

Opening of Schools Preparations Training



Tuesday, August 15, 2023

Location: Waltrip HS

Thursday, August 17, 2023

Location: Milby HS

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2023-2024
Opening of Schools Preparations Agenda
August 15th & 17th, 2023

Opening Introductions

Wanda D. Thomas, Sr. Manager Federal and State Compliance

- ❖ Memos
- ❖ Opening of School Procedures
- ❖ First Day Membership Reporting in HISD Connect
- ❖ Membership Reporting
- ❖ Family Educational Rights and Privacy Act ("FERPA")
- ❖ TEA Attendance Updates
- ❖ District Calendars and Important Dates

Latonya Smith, Sr. Compliance Analyst

- ❖ Enrollment Information
- ❖ Documentation for Discipline

Craig Zeno, Sr. Compliance Analyst

- ❖ PEIMS Information
- ❖ Important Fall Dates
 - Close of School-Start Window – September 29, 2023
 - PEIMS Training (Leaver, Fall/Summer PEIMS and Discipline)
 - PEIMS Snapshot Date – Last Friday in October – October 27, 2023
- ❖ Documentation for Leavers

Irma Hasnain, Sr. Manager Federal and State Compliance, State Reporting

- ❖ TSDS Unique ID Information

Departments

- ❖ **Early Childhood** – Marisol Castruita, Director
- ❖ **Federal and State Compliance** – Wanda D. Thomas, Sr. Manager
- ❖ **Health and Medical Services** – Raquel Espino, Manager
- ❖ **Multilingual Department** – Michelle Saker, Program Specialist
- ❖ **Office of School Choice** – Zanolvia Gatson, Manager, Student Transfer School Choice
- ❖ **Registrars and Records Clerks** – Xernona Martin, District Registrar
- ❖ **State Reporting** – Irma Hasnain, Sr. Manager
- ❖ **Student Assistance Department** – Asia Duhon, Manager
- ❖ **Student Enrollment** – Melanie Martinez, Manager
- ❖ **Texas Records Exchange (TReX)** – Travis Hunt, Director

2023-2024

Opening of Schools Preparations Packet

I. 2023-2024 DISTRICT CALENDARS & DATES

- ❖ HISD Academic Calendar
- ❖ Important Dates
- ❖ Report Card/Progress Report Dates
- ❖ Membership Reporting in HISD Connect

II. MEMOS and HISD Connect Emails

- ❖ HISD Connect Important Reminders for Registration and Enrollment
- ❖ HISD Connect Registration and Enrollment Training
- ❖ Release of Students in HISD Connect
- ❖ Membership Reporting in HISD Connect
- ❖ No Show Process

III. DOCUMENTS

- ❖ FSC Contact List 2023-2024
- ❖ HISD SIS Security Access Request Form
- ❖ Request Access for Membership in HISD Connect
- ❖ First and Second Day Procedures
- ❖ No Show Manual
- ❖ Student Attendance Accounting Handbook Link and How to Access the SAAH on TEA Website/Section 3 - Attendance
- ❖ ADA Exemptions
- ❖ Attendance Codes in HISD Connect
- ❖ Attendance Best Practices
- ❖ Helpful Opening of School Tips
- ❖ Important Enrollment Steps
- ❖ At-Risk Criteria

IV. SAMPLE FORMS

- ❖ Age Formula Calculation Chart (Federal and State Compliance Website)
- ❖ First Day Membership Form
- ❖ ADA Attendance Change Form
- ❖ Daily Attendance Change Form
- ❖ Period Attendance Change Form
- ❖ Teacher Attendance Change Form within 24 hours
- ❖ Teacher Grade Change Form (FSC Website)
- ❖ TEA Formal Request to Repeat A Grade 2023-2024 PK- 3rd Grade Only
- ❖ Substitute Roster
- ❖ Student Demographic Change Form (FSC Website)
- ❖ Student Residency Questionnaire (SRQ)
- ❖ HISD Safety Acknowledgment Form
- ❖ FSC Fall Training Schedule

