Opening of School Preparations Federal and State Compliance

Tuesday, August 15, 2023

Thursday, August 17, 2023

Wanda Thomas, Senior Manager
Irma Hasnain, Senior Manager

Introductions

Dr. Allison Matney, Executive Director, Assessment, Accountability, and Compliance

Isabel Hovey, Director, Data Science and Compliance

Wanda D. Thomas, Senior Manager FSC

Irma Hasnain, Senior Manager FSC

Agenda:

- 8:00-12:00 AM - Morning Session
- 12:00 PM – 1:00 PM - Lunch
- 1:00 PM – 4:30 PM Afternoon Session

FEDERAL AND STATE COMPLIANCE DEPARTMENT RESPONSIBILITIES

Data Monitoring and Problem Identification

- Monitor data related to funding eligibility, accreditation, and compliance to determine that appropriate documentation is being maintained and to identify discrepancies, errors, or omissions of data that impact these issues. Monitor specialized student-related reporting such as attendance, discipline, leavers, and dropouts, etc. to ensure compliance with all reporting specifications.

Data Quality

- Improve the quality of student data which impacts funding, accreditation and compliance through increased extensive, on-site campus monitoring. Interface with HISD departments to get input on required documentation for their area of responsibility and identify potential data problems in that area. Implement or initiate standard procedures to verify that student data meets all state requirements. Train and monitor school staff in this process.

SENIOR COMPLIANCE ANALYST

This team reviews manual / data for Discipline and PEIMS Leavers/Dropouts, collaborates with special populations departments to ensure data integrity, conducts training and assists the State Reporting Team by overseeing the campus data correction process.

Senior Compliance Analyst	Phone	Email
Rachel FrancoBetancourt	713-556-6756	rachel.francobetancourt@houstonisd.org
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Lisa Shannon	713-556-6766	Lshanno1@houstonisd.org
Latonya Smith	713-556-7657	lsmith3@houstonisd.org

Compliance Specialist - TBD

This team monitors official ADA attendance, reviews ADA and OFSDP attendance by 6-week period to ensure the data is accurate, maintains attendance accounting records, reconciles student membership and absences and monitors campus PEIMS data to ensure compliance with TEA requirements.

Email	Specialist	Email	Specialist

FSC DATA MANAGEMENT TEAM

This team reports the district data to the state, works with the Senior Analysts, Sr. Student Information Representatives, and departments to ensure that TSDS PEIMS data is accurate and that all data requests are fulfilled in an accurate and timely manner.

Name	Phone	Email
Irma Hasnain, Sr. Manager, State Report	713-556-6759	ihasnain@houstonisd.org
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Marina Tejada, Sr. Compliance Analyst	713-556-6768	mtejada@houstonisd.org
Gail Paschall, Sr. Compliance Analyst		
Sylvia Guerrero, Student Information and Reporting Analyst	713-556-6773	Sylvia.Guerrero@houstonisd.org

Objectives

- Participants will be provided with an overview of Opening School Day Procedures:
  - Enrollment
  - Membership
  - Attendance
  - TSDS Unique ID
  - Scheduling
  - Student Records
  - Special Populations
  - Health and Medical Information

DATA INTEGRITY

- Attendance clerks, data entry clerks and SIR's play an essential role in HISD's efforts to ensure that all data is timely, accurate and properly documented.

- In no case should paraprofessional personnel be responsible for determining students coding information for attendance, program placement or special services.

DATA INTEGRITY

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

DATA INTEGRITY

- Security Access

  - You must not give your passwords to others

  - You must always prevent unauthorized access from your computer when you are away from your desk

  - You must not accept the password from others

Taking and Recording Student Attendance

- It is your district's responsibility to ensure that the basis used to record and process attendance accounting data meets the standard set forth in the *Student Attendance Accounting Handbook*.

- District personnel must create the original documentation of attendance at the time of attendance. Original documentation may not be created after the fact. Original documentation that is not created at the time of attendance will not be accepted by agency auditors. **If auditors determine that original documentation was not created at the time of the attendance it is intended to support, the TEA will retain 100% of your district's FSP allotment for the inappropriately documented attendance for the school year(s) for which records have been requested.** The TEA will either assess an adjustment to subsequent allocations of state funds or require your district to refund the total amount of the adjustment when the audit is finalized.

- 19 TAC §129.21(f) and §129.1025

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

The Family Educational Rights and Privacy Act (FERPA)

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

The Family Educational Rights and Privacy Act (FERPA)

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

HISD DATA QUALITY
2023-2024 Guidelines and Resources

- Solution Center Site Page for HISD Connect (HISD Employee Portal)
- Project SIS News Line (via email)
- Academic Service Memos (HISD Employee Portal)
- Federal and State Compliance Website
- HISD Board Policy (HISD Website)
- HISD Guidelines (HISD SharePoint Site)
- TEA Student Attendance Accounting Handbook (TEA Website)
- TEAL (TEA Website)
- TWEDS (TSDS Web-Enabled Data Standards)

OPENING OF SCHOOL PREPARATIONS PACKET
District Calendar & Dates

- HISD Academic Calendar

- Important Dates

- Report Card/Progress Report Dates

- Grade Reporting Dates

- UIL Eligibility Dates

OPENING OF SCHOOL PREPARATIONS PACKET
Academic Memos & Project SIS News Line Emails

- Release of Students in PowerSchool SIS for Enrollment in Other Schools

- Membership Reporting for 2023-2024

- No Show Process

- Project Newsline - HISD Connect Start of School 2023-2024

OPENING OF SCHOOL PREPARATIONS PACKET DOCUMENTS

- ▸ Opening of Schools Agenda
- ▸ Academic Calendars and Important Dates
- ▸ Memos
- ▸ FSC Contact List, 2023-2024
- ▸ HISD SIS Access Request Form
- ▸ Membership Reporting in HISD Connect
- ▸ Request Access for Membership in HISD Connect
- ▸ HISD Student Attendance Accounting Handbook Information
- ▸ ADA Exemptions
- ▸ Attendance Codes in HISD Connect School
- ▸ Attendance Best Practices
- ▸ Helpful Opening of School Tips
- ▸ Important Enrollment Steps
- ▸ PK Funding Codes
- ▸ At-Risk Criteria

OPENING OF SCHOOL PREPARATIONS PACKET SAMPLE FORMS

- Age Formula Calculation Chart (FSC Website)
- First Day Membership Form
- ADA Attendance Change Form Elementary (FSC Website)
- ADA Attendance Change Form Secondary (FSC Website)
- Daily Attendance Change Form (FSC Website)
- Period Attendance Change Form (FSC Website)
- Attendance Corrected by the Classroom Teacher within 24-hours
- Teacher Grade Change Form (FSC Website)
- Formal Request to Repeat A Grade for 2022-2023 PK-3rd Grade Only
- Substitute Roster (HISD Connect)
- Student Demographic Change Form (FSC Website)
- Student Assistance Questionnaire (SRQ) (English & Spanish)
- HISD Safety Acknowledgment Form (English & Spanish)

OPENING OF SCHOOL PREPARATIONS PACKET

- **HISD Elementary & Secondary Schools**
    - **Alpha & Numerical Listings**
- **Resources**
    - Federal and State Compliance Website (https://www.houstonisd.org/Domain/8334)
    - Houston ISD School Guidelines located on the HISD SharePoint Site
    - Houston ISD Board Policy located at Houstonisd.org
    - Early Childhood (http://www.houstonisd.org/Domain/8053)
    - IT Security and Access Forms https://houstonisd.sharepoint.com/sites/DEPTS/InfoTech/SitePages/ITForms.aspx
    - SIS Training Website (https://connect.houstonisd.org/IT/SitePages/SIS%20Training.aspx)
    - Frequently Requested Forms (https://www.houstonisd.org/parentforms)
    - Discipline Forms (http://www.houstonisd.org/Page/61625)
    - Leaver Forms (http://www.houstonisd.org/Page/68125)
    - 2022-2023 Student Attendance Accounting Handbook located on the TEA Website https://tea.texas.gov/sites/default/files/saah2223-proposed.pdf
    - TEAL (https://tealprod.tea.state.tx.us/)

Federal and State Compliance
Task Prior to First Day
First and Second Day Procedures

Rachel FrancoBetancourt, Senior Compliance Analyst

Tasks Prior to First Day of School

- Post rosters throughout campus for parents to review.
- Review the updated Membership Reporting procedures and the school district calendars.
- Distribute Class Rosters to teachers with written instructions on how to document "no show" students.
- Generate a list of students with no homeroom number (if applicable) or schedule and verify status.
- Verify that ADA time is posted in your school.

Obtain Access to:

- HISD Connect (SIS Security form)
- Membership in HISD Connect
- TSDS Unique ID (TEAL)
- TREx (TEAL)

Tips to Ensure Successful First Day Counts

- For first day counts to be successful, there will need to be staff members available to assist in all areas that include registration, withdrawing, schedule data entry, and assisting students to their classrooms/locations.
- Establish a system to hand out student schedules.
  - Some campuses choose to print their first day schedules on colored paper. This will help with identifying your no-show students.
- **Make sure no one is printing extra student schedules for any reason.**
  - If a student loses their schedule and there must be a re-print, have a system in place to ensure the original was picked up and print a replacement copy for the student.

Steps to Ensure Successful First Day Counts

Step 1 – FREEZE ALL ACTIVITY

No student should be in transition during this period. All students MUST be with a teacher, administrator, or other staff member during the enrollment verification process.

Every teacher with a Classroom Roster will follow specific steps for validating his/her roster which includes adding new students to the bottom of their roster and marking a line through those students that are not physically present in the classroom (example included in packet).

Any administrator or staff member who is supervising students will use the 1st Day Students Pending Schedule Form. Staff must enter student's names, ID numbers, and grade level, once completed, return to the attendance/registrar's office (whichever is applicable to your campus). This includes students in the cafeteria, library, dean's/counselor's office, etc. or any student waiting to receive a schedule.

Steps to Ensure Successful First Day Counts

Step 2 – **ACCOUNT FOR ALL STUDENTS**

- Have staff members collect all forms from the classrooms, these staff members will also do a headcount to double check on the teachers count to ensure the count is accurate. The staff verifying must also sign that the number of students physically sitting in class matches what the teacher has recorded. **Counts must be recorded by grade level.(see p.28 for from to use for count)**
- **There is to be no attendance taken in HISD Connect on the 1ˢᵗ day of school and no tardies.**
- New students who arrive before ADA with a new schedule must be written on the bottom of the roster.
- Students' names on the roster, but not in class, should have one line drawn through their name and NS for "No Show" marked beside it.
- All rosters and lists will be tallied by grade level and given to the SIR/Registrar. The SIR/Registrar will have Campus Principal/PEIMS Coordinator verify and sign First Day Count Tally Sheet.

Steps to Ensure Successful First Day Counts

Step 3 – RECONCILE THE COUNTS

- All Classroom Rosters and 1st Day Students Pending Schedule Roster/Form must be sent to the SIR/Registrar.

- SIR/Registrar will delete the schedule NS **(No Show) students in HISD Connect by Close of Business on the First Day of School.** The entry date must match the exit date.

- The number of enrolled students plus all newly enrolled students (unscheduled) minus the No show students should equal the physical count

No Show Procedures for the Classroom Teacher

ALL STUDENTS NOT PHYSICALLY PRESENT ON THE FIRST DAY OF SCHOOL MUST BE MARKED AS A NO SHOW

1. Use the Classroom Roster provided by the attendance office to take attendance at the designated time. On the first day of school no student is considered absent. **Absences Do Not start until a student has attended school at least one day.**

2. On the roster mark one single line through the name of any student on the list who is not in the classroom at official attendance time and mark **NS** to the right of the student's name. **Example:** ~~John Doe~~ **- NS**

3. Add the names of any students present in your classroom at official attendance time whose names are not on the roster, but whom you accepted into class with documentation from the office.

4. Record the total number of students present and sign and date the roster in blue or black ink (NO PENCIL).

5. Do not "trade" students with another teacher without the knowledge of the principal or principal's designee, who in turn, gives the information to the attendance clerk.

NO STUDENT SHOULD BE MARKED ABSENT ON THE FIRST DAY OF SCHOOL

No Show Procedures for the Attendance Office

ALL STUDENTS NOT PHYSICALLLY PRESENT ON THE FIRST DAY OF SCHOOL MUST BE MARKED AS A "NS" NO SHOW

- SIRs/Attendance Clerks will run attendance rosters and distribute to teachers with written instructions on how to document student attendance on the first day.

- **No-Show** status should be used only after school starts. Do not use NS before the first day of school you will use "L" LEFT.

- The official **No-Show** date for all schools is 8/28/2023 and should only be entered for students who are enrolled, but not in attendance on the first day of school.

- Unclaimed schedules must be retrieved and posted as No-Shows (Secondary Only). Compare this schedule to the teacher roster to verify the student is listed as NS. If not, you must verify with teacher if student is present and on campus.

- Verify that all teachers have drawn a line across the name of any student on the list who is not present in the classroom at the official attendance time (ADA) and placed **NS** next to the student's name.
  Example: ~~John Doe~~ – NS

- Verify that any student sent to the teacher's classroom with an admission slip or schedule from the office was add with name and ID number.

- Verify that the teacher has counted the number of students present in the classroom, recorded the total number of students and has signed and dated. If not return for teacher count and signature.

- All No-Shows must be posted by the end of the 1st Day.

NO STUDENT SHOULD BE MARKED ABSENT ON THE FIRST DAY OF SCHOOL IN HISD CONNECT

1st Day Counts Signature Form

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1ST DAY COUNTS						
ADA Teacher	Grade Level	Total Membership Count		ADA Teacher	Grade Level	Total Membership Count

Grade Level	Grade Level Counts

Number of Students Enrolled on SIS	
Unscheduled Students	
Total Present	
Total 1st Count	

SIR/Attendance Clerk: _____

Campus Principal/PEIMS Coordinator: _____

Campus: _____

Date: _____

Second Day Procedures

1. Teachers begin taking attendance in HISD Connect on Day 2.
2. Log into HISD Connect to Report Manual Membership Figures by 10:30 am.

Reminder:

- If a student who was marked on the 1st day as a "No Show" reports on the 2nd day or thereafter,
- Elementary Schools the No Show will remain, and a new enrollment line must be created for the new enrollment date.
- Secondary campuses must reconcile all No-Show status for grades 7 – 12 and create a new enrollment line with the new enrollment date.

Second Day Procedures for Teachers

On the second day of school and any day thereafter, a student entering a teacher's classroom must have documentation from the office (ex. Admit slip or class schedule). Verify that the student's name is in HISD Connect the day the student enters class and, if not, notify the attendance clerk by e-mail.

- Take attendance at the official ADA time.

- Submit attendance in HISD Connect each day no later than 20 minutes after ADA time.

- Notify the attendance clerk in writing by using the Attendance Correction Form found on the FSC website or by e-mail of any absence corrections needed. Include student's full legal name, local ID number and grade level in email.

Attendance needs to be submitted, even if a class has 100 percent attendance.

Manual Official Attendance Documents

All manual official attendance documents **(Absentee Slips)** must meet these conditions:

- This applies when a teacher cannot log into HISD Connect or there is a substitute in the teacher's classroom.
- Always use blue or black ink (never record manual entries in pencil, never 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);if two last names must use both.
- Always use the correct student ID number;
- Teacher or Substitute Teacher's Signature must be in blue or black ink.
- If errors are made on any official attendance document, strike one line through the error, enter corrections nearby, and initial in blue or black ink.

Membership Reporting Beginning 8-28-2023

▸ Beginning the week of 8/28/2023 authorized staff will log into HISD CONNECT and enter enrollment count by 10:30 am for elementary and secondary campuses.

▸ Click on Membership under Functions in HISD Connect to access the system.

▸ Please refer to the ASM to Principals about Membership Figures for the School Year 2023-2024 for all dates on membership reporting.

  ◦ A primary and an alternate user should be designated by the principal for inputting data. The users must have the Attendance Role in HISD Connect.

MEMBERSHIP REPORTING FOR 2023-2024

MEMBERSHIP REPORTING FOR 2023-2024

Membership figures should be shown by grade level (EE through 12). 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. After the first day of school, membership includes all students who have enrolled and attended at least one day during the current school year and who have not withdrawn. Students who enrolled but have not attended at least one day should not be included in the membership count.

WEEK	MONTH	CALENDAR DAY	INSTR DAY	WEEK	MONTH	CALENDAR DAY	INSTR DAY
First week:	August	28	1	**Fourth week:**	September	18	15
	August	29	2		September	19	16
	August	30	3		September	20	17
	August	31	4		September	21	18
	September	1	5		September	22	19
Second week:				**Fifth week:**	September	29	23
	September	4 NO CLASSES	LABOR DAY				
	September	5	6	**Sixth week:**	October	6	28
	September	6	7				
	September	7	8	**Seventh week:**	October	13	33
	September	8	9				
				Eighth week:	October	20	38
Third week:	September	10					
	September	11	10				
	September	12	11	Snapshot	October	27	43
	September	13	12				
	September	14	13				
	September	15	14				

SPECIAL MEMBERSHIP REPORTING DATE:		OCTOBER 27, 2023 PEIMS SNAPSHOT					
Friday	November	17	57	Thursday	March	22	123
Friday	December	22	77	Friday	April	26	145
Friday	January	26	90	Wednesday	June	5	172
Friday	February	23	108				

First Day Membership Form

Enter Principal's Name _____   Date: _____
Enter Campus Name _____   School ID: _____

FIRST DAY MEMBERSHIP

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

_____
SCHOOL CONTACT NAME

Please return these figures to your assigned Federal and State contact by Wednesday, September 6, 2023.

