolled must be marked RA present or AT absent. **Student CANNOT be AT absent on first day of enrollment.** The enrollment date must be the first day student was marked RA present. All enrollment schedule entry dates must match student's entry date.
Run Class Attendance Audit Rosters for cycle I (9/8/2020 - 10/16/2020).

Start Page>Reports>System Reports>Attendance>Class Attendance Audit

1. **Reporting Segment** – select cycle dates

2. **Teachers** – select ALL TEACHERS

3. **Period(s) (leave blank for all)** – select HR

4. **Include Student Number** – check box

5. **Submit**

There should NOT be any blank spaces on attendance screen. Please review and update attendance for all students who have blanks and who were marked AT absent on 1st day of enrollment.

Review rosters and make all necessary corrections/updates.

Scenario 1

Student	Number	Gr.	Entry	Exit	Total Mem.	Total Att.	8 (A/T)	9 (A/W)	10 (A/H)	11 (A/F)	14 (A/M)	15 (A/T)	16 (A/W)	17 (A/H)	18 (A/F)	21 (A/M)	22 (A/T)	23 (A/W)	24 (A/H)	25 (A/F)	28 (--)	29 (A/M)	30 (A/T)	1 (A/H)	2 (A/F)	5 (A/M)	6 (A/T)	7 (A/W)	8 (A/H)	9 (A/F)	12 (A/M)	13 (A/T)	14 (A/W)	15 (A/H)	16 (A/F)
1. Baez,		-1	09/08/20	06/12/21	28	27	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA	RA	AT	RA	RA	RA	RA	
2. Bonill Greg		-1	09/08/20	06/12/21	28	20	RA	RA	AT	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	AT	TSD	AT	AT	AT	AT	RA	AT	RA	RA	RA	AT	RA	RA	RA	RA
3. Garci		-1	09/08/20	06/12/21	28	23	RA	RA	RA	AT	RA	RA	RA	RA	AT	RA	RA	RA	RA	AT	TSD	RA	RA	AT	RA	RA	RA	RA	RA	AT	RA	RA	RA	RA	
4. Garci		-1	09/08/20	06/12/21	28	24	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	AT	RA	RA TSD	AT	AT	RA	RA	RA	RA	RA	RA	AT	RA	RA	RA	RA	
5. Gonz		-1	09/08/20	06/12/21	28	28	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	
6. Herna		-1	09/08/20	06/12/21	28	19	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	AT	RA	RA	RA	TSD	AT	RA	AT	AT	AT	AT	AT	AT	AT	RA	RA	RA	AT	RA RA
7. Jimer		-1	09/08/20	06/12/21	28	28	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	
8. Lopez		-1	09/08/20	10/02/20	17	2		AT	AT	AT	AT	AT	AT	AT	AT	AT	AT	AT	TSD	AT	AT	RA	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E			
9. Medin		-1	09/08/20	10/13/20	24	3	RA	AT	AT	AT	RA	AT	AT	AT	AT	AT	AT	AT	AT	AT	TSD	AT	AT	AT	AT	AT	AT	AT	AT	AT	RA	N/E	N/E	N/E	N/E
10. Ochoa		-1	09/29/20	06/12/21	14	8	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E TS	D RA	AT	AT	AT	AT	RA	RA	RA	AT	RA	RA	RA	AT	RA	
11. Reyes		-1	09/08/20	06/12/21	28	27	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	AT	RA	TSD	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	
12. Santo		-1	09/08/20	06/12/21	28	28	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	
13. Serra		-1	09/08/20	06/12/21	28	27	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	AT	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	
14. Tame		-2	09/17/20	06/12/21	21	21	N/E	N/E	N/E	N/E	N/E	N/E	N/E	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	

In scenario 1 above student #8 Lopez does not have attendance 9/8/2020. Student was not marked present until 10/1/2020. Student had a schedule change on 10/2/2020.