V. HISD LIST OF ELEMENTARY & SECONDARY SCHOOLS ALPHA & NUMERICAL

VI. RESOURCES

- ❖ Federal and State Compliance Website (<https://www.houstonisd.org/Domain/8334>)
- ❖ Houston ISD School Guidelines located on the HISD SharePoint
- ❖ 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://houstonisd.sharepoint.com/sites/DEPTS/InfoTech/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>)
- ❖ 2023-2024 Student Attendance Accounting Handbook located on the TEA Website
<https://tea.texas.gov/finance-and-grants/financial-compliance/student-attendance-accounting-handbook>
- ❖ TEAL (<https://tealprod.tea.state.tx.us/>)

SECTION I
DISTRICT CALENDARS
&
DATES

HOUSTON INDEPENDENT SCHOOL DISTRICT

2023-2024 ACADEMIC CALENDAR

JULY 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

| | | | | | | |

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

| | | | | | | |

JANUARY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

| | | | | | | |

APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



FIRST DAY OF SCHOOL
August 28

LAST DAY FOR STUDENTS
June 5

LAST DAY FOR TEACHERS
June 6

<div>SCHOOL DAY START AND END TIMES</div> <div>7:30 – 3:00 Elementary 8:30 – 4:00 K-8 and Middle School 8:30 – 4:10 High School</div>	<div>INSTRUCTIONAL DAY START AND END TIMES: NES or NES-Aligned Schools</div> <div>8:00 – 3:00 PK – 1 8:00 – 3:30 2nd grade 8:00 – 4:00 3-5th grade 8:30 – 4:30 6th – 12th grade</div>	<div>GRADING CYCLES (No. of Days)</div> <div>Aug. 28 – Oct. 2 (24) Oct. 3 – Nov. 10 (27) Nov. 13 – Dec. 22 (24) Jan. 8 – Feb. 27 (35) Feb. 28 – Apr. 19 (30) Apr. 22 – June 5 (32)</div> <div>REPORT CARD</div> <div>Oct. 6 Nov. 17 Jan. 12 Mar. 8 Apr. 26 June 5 (ES, K8, MS) June 14 (HS)</div>
<div>5TH QUARTER (SUMMER 2024)</div> <div>Voluntary summer courses June 20 – July 26 [Mandatory for some students]</div>	<div>HOLIDAY (NO CLASSES)</div> <div>Sep. 4 – Labor Day Sep. 25 – Fall Holiday Nov. 23 – Thanksgiving Jan. 1 – New Years Day Jan. 15 – MLK Jr. Day Mar. 25 – Chavez Huerta Day Mar. 29, Apr. 10 – Spring Holidays May 27 – Memorial Day June 19 – Juneteenth</div>	<div>Total student-teacher contact days: 172</div>
<div>RECESS (NO CLASSES)</div> <div>Thanksgiving – Nov. 20 – 24 Winter Recess – Dec. 22– Jan. 5 Spring Recess – Mar. 11 – 15</div>	<div>POSSIBLE MAKE-UP DAYS</div> <div>June 6 – June 14</div>	<div>SCHOOL LEADERS' INDUCTION AND PREPARATION</div> <div>July 31 – Aug. 4 – Principals and APs</div> <div>ALL STAFF INDUCTION AND PREPARATION</div> <div>Aug. 14 – Aug. 25 – All staff</div> <div>STAFF PD (NO CLASSES)</div> <div>Oct. 13, Nov. 10, Jan. 5, Feb.19, June 6</div>

HISD IMPORTANT DATES

2023-2024

NOTE: The count of days in each cycle does not include professional development days, which are non-instructional.