End of Year Documentation

The manual ADA records listed below are required for TEA auditing purposes for the school year 2022-2023. Storage boxes may be ordered from the Central Warehouse or Office Depot. Heavy Duty Storage Boxes must be used. Labels are provided by FSC for the boxes.

Please follow the directions on preparing and packaging the records so that they can be quickly retrieved from the HISD storage facility when audited.

- The following documents are to be placed in LETTER size re-sealable envelopes or bundled with sentence strips, labeled by cycle, with campus number, school name, school year and document name:

- Any documentation submitted to the Attendance Office for input into HISD Connect for the ADA period, i.e., Absentee Reports (Manual Class Rosters from Teachers), Substitute Rosters – Signed and Dated in Ink, e-mails (any email a teacher sent to enter or correct attendance for students.

- ADA attendance change forms which have been posted in HISD Connect with documentation attached (signed and dated in ink)

- Education Organization Calendar Verification Report from HISD Connect

- Membership Transaction Log – Cycles 1 through 6

- Student Entry/Exit Summary Report

- Original Copies of Six Weeks Verification Reports and Signature Pages

- Original Copies of Student Enrollment/Membership Reconciliation

Address Validation

Isabel Hovey, Director of Data Science and Compliance

Introduction

HISD Connect Student Information System (SIS) requires the submission of an address validation request per student, regardless of the known problem address.
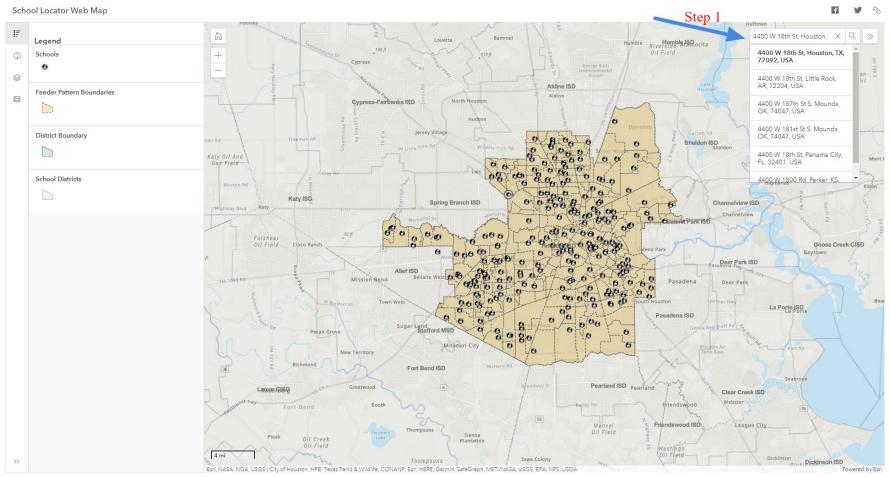
An address validation in HISD Connect will not permit enrollment at a school other than the zoned campus without a valid address exception.
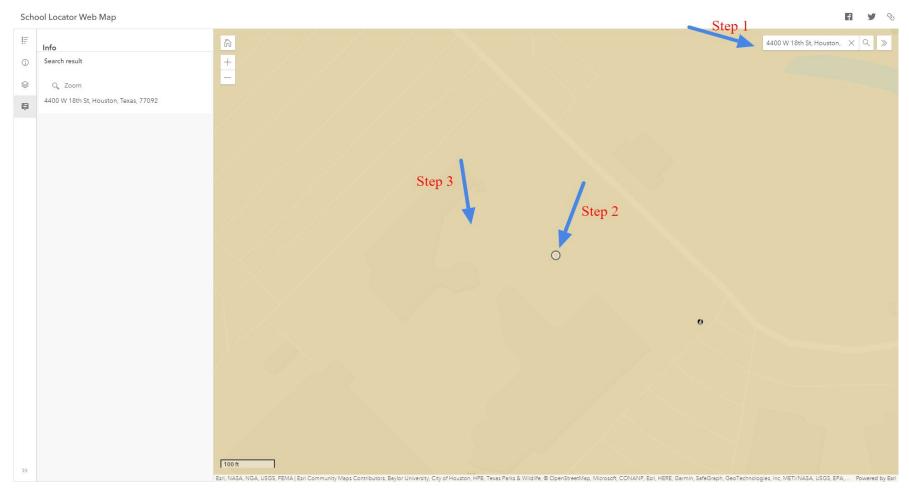
For any address validation issues please submit a ticket to SIS via servicedesk@houstonisd.org with the student name, ID and complete address and any additional, pertinent information.

Tips for finding a Zoned School (before you start with enrollment)

- School Locator Web Map can be used by the public or school staff to search for addresses to find the zoned schools.

- This application serves as an alternative platform for finding addresses. It provides a user-friendly and interactive interface for searching for addresses and finding schools zoned to them.

- This map is maintained by the GIS Analyst in the Department of Assessment, Accountability, and Compliance.

- The screenshots in the following slides provide steps to follow for using the web app.

•Navigate to the School locator web map and search for addresses using the search bar and click the search icon

•A point representing the address searched shows up on the map (step 2). Next, click the brown-colored polygon surrounding the point (step 3).

What is address validation?
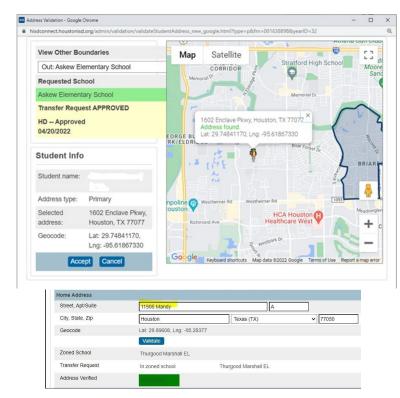
Address Validation is the process by which a primary address is authenticated. It is determined that the address information is valid, accurate and, identified within the boundaries defined by the PowerSchool administrator for schools.

If the address meets the criteria for this verification, the street, city, state, zip code and geocode will be updated on the student record. The record will become active when the address is validated.
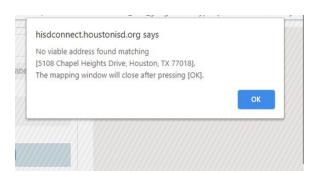
Address Validation in HISD Connect

- The green highlight in "Address Verified" field means the address has been successfully updated with the verification date reflected.

- **NOTE: The request form will only fix the "Address Verified" field on the student's Demographics page. If the student has a transfer request, that needs to be approved by the Office of School Choice for the student to enroll in the requested school.**
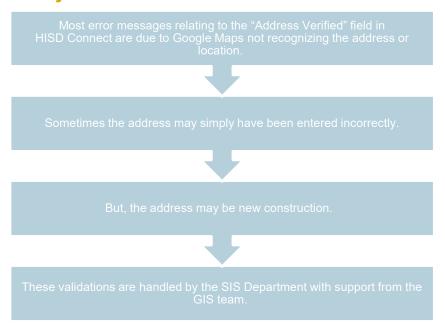
Occasionally, you may encounter a pop-up screen indicating that the address is not viable.

hisdconnect.houstonisd.org says

No viable address found matching
[5108 Chapel Heights Drive, Houston, TX 77018].
The mapping window will close after pressing [OK].

OK

What are the reasons that an address may NOT be verified in PowerSchool SIS?

Most error messages relating to the "Address Verified" field in HISD Connect are due to Google Maps not recognizing the address or location.

Sometimes the address may simply have been entered incorrectly.

But, the address may be new construction.

These validations are handled by the SIS Department with support from the GIS team.

What about transfer exceptions?

If the address is not zoned to the campus, PowerSchool requires a transfer exception, which must be issued by the Office of School Choice.

If applicable, select the correct exception reason and submit the request to the Student Transfer department. When the transfer is approved, the student record will become active.

For any address validation issues please submit a ticket to SIS via <u>servicedesk@houstonisd.org</u>.

The GIS Analyst and SIS IT team will work together to assist with next steps.

Federal and State Compliance
Elementary & Secondary Data Information

Dachundralyn Palmer,
Senior Compliance Analyst

PEIMS

▶ Important Fall Dates

- Close of school-start window – September 29, 2023

What is the "School Start Window"?

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

PEIMS

▶ Important Fall Dates - Continued

- PEIMS Leaver Training

- Fall and Summer PEIMS Training

- PEIMS Discipline Training

     See training schedule included

- Snapshot Date – Last Friday in October – October 27, 2023

ENROLLMENT

- Verification of Address – use the School Locator Web Map
- Birth Certificate (preferred but not required) or proof of identity
  - statement of the child's date of birth issued for school admission purposes by the division of the Texas Department of State Health Services responsible for vital statistics
- Driver's license
- Passport
- School ID card, records, or report card
- Military ID
- Hospital birth record
- Adoption records
- Church baptismal record
- Any other legal document that establishes identity
- Immunizations
  - 30-day provisional enrollment for student transferring from another district; or
  - Student with 1st series completing next required doses as rapidly as is medically feasible

ENROLLMENT

- A student who is homeless as defined by the McKinney-Vento Homeless Education Act shall be admitted into HISD

- Student Residency Questionnaire (homeless) Foster Care Required Info

- Home Language Survey

ENROLLMENT

- Verify if student has local ID number in HISD Connect

- Access TSDS Unique ID to check to see if the student is listed in the Unique ID Database and to make sure the correct Unique ID number is used.
  - Essential when enrolling student from <u>out of district</u>
  - Helps avoid TSDS Unique ID discrepancies

Online Enrollment Verification Steps

Below you will find a listing of high-level summary verification steps that will be required in efforts to ensure we are delivering accurate student information.

There will be manual processes incorporated at each step of the online approval

Pending Approval
Approval
Pending Delivery
Polish
Delivery
Verification Reports (PowerSchool)

ENROLLMENT

‣ Opening of School Reminders

- Thorough District Search in HISD Connect and TSDS Unique ID

- ADA Eligibility Code

– Please ensure that Kinder students are changed from an ADA eligibility code 2 to 1

- Transfer Exception Reason

- Students Released by FSC through FSC@houstonisd.org from 8/14/2023 until 08/28/2023

On Time Grad & REAL Academy

Courses
Bell Schedule
Attendance

**Lisa Shannon,
Senior Compliance Analyst**

High School Students Enrolling in the On Time Grad (OTG) and the REAL Academy Programs

- Campuses must add the courses for these programs in the Master Schedule
  - On Time Grad Course – GRAD LAB MA
  - REAL Academy Course – GRAD LAB DRM
- Bell Schedule must include:
  - 1M for GRAD LAB MA
  - 1R for REAL Academy

Sample Bell Schedule including Bell Schedule for OTG and REAL Academy

Period	Start Time	End Time	Durat...
P1	08:30 AM	10:10 AM	100
1R	09:00 AM	02:30 PM	330
1M	09:30 AM	04:00 PM	390
P2	10:15 AM	12:40 PM	145
P3	12:45 PM	02:25 PM	100
P4	02:30 PM	04:10 PM	100

1R – REAL Academy

1M – On Time GRAD

Attendance

- OTG and the REAL Academy staff must keep accurate attendance records and submit the attendance weekly to the home campuses.

- The home campus Registrar and Counselors must keep a record of students enrolled in these programs for proper TSDS PEIMS reporting.

Attendance and Membership Updates

**Lisa Shannon,
Senior Compliance Analyst**

Membership Reconciliation

Student membership from the teacher's roster is to be reconciled to the attendance accounting records at the end of the first and fourth six-week reporting periods.

- The reconciliation is to verify that all students are reported on attendance records and that "no show" students have been purged from the attendance accounting system.
- District personnel has developed a form to be used at the end of the first and fourth six-week reporting periods to show the total number of students in membership in each teacher's class during the official attendance period (See Appendix).
- The total number of students in membership is to be reconciled to the total number of students listed in attendance accounting records. The designated campus personnel and his or her supervisor must certify this document with their signatures.
- If your district uses a paperless attendance accounting system, the electronic equivalent of a signature page (for example, a feature that allows certifiers to indicate their certification of data electronically) is acceptable in lieu of a paper signature page.
- The reconciliation does not need to be conducted on the last day of the six-week reporting period. However, it should be conducted no later than the final week of the six-week period. The reconciliation should be for the official attendance period (usually second period).

SIX WEEKS DATA VERIFICATION

Lisa Shannon

Senior Compliance Analyst

Six Weeks Data Verification

Campuses and Departments will be required to reconcile their data at the close of each six weeks cycle:

- At the end of each 6-weeks cycle, campuses will be given a 5-day window to correct or enter any data elements.

- Campus Designee will work with their non-instructional team to ensure the reconciliation process is complete.

- Campus Principal /Designee will sign-off on Campus Acknowledgement Signature Page

Six Weeks Data Verification

All Six Weeks Data Verification reports listed on the Acknowledgment form must be printed each 6-week reporting period and reviewed by the Principal or designee for reasonableness and accuracy. The Principal or Designee should do the following

- Scrutinize regular attendance totals and special program attendance totals based on approximate membership,

- Investigate all data totals that have exceptionally high value or a value of zero, and

- Compare current-year totals to prior year totals to detect unreasonable differences

- All Six Weeks Data Verification reports must be submitted with the End of Year Manual Documentation Box

Data Verification Timelines

Cycle	Attendance Cycle Dates	Data Reconciliation/ Campus Summary Reports	Six Weeks Verification Reports & Acknowledgment Form Due to FSC
1	Aug 28 - Oct 02	Oct 03 – Oct 09	October 13, 2023
2	Oct 03 - Nov 10	Nov 13 – Nov 17	December 01, 2023
3	Nov 13 - Dec 22	Jan 09 – Jan 12	January 19, 2024
4	Jan 09 - Feb 23	Feb 26 – Mar 01	March 08, 2024
5	Feb 26 - Apr 19	Apr 22 – Apr 26	May 03, 2024
6	Apr 22 - Jun 05	Jun 06 – Jun 12	June 14, 2024

Federal and State Compliance Monitoring Information

Discipline
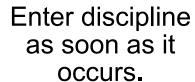
**Latonya Smith,
Senior Compliance Analyst**

Campus Behavior Coordinator

- Under the requirements of Senate Bill 107, 84th legislature, TEC 37.0012, each campus must have a staff person designated as the Campus Behavior Coordinator. The person designated may be the principal of the campus or any other campus administrator selected by the principal.

- The campus behavior coordinator is primarily responsible for maintaining student discipline and the implementation of this subchapter.

- The campus behavior coordinator is required to promptly notify a student's parent or guardian if the student is placed into in-school or out-of-school suspension, placed in a disciplinary alternative education program, expelled, or placed in a juvenile justice alternative education program or is taken into custody by a law enforcement officer. A campus behavior coordinator must comply with this subsection by:
  (1) promptly contacting the parent or guardian by telephone or in person; and
  (2) making a good faith effort to provide written notice of the disciplinary action to the student, on the day the action is taken, for delivery to the student's parent or guardian.

- If a parent or guardian entitled to notice of a student's disciplinary removal has not been reached by telephone or in person by 5 p.m. of the first business day after the day the disciplinary action is taken, the campus behavior coordinator must mail written notice of the disciplinary action to the parent or guardian at the parent's or guardian's last known address. If a Campus Behavior Coordinator is unable or not available to promptly provide the required notice to a parent or guardian of a student, the principal or other designee shall provide the notice.

Enter discipline from the **First Day of School through the Last Day of School.**

Enter discipline as soon as it occurs**.**

PEIMS Coding

In no case should paraprofessional personnel be responsible for determining students coding

Discipline Referral/Change Form

Latonya Smith

Discipline Change Form

- Update information according to Admin.

- Attach form to referral

- Do not use correction tape or fluid

Federal and State Compliance

DISCIPLINE CHANGE FORM

Campus Name:_____

DATE:_____

INCIDENT NUMBER: _____ INCIDENT DATE:_____

STUDENT NAME:_____ STUDENT ID# _____

GRADE LEVEL:_____

REASON CODE CHANGE:

FROM PEIMS REASON OFFENSE CODE:_____

TO PEIMS REASON OFFENSE CODE: _____

REASON FOR CODE CHANGE:_____
_____

ACTION CODE CHANGE:

FROM PEIMS ACTION CONSEQUENCE CODE: _____

TO PEIMS ACTION CONSEQUENCE CODE: _____

REASON FOR CODE CHANGE:_____
_____

_____   _____
SCHOOL PERSONNEL SIGNATURE   DATE

_____   _____
ADMINISTRATOR SIGNATURE   DATE

Please attach form to student's discipline referral and keep both forms in student's discipline folder.

Discipline Referral Form
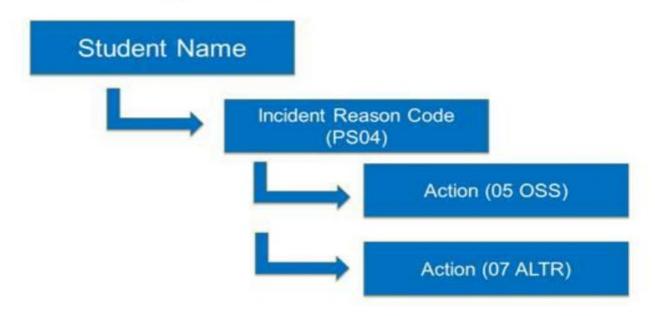
- Student Demographic Information

- Reason for referral

- Incident Date – Date incident occurred

- HISD Connect Incident number

- PEIMS Reason / Action Coding

- Days/Dates assigned

- Administrator's signature

- Blue/black Ink ONLY

- No signature stamps

Discipline Incident Setup

NAME + INCIDENT + ACTIONS

Entering discipline in HISD Connect

TEA Information

Latonya Smith

DAYS OF SUSPENSIONS

- **OUT OF SCHOOL SUSPENSION DAYS**
  – Must not exceed 3 days

- **IN-SCHOOL SUSPENSION DAYS**
  – Must not exceed 5 days

DO NOT USE CODING

Do not use the following **REASON** codes for discipline:

- **21** – use the **subcategories** ex: **KN21, AS21, DF21, TU21**, etc.