1. Look at the student's attendance screen.

2. ALWAYS click on Show dropped Classes to see if the student had attendance in another class due to a schedule change.

3. The student's enrollment date should be the first day student was marked RA present. **See example 1 below**.

4. Clear attendance from 9/9-9/30 because 10/1 student was marked RA present.

5. Under Enrollment>click Transfer Info> click on Entry Date change date to 10/1.

6. All enrollment schedule entry dates need to be changed to new enrollment date, 10/1.

Scenario 2

Teacher:
Course:
Section:
Expressi

Student	Number	Gr.	Entry	Exit	Total Mem.	Total Att.	Attendance (Sep 8 – Oct 16)
1. Albert		-1	09/08/20	06/12/21	28	28	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA RA RA RA RA RA
2. Armer (Jacqu)		-1	10/16/20	10/22/20	1	1	N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E TSD N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E [ ]
3. Garcia		-1	09/08/20	10/12/20	23	23	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA N/E N/E N/E N/E N/E
4. Maldo (Luciar)		-1	09/08/20	06/12/21	28	27	RA AT RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA RA RA RA RA RA
5. Maldo			09/08/20	10/12/20	23	22	RA AT RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA N/E N/E N/E N/E N/E
6. Martin		-1	09/08/20	06/12/21	28	27	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA AT RA RA RA RA RA RA RA RA RA RA RA
7. Mendo		-1	09/08/20	06/12/21	28	28	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA RA RA RA RA RA
8. Mendo		-1	09/08/20	06/12/21	28	28	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA RA RA RA RA RA
9. Monto		-1	09/08/20	12/01/20	28	28	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA RA RA RA RA RA
10. Monto		-1	09/08/20	12/01/20	28	28	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA RA RA RA RA RA
11. Morale		-1	09/08/20	06/12/21	28	28	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA RA RA RA RA RA
12. Ortiz,		-1	09/08/20	06/12/21	28	28	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA RA RA RA RA RA
13. Ramo		-1	09/08/20	10/12/20	23	23	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA N/E N/E N/E N/E N/E
14. Reyna		-1	09/08/20	10/12/20	23	23	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA N/E N/E N/E N/E N/E
15. Reyna		-1	10/12/20	06/12/21	5	5	N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E TSD N/E N/E N/E N/E N/E N/E N/E N/E N/E RA RA RA RA RA
16. Rodrig (Jared)		-1	09/08/20	06/12/21	28	28	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA RA RA RA RA RA
17. Rosal		-1	09/08/20	10/12/20	23	23	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA N/E N/E N/E N/E N/E
18. Ruiz,		-1	10/12/20	10/14/20	2	2	N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E N/E TSD N/E N/E N/E N/E N/E N/E N/E N/E N/E RA RA N/E N/E N/E
19. Segov			09/08/20	06/12/21	28	28	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA RA RA RA RA RA
20. Torres (Alexar)		-1	09/08/20	06/12/21	28	28	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA RA RA RA RA RA
21. Uman		-1	09/08/20	06/12/21	28	28	RA RA RA RA RA RA RA RA RA RA RA RA RA RA TSD RA RA RA RA RA RA RA RA RA RA RA RA RA RA

(SEPTEMBER dates: T 8, W 9, H 10, F 11, M 14, T 15, W 16, H 17, F 18, M 21, T 22, W 23, H 24, F 25, M 28, T 29, W 30. OCTOBER dates: H 1, F 2, M 5, T 6, W 7, H 8, F 9, M 12, T 13, W 14, H 15, F 16)

In scenario 2 above student #2 Amer does not have attendance on 10/16 on roster. View student's attendance screen. Student was marked RA present on attendance screen for 10/16. This record is correct. DO NOT change enrollment date.

Change Meeting Attendance   **Show dropped classes also**

Course	Expression	9/7-9/11 (M T W H F)	9/14-9/18 (M T W H F)	9/21-9/25 (M T W H F)	9/28-10/2 (M T W H F)	10/5-10/9 (M T W H F)	10/12-10/16 (M T W H F)	10/19-10/23 (M T W H F)	10/26-10/30 (M T W H F)
HOME ROOM E: 10/22/2020 L: 06/12/2021	HR(A)	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
HOME ROOM E: 10/16/2020 L: 10/22/2020	HR(A)	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - RA RA RA	- - - - -	- - - - -
HOME ROOM E: 09/15/2020 L: 10/15/2020	HR(A)	- - - - -	- RA RA RA RA	RA RA RA RA RA	- RA RA RA RA	RA RA RA RA RA	RA RA RA - -	- - - - -	- - - - -
HOME ROOM E: 09/08/2020 L: 09/15/2020	HR(A)	- RA RA RA RA RA	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -

Steps to Reconcile Enrollment for Membership
Secondary Campuses

All HISD students received Asynchronous Instruction and worked virtually the first 6 weeks of school. All students enrolled must be marked RA present or AT absent. Student CANNOT be AT absent on first day of enrollment. The enrollment date must be the first day student was marked RA present. All enrollment schedule entry dates must match student's entry date.
Run Class Attendance Audit Rosters for cycle I (9/8/2020 - 10/16/2020).