REPORT CARD/PROGRESS REPORT DATES

CYCLE	Dates	# of Days	Progress Report Date	Report Card Date
Cycle I	Aug 28 – Oct 2	24	9/22/2023	October 6 (Friday)
Cycle II	Oct 3 – Nov 9	27	10/27/2023	November 17 (Friday)
Cycle III	Nov 13 – Dec 21	24	12/8/2023	January 12 (Friday)
Cycle IV	Jan 8 – Feb 27	35	2/2/2024	March 8 (Friday)
Cycle V	Feb 28 – Apr 19	30	4/5/2024	April 26 (Friday)
Cycle VI	Apr 22 – June 5	32	5/17/2024	June 5 (Wednesday) – ES, K-8, MS June 14 (Friday) – HS
Semester 1 (F)		75		
Semester 2 (S)		97		

SIX WEEKS ADA CYCLE DATES

ADA CYCLE I	AUGUST 28 – OCTOBER 2	24 DAYS
ADA CYCLE II	OCTOBER 3 – NOVEMBER 9	27 DAYS
ADA CYCLE III	NOVEMBER 13 – DECEMBER 21	24 DAYS
ADA CYCLE IV	JANUARY 8 – FEBRUARY 27	35 DAYS
ADA CYCLE V	FEBRUARY 28 – APRIL 19	30 DAYS
ADA CYCLE VI	APRIL 22 – JUNE 5	32 DAYS
		172 TOTAL DAYS

HOLIDAYS

Cycle I	September 4	Labor Day
Cycle I	September 25	Fall Holiday
Cycle II	November 20 – 24	Thanksgiving Holidays
	December 22 – January 4	Winter Recess for Teachers
	December 22 – January 5	Winter Recess for Students
Cycle IV	January 15	Martin Luther King Day
Cycle V	March 11 – 15	Spring Recess
Cycle V	March 25	Chavez/Huerta Day
Cycle V	March 29	Spring Holiday
Cycle V	April 10	Spring Holiday
Cycle VI	May 27	Memorial Day

STAFF PROFESSIONAL DEVELOPMENT DATES (NO SCHOOL FOR STUDENTS)

October 13	Staff Professional Development
November 10	Staff Professional Development
January 5	Staff Professional Development
February 19	Staff Professional Development
June 6	Staff Professional Development

100th Day of School is February 12, 2024

HISD IS OPERATING ON A SIX-WEEKS GRADING CYCLE FOR THE 2023-2024 ACADEMIC SCHOOL YEAR

2023-2024 HISD Connect Dates for 6-WEEK Report Card and Progress Report									
	HISD Connect		Progress Report (PR) and	HISD Connect	Teacher Verification	HISD Connect	Store Grades	Submit PR/Report Cards to FSC (pdf only)	Progress Reports/Report Cards Go Out to Parents
Progress Report (PR)/Cycle (CY)		Number of Days	Report Card Cycle (CY) End Date	Teacher Timeframe	Due (CY) @ 5pm	Lock Date @ 5 pm			
PR1	PR Run 1		09/15/2023 (Friday)	9/18/2023 - 9/20/2023		Open	9/21/2023	9/22/2023	9/22/2023 (Friday)
CY1	CY1	24	10/2/2023 (Monday)	10/3/2023-10/4/2023	10/4/2023	10/4/2023	10/5/2023	10/6/2023	10/6/2023 (Friday)
PR2	PR Run 2		10/20/2023 (Friday)	10/23/2023 - 10/25/2023		Open	10/26/2023	10/27/2023	10/27/2023 (Friday)
CY2	CY2	27	11/9/2023 (Thursday)	11/13/2023 - 11/15/2023	11/15/2023	11/15/2023	11/16/2023	11/17/2023	11/17/2023(Friday)
PR3	PR Run 3		12/1/2023 (Friday)	12/4/2023-12/6/2023		Open	12/7/2023	12/8/2023	12/8/2023 (Friday)
CY3	CY3	24	12/21/2023 (Thursday)**	1/8/2024 - 1/10/2024	1/10/2024	1/10/2024	1/11/2024	1/12/2024	1/12/2024 (Friday)
PR4	PR Run 4		1/26/2024 (Friday)	1/29/2024 - 1/31/2024		Open	2/1/2024	2/2/2024	2/2/2024 (Friday)
CY4	CY4	35	2/27/2024 (Tuesday)	2/28/2024-3/01/2024	3/1/2024	3/1/2024	3/4/2024	3/8/2024	3/8/2024 (Friday)
PR5	PR Run 5		3/28/2024 (Thursday)	4/1/2024 - 4/3/2024		Open	4/4/2024	4/5/2024	4/5/2024 (Friday)
CY5	CY5	30	4/19/2024 (Friday)	4/22/2024 - 4/24/2024	4/24/2024	4/24/2024	4/25/2024	4/26/2024	4/26/2024 (Friday)
PR6	PR Run 6		5/10/2024 (Friday)	5/13/2024 - 5/15/2024		Open	5/16/2024	5/17/2024	5/17/2024 (Friday)
CY6	CY6	32	6/5/2024* * (Wednesday)	5/30/2024 - 6/3/2024	6/3/2024	6/3/2024	6/4/2024	6/5/2024	6/5/2024 (Wednesday) ES/ K-8/MS
			6/5/2024** (Wednesday)	6/6/2024 - 6/10/2024	6/10/2024	6/10/2024	6/11/2024	6/14/2024 HS	6/14/2024 (Friday) HS