- **04** – use **subcategories**
  - ➢ Possession = **PS04**
  - ➢ Influence = **IN04**
  - ➢ Distribution = **DI04**

- **05** – use **subcategories** ex:
  - ➢ Possession = **PS05**
  - ➢ Influence = **IN05**
  - ➢ Distribution = **DI05**

HB 674 SUSPENSION OF STUDENTS ENROLLED IN A GRADE LEVEL BELOW 3

- A student who is enrolled in a grade level below grade 3 may not be placed in out-of-school suspension unless while on school property or while attending a school-sponsored or school-related activity on or off of school property, the student engages in:

- Conduct that contains the elements of an offense related to weapons under Penal Code 46.02 or 46.05;

- Conduct that contains the elements of a violent offense related under Penal Code 22.01, 22.011, 22.02, 22.021; or

- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of:

  – Marihuana or a controlled substance, as defined by Health and Safety Code Chapter 481, or by 21 U.S.C. Section 801 et seq.;

  – A dangerous drug, as defined by Health and Safety Code Chapter 483; or

  – An alcoholic beverage, as defined by Alcoholic Beverage Code 1.04.

HB 692 SUSPENSIONS FOR STUDENTS WHO ARE HOMELESS

If this student's HOMELESS-STATUS-CODE is not "0", and DISCIPLINARY-ACTION-CODE is "05" or "25", then DISCIPLINARY-ACTION-REASON-CODE should be "04", "05", "11", "12", "13", "14", "27", "28", "29", "30", "31", or "32"

04 - Possessed, Sold, Used, Or Was Under The Influence Of Marihuana

05 - Possessed, Sold, Used, Or Was Under The Influence Of An Alcoholic

11 – Brought a Firearm to School

12 – Unlawful Carrying of a Location-Restricted Knife (Location-Restricted Knife - blade longer than 5.5 inches)

13 – Unlawful Carrying of a Club

14 –Conduct Containing the Elements of an Offense Relating to Prohibited Weapons

27 - Assault Against a school district employee or volunteer

28 – Assault Against someone other than a school district employee or volunteer

29- Aggravated Assault Against a school district employee or volunteer

30 – Aggravated Assault Against someone other than a school district employee or volunteer

31 – Sexual Assault Or Aggravated Sexual Assault Against a school district employee or volunteer

32 - Sexual Assault Or Aggravated Sexual Assault Against someone other than a school district employee or volunteer

NEW 2023-2024

HB 3 – TREx Discipline

HB 3 amends TEC §25.002(a) to include in the documents required to be transferred when a student moves from one school to a new school a copy of the child's disciplinary record and any threat assessment involving the child's behavior under §37.115.

TEA will provide a method of transferring discipline and threat assessment information from one LEA to a new LEA at the time of a student's transfer. This will include historical discipline information, but TEA is pending decisions on which historical records to include.

Compliance Reviews

Latonya Smith

Compliance Reviews

The Compliance Monitoring team conducts the following review:

Discipline Records *(folders with PEIMS mandatory placement events)*

Resources on the FSC website:

PEIMS Appendix E

Code of Student Conduct

Discipline Review Preparation Guide

Discipline Action Codes Consequence Chart

Student Discipline Reason Code

DAEP/JJAEP Forms and Documents

HISD Discipline Referral Template

Discipline Change Form

Parent Notification Letters

Discipline Folders – Required Documents

1. **Discipline Referral**

    - **REQUIRED for Every Student that is REMOVED from his/her instructional setting.**

    - **All referral forms must include:** student demographic information, description of incident, HISD Connect incident number, PEIMS Reason and Action codes, days and dates assigned for consequences, campus of accountability, campus of assignment, police incident number (if applicable to offense), and administrator's signature and date (ink only).

        AND

2. **Supporting documentation as outlined below:**

In-School Suspension (ISS)	• **Parent Notification Letter -** signed and dated by an administrator. *(See letters on the Federal and State Compliance website.)*
Out of School Suspension (OSS)	• **Parent Notification Letter -** signed and dated by an administrator. *(See letters on the Federal and State Compliance website.)*
District Alternative Education Program (DAEP)	• **DAEP Parent Notification Letter.** *(See letters on Student Discipline website.)* • **Copy of Online DAEP Referral Application.** • **Copy of approval/rejection email from the DAEP administrator.**
Juvenile Justice Alternative Education Program (JJAEP)	• **JJAEP Parent Notification Letter(s).** *(See letters on Student Discipline website.)* • **Copy of Online JJAEP Referral Application.**

DAEP Folder Content – Required Documents

- ## Referral Form
  - ❑ Student demographics, reason for referral, incident date, incident number, PEIMS reason, PEIMS action , date action assigned, days assigned, administrator signature and date. Blue/black ink ONLY

- ## Parent Notification Letter
  - ❑ **In-School Suspension** - parent name, student name, dates/days according to suspension, level of misconduct, administrator signature and date.
  - ❑ **Out of School Suspension** - parent name, student name, dates/days according to suspension, level of misconduct, administrator signature and date.

- ## Notice of DAEP Assignment
  - ❑ Parent letter notifying parent of placement.

- ## DAEP Online Form
  - ❑ Must be obtained from administrator entering in DAEP Online module.

- ## DAEP Approval/rejection email
  - ❑ Email must be obtained from administrator.

- ## Blue/black ink – ONLY

JJAEP Folder Content – Required Documents

- ## Referral Form
  - ❑ Student demographics, reason for referral, incident date, incident number, PEIMS reason, PEIMS action , date action assigned, days assigned, administrator signature and date. Blue/black ink ONLY

- ## Parent Notification Letter
  - ❑ In-School Suspension - parent name, student name, dates/days according to suspension, level of misconduct, administrator signature and date.
  - ❑ Out of School Suspension - parent name, student name, dates/days according to suspension, level of misconduct, administrator signature and date.

- ## JJAEP Expulsion Letter
  - ❑ Parent letter notifying parent of placement.

- ## JJAEP Email - approval/rejection
  - ❑ Email must be obtained from administrator.

- ## Special Education Scholar
  - ❑ MDR's findings and signature page

- ## Student Victims
  - ❑ Copy of letter must be on file with appropriate signatures. Separate folder.

Discipline Reports

Latonya Smith

Incident Management Discipline Interchange Validation Report

School Inc ID	Local ID TX Inc ID	Unique ID Inc Date	Student Inc Title	Loc	Behav	Action	Action Begin	Action End	Dur Code	Dur Assign	Dur Actual	Campus of Assignment
2	348608	2237917434	Jones, Hayden Michael									
18031	014072	03/23/21	Terroristic threat	04	26	07	03/24/21	05/27/21	99	45	0	402
	44425-0021		If Actual Duration is 0, Action Code must be 27 or 28									
2	682845	6285754225	McKnight, Amontae Shamar									
18031	014072	03/23/21	Terroristic threat	04	26	07	03/24/21	05/27/21	99	45	0	402
	44425-0021		If Actual Duration is 0, Action Code must be 27 or 28									
2	311787	5245349337	Mercadel, Alden Jamal									
18273	014312	04/08/21	Possession of a Prohibited Weapon/Terroristic Threat	01	11	02	04/19/21	04/15/22	99	180	0	320
	44425-0021		If Actual Duration is 0, Action Code must be 27 or 28									
373	513913	4681445118	Lopez, Jonathan Emmanuel									

Incident Management Verification Report

Behavior	Behavior	Behavior	Behavior	Action	Action Sta	Action Col	Action Sta	Action Be	Action En	Assigned	Actual Dur	Duration	Campus O	Campus O	Test Offer	Test Beha	Test Prima	Test Beha	Test Locat	Test Actio	Test Actio	Test Actio	Test Actio	Test Assig	Test Actua	Test Durat
CLRB - Derogatory/abusive lang			0	ASCO - Adm Stu or Parent Conf				0	########	########	1	1	0			Pass	Pass	Pass	Missing/Ir	Pass	Pass	Missing/Ir	Pass	Pass	Pass	Pass	Pass
IN21 - Sus	21		1	06 - In-Sch	6			1	########	########	2	2	0			Pass	Pass	Missing	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
IN21 - Sus	21		1	05 - Out of	5			1	########	########	3	3	0			Pass	Pass	Missing	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
				07 - Placer	7			1	########	########	45	45	0			Pass	Missing	Missing	Missing/Ir	Pass	Pass	Pass	Pass	Invalid	Pass	Pass	Pass
																Pass	Missing	Missing	Missing/Ir	Pass	Missing	Missing/Ir	Missing	Invalid	Missing/Ir	Missing/Ir	Missing/Ir
TU21 - Mis	21		1	05 - Out of	5			1	9/9/2020	########	3	3	0			Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
09 - Off Ca	9		1	07 - Placer	7			1	########	########	45	45	0			Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
09 - Off Ca	9		1	05 - Out of	5			1	########	########	3	3	0			Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
09 - Off Ca	9		1	06 - In-Sch	6			1	########	########	5	5	0			Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
LV21 - Lea	21		1	06 - In-Sch	6			1	########	########	3	3	0			Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
PS04 - Pos	4		1	05 - Out of	5			1	########	########	3	3	0			Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Student Incident Profile Report

Student Incident Profile Report

Middle School   Incidents From: 8/22/2022 To: 11/14/2022   Date: 11/14/2022 13:39:05 CST

Student #	Student Name	Grade Lvl	Homeroom	IsHispanic	Race	Gender	Incident Count
		7	23	N	3	M	1

Incident #	Date	Title	Type	Role	Location
84334	08/26/2022		Discipline^	Offender	01 - On Campus (01)^

Description

Domonike grabbed another student around the neck and shoved him against the wall causing him to hit his head.

Behavior: SC21 - Inappropriate physical contact (student)

Action: 05 - Out of School Suspension^   From: 08/29/2022   To: 08/29/2022   Days: 1   Duration: 1

Level Data Validation Tool

Latonya Smith

Level Data Validation
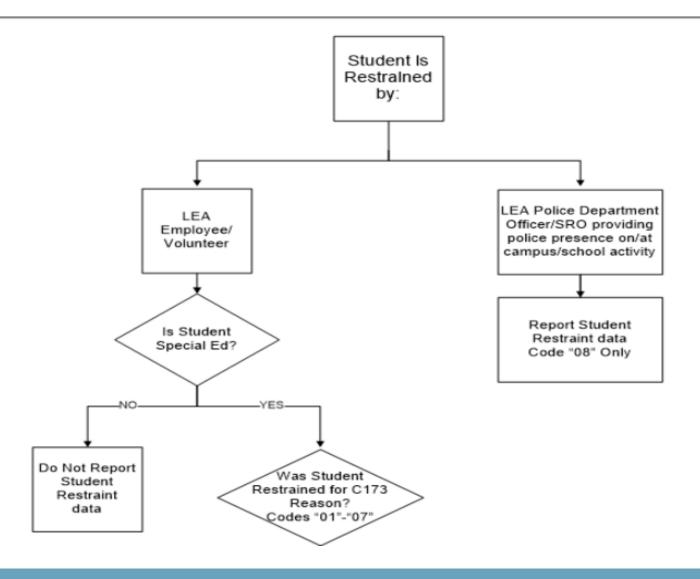
Demographics	Enrollment	Incident Management

Misplaced Action

Missing Incident Action

Missing Incident Behavior

Missing Offender

Restraints

Latonya Smith

STUDENT RESTRAINT REPORTING FLOWCHART

Student Is Restrained by:

- LEA Employee/ Volunteer
  - Is Student Special Ed?
    - NO → Do Not Report Student Restraint data
    - YES → Was Student Restrained for C173 Reason? Codes "01"-"07"
- LEA Police Department Officer/SRO providing police presence on/at campus/school activity
  - Report Student Restraint data Code "08" Only

Federal and State Compliance Monitoring Information – Leavers

Cynthia Morales-Santiago, Senior Compliance Analyst

Leavers Information

Coding

Leaver coding is assigned by the <u>campus principal or administrative designee</u>. Campus clerks and/or SIRs do not assign leaver codes.

Close of the School Start Window

- **September 29, 2023** – The "School Start Window" is from the first day of school through the last Friday of September. It has been designated by TEA as the timeframe we are allowed to account for all students in grades 7-12 who attended Houston ISD last school year and may or may not have returned this school year. Students who did not leave the Texas Education System and did not enroll in another Texas Public School District must be reported as dropouts if they are not located and enrolled before the last day of the "School Start Window".

PEIMS Leaver Training

- TBA

Fall PEIMS Submission Timeline

- **Fall PEIMS First Submission Deadline, December 7, 2023 (Campus data entry deadline will be a few weeks prior to this date)**
- **Fall PEIMS Resubmission Deadline (no leaver code changes can be made after the Fall PEIMS Resubmission deadline), January 18, 2024 (Campus data entry deadline will be a few weeks prior to this date)**

Leaver Folders– Required Documents

Districts must document the withdrawal of students and maintain on file the appropriate paperwork associated with student withdrawals.

FSC conducts leaver reviews each fall. Every student leaver folder – including folders for students who leave during the summer – **must have the leaver documentation**. Each student leaver must have an individual folder.

1. **District-Approved Leaver Form(s)**
   - **Exit Information/Leaver Code Assignment Form** (Revised in 2021-2022)
   - **Leaver Code Change Form** (Revised in 2021-2022)
   - **Home School Questionnaire**
   - **Oral Statement Form**
   - **CPS/L66 Form**

2. **Supporting Documentation**
   - Authentic documentation for the assigned leaver code.
   - Sufficient documentation per TWEDS-Enabled Data Standards.

Leaver Documentation – General Guidelines

Signatures on Documentation

- **Documentation must be signed and dated by an authorized representative of the district.**
- **Forms must be completed in BLUE/BLACK ink** with all required information **AND** signed by the administrator in charge of leavers or the campus principal. **NO COPIES OF SIGNATURES OR SIGNATURE STAMPS.**
- **An original signature is not required on withdrawal forms received in the district by fax.** Withdrawal forms received by e-mail **DO NOT** need to be signed by the parent/guardian or qualified student.
- Written documentation of oral statements made in person or by telephone by the parent/guardian or qualified student is **acceptable in SOME situations** if it is signed and dated by the district representative.

Evaluation of Documentation

- **Merits of leaver documentation are assessed at the time the documentation is requested** during a data inquiry investigation.
- Determination of the acceptability of the documentation is made by the **professional staff** conducting the investigation.

Completeness of Documentation

- **Withdrawal documentation shall be considered INCOMPLETE without a date, signature, and destination.**

Changing Leaver – Reason Codes

- **Merits of leaver documentation are assessed at the time the documentation is requested** during a data inquiry investigation.
- Determination of the acceptability of the documentation is made by the **professional staff** conducting the investigation.

Leaver Forms – Required Documents

Leaver Compliance Reviews

Leaver Reviews

FSC will review campus leaver records for grades 7-12 each fall. Detailed information is in the 2023-2024 Federal/State Reporting and Attendance Procedures Manual.

The FSC Leaver Review Process

Before the Review

During the Review

After the Review

Follow-Up Process

• FSC contacts campus to schedule compliance review.

• FSC reviews leaver documents and completes the Leaver Audit Review and Leaver Review Summary Reports.

• FSC meets with campus leaver contacts to debrief the review and recommendations.

•FSC follows up with schools that have coding errors and with those that have non-compliant records.

Best Practices for Campus Leaver Contacts

1. Attend FSC **PEIMS Leaver Training** each year.

2. Use the **district- approved forms** from the Federal and State Compliance website. Download new forms each year.

3. Establish and implement a campus wide system for leaver coding and maintaining supporting documentation.

4. Read and follow guidance in **TSDS Web-Enabled Data Standards (TWEDS)**. See handout with instructions for downloading the documents.

5. Review and follow Best Practices in **State/Reporting and Attendance Procedures Manual**.

6. Review **HISD Connect**, **OnDataSuite** and **TSDS Fall PEIMS First Submission** reports for accuracy and reasonableness. Correct all data prior to the campus data entry deadline.

7. Contact your Federal and State Compliance representative with questions.

Leaver Resources

- **Federal and State Compliance**,
  https://www.houstonisd.org/Page/58634

- **HISD School Guidelines**
  https://houstonisd.sharepoint.com/teams/aca/SG

- **TSDS Web-Enabled Data Standards (TWEDS),**
  https://tealprod.tea.state.tx.us/TWEDS/90/0/0/0/DataSubmission/TechnicalResources

- **TEA Student Attendance Accounting Handbook**,
  https://tea.texas.gov/finance-and-grants/financial-compliance/student-attendance-accounting-handbook

FSC Data Management

TSDS PEIMS UID/ET

Irma Hasnain - Sr. Manager

TSDS UNIQUE ID

What is Unique ID?

- It is a single unique identifier (UID) each student and staff member will have for his or her entire career within the Texas educational system (from early education programs through the twelfth grade).

- A Unique ID is required for all students and staff members for state reporting.
- Campus should search TEAL (TSDS) to verify if the student has an existing record on TSDS.

How is the Unique ID used?