Start Page>Reports>System Reports>Attendance>Class Attendance Audit
1. **Reporting Segment** – select cycle dates
2. **Teachers** – select ALL TEACHERS
3. **Period(s) (leave blank for all)** – select ADA Period(s)
4. **Include Student Number** – check box
5. **Submit**

There should NOT be any blank spaces on attendance screen. Please review and update attendance for all students who have blanks and who were marked AT absent on 1st day of enrollment.

Review rosters and make all necessary corrections/updates.

Expression: 2(A)

							SEPTEMBER																		OCTOBER								
Student	Number	Gr.	Entry	Exit	Total Mem.	Total Att.	AT 8	BW 9	AH 10	BF 11	AM 14	BT 15	AW 16	BH 17	AF 18	BM 21	AT 22	BW 23	AH 24	BF 25	-- 28	AT 29	BW 30	AH 1	BF 2	AM 5	BT 6	AW 7	BH 8	AF 9	BM 12	AT 13	BW 14	AH 15	BF 16
1. Armenta		6	09/22/20	02/01/21	9	9	N/E	N/E	N/E	N/E	N/E	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
2. Carbaja		6	09/08/20	02/01/21	14	14	[ ]	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
3. Cuevas		6	09/08/20	02/01/21	14	14	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
4. Edward		6	09/08/20	02/01/21	14	14	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
5. Esqued		6	09/08/20	02/01/21	14	13	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	AT	RA	RA	RA	RA														
6. Harris, (		6	09/08/20	02/01/21	14	14	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
7. Jimene:		6	09/08/20	02/01/21	14	14	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
8. Johnsor		6	09/08/20	02/01/21	14	14	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
9. Lopez, I		6	09/08/20	02/01/21	14	14	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
10. Lugo Ra		6	09/08/20	02/01/21	14	14	[ ]	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
11. Moncay		6	10/07/20	10/26/20	4	4	N/E	N/E	N/E	N/E	N/E	N/E	N/E	TSD	N/E	N/E	N/E	RA	RA	RA	RA														
12. Monrroy		6	09/08/20	02/01/21	14	14	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
13. Montalv Ruth		6	09/08/20	02/01/21	14	14	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
14. Muniz, I		6	09/08/20	02/01/21	14	14	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
15. Nunez,		6	10/01/20	02/01/21	6	6	N/E	N/E	N/E	N/E	N/E	N/E	N/E	TSD	N/E	RA	RA	RA	RA	RA	RA														
16. Ortiz, Ju		6	09/08/20	02/01/21	14	14	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
17. Pugh, C		6	09/08/20	02/01/21	14	14	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
18. Ramirez		6	09/08/20	02/01/21	14	14	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
19. Rodrigu		6	09/08/20	02/01/21	14	14	[ ]	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
20. Sarmier Abigail		6	09/08/20	10/09/20	11	11	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	N/E	N/E	N/E														
21. Smith, L		6	09/08/20	02/01/21	14	14	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
22. Vides, A		6	09/08/20	02/01/21	14	14	RA	RA	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														
23. West, Is		6	09/08/20	10/19/20	14	13	RA	AT	RA	RA	RA	RA	RA	TSD	RA	RA	RA	RA	RA	RA	RA														

Student #2 Carbaja on the above roster does not have attendance 9/8. Student was not marked present until 9/9.

1. Look at the student's attendance screen.
2. ALWAYS click on **Show dropped Classes also** to see if the student had attendance in another class due to a schedule change.
4. The student's enrollment date should be the first day student was marked RA present. **See example 1 below**.
5. Under **Enrollment**>click **Transfer Info**> click on Entry Date change date to 9/9.
6. All enrollment schedule entry dates need to be changed to new enrollment date, 9/9.

Example #1

Student #10 Lugo R on the above roster does not have attendance on first day of enrollment, 9/8 in ADA Period. Student was marked RA present in 5th Period. Student's ADA period needs to be updated to RA present. **See example #2 below.**