** End of Semester

172

Revised 8-29-2023

Athletics Department UIL Grade Reporting Dates School Year 2023-2024

SIX WEEK CALENDAR

END OF GRADING PERIOD	LOSE/REGAIN ELIGIBILITY	NO COMPETITION	GRADE CHECK DATES	REGAIN ELIGIBILITY
Oct. 2 / Mon.	Oct. 9 / Mon.	Oct. 9 — Oct. 30	Oct. 20 / Fri.	Oct. 27 / Fri.
Nov. 10 / Fri.	Nov. 17 / Fri.	Nov 17 — Dec. 8	Dec. 8 / Fri.	Dec.15 / Wed.
Dec. 22 / Fri.	Jan. 16 / Tue.	Jan. 12 — Feb. 2	Jan. 29 / Mon.	Feb. 5 / Mon.
Feb. 23 / Fri.	Mar. 1 / Fri.	Mar. 1 — Mar. 22	Mar. 22 / Fri.	Mar. 29 / Fri..
Apr. 19 / Fri.	Apr. 26 / Fri.	Apr. 26 — May 17	May 10 / Fri.	May 17 / Fri.

* "If a grading period or 3-week evaluation period ends on the last class day prior to a school holiday of one calendar week or more (e.g., Thanksgiving break, spring break, winter holidays), the seven-calendar day grace period to lose eligibility and the seven-calendar day waiting period to regain eligibility begin the first day that classes resume." From [TEA/UIL Side-by-Side, Academic Requirements](#)

+ "No Pass, No Play" begins after the first six weeks of the school year.

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	12	32
	September	8	9				
				Eighth week:	October	20	37
Third week:	September	11	10				
	September	12	11	Snapshot	October	27	42
	September	13	12				
	September	14	13				
	September	15	14				

SPECIAL MEMBERSHIP REPORTING DATE: OCTOBER 27, 2023 PEIMS SNAPSHOT							
Friday	November	17	56	Friday	March	22	123
Thursday	December	21	75	Friday	April	26	145
Friday	January	26	89	Wednesday	June	5	172
Friday	February	23	108				

SECTION II

MEMOS & HISD Connect Emails

Reporting Membership Figures for School Year 2023-2024

Many central office departments need accurate counts of the number of students enrolled in each school in order to conduct daily business. An application is available for reporting membership figures in the schools by grade level. Authorized staff will log in to the HISD Connect and click on Membership under the Functions Panel to access the system. School personnel are to conduct a manual count of the actual number of students in membership on the dates reflected in the attached schedule and input this data into Membership Panel in HISD Connect. Federal & State Compliance department staff members will verify that each campus has input their data by 10:30 a.m. School personnel with the Attendance Role in HISD Connect will have access to input the membership data into HISD Connect Membership. There should be at least two people on the campus with this access a primary and a back- up. Other HISD personnel needing to view this information will have to request a View Only Role for the Membership Panel in HISD Connect.