- TSDS Unique ID is necessary in order to integrate the various subsystems of TSDS smoothly and accurately--it is better able to reduce duplicates and other errors.

- All districts must use have UIDs for their students and staff to submit data for all PEIMS Submissions and TSDS Core Collections.

TSDS Student Unique ID & Access

What is required to generate the Student UID?

- Student Name
- Social Security Number **or** State Alt ID
- Ethnicity and Race
- Gender
- Date of Birth

Access to TEAL

- In order to access the TSDS Unique Id system, you must electronically first set up a TEAL Account. Link to get access https://pryor.tea.state.tx.us/ *Select on* **Don't have an account?** Request New User Account.
- Once TSDS Portal Account Access is established, log in to TEAL and select TSDS Portal. Here is the link to TEAL: https://pryor.tea.state.tx.us/
- The instructions to acquire TSDS Unique Search access is on the FSC Website under Request Access, here is the link https://www.houstonisd.org/Page/175782
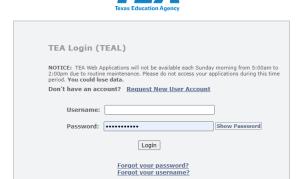
TSDS Public Education Information Management System (PEIMS)
TSDS Unique Identification (UID)
TSDS/UID Enrollment Tracking (UID/ET)

TEXAS STUDENT DATA SYSTEM PORTAL (TSDS - TEAL) APPLICATIONS
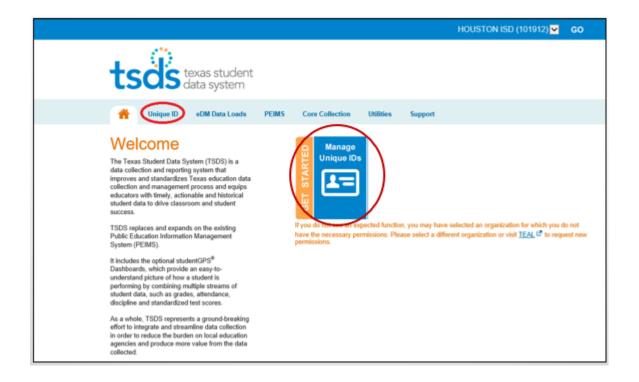
After setting up your TEAL account with access to the TSDS Portal, click the Texas Student Data System Portal link, this will take you to the Unique ID searches page.
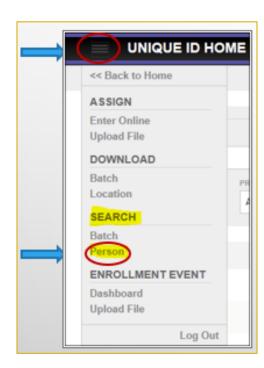
TSDS Portal Page

The TSDS Portal page appears select either: Unique ID Tab or the Manage Unique IDs icon

Person Search
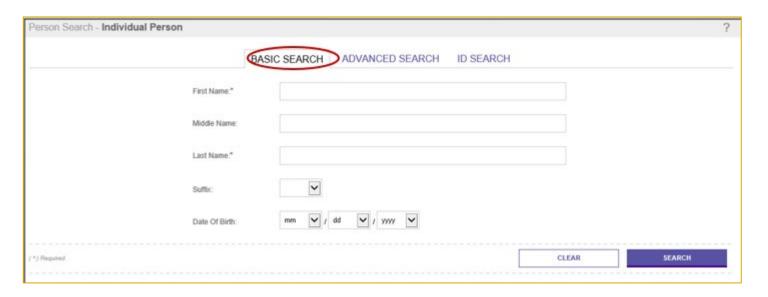
- Next to Unique ID Home, select the navigation bar *(hamburger button)*

- In the menu you can search for a student by selecting **Person** under **Search**

- From here you can view the student's information

Student Search Options
Basic Search

- There are 3 options to perform a student search: Basic Search, Advanced Search and ID Search

- The Basic Search option allows you to search for a person using basic demographic information

Note: First Name and Last Name are required for both the Basic Search and Advanced Search. Wild card characters (e.g.,*,%,_,?) are not supported.

Basic Search Results

- When one or more persons are found, the application displays the matching records in the Match Probability column. Select the student's name who matches the student you are searching for; this will take you to the Master Record tab.

Stu Info: UID, Name, DOB, Campus...

ID Search
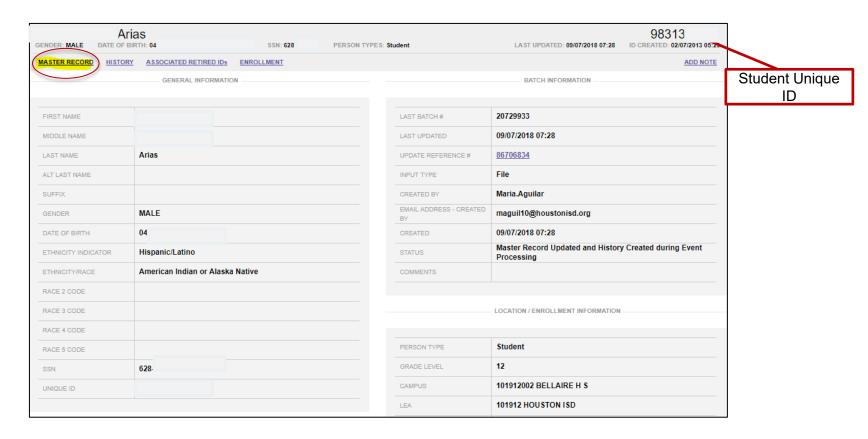
- ID Search allows you to search for students by Unique ID, SSN (Social Security Number/S Number) or Alias ID *(district Local ID)*

- Enter search criteria. Pay special attention to required fields for the search type.

- Click Search

Note: The application searches against the *current information* for students who have been assigned a UID.
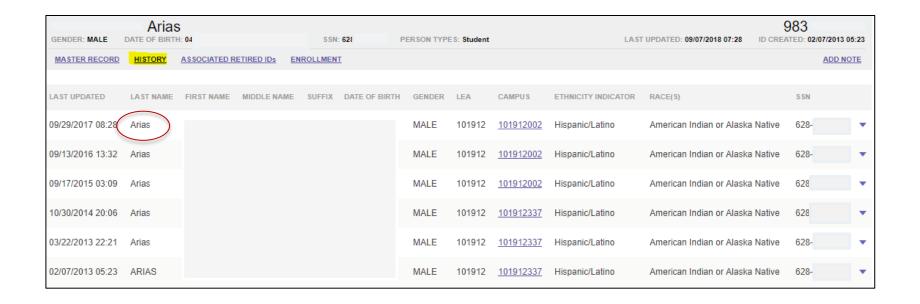
Master Record

- Master Record holds the student demographics and location/enrollment information.
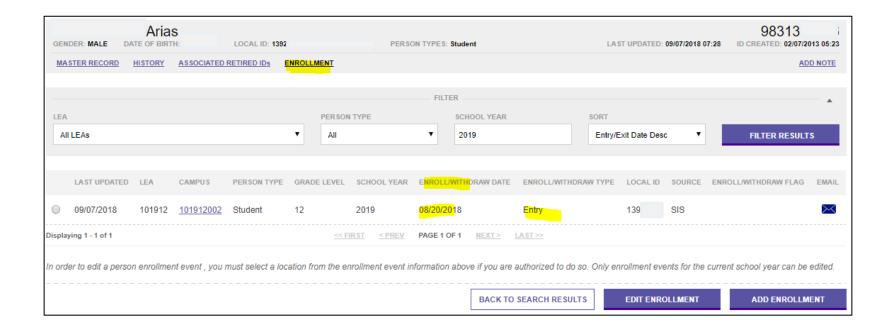
TSDS HISTORICAL ENROLLMENT

- The historical enrollment data can be found on the History tab.
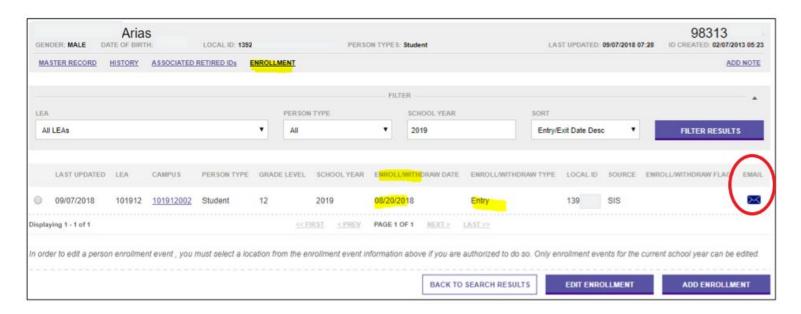
TSDS Enrollment Tracking

- Campuses do not have edit capabilities and will need to contact FSC to add/delete enrollment entries and/or enter exception reasons (Calendar, Verify) to a student's enrollment screen.
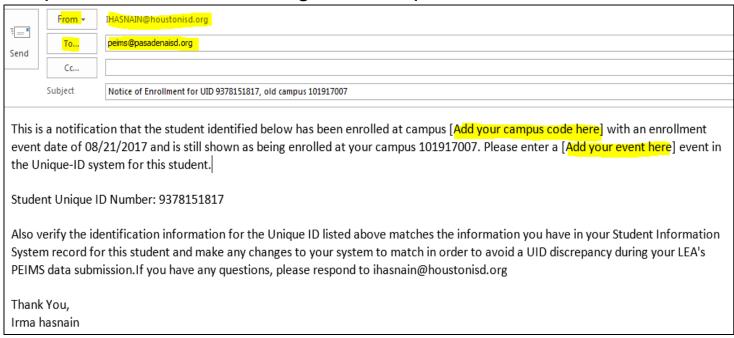
Email Functionality

- Email capability will be available to assist with enrollment event resolution (Duplicate Enrollment).

- Campuses can utilize this email function to contact other districts or campuses.

- *If campuses are sending student documents, documents must be encrypted to abide by the FERPA (Family Educational Rights and Privacy Act) laws.*

Sample Email

- Email will show the users' district email (not TEA's PGP), the example below is a discrepancy between Houston ISD and Pasadena ISD.

- Add your campus code (campus number) and event.

- Compose the email according to the request.

From: IHASNAIN@houstonisd.org

To...: peims@pasadenaisd.org

Cc...:

Subject: Notice of Enrollment for UID 9378151817, old campus 101917007

This is a notification that the student identified below has been enrolled at campus [Add your campus code here] with an enrollment event date of 08/21/2017 and is still shown as being enrolled at your campus 101917007. Please enter a [Add your event here] event in the Unique-ID system for this student.

Student Unique ID Number: 9378151817

Also verify the identification information for the Unique ID listed above matches the information you have in your Student Information System record for this student and make any changes to your system to match in order to avoid a UID discrepancy during your LEA's PEIMS data submission. If you have any questions, please respond to ihasnain@houstonisd.org

Thank You,
Irma hasnain

TSDS PEIMS Statement of Unique ID Student Discrepancy Report

- Report is available during PEIMS submissions, campuses do not have the access to run this report, the department will email report to the campus.

- These errors occur when the student's demographics on HISD Connect and the TSDS Student UID do not match *(both must match)*.

- When documents are requested for a student, it is imperative that campuses submit copies of supporting documentation and include the discrepancy report.

When emailing student documents, please encrypt to abide by the FERPA (Family Educational Rights and Privacy Act) laws.

- *If assistance to encrypt document is needed, please contact us.*

STUDENT DEMOGRAPHIC CORRECTIONS

- The Student Demographic Change Form is used when a correction or a change is required to the student's demographic/s.

- Fill out the form and email copies of supporting documentation to FSC.

- *Reminder, when sending student documents, please encrypt to abide by the FERPA (Family Educational Rights and Privacy Act) laws.*

FSC Website Student Demographic Change Form

https://www.houstonisd.org/Page/175782

Houston ISD – Federal & State Compliance
Student Demographic Change Form

Use this form only when the student's demographic information on PowerSchool does not match the TSDS data, or you have made a change on PowerSchool and TSDS needs to be updated.

Student Information on PowerSchool	
Student Name:	
Student ID:	
Clerk/From:	
School Name:	School #:
Phone:	Date:

Fill in the student information below that requires corrections/changes only.

	Enter incorrect information in this column		Enter correct information in this column	Office Use Only
First Name:		☐ Change to ☐ Add		
Middle Name:		☐ Change to ☐ Add		
Last Name:		☐ Change to ☐ Add		
Generation:		☐ Change to ☐ Add		
Birth Date:		☐ Change to ☐ Add		
Gender:		☐ Change to ☐ Add		
Federal Ethnicity:		☐ Change to ☐ Add		
Federal Race:		☐ Change to ☐ Add		
Social Security:		☐ Change to ☐ Add		
State Alt-ID:		☐ Change to ☐ Add		

School made the change/s on PowerSchool: ☐ Yes ☐ No

Comments: _____

*Make necessary changes on PowerSchool, fill out this form, and send copies of supporting documentation (example: Birth Certificate, Social Security Card...) All documents should be legible, scanned, emailed, and password protected.

Send documentation to your Senior Compliance Analyst
Direct Department Line: 713-556-671
FAX: 713-556-6783

FSC Data Management

Level Data

Marina Tejada - Sr. Analyst

Level Data

- ## What is Level Data?

  It is a data validation tool "Level Data"; this tool checks data entry errors entered directly into HISD Connect.

- ## How will it help the campus?

  Since it is Real Time Field Validation, fields are color-coded in real time as users enter data and allows them to know if the data is ready for submission to the State.

- ## When to check Level Data?

  Daily

- ## Who to contact if you have questions?

  Marina Tejada mtejada@houstonisd.org 713-556-6768
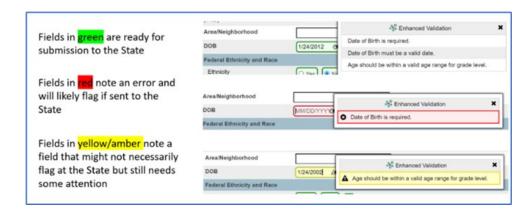
LEVEL DATA – HISD Connect

HISD Connect has the following features:

Icon on the top, right corner of certain PowerSchool screens lets users know immediately if there are any errors or warnings on that screen.

Level Data

HISD Connect Level Data will also provide State Validation Reports.
- Start Page > State Validation > Data Validation

Level Data Apps
State Validation

Level Data Validation

Demographics	Enrollment	Incident Management	Staff	Student Programs	Reports/Lists

Validation Rule	Count	Action
Age/Grade Level Mismatch	168	Fix
Duplicate Race Code	0	✓
Invalid ECHS Override	0	✓
Invalid Foster Care Indicator	0	✓
Invalid Military Connected Student	56	List
Invalid SSN/Student ID	818	Fix
Invalid Student (Secondary) Language Code	0	✓
Invalid T-STEM Override	0	✓
Missing/Invalid Address Information	72	Fix
Missing/Invalid Birth Country	47238	Fix

Page 1 of 2 |< < **1** 2 > >|

- Action will either give you the option to select Fix or give you a List. If you select the hyperlink numbers under Count, then this will set the students in error as the current selection. (Note: the current view is district wide, you will only see data for your campus errors.)
  - Dependent on your HISD Connect access, will determine what you are able to view.

FSC Data Management

(ODS) OnDataSuite

Sylvia Guerrero - Sr. Analyst

OnDataSuite (ODS)

- **What is ODS?**

  ODS contains a suite of products allowing users more refined choices of data options. It is designed around simplicity. We upload PEIMS data files (School Data) into the ODS and the files are automatically disaggregated into thousands of reports and TSDS Rules.

- **Why do you use ODS?**
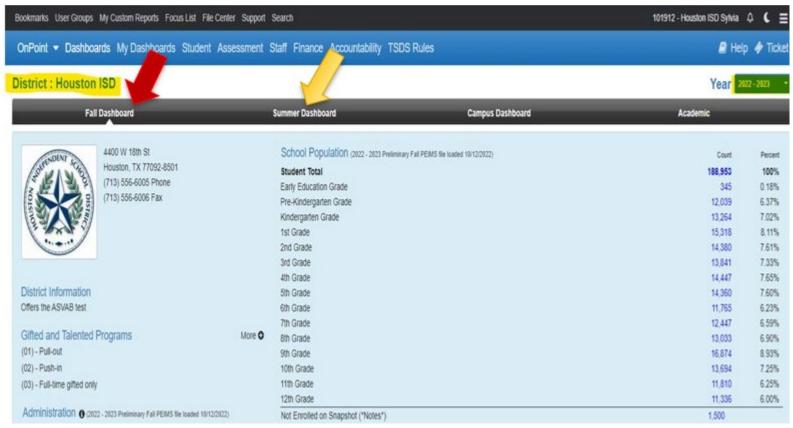
  Data in ODS is your school data that will be reported to PEIMS. Use it to review TSDS Rules during PEIMS submissions. Run reports, compare data in ODS to HISD Connect data.