Example #2

Expression	9/7-9/11 M	T	W	H	F	9/14-9/18 M	T	W	H	F	9/21-9/25 M	T	W	H	F	9/28-10/2 M	T	W	H	F	10/5-10/9 M	T	W	H	F	10/12-10/16 M	T	W	H	F	10/19-10/23 M	T	W	H	F	10/26-10/30 M	T	W	H	F
1(A)	-		.	AT	.	AT	.	RA	.	RA	.	AT	.	RA	.	-	RA	.	AT	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	-	.	.	RA	.	RA	.	RA
1(B)	-	.	.	.	RA	.	RA	.	AT	.	RA	.	AT	.	RA	-	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	-	.	.	.	RA	.	RA	.
2(A)	-		.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	-	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	-	RA	.	RA	.	RA	.	RA	.	RA
2(A)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2(B)	-	-	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	-	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	-	.	RA	.	RA	.	RA	.	RA	.
2(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3(A)	-		.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	-	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	-	RA	.	RA	.	RA	.	RA	.	RA
3(B)	-	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	-	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	-	.	RA	.	RA	.	RA	.	RA	.
4(A)	-		.	.	.	RA	.	RA	.	RA	.	RA	.	RA	.	-	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	-	RA	.	RA	.	RA	.	RA	.	RA
4(A)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4(B)	-	-	AT	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	-	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	-	.	AT	.	RA	.	RA	.	RA	.
5(A)	-	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	-	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	-	RA	.	RA	.	RA	.	RA	.	RA
5(B)	-	.	AT	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	-	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	-	.	RA	.	RA	.	RA	.	RA	.
6(A)	-		.	RA	.	.	RA	.	RA	.	RA	.	RA	.	RA	-	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	-	RA	.	RA	.	RA	.	RA	.	RA
6(B)	-	.	.	.	.	RA	.	RA	.	RA	.	RA	.	RA	.	-	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	-	.	RA	.	RA	.	RA	.	RA	.
HR(A)	-	-	-	-	-	.	RA	.	RA	.	AT	.	RA	.	-	RA	.	AT	.	RA	.	AT	.	RA	.	RA	.	RA	.	RA	.	-	.	.	RA	.	RA	.	RA
HR(B)	-	-	-	-	-	.	RA	.	AT	.	RA	.	AT	.	RA	-	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	.	RA	-	.	.	RA	.	RA	.	.

Steps to Clear Attendance
(If needed)

1. Click on Change Meeting Attendance
2. **From this date** – enter first date of absence
3. **To this date** – enter last date of absence
4. **Meetings to scan** – click Select All
5. **Attendance code to set** – in the drop-down box, scroll up and select Present.
6. Leave other defaults and **Submit**

End-of-Year Manual Records Collection

The manual ADA records are required for TEA auditing purposes for the school year. Campuses will receive detailed checklist from Federal and State Compliance prior to the collection of these records. (See Appendix for sample form)

Campuses must follow the directions on preparing and packaging the records so that they can be quickly retrieved from the HISD storage facility when audited. **Elementary and Secondary schools must include the following documents in the end-of-year audit box** *(as applicable)*:

1. **Any documentation submitted to the Attendance Office for input into HISD Connect for the ADA period.**

   - *Absentee Reports (Manual Class Rosters from Teachers)*
   - *E-mails (any email a teacher sent to enter or correct attendance for students)*
   - *Substitute Rosters*
   (For Secondary campuses, documentation is only needed for ADA periods. All other documentation for other periods should be kept on file at the campus for a period of five years.)

2. **ADA Attendance Change Forms**

3. **Reports**

   - *School Attendance Calendar Days Report*
   - *Texas Campus Summary Reports, Cycles 1-6*

4. **Color-Coded Cards/Membership Transaction Log**

Required documentation for Optional Flexible School Day Program (OFSDP) Program

1. *Optional Flexible School Day Program Report*
2. *Manual Class Rosters*

IMPORTANT NOTE:

End-of-Course (EOC) /STAAR Attendance Documents/Reports

- All EOC/STAAR attendance documents/reports will be kept at the campus. Someone from Student Assessment may contact the schools asking for those reports.
- EOC/STAAR Daily Absence Reports
- Excuse Notes for students absent from EOC/STAAR

Problems Experienced During TEA Funding Audits or FSC Reviews

1. Students erroneously coded as Ineligible or Eligible.

2. Students who either graduated at mid-term, dropped out of school, or registered and never attended were counted in attendance with either perfect attendance until the end of the year or until the error was discovered.

3. Ineligible prekindergarten students incorrectly coded as Eligible.

4. Schools showing days with 100 percent attendance *(If 100%, must have appropriate documentation and principal's signature).*

5. Under-age (four-year-old) students enrolled in kindergarten.

6. Over age (five-year-old) students enrolled in prekindergarten program.

7. Manual logs/documentation (color-coded cards, transaction logs) not up to date.

Attendance Best Practices

Below is a list of best practices for campus clerks, SIRs, PEIMS coordinators and staff that are responsible for working with attendance data.