Initial access will be granted to division personnel, principals and the staff on each campus who handled membership reporting during the school year 2022-2023. An individual may have only one level of access to the application

Staff needing view access to the Membership Panel in HISD Connect must complete a HISD SIS Security Access Request Form, requesting a View Only Role and will need to write Membership on the line provided.

A/R <i>(check appropriate box)</i>	
<input type="checkbox"/>	<input type="checkbox"/> View Only
<input type="checkbox"/>	<input type="checkbox"/> Discipline View
<input checked="" type="checkbox"/>	<input type="checkbox"/> Other: <u>Membership View Only</u>
<input type="checkbox"/> REMOVE ALL ROLES	

Please contact Federal and State Compliance at 713-556-6753 with any questions concerning membership reporting.

An Academic Service Memo to principals on will be sent out regarding this process.



HISD Connect Start of School 2023-2024

Important Reminders

All schools are starting classes on the same date, **August 28, 2023**, and will follow the instructions to Enroll, Transfer Out, and No-Show Students.

Remember:

When **Enrolling** or **Transferring Out** students or entering a "**Left**" or "**No Show**" record, the date always defaults to the current date; edit as required for the process you are completing.

First Day of School:

Enrolling Students

- When **Enrolling** a new student use **08/28/2023**; Entry Date will be the first day of school (if applicable), or a date that follows, depending on when the student shows up. Use the date of the student's first day of attendance.

Transferring Out of School (Withdraw)

- When a student will be **Transferred Out of School** (withdrawn), use the **current date**, and use the **Exit Code "Left"**.
- The student's **schedule needs to be dropped** before transferring the student out. Failure to complete this step will cause issues for PEIMS and TSDS collections where student section records are reported
- Student sections can end up associated with the wrong campus, which will also cause issues in the PEIMS/TSDS submissions.

"No-Show" Records:

- The **Official No-Show** date for the 2023-2024 school year is **08/28/2023**, and it should be entered only for students who are enrolled at your school but not in attendance on the first day of school. The **Entry and Exit Dates must equal the first day of school** and use the **Exit Code "No Show."**
- When No-Showing a student, the student's **schedule needs to be dropped** before transferring the student out. Failure to complete this step will cause issues for PEIMS and TSDS collections where student section records are reported.
- Student sections can end up associated with the wrong campus, which will also cause issues in the PEIMS/TSDS submissions.

Week 1 Focus (8/28 – 9/01):

The following are items schools should focus on in the first week of school.

- No-Shows should be coded by the 8/28/2023.
- Bell schedules should be accurate and added to the correct calendar date(s).
- Enrolled students should have a complete schedule.
- Schedule changes should be completed within the first 15 days of school.
- Duplicate and/or overlapping course enrollments should be resolved.
- Users needing new access should complete required SIS training(s) and submit SIS Security Request.

If you have any questions, please contact the Service Desk:

Email: ServiceDesk@houstonisd.org

Phone: (713) 892-7378



Houston Independent School District
4400 West 18th Street | Houston, TX 77092
www.houstonisd.org

Procedure for requesting the release of a student for enrollment:

1. Principals should identify and authorize the appropriate staff to send request to the FSC@houstonisd.org mailbox to request release of students who are attempting to enroll.
2. Principal sends an email to FSC@houstonisd.org stating who is authorized to send emails for students to be released.
3. The receiving campus must e-mail any request that students be released from another campus to FSC@houstonisd.org, including their school name in the subject line of the email:

Subject: Release of students for (Campus Name) For each

For each student, list:

STUDENT NAME

LOCAL ID NUMBER

SENDING SCHOOL

4. Send all request to the FSC@houstonisd.org mailbox, DO NOT send request to individual staff members. The staff member may not be on duty and