- **When do you use ODS?**
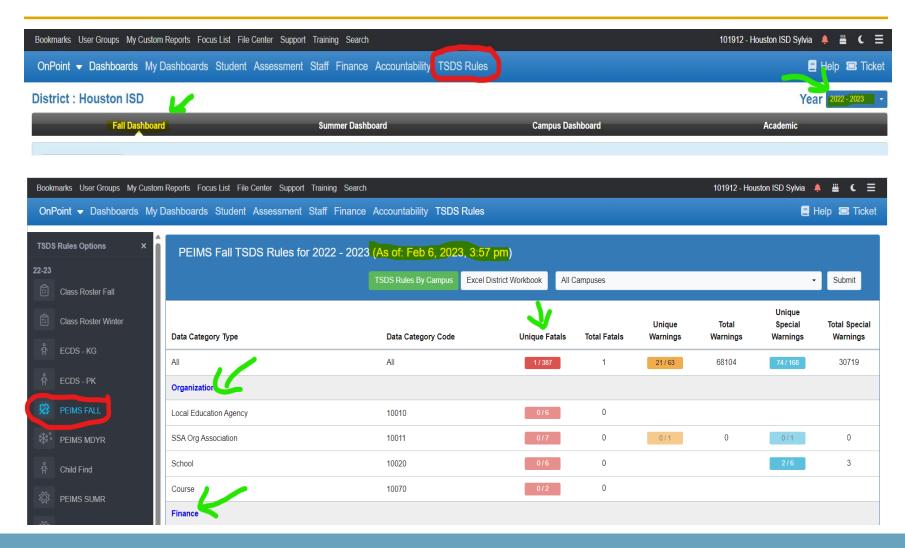
  ODS can be used anytime, keep in mind data is stagnant. It is updated when we upload new PEIMS files. We will let you know when we start uploading files.

ODS Fall and Summer Dashboards

Dashboards provide easy to read, at a glance, summary reporting information pulled from your campus, data in blue are links that can be used for extracting your student data.

ODS – TSDS Rules
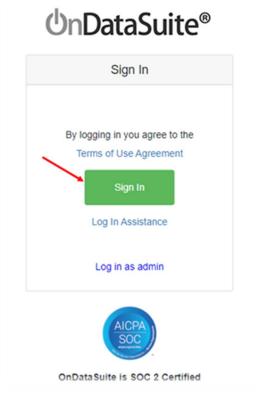
OnDataSuite (ODS) Access

To receive access to ODS,
course FC_OnDataSuite 1456070 is required.

- **Logon to OneSource** > OneSourceMe >
  Learning > OneSourceMe > Learning > enter
  1456070 > Go > Start Course
- **Start**: Logon to OneSource > OneSourceMe

Once course is completed, please send a copy of your
"Certificate of Completion" to receive access, email
Sylvia Guerrero sylvia.guerrero@houstonisd.org or
Marina Tejada @ MTejada@houstonisd.org

ⓘDataSuite®

Sign In

By logging in you agree to the
Terms of Use Agreement

Sign In

Log In Assistance

Log in as admin

AICPA
SOC

OnDataSuite is SOC 2 Certified

FC_ OnData Suite
(ONLINE 1456070)

Participants will be going over how the application works and how to navigate through it to view various reports. Users will also be able to view TSDS rules for their campuses based on the the various TEA submissions.

1 hour(s), 0 minute(s)

ODS – Updates

- If you have moved campuses, please email Sylvia.Guerrero@houstonisd.org to change your access to reflect your current campus and/or role.

- Please be sure that your current back up has access to ODS.

FSC Data Management

State Reporting – Other Important Items

Nancy FigueroaTorres - Sr. Analyst

STAFF

Why is correct Staff data important?

- Staff data is reported to TEA/PEIMS
- Not having correct data will create fatal errors and staff may not be reported which can impact funding.

Staff data is reported in several collections.

- FALL Submission
- Class Roster Fall & Winter
- ECDS PK and KG

Who to contact if you cannot find the teacher on HISD Connect?

- SIS at Mayda Alonzo 713-556-6195

Who to contact if you have questions entering a teacher?

- Nancy FigueroaTorres nancy.figueroatorres@houstonisd.org 713-556-6767

STAFF – Fatal Errors

Staff who <u>cannot be used as teacher of record, or co-teacher</u>
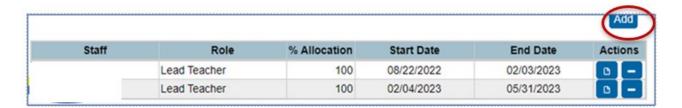
- Support staff (general clerks, teaching assistants, lecturers, etc.) It conflicts with payroll.

- Hourly staff – it conflicts with payroll.

- Administrators responsible for appraisals: example: principals

- Staff retired or no longer in your campus or terminated.

Placeholders:

- Campuses <u>**cannot use a placeholder as teacher of record**</u>.

Teacher no longer assigned to your campus:

- Teachers that leave during the year; never remove the teacher of record, just add an end date, then add a line for the new teacher.

Staff	Role	% Allocation	Start Date	End Date	Actions
	Lead Teacher	100	08/22/2022	02/03/2023	🗎 ➖
	Lead Teacher	100	02/04/2023	05/31/2023	🗎 ➖

Add

ECDS PK & KG Collection

The course below needs to be scheduled for <mark>EACH PK and KG student</mark>.

- Courses are already in the master schedule.
- These courses are solely for ECDS purpose.
- They do not have to be attached to attendance or anything else like a normal course.
- The expression should be coded ANC.

COMMON ERRORS TO AVOID

- Switching students during the ECDS testing window will create fatal errors.
- **ECDS course start date must match student enrollment date** or will cause fatal errors.

Number	Alternate	Name
ADM003KG	01020000	ECDS KG
ADM002PK	01010000	ECDS PK

Testing Windows

- Testing Window for PK (BOY) - TBA
- Testing Window for PK (EOY) - TBA
- Testing Window for KG – TBA

FSC Data Management

State Reporting – Other Important Items

Gail Paschall - Sr. Analyst

PEIMS Error Check

- **What is PEIMS Error Check?**

  It is a data validation tool, this tool checks data entry errors entered directly into HISD Connect.

- **Where is the PEIMS Error Check?**

  HISD Connect > home page > System Reports > PEIMS Error Check tab

- **Why use PEIMS Error Check?**

  Since it is Real Time Field Validation, it displays the campus discrepancies that may create PEIMS errors.

- **When to check and clear discrepancies?**

  Daily

PEIMS Error Check
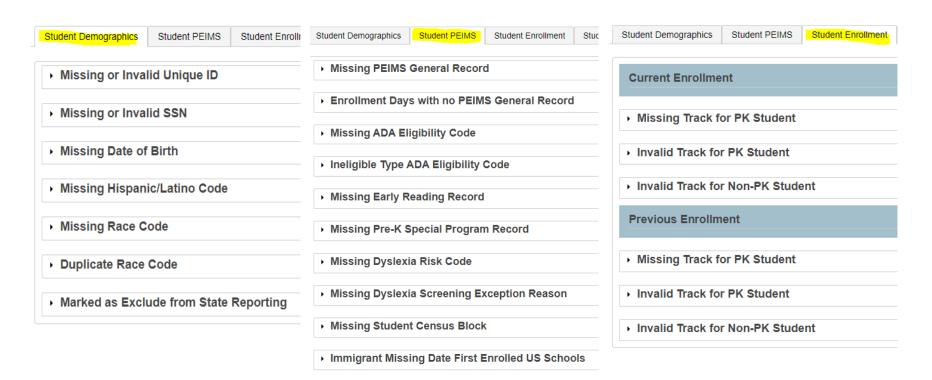
Separate from Level Data

Check all highlighted tabs
Student Enrollment – Tracks for PK students only, other grades contact FSC.

Report Location
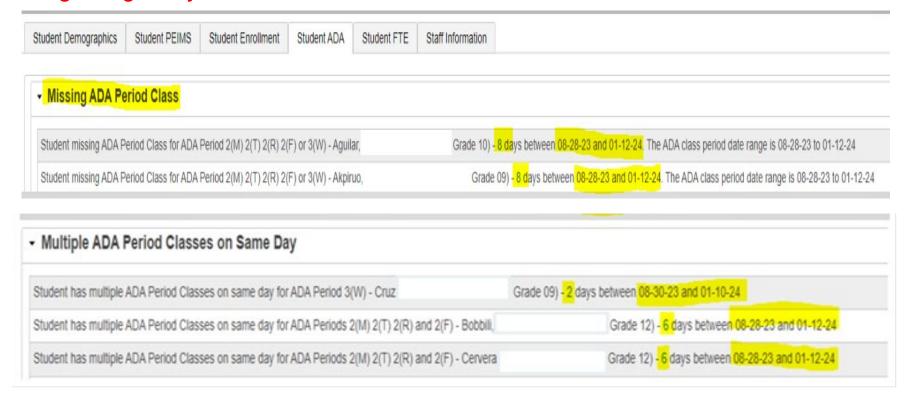Start Page > Reports > Reports (System)

PEIMS Error Check

Student Demographics	Student PEIMS	Student Enrollment	Student ADA	Student FTE	Staff Information

Student Demographics	Student PEIMS	Student Enroll...

▸ Missing or Invalid Unique ID

▸ Missing or Invalid SSN

▸ Missing Date of Birth

▸ Missing Hispanic/Latino Code

▸ Missing Race Code

▸ Duplicate Race Code

▸ Marked as Exclude from State Reporting

Student Demographics	Student PEIMS	Student Enrollment	Stud...

▸ Missing PEIMS General Record

▸ Enrollment Days with no PEIMS General Record

▸ Missing ADA Eligibility Code

▸ Ineligible Type ADA Eligibility Code

▸ Missing Early Reading Record

▸ Missing Pre-K Special Program Record

▸ Missing Dyslexia Risk Code

▸ Missing Dyslexia Screening Exception Reason

▸ Missing Student Census Block

▸ Immigrant Missing Date First Enrolled US Schools

Student Demographics	Student PEIMS	Student Enrollment

Current Enrollment

▸ Missing Track for PK Student

▸ Invalid Track for PK Student

▸ Invalid Track for Non-PK Student

Previous Enrollment

▸ Missing Track for PK Student

▸ Invalid Track for PK Student

▸ Invalid Track for Non-PK Student

PEIMS Error Check – Student ADA

Missing ADA Period Class – HISD Connect has changed how missing ADA class periods are handled. In the past, the code would default to Present, but beginning last year the code will now default to Absent.

| Student Demographics | Student PEIMS | Student Enrollment | Student ADA | Student FTE | Staff Information |

▾ Missing ADA Period Class

Student missing ADA Period Class for ADA Period 2(M) 2(T) 2(R) 2(F) or 3(W) - Aguilar,   Grade 10) - 8 days between 08-28-23 and 01-12-24. The ADA class period date range is 08-28-23 to 01-12-24

Student missing ADA Period Class for ADA Period 2(M) 2(T) 2(R) 2(F) or 3(W) - Akpiruo,   Grade 09) - 8 days between 08-28-23 and 01-12-24. The ADA class period date range is 08-28-23 to 01-12-24

▾ Multiple ADA Period Classes on Same Day

Student has multiple ADA Period Classes on same day for ADA Period 3(W) - Cruz   Grade 09) - 2 days between 08-30-23 and 01-10-24

Student has multiple ADA Period Classes on same day for ADA Periods 2(M) 2(T) 2(R) and 2(F) - Bobbili,   Grade 12) - 6 days between 08-28-23 and 01-12-24

Student has multiple ADA Period Classes on same day for ADA Periods 2(M) 2(T) 2(R) and 2(F) - Cervera   Grade 12) - 6 days between 08-28-23 and 01-12-24

FSC Data Management Cheat Sheet

Level Data

•Check first.

•Check daily and clear discrepancies.

•Level data used for demographic, enrollment and incident management data issues.

PEIMS Error Check

•Check this section 2nd

•Check all tabs daily.

•Check all categories under each tab.

Reminder: some categories may just require verification and will not clear.

ODS OnDataSuite

•Used during Fall and Summer Submissions, you will be notified when to start checking for discrepancies

•Run reports to compare HISD Connect data to ODS data.

•Check fatal errors (TSDS Rules)

Trainings, Open Labs & Questions

Trainings and Open Labs - Face to Face and Virtual
- TSDS Unique ID
- OnDataSuite (ODS)
- Level Data
- PEIMS
- Core Collections

Dates and times will be forthcoming.

Questions or concerns, please contact
- The FSC Data Management Team

Student Records & TREx Information

Isabel Hovey, Director of Data Science and Compliance

Cumulative Folders

- Each HISD student must have a cumulative folder which is maintained in a safe secure environment on the campus.

- Access to the cumulative folder is limited to the records clerk/registrar and those persons authorized by these individuals and principal's designees.

Cumulative Folders

- The original cumulative folder is exchanged from one HISD campus to another when an electronic request is submitted via TREx.

- If a student withdraws from HISD and transfers outside the district, the cumulative folder remains in possession with HISD and only a copy of the folder is mailed to the requesting campus.

ITEMS MAINTAINED IN THE CUMULATIVE STUDENT FOLDER

Revised May 2022
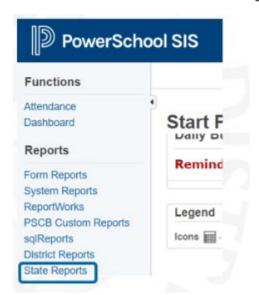
1. Permanent Record Card
2. Enrollment Form for each academic year the student is enrolled on the campus
3. Records transferred from other districts in which the student was enrolled
4. Proof of residency (resent utility bill, rent contract, property tax receipt)
5. Birth Certificate
6. Social Security Card
7. Original Home Language Survey
8. Parent/Guardian Identification
9. Immunization/Shot Record/ Health services records
10. Child Custody Papers
11. LEP Documentation
12. Latest Report Card for the current year and the last Report Card for previous academic years/grade placement committee documentation.
13. Test Card -. Student score report results/standardized test data/ documentation regarding student's testing history and accelerated instruction actions
14. Withdrawal data
15. Parent/Administrative conference copies
16. Records pertaining to student and parent complaints place in the at parent's request.
17. Other records that may contribute to an understanding of the student

TREx

- **T**exas **R**ecords **Ex**change is the name selected for the electronic student record system.
- TEC 7.010 requires that education records be sent electronically within 10 working days of request by a district in which the student has enrolled, including information on course completion, teachers, special ed, IEP, and personal graduation plans.
- This is **legally-mandated responsibility!**
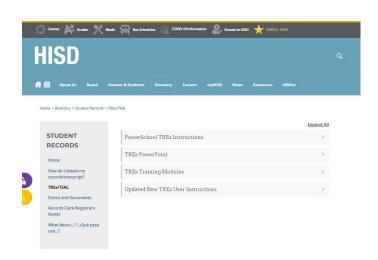
HISD's TREx Process

- **In order to fulfill TREx requests, the TREx Contacts must have the following:**
  - **Access to HISD Connect to TREx extract in PowerSchool**
  - **Access to the TEAL application**

How to get started with TREx

- On this HISD site you will find PowerSchool TREx extract instructions, an HISD training presentation, and the actual TREx application training modules.

Student Records / TREx/TEAL (houstonisd.org)

Don't forget about TREx Training

- All new TREx users must complete these eight training modules referenced prior to beginning to work on the records exchange work flow.

TREx Training

TREx Home | TREx Data Standards | Training Materials | New Features | Support Matrix

The Texas Records Exchange system (TREx) is a web-based application for the exchange of electronic student records between Texas public school districts and for the submission of electronic transcripts to Texas public colleges and universities. This page contains training materials for TREx Users and TREx Coordinators at school districts and Education Service Centers.

Training tutorials (v.3.4) are online step-by-step instruction tutorials demonstrating how to perform the most commonly used TREx functions:

- TREx Module 1 - Project and System Orientation: Tutorial | Transcript
- TREx Module 2 - Uploading Data: Tutorial | Transcript
- TREx Module 3 - Manual Data Entry: Tutorial | Transcript
- TREx Module 4 - Sending a Record: Tutorial | Transcript
- TREx Module 5 - Receiving a Record Transcript: Tutorial | Transcript
- TREx Module 7 - Requesting a Record Transcript: Tutorial | Transcript
- TREx Module 8 - Responding to a Request: Tutorial | Transcript

Training aids include graphics depicting TREx workflow, correct file naming characteristics, and contact information for assistance:

- Record Transfer Process: PDF (26.88 KB)
- TREx File Naming Conventions: Word (48.0 KB) | PDF (29.46 KB)

TREx and Protecting Students' Personal Identifiable Information

Be advised that handling of TREx extract files must be conducted with very high levels of care.

The XML data in the extract report contains a wealth of student personal information and the confidentiality of that information must be strictly maintained.

Treat the extract file like you would treat the most sensitive student records in the entire school, because that's what you are working with.

TREx Support

- The Department of Program Compliance will have more communication on routine support for use of this platform (both the extract in PowerSchool and the TEAL application) soon, but for now direct your inquiries to:
  - Travis Hunt, Director of Program Compliance thunt1@houstonisd.org
  - Xernona Martin, District Registrar xmartin@houstonisd.org
  - Wanda D. Thomas, FSC Sr. Manager wthomas1@houstonisd.org

Campus Registrar Training Prekindergarten

Contact:

Marisol Castruita

mcastrui@houstonisd.org

Contact:

Kimberly Guinn

Kimberly.guinn@houstonisd.org

Website: WWW.HoustonISD.org/prek

Pre-K Eligibility

Qualifications:

- Child will be 3 or 4 years of age on or before Sept. 1, 2023

- Child is a resident of HISD

- Child meets immunization requirements

And ***meets at least ONE*** of the following criteria:

- Unable to speak or comprehend the English language (pre-Las Testing required); or

- Homeless (e.g.: lives with relatives); or

- Educationally disadvantaged (eligible to participate in the National School Lunch Program – income chart); or

- Foster Care; or

- Child of an active-duty member of the armed forces of the US; or

- Child of a member of the armed forces for the US, who was injured or killed while serving on active duty; or

- Child of a person eligible for the Star of Texas Award (must be in Governor's list)

Pre-K Zoning

There are no school zones for Pre-K!