1. Download the **Federal / State Reporting and Attendance Procedures Manual** (FSC website) and the **TEA Student Attendance Accounting Handbook**. Review and become familiar with Section 3, General Attendance Requirements.
2. Attend all Federal and State Compliance trainings. Attend TSDS PEIMS and HISD School Guidelines training – check HISD Portal for updates and training.
3. Review first day procedures with teachers.
4. Have all new students entered in SIS and all No-shows posted by end of the first day. Update leaver codes for No-show students. Run and file No Show Report.
5. After processing No Shows, run the **Entry/Exit Report** in SIS at the end of the first day. This will give you a record of all students entered in SIS on the first day
6. Generate a list of students with missing homeroom numbers (if applicable) or schedules and verify status.
7. Enter transactions on color-coded cards daily. *(Entries, Returns, Withdrawals, ADA code changes, program changes and grade level changes)*
8. Enter transactions on the Membership Transaction Log daily.
9. Enter and verify absences daily.
10. Verify membership totals daily.
11. Run and print the *Campus Summary Report* at the end of each six weeks and obtain the principal's signature. Run the report no earlier than the following Monday so that all data can be calculated.
12. Run and save the **Student Detail Report** at the end of each six weeks. The report provides an account of absences, attendance changes, student entries and student withdrawals (be sure to use filters). Save it to a folder on your desktop or a USB Drive.
13. Run the **ADA Enrollment Count** periodically to verify student's ADA Eligibility. When balancing membership, reports used should be printed or saved to a file for future reference.
14. Check Absentee Slips (Manual Teacher/Substitute Attendance Rosters) daily for signatures and dates in ink. *(File by Cycle for End of Year audit box.)*
15. Keep an **Attendance Change Form** that has been signed and dated by the principal or principal's designee on file when an attendance correction is made.
    Attach supporting documentation when a student's attendance is changed from "Present" to "Absent" or "Absent" to "Present"; and/or when a student is not on campus at the official ADA time but can be considered in attendance for the Foundation School Program (FSP) purpose.
    - *File by cycle for End of Year audit box.*
    - *Only the Attendance Office should use the Attendance Change Form from* PowerTeacher Pro Attendance*. Teachers must use the* FSC *Attendance Change Form or an email to submit attendance corrections.*
16. Verify that leaver codes are correct for previous year withdrawals and have supporting documentation on file.

HISD Connect Training (available on OneSource)

Course	Item#	Description
HC_ Elementary Master Schedule	1441023	Participants will learn the Elementary Master Schedule process.
HC_ Office Attendance	1441045	Participants will learn how to set up attendance preferences, manage attendance, and run attendance reports.
HC_Online Elementary Master Schedule	1443001	Participants will learn the Elementary Master Schedule process.
HC_Secondary Master Schedule	1441022	In this two day back to back course. Master Schedulers will learn the HISD Connect Secondary Master Schedule process. **PLEASE NOTE THAT THIS IS A CONSECUTIVE 2-DAY COURSE. ALL ATTENDEES MUST ATTEND BOTH DAYS (CONSECUTIVELY) IN ORDER TO RECEIVE CREDIT. **
HC_Online Secondary Master Schedule	1442183	Secondary Master Schedulers will learn the HISD Connect Secondary Master Schedule process.
HC_Online Student Scheduler	1441334	Secondary Student Schedulers will learn how to enter, review, request, and how to place students into courses and learn the Walk-in Scheduler process.
HC_Registration and Enrollment	1441048	Participants will learn how to enroll new and pre-registered students, enter student information, work with student contacts, transfer students out, re-enroll students, link to family demographic information, and avoid duplicating student data, schedule new students and manage student schedules.
HC_HISD Connect Overview	1441044	Participants will learn about HISD Connect and the various navigation and functions of the Start Page, perform searches for students, teachers, groups, and how to use basic report printing functions. This course is a web version of the virtual session- OneSource Code 1443088.
HC_HISD Connect Overview-Webinar	1443088	Basic navigation and functions of the main menu, how to perform searches for individuals and groups, and how to use basic report printing functions. ** Identical to Course 1441044 HC_HISD Connect Overview**
HC_ Principal/Campus Leadership	1442119	This course is designed for campus principals and their leadership teams to become proficient in HISD Connect and to be able to navigate and utilize the data in the system to make data driven decisions for the students and staff at their campus. A brief overview of PowerTeacher Pro will also be shown.
HC_Online Principal/Campus Leadership	1443118	This online course is designed for campus principals and their leadership teams to become proficient in HISD Connect and to be able to navigate and utilize the data in the system to make data driven decisions for the students and staff at their campus.
HC_ Elementary PowerTeacher Pro	1441065	Elementary teachers will learn how to navigate and use features of the gradebook.
HC_Secondary PowerTeacher Pro	1441053	Secondary teachers will learn how to navigate and use features of the gradebook.