- Pre-K applicants must meet district eligibility first
- Eligible Pre-K applicants with older siblings already in the school can be given preference for admission
- Schools are encouraged to enroll…
  - o 4-year-olds that are eligible first
  - o 4-year-olds that are tuition based second
  - o 3-year-olds that are eligible third

Pre-K 3-year-olds

- You may take 3-year-olds if they meet the eligibility requirements, after you have enrolled all eligible and tuition-based 4-year-olds

- Recommend to create a waitlist by birthdate so that when enrolling students, they may be close in age and development to their classmates

- If you have a significant number (17) of 3-year-olds, we suggest creating a class with predominately 3s – Must receive permission from Early Childhood Team

Limited English Proficient

- Home Language Survey

- Proof of a qualifying score on an approved oral language proficiency test (pre-LAS) - Multilingual

- Documentation of the LPAC's identification of the student as an English Language Learner

Proof of Income Eligibility

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

- Current paycheck stub or envelope

- Letter from employer stating gross wages paid and how often they are paid/or unemployment

- Worker's Compensation of Disability payment stub

Proof of Income Eligibility

Acceptable documentation for self-employment

- Business of farming documents
  - ledger books and/or,
  - self issued paycheck stub or,
  - last year's tax return

Acceptable documentation for cash income

- A letter from the employer stating wages paid and frequency

Proof of Income Eligibility

Proof of Income Forms

- The following forms are not required but may be used to assist with collecting evidence for families with zero income or families who need their employer to verify their income.

- These forms are located in the Early Childhood/Pre-K Website www.houstonisd.org/prek:

  - Employment Statement Form

  - Zero Income Declaration Form

  - Child Support Statement Form

Income Chart

2023–2024 Income Chart to Determine Economic Disadvantage Prekindergarten Eligibility			
Total # in Household	Annual	Monthly	Weekly
1	$26,973	$2,248	$519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
For each additional member add:	+9,509	+793	+183

Pre-K Tuition

- If 4-year-old students do not meet the criteria for free PK program, and there is available space after you have enrolled all eligible 4-year-old students, they can be offered a tuition-based spot

- Parents must complete a tuition agreement ($720.45)

- This agreement is kept on file at the campus

- Parents will determine payment method (recommend SchoolPay)

Pre-K Tuition Flowchart

HISD | Early Childhood Education
BUILDING A FOUNDATION FOR SUCCESS

Prekindergarten Tuition Flowchart

For students who are <u>not eligible</u> and MUST pay tuition

Space
- All eligible 4-year-old students have been enrolled and there is space available for a tuition student after tuition rates have been approved by TEA
- *All campuses hold 5% of Pre-K seats available for eligible students*

Enroll
- The child is 4-years-old on or before September 1 of the given school year
- Family completes online application
- Family receives notification from the Office of School Choice after June for Phase 2 TEA non-eligible PK 4 tuition considered on a space available basis

Paperwork
- Family completes tuition agreement and selects payment option (SchoolPay, check, or money order)
- Family registers with SchoolPay online if the school has set up SchoolPay (strongly encouraged)

- Secretary/Financial Clerk collects tuition and deposits to Fund 4980000001
- Payment is due on the 1st business day of each month
- Failure to pay by the 15th- Campus will deliver letter of non-compliance (FDA3) and obtain signed receipt (certified in lieu of signature). The family has 10 days to make payment. The

156

Campus Personnel FAQ

Visit our pre-K website to see the Campus Personnel FAQ form that will help you find more information regarding pre-K proof of eligibility.

Student Enrollment

Cross-functional support to improve school access for all students

Student Enrollment Department:
4400 W. 18th Street, Houston, Texas 77092
713-556-4826
enroll@houstonisd.org

Student Enrollment

- Cross-functional support to improve school access for all students

Student Enrollment Department:

4400 W. 18th Street, Houston, Texas 77092

713-556-4826
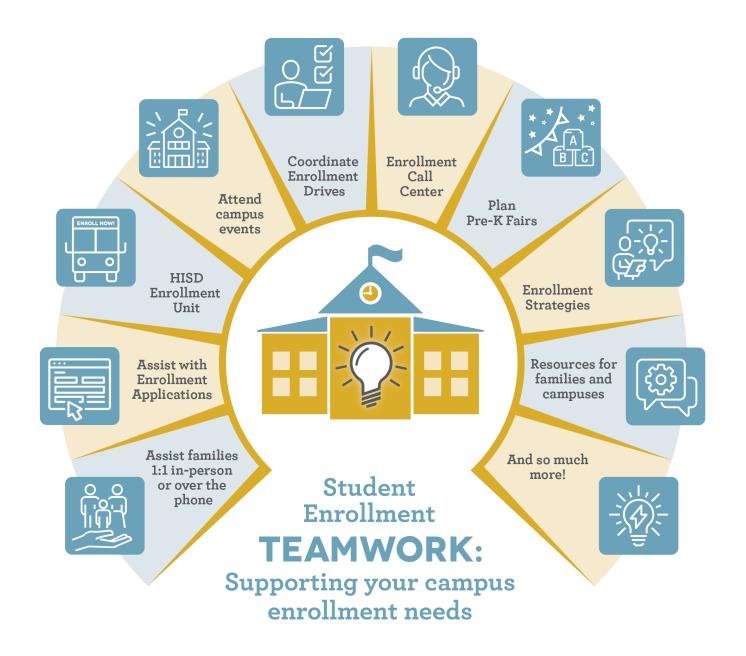
enroll@houstonisd.org

Overview + Objective

Student Enrollment

The Student Enrollment Department is the parent- and family-facing team that sets and executes the long-term strategy for PK-12 student recruitment, retention, and re-engagement, addressing the root causes of decreases and ensuring that every student, beginning in Pre-Kindergarten, has access to a high-quality learning environment.

Additionally, this department serves as a cross-functional team collaborating with central office and campus staff to enhance equity through enrollment policies and best practices.

Coordinate Enrollment Drives

Enrollment Call Center

Attend campus events

Plan Pre-K Fairs

HISD Enrollment Unit

Enrollment Strategies

Assist with Enrollment Applications

Resources for families and campuses

Assist families 1:1 in-person or over the phone

And so much more!

Student Enrollment

TEAMWORK:
Supporting your campus enrollment needs

Enrollment Documents

❑ENROLLMENT REFERRAL FORM

❑WHAT IS REQUIRED?

❑WHAT IF A DOCUMENT IS MISSING?

Things to think about...

Barriers we see: Families having to redo paper applications when an online application has been submitted and families being turned away for not having all documents present.
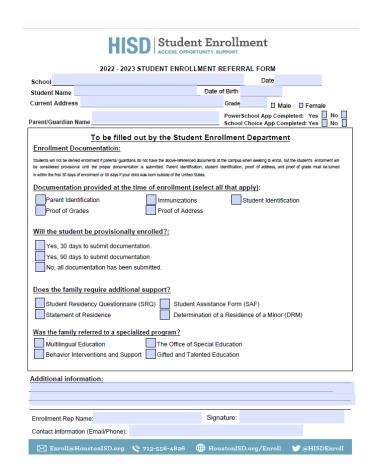
Best Practice: Utilize the enrollment call center to support enrollment questions/concerns before sending families to HMW. This helps alleviate stress and any outside barriers for families.

Enrollment Referral Form

This form is used when families are supported at:

❑ HMW Parent Center

❑ Call Center

❑ District and/or community events

How does this support enrollment? It assists both campuses and families with knowing where they are in the process. For example, it can be used as a checklist of what documents the parent has and needs. As well as opens communication between the Student Enrollment department and campus. **A copy of the referral form will be given to the parent as well as emailed to the campus SIR.**

Required Documents:

To enroll a student in a Houston ISD school, parents/guardians are required to submit **ONE OF EACH** of the following documents:

Parent Identification	Student Identification	Proof of Address	Immunization Records	Proof of Grade

• Driver's license
• Passport
• Employment Authorization Card
• Military
• Other
	• Birth certificate
	• Passport
	• Employment Authorization Card
	• Baptismal Records
	• Other
		• Current rental lease
		• Mortgage Statement
		• Utility bill
		  • Gas
		  • Water
		  • Electricity
			• Doctor's records or other official record of vaccination	• Final report card
				• Prior academic records
				• Final transcripts

What happens if documents are missing?

Students Without Proof of Grade

If academic records are not available to verify the student's entering grade level, a temporary grade placement can be made so long as a Temporary Grade Placement Form is completed and filed with other enrollment documents.

Students Without Proof of Address

Students whose families do not have a Lease, Mortgage Statement, Utility Bill, or similar in their name, and **who are not considered homeless per the McKinney- Vento Act**, must have their residency verified. Families whose proof of residency documents appear in the name of another adult should submit standard required documents along with a notarized letter or Statement of Residence from the lease or homeowner, indicating the family resides at the stated address.

Students Without Immunization Records

A student is required to be fully immunized against certain diseases. Students who have **initiated required immunizations shall be provisionally enrolled.**

What happens if documents are missing?

Homeless Students	Per the McKinney-Vento Act, a student is defined as homeless if his or her family is living in temporary or transitional housing, such as a hotel, motel, car, homeless shelter, shelter not designed for human habitation, such as a tent, or doubled-up with another family. **Homeless students are enrolled regardless of documentation.**
Students in Foster Care	Per TEC §25.001(f) and (g), a child placed in foster care by an agency of the state or by a political subdivision shall be permitted to attend the public schools in the district in which the foster parents reside.

Provisional Enrollment:

Students will not be denied enrollment if parents/guardians do not have the required documents at the campus when seeking to enroll, **but the student's enrollment will be considered provisional until the proper documentation is submitted**. Parent identification, student identification, proof of address, and proof of grade **must be turned in within the first 30 days of enrollment or 90 days if your child was born outside of the United States.**

We understand many families have special circumstances and needs. Please contact your neighborhood school or the Student Enrollment Department at **713-556-4826** or **Enroll@HoustonISD.org**.

PLEASE DO NOT TURN FAMILIES AWAY, CONTACT STUDENT ENROLLMENT FOR SUPPORT

We are ready to support – Connect with us!

E-MAIL
enroll@houstonisd.org

CALL CENTER
713-556-4826

WEBSITE
HoustonISD.org/Enroll

INVITE US TO YOUR EVENTS!
ENROLL NOW!

Have an event coming up? Send us an e-mail or give us a call to schedule.

FOLLOW US ON TWITTER!
@HISDEnroll

SOCIOECONOMIC INFORMATION

External Funding
Titles I, II & IV

FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.

Date: August 15, 2023

Socioeconomic Information

➢ For the 2023-2024 school year Houston ISD will offer free meals to all students in the Community Eligibility Provision Program (CEP).

➢ In order to receive federal and state funding and meet reporting requirements for accountability, the district must determine the socioeconomic status for every student each year.

Socioeconomic Information

– It is very important to collect the Socioeconomic Information Form (SIF) from **every student** in order for the school to receive Title I, Part A and State Compensatory Education funding.

– This funding directly impacts instructional programs and other services. **Programs dependent on economic disadvantage status include**:

  • personnel

  • tutoring services

  • technology

  • professional development for teachers

  • after school programs

  • waived fees for in-state college applications

Non-CEP Campuses Required to Complete the Lunch Application

- Kinder HS for Performing and Visual Arts
- Horn ES
- Oak Forest
- Roberts ES
- River Oaks ES
- Travis ES
- West University ES

CODING ACCESS

You must have access to code Socioeconomic Information into HISD Connect

Before access is granted you must complete the SIS Security Information Form and training provided by SIS

Socioeconomic Information Form: How is it Collected

- **Socioeconomic Form (blue form)**
  - Enter data from the SIF into HISD connect and then write the code that is auto-assigned by the system for this student in the Campus ECO Code Box on the SIF.

- **Parents complete on the HISD parent portal**
  - Data from the online SIF is automatically entered into HISD Connect and the system assigns a code for the student.

Socioeconomic Information Form (SIF) (Sample)

HOUSTON INDEPENDENT SCHOOL DISTRICT

SOCIOECONOMIC INFORMATION FORM

Complete and return one form to each school where you have a child enrolled. **Print using a pen.**

CONFIDENTIAL - For HISD purposes only

Houston ISD is required to collect the socioeconomic status of each student as a performance indicator for student achievement (TEC § 39 for Texas state requirements and ESEA §§1111 and 1116 for U.S. Department of Education requirements) and for use in disbursement of federal funds (ESEA §1113). This information is not shared with outside agencies.

It is very important that families complete this socioeconomic form in order for schools to receive Title I and State Compensatory Education funding. This funding will directly benefit your child's school. Title I and State Compensatory Education funding can be used to hire personnel, provide tutoring services, order technology, and provide professional development for teachers. We want to continue to provide these necessary learning supports, but without your assistance we may not be able to.

STEP 1 (List all Houston ISD students in the household)

Campus ECO Code:_____
For office use only

Student ID (office use only)	First Name	Last Name	MI	Date of Birth	School Name	Grade Level

STEP 2

Do you receive Supplemental Nutrition Assistance (SNAP)? ☐ YES   ☐ NO

Do you receive Temporary Assistance to Needy Families (TANF)? ☐ YES   ☐ NO

If you answered YES on either of the above, skip Step 3 and continue to Step 4.
If you answered NO on both of the above, you must complete Steps 3 *and* 4.

STEP 3 (Complete only if all answers in Step 2 are NO)

How many total members are in the household (include all adults and children)? _____

TOTAL YEARLY INCOME BEFORE DEDUCTIONS OF *ALL* HOUSEHOLD MEMBERS _____
Include wages, salary, welfare payments, child support, alimony, pensions, Social Security, worker's compensation, unemployment, and all other sources of income *(before any type of deductions)*

STEP 4 (Check one of the following two boxes as appropriate and sign below.)

In accordance with the provisions of the Protection of Pupil Rights Amendment (PPRA) no student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis, or

- SIFs are formatted in English, Spanish, Arabic and Vietnamese

INCOME ELIGIBILITY CHART

INCOME ELIGIBILITY CHART
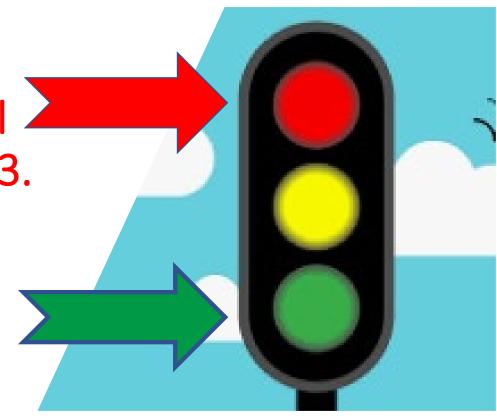**(Effective July 1, 2023 – June 30, 2024)**

Use annual income to report economic status of a student.

Total # in Household	Annual ($)	Monthly ($)	Weekly ($)
1	26,973	2,248	519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
For each additional family member, add:	+ 9,509	+ 793	+ 183

DO NOT CODE students with meal codes of A, 1, 2 or 3.

YOU MUST CODE students with meal codes of P or blank.

Nutrition Services Meal Codes
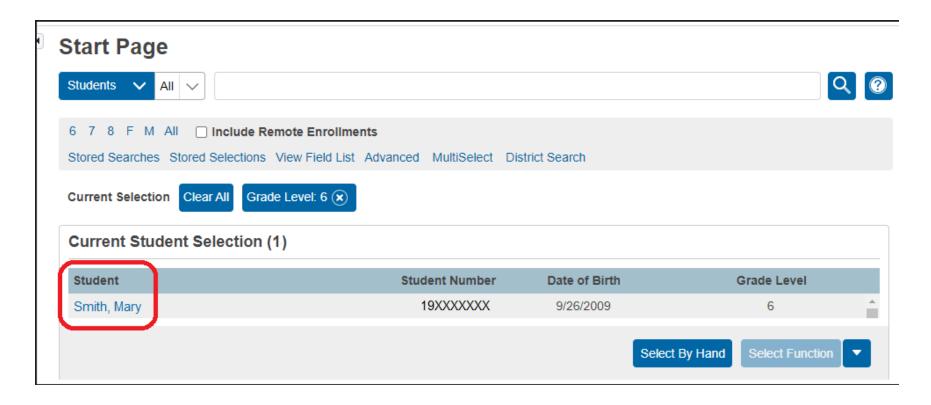
What the Nutrition Services Codes mean:

A – Pre-Certified

1 - Free Meals under the National School Lunch & Child Nutrition Program

2 - Reduced Meal under the National School Lunch & Child Nutrition Program
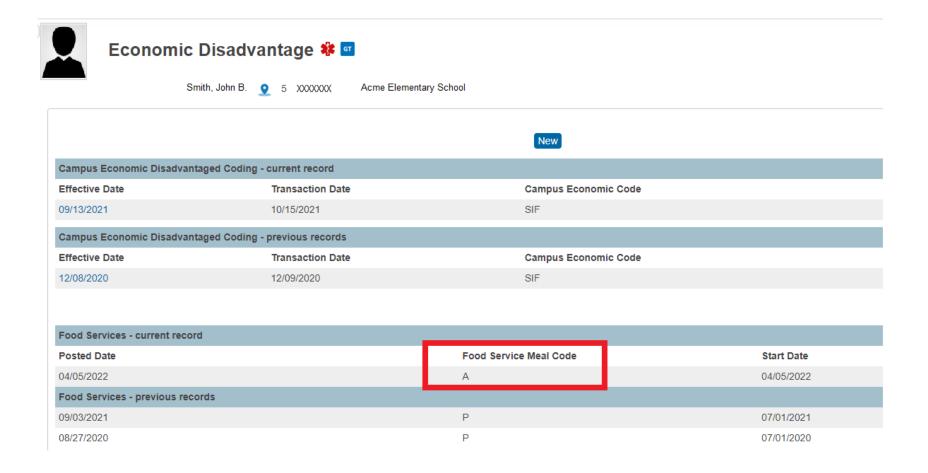
3 - Coded by Nutrition Services

Socioeconomic Codes

Campus ECO Code	Description	Corresponding State PEIMS Code
0	**Returned form but declined to provide information.** Use this code when parents did not enter any information on the SIF.	00
NQ	**Not Qualified –** Household income entered on any form does not qualify for Economically Disadvantage.	00
NR	**SIF not returned.**	00
SIF	**Socioeconomic Information Form qualified -** Use this code if parents return this form and qualify as Economically Disadvantage even if they also enter the household income on the enrollment card.	99

Instructions for Coding Process: Steps #1-2: The Start Page

➢ Access HISD Connect
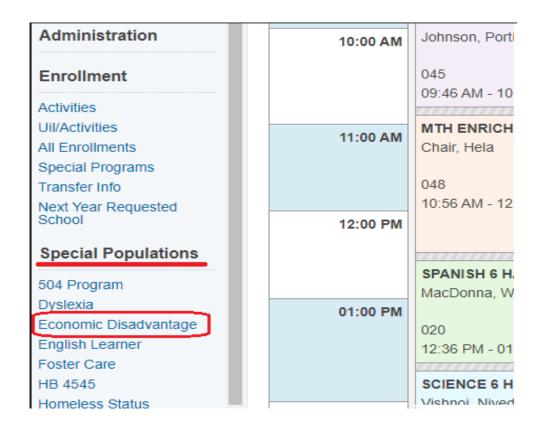➢ On the Start page, select grade level and then select student

Skip this student if the record shows "A, 1, 2, or 3"

Economic Disadvantage ✽ GT

Smith, John B. 📍 5 XXXXXXX   Acme Elementary School

New

Campus Economic Disadvantaged Coding - current record		
Effective Date	**Transaction Date**	**Campus Economic Code**
09/13/2021	10/15/2021	SIF

Campus Economic Disadvantaged Coding - previous records		
Effective Date	**Transaction Date**	**Campus Economic Code**
12/08/2020	12/09/2020	SIF

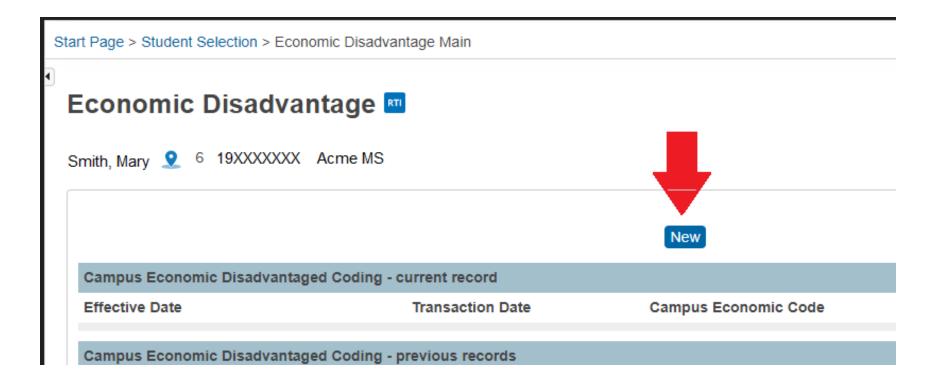| Food Services - current record		
Posted Date	**Food Service Meal Code**	**Start Date**
04/05/2022	A	04/05/2022
Food Services - previous records		
09/03/2021	P	07/01/2021
08/27/2020	P	07/01/2020

Instructions for Coding Process: Step #3 – Menu selection

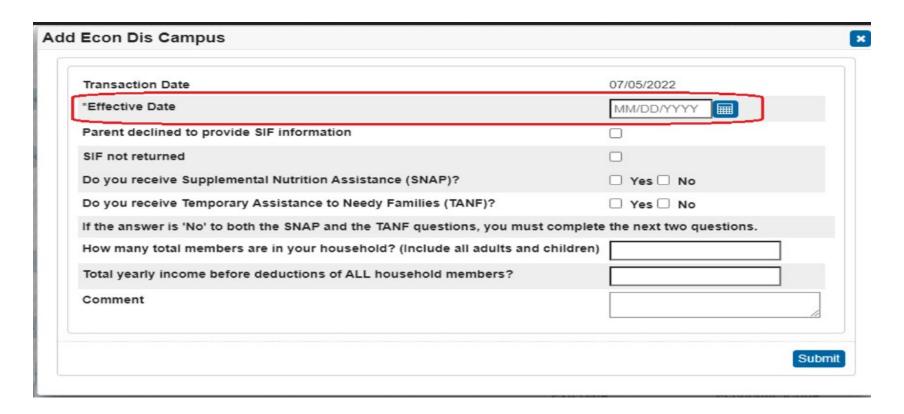➢ On the list of available reports, choose Economic Disadvantage

Instructions for Coding Process: STEP # 4 – NEW button

➢ On the Economic Disadvantage page for this student, click on the New button.

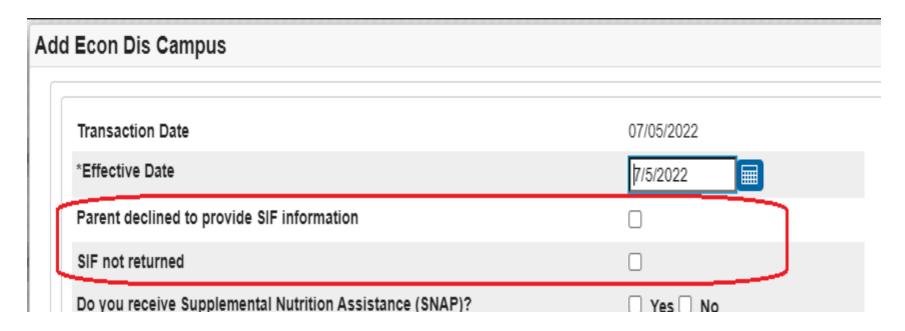# Instructions for Coding Process: STEP #5 – Enter date

➢ Transaction Date will auto-populate with the current date
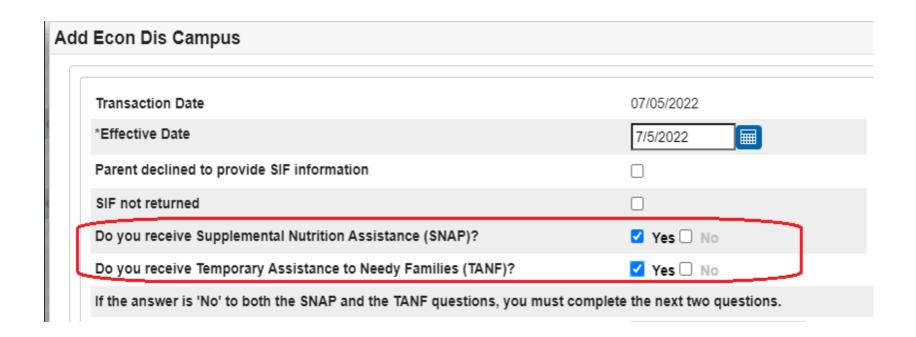➢ Effective Date is the date the parent signed the SIF

Instructions for Coding Process: STEP # 6 – Other options

➢ Mark the appropriate box (Parent Declined or SIF not returned)
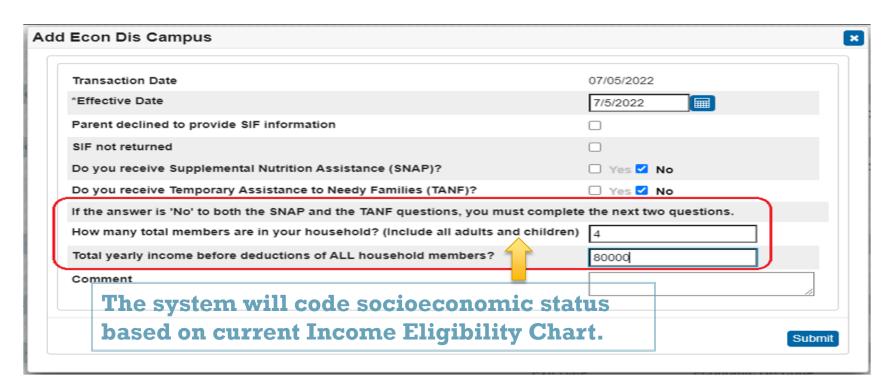➢ If Parent declined to provide information, the system will assign a "0" code.

Instructions for Coding Process: STEP # 7 – Federal Assistance

➢ Check the appropriate box for SNAP and TANF

➢ If either SNAP or TANF (or both) are marked "YES," the system will assign a SIF code.

Add Econ Dis Campus

Transaction Date	07/05/2022
*Effective Date	7/5/2022
Parent declined to provide SIF information	☐
SIF not returned	☐
Do you receive Supplemental Nutrition Assistance (SNAP)?	☑ Yes ☐ No
Do you receive Temporary Assistance to Needy Families (TANF)?	☑ Yes ☐ No

If the answer is 'No' to both the SNAP and the TANF questions, you must complete the next two questions.

Instructions for Coding Process: STEP # 8 – Household & Income

➢ If no federal assistance is being received, you must enter total members in the household and total yearly income.
➢ Click Submit to receive a system-supplied ECO code.

Locating Parent Online Socioeconomic Information Forms

1

Log into HISD Connect.

2

On the left side of the page, select **REPORTS,** then **Form Reports.**
A page will display with several reports.

3

Scroll to **Socioeconomic Information Form** and click on it.

4

You will see the forms completed by parents.

Locating Parent Online Socioeconomic Information Forms, Continued

1

To view online form for specific students:
Click on the **student ID #** -- The form that the parent completed for this student will display.

2

To print a copy (so that you can write in the code):
Go to the top and you will see the print icon. You must print a copy to code.

3

Campuses must have a copy of each student's Socioeconomic Information Form – whether online or hard copy – for documentation purposes.
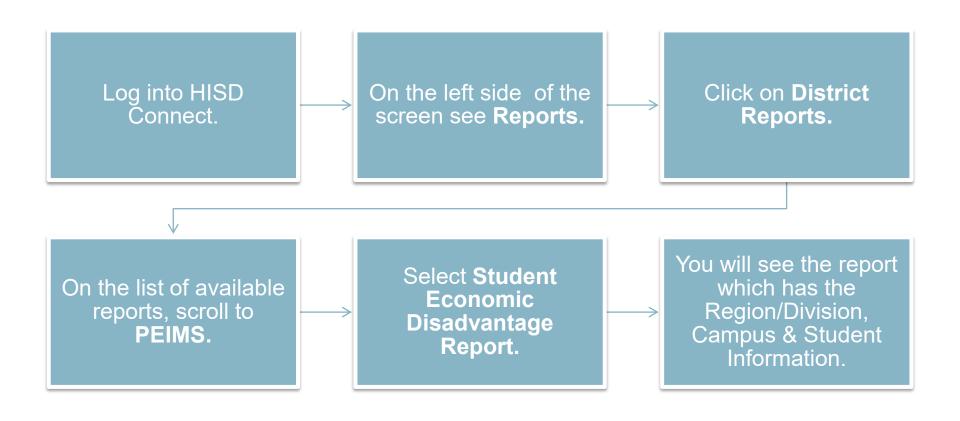
4

Keep forms on campus for 5 years.

Student Economic Disadvantage Report

The Student Economic Disadvantage Report identifies students who are coded and those who are not coded.

If the Student Economic Disadvantage Report shows that this student has been pre-coded by Food Services, write the following on the SIF (in the Eco Code Box): **A-Pre-Certified, 1, 2, or 3**

STUDENT ECONOMIC DISADVANTAGE REPORT

Log into HISD Connect. → On the left side of the screen see **Reports.** → Click on **District Reports.**

On the list of available reports, scroll to **PEIMS.** → Select **Student Economic Disadvantage Report.** → You will see the report which has the Region/Division, Campus & Student Information.

STUDENT ECONOMIC DISADVANTAGE REPORT, Continued

Campus Eco Code (0, NQ, NR, or SIF)

Campus Effective Date (Date Parent signed form)

PEIMS Eco Code

PEIMS Effective Date

Socioeconomic Information Timeline

Dates	Action Required
August 28, 2023	Collect the Socioeconomic Information Forms and input data into HISD Connect.
Ongoing	Run the Student Economic Disadvantage Report to see a list of all students coded and not coded.
Weekly	A Socioeconomic Percentage Report will be sent to campuses by External Funding beginning September 2023.
October 26, 2023	Deadline to input Socioeconomic information
October 27, 2023	PEIMS Snapshot

Coding: Schoolwide or Targeted Assistance

External Funding
Titles I, II & IV
FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.

Date: Aug. 15, 2023

Title I, Part A Coding Categories:

Title I Enrollment and End Date Coding :

Schoolwide (SW) Title I Campus:
- Coding is completed at district level.
- Students are coded with a "6" for enrollment.
- "End Date" will be added at the end of the school year.

Targeted Assistance (TA) Title I Campus:
- Coding completed by Campus Staff.
- Students are coded as "7".
  - Only the students identified by staff will participate in the campus Title I Program for the current school year.
  - *Students must be identified annually.
- "End Date" coded is to correspond to the last day of school (for teachers).

Targeted Assistance Campuses for SY 2023-2024
- Condit ES
- Ella J. Baker Montessori
- Pin Oak MS
- Carnegie Vanguard HS

Schoolwide and Targeted Assistance Timeline

Dates	Action Required
August 28, 2023	Begin coding Schoolwide and Targeted Assistance Title I eligible students
Ongoing	Review to ensure students or coded with 6 or 7
October 26, 2023	Deadline to input Schoolwide or Targeted Assistance coding
October 27, 2023	PEIMS Snapshot

Title I, Part A Additional Coding: Ongoing

Title I (student)Services: Students are individually coded for ……
    Participation in Title I Funded activities such as tutorials, field lessons, and Academic Camps.

Compact & Engagement (*Parent Family Engagement -PFE*) Activities :
    The 7 Parent Family Engagement activities for coding are:

- Compact (2 types: SW and IC – Individual Compact for TA Campuses)
- Conferences
- Education
- Family Literacy
- Parent Literacy
- Planning
- Volunteer

- **<u>External Funding Department</u>** :

- -   General Number : (713) 556-6928

- -   Department Sharepoint Site:

  https://houstonisd.sharepoint.com/sites/DEPTS/EF/SitePages/Home.aspx

- - add document- Title I, Part A Coding Guide link : ….

HISD | School Choice Operations
HUNDREDS OF OPTIONS. ONE APPLICATION.

Opening of Schools

Transfer Manager:
Zanovia Gatson

Executive Director:
Dr. Jyoti Malhan

Appointments:
https:bit.ly/OSCtransfers

Email:
Schoolchoice@houstonisd.org

Phone:
713.556.6734

Overview

- Getting The Best from OSC Operations Team

- Determination of Residence of a Minor

- Who Needs a Transfer?

- Address Exception Request Process

- Resources

Getting The Best
From OSC Operations

Contacting OSC Operations

Email: Schoolchoice@houstonisd.org &
CC: Your District Transfer Analyst

Booking: https:bit.ly/OSCtransfers

Call 713.556.6734

For Principals/AP
https:bit.ly/OSCTMGR

Best Practices Within OSC Operations

- How to send an email and expedite your request.
  - To: **Schoolchoice@houstonisd.org (only)**
  - CC: **Your assigned Transfer Analyst**
  - Subject: **School Name Issue/Request**
- Please do not include attachments or screenshots with student information.
- Send one email, trust we received it. ☺
- Remember there is a 24-48 hour turn around *depending on the season.*

Best Practices Within OSC Operations

If you are the assigned CTA (campus transfer analyst) in iDelegate, (your principal must update information on iDelegate for access to Choosehisd/Salesforce) THEN…

- You are automatically added to the Microsoft TEAMS: *School Choice iDelegate (Salesforce) Channel.*

- All updates are in the School Choice iDelegate Channel *(check here first).*

- If your principal or other leadership are 1 of the 2, then they are in this group as well.

- Communications from OSC start in TEAMS, *then* other platforms (email, ASM & other approved platforms).

Determination of Residence of a Minor

Determination of Residence of a Minor

A DRM is a document that attaches a student to a district address and a responsible adult. This document must be notarized by an authorized district employee.

A student who is living apart from parents or guardian need a DRM.

Additional documentation may be required.

These are processed by the Office of School Choice.

Reasons for a DRM

Parent is: deceased, incarcerated, active military, deported, hospitalized, INS placement, CPS placement, Father's name not on the birth certificate.

No valid ID, biological parent whereabouts unknown, working out of town, or in care of extended family, etc.

The DRM is not sought in lieu of a transfer.

Ex: I want my child to attend Bellaire, so they are living with my sister who is zoned to Bellaire.

Who Needs A Transfer?

Who Needs a Transfer?

- All PreK3 and PreK4 students;

- Any student not zoned (K-12) to the campus;

- Any student attending a separate and unique campus—100% application-based;

- Students assigned to your campus via:

  – Special Education*, Language of Instruction*, Capped*, PEG, or VCV*

  – Homeless*—enroll, then request approval via ChooseHisd system and Student Assistance Department will approve or deny the request.
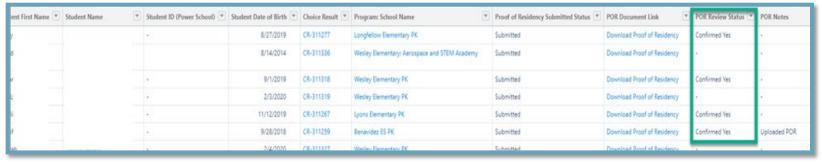
*must meet additional requirements, final school destination is made by the Student Assistance Department for Homeless applications, Multilingual for Language of Instruction, Division for VCVs and Capped, Office of Special Education for Special Education applications

Address Exception Request Process

Address Exception Request Process

1. Under the CONFIRMED YES Report, reflects students ready for enrollment. Only these students should be enrolled.

ent First Name	Student Name	Student ID (Power School)	Student Date of Birth	Choice Result	Program: School Name	Proof of Residency Submitted Status	POR Document Link	POR Review Status	POR Notes
y		-	8/27/2019	CR-311277	Longfellow Elementary PK	Submitted	Download Proof of Residency	Confirmed Yes	-
d			8/14/2014	CR-311336	Wesley Elementary: Aerospace and STEM Academy	Submitted	Download Proof of Residency	-	-
r		-	9/1/2019	CR-311318	Wesley Elementary PK	Submitted	Download Proof of Residency	Confirmed Yes	-
		-	2/3/2020	CR-311319	Wesley Elementary PK	Submitted	Download Proof of Residency	-	-
		-	11/12/2019	CR-311267	Lyons Elementary PK	Submitted	Download Proof of Residency	Confirmed Yes	-
f		-	9/28/2018	CR-311259	Benavidez ES PK	Submitted	Download Proof of Residency	Confirmed Yes	Uploaded POR
ah		-	2/4/2020	CR-311327	Wesley Elementary PK	Submitted	Download Proof of Residency		

2. Once application is "Confirmed Yes", create a pending exception reason in PowerSchool/HISD Connect.

3. Request will be approved in the order received. Attention to detail and following of procedures will expedite the process.

Address Exception Request Process

1. Create a *pending* request in SIS.

    a. For new students to HISD, update their Choose HISD application with their HISD id to expedite the process.

2. Request will be approved in the order received. Attention to detail and following of procedures will expedite the process.

3. Tentative completion time is 48-72 hours, pending volume of requests and quality of request.

For More Assistance:

- Schedule an appointment:

https:bit.ly/OSCtransfers

– August 15th-23rd, appointments will be in 10-20 minute increments.

– August 28th-September 6th, appointments will not be available.

Resources

Do They Need A Hardship?

First:

- Does your campus accept Hardships?
  - If no, STOP.
  - If yes, proceed.

*If your campus does not accept Hardships, THEN there is no available application. In most cases, this applies to Separate and Unique campuses (no zoned option).

Do They Need A Hardship?

Second:
- Does the applicant meet <u>ONE</u> of the qualifications?
  - Sibling attending the campus
    - (additional information required)
  - Parent works in the neighborhood or campus is on the route to workplace from home
    - (additional information required)
  - Before/After School Care
    - (additional documentation required)
  - Student wants to finish with their cohort in their final year (5th, 8th, & 12th grade students, single level campuses)
  - Other: exceptions as approved by the OSC

The First Week of School

The First Week of School

- Ensure all non-zoned and PK students have a "confirmed yes" application in ChooseHisd(Salesforce) system:

- Request approval of a *Pending Address Exception Reason* via

- If the student was enrolled in HISD at any time during the SY 2022-2023, the only transfer types you may offer at this time are:
  - Pre-K Enrollment
  - Hardship (must meet criteria)
  - Language of Instruction (with support from Multilingual Dept.)*
  - Homeless (with support from Student Assistance Dept.)*
  - VCV (with support from Division)*
  - Special Education (with support from Office of Special Education)*

Take Note

- Submit Pending Address Request **before** August 25th, for timely approval.

- August 28th-September 1st
  - OSC staff will have limited accessibility to campus request due to parent assistance at HMW;
  - Campus assistance timeline 48 to 72 hours;
  - Bookings will be disabled during this time.

- Please refrain from submitting multiple requests for the same student due to wait time from our office.
  - All request will be completed in the order they are received

No Show of Transfer Students

- Students on a transfer, new or returning, who do not show on the first day of school, forfeit their transfer.

- They must return to their zoned school.

- If they have an extenuating circumstance, (medical issue, unforeseen travel, etc.) they may appeal with the OSC.

  – Appeals may take up to 10 business days for processing. All appeal outcomes are final.

- This is documented on their signed 23-24 Entrance Agreement.

Thank you
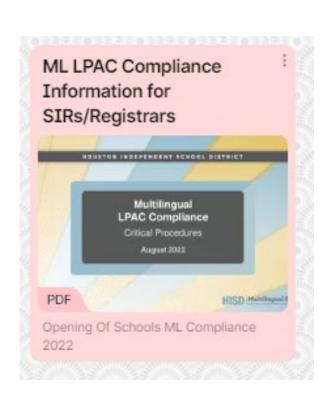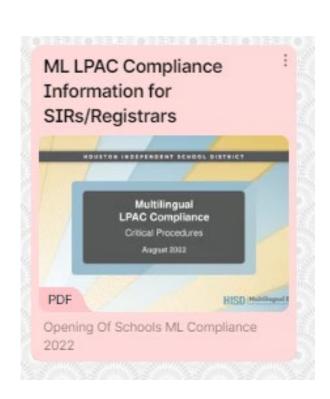
Managing Materials

Padlet

Managing Materials

Padlet

ML LPAC Compliance Information for SIRs/Registrars

Overview

1. In-Take Process

2. HISD Connect/ PowerSchool

You are our first point of contact!
Become besties with your LPAC Admin/Clerk
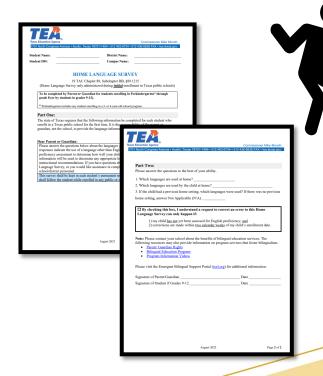
Enrollment Packet
To include
Home Language Survey
or NOT.

Let's talk about it!

@HISDmultiPrgms

In-Take Process for Determining HLS Requirement

Scenario 1

Parent Indicates the student has never been enrolled in any Texas Public School.

⬇

TSDS Search to verify no previous Texas Public School enrollment.

⬇

No history, new HLS must be completed.

Scenario 2

Parent indicates the student has previously enrolled at a Texas Public School.

⬇
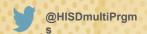
TSDS Search to verify previous Texas Public School enrollment.

Scenario 3

Parent indicates the student has previously enrolled in Houston ISD.

⬇

HISD Connect/TSDS Search to verify previous enrollment.

⬇

History, original HLS must be located. Do NOT complete a new HLS.

Parent indicates the student has never been enrolled in any Texas Public School.

SIRs/Registrar will conduct a **TSDS Search** to <u>verify</u> no previous Texas Public School enrollment.

Texas Public School Enrollment

No

Registration Packet **must include** a **Home Language Survey (HLS).**

Yes

Registration Packet **must NOT include** a **Home Language Survey (HLS).**

233

Parent indicates the student has previously enrolled at a Texas Public School.

SIRs/Registrar will conduct a **TSDS Search** to **verify** no previous Texas Public School enrollment.

Texas Public School Enrollment

No

Registration Packet **must include** a **Home Language Survey (HLS).**

Yes

Registration Packet **must NOT include** a **Home Language Survey (HLS).**

234

Parent indicates the student has previously enrolled in Houston ISD

SIRs/Registrar will search for student in **HISD Connect/PowerSchool** to **determine** previous HISD campus enrollment. If no history in PowerSchool, verify with **TSDS search**.

Texas Public School Enrollment

No

Registration Packet **must include** a **Home Language Survey (HLS).**

Yes

Registration Packet **must NOT include** a **Home Language Survey (HLS).**

235

New to Texas Public School

89.1215 Home Language Survey

- School districts shall administer only **one** home language survey to each new student enrolling **for the first time in a Texas public school** in any grade from prekindergarten through Grade 12.

- The **original** or copy of the original HLS shall be kept in the student's permanent record.

ML Documents: Category 1

New required TEA Form!

Home Language Survey (HLS)

If the response on the HLS indicates that a language **other than English** is used, the student shall be tested in accordance with §89.1226 of this title (relating to Testing and Classification of Students).*

The TEA-developed home language survey shall be administered in English and a language that the parents can understand.

The home language survey shall include the following questions:
- "Which languages are used at home?"
- "Which languages are used by the child at home?"
- "If the child had a previous home setting, which languages were used?"
- If there was no previous home setting, answer Not Applicable (N/A).

Parent or guardian permission for language proficiency testing is not required.

Refugee Identification

The Registrar is the first point of contact in the in-take process. Here are the documents needed for refugee identification that may be submitted.

If any of these documents are submitted, please flag student for LPAC Administrator/Clerk.

- ☐ Form I-94 (Admission Class: AS; RE; SI; SQ)
- ☐ Permanent Resident Card (Status Code: AS; RE; SI; SQ)
- ☐ Form I-730 Approval Letter
- ☐ USCIS Form I-571
- ☐ Immigration Court Order
- ☐ Asylum Approval Letter
- ☐ Affirmation of Asylee/Refugee Status (Documentation Delayed)
- ☐ Form 1-766 (Category C11)

The Campus Principal or LPAC administrator is responsible for completing the Asylee/Refugee Identification Form on the ML SharePoint site.

Schools do not code refugee students. This coding is done by the Multilingual Programs Department.

Unaccompanied Immigrant Youth

Please Note:

Some Immigrant Students may also qualify as homeless.

- An unaccompanied youth is a student who is not in the physical custody of a parent or legal guardian.

- This would include students living with non-custodial relatives or friends without a parent or legal guardian.

What if they already have Texas Public School History?

ML Documents: Category 3

TREx Documents to request

Transfer Request Documentation

Within four weeks of initial enrollment the LPAC must gather *Emergent bilingual (EB) student* documentation, conduct an LPAC meeting to place transfer students, and obtain a signed HISD parent permission or denial of services. It is critical to receive this information from the previous district/campus to make the appropriate placement. If information is not available on TREx, you must request from previous district EB student documents before conducting an LPAC placement meeting to determine EB eligibility or continuation of services.

NOTE: Number of attempts is not limited to three times. If campus staff does not send requested information within 10 days of first request, contact previous district's head of Bilingual / ESL Programs Dept.

Transfer Documents Requested by:	Attempts Made to Request Information
Check all documents requested	
☐ Home Language Survey (HLS) - original or copy of the student's first HLS.	1st Attempt - Date: Spoke to: Staff member's role at campus: Notes:
☐ TEA-Approved Oral Language Proficiency Test (OLPT) used for initial identification. If student was in a bilingual program, request should be made for the Spanish test as well.	
☐ LPAC Initial Review - form that contains information related to LPAC initial recommendations and eligibility as an Emergent bilingual student.	
☐ Most recent LPAC documentation prior to transfer.	2nd Attempt - Date: Spoke to: Staff member's role at campus: Notes:
☐ Signed Parent Permission for student to participate in Bilingual or ESL program.	
☐ Signed Parent Denial of Bilingual or ESL program services.	
☐ Reclassification form - provides the student's reclassification information.	3rd Attempt - Date: Spoke to: Staff member's role at campus: Notes:
☐ Monitoring form - provides the student's monitoring status (M1; M2).	
☐ Current TELPAS and STAAR Assessment information	

What if I don't have a Bilingual Program on my campus?

- **Enroll:** <mark>You cannot deny enrollment</mark> of a student based on the assumption they will be an emergent bilingual student.

- **Test:** If HLS has a language other than English.

- **LPAC Meeting:** LPAC must offer bilingual services if HLS has Spanish as a language.

- **Parent/Guardian Conference:** If your campus does not have a bilingual program, you must meet with the parent/guardian to discuss Bilingual Services. They have the option to transfer to a campus that does offer a Bilingual Program. They may also choose to deny Bilingual and approve ESL and remain at current campus. Contact the Multilingual Department for more support.

Dual Language Campuses: Magnet vs Zoned

HISD Magnet Language Programs

Mandarin Immersion

Arabic Immersion

French Immersion

ZONED HISD Magnet Language Programs

Wharton Spanish Immersion

Helms Spanish Immersion

ZONED HISD Dual Language Campuses

Any HISD zoned campus offering Dual Language

All <u>zoned</u> campuses must accept their emergent bilingual students and cannot deny enrollment in a dual language program.

Important Entries made by SIRs and Registrars

HISD Connect/PowerSchool

Demographics Panel

The Student Language Information must reflect the **ORIGINAL** Home Language Survey.

Information

Access Accounts
Attachments
Demographics
Photo
State/Province - TX
Special Programs

General Demographics

| Demographics | Contacts | Email | Other Info | Alerts | Transportation | CCR Setup |

Student Language Information

Home Language Survey Date

Enter the date the original Home Language Survey was administered to a student upon initial enrollment in a Texas public school.

Home Language Code

Home Language the language spoken in the student's home most of the time, as determined by the student's home language survey.

Student Language Code

Student Language is the language spoken by the student most of the time, as determined by the student's home language survey.

Other Info Panel

Thank you!

Have questions?

Contact us on
TEAMs or Email.

Michelle Saker

Michelle.Saker@houstonisd.org
Coordinator 1, Multilingual

Immunizations for Non-Nurses

Health & Medical Services

Date:
Presenter:
Chantee' Hale, BSN RN
Director, Health and Medical Services

Agenda

- Health and Medical Services Why
- About Vaccines
- State Law
- What HISD Requires
- What Your School Nurse Needs

Our Why

Ensuring Excellence in Health

for

Every Student

About Vaccines

The history of vaccination - or using a very small, very safe amount of viruses or bacteria that have been weakened or killed to train our body's immune system how to fight that bacteria or virus - dates back to the 1500's in China and India.

It was formally introduced to Western society in 1796, but was popularized in the USA by George Washington in 1777, when he vaccinated his army against smallpox.

Required school vaccinations can be traced back to Massachusetts in 1855.

State Law

Texas Administrative Code, TITLE 25, PART 1, CHAPTER 97, SUBCHAPTER B, RULE §97.66 - Provisional Enrollment for (Non-Higher Education; Non-Veterinary) Students and Children states that "The law requires that children and students be fully vaccinated against the specified diseases."

Additionally, Texas Administrative Code TITLE 25, PART 1, CHAPTER 97, SUBCHAPTER B, RULE §97.63 states that "Every child in the state shall be vaccinated against vaccine-preventable diseases caused by infectious agents, in accordance with the following immunization schedule. While the department recommends that providers immunize children according to the recommendations found on the department's website at www.ImmunizeTexas.com, this section sets out minimum immunization requirements for school entry for the child. The child must have the indicated vaccinations by the grade level indicated."

The only exception is for students who have a medical waiver (either good for 1 year after the M.D. has signed it if the waiver states what the specific condition it is being waived for OR good for a lifetime if the M.D has written both that it's a lifetime waiver and the specific disease for which the waiver is required), OR if the Texas State Exemption from Immunizations for Reasons of Conscious Affidavit is properly filled out and turned in. We will discuss this "Affidavit" more later.

What HISD Requires

Houston ISD requires that all students present their immunization records (including exemptions) within 30 days of enrollment in school, or the student may no longer attend school. This is true for both brick and mortar schools as well as virtual schools.

Students who are not completely up to date according to the childhood immunization schedule or catch-up schedule must be sent home Daily after the attendance period until their records are up to date.

While the School Nurse can check the state's ImmTrac2 system for any available records, it is the family's responsibility to provide these records, including any requested updates.

What Your School Nurse Needs

Your campus Nurse needs the following:
- A legible copy of the student's immunization record (does not need to be the original UNLESS it is a waiver or Affidavit - we must keep the original copy of waivers and Affidavits on file until the student is disenrolled).
- Original copy of any Affidavit or waiver of vaccine
- Records must be ONE per student, with the individual student's correct Name and Date of Birth on it.

DO NOT tell the family that they're complete or "all done" with immunizations. Tell them the Nurse will review the records and get back with them if anything else is needed.

Health and Medical can assist with some translations if possible, but ultimately families are responsible for providing a copy the nurse can comprehend, which may require official translation services. These can likely be obtained from the family's consulate.
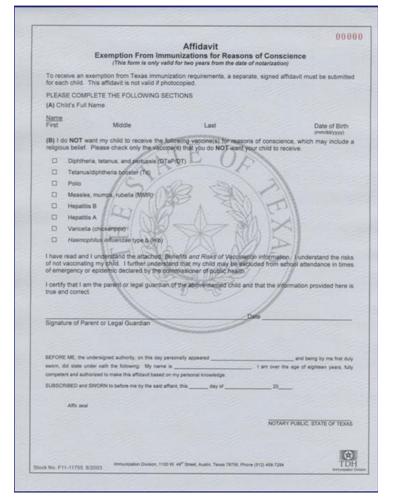
Texas State Exemption from Immunizations for Reasons of Conscious Affidavit

To be VALID, the following must be present:

- State of Texas Watermark
- Red Serial Number in Top Right Corner
- All vaccinations must be checked at time of NOTARIZATION, any changes after notarization invalidate the form.
- Legal Guardian signature and date that is dated the same date as the Notarization
- Notarization by Texas Notary Public

This form is only valid for 2 years after the Notary's signature date!

Please use this link or scan the QR code below to **complete today's exit ticket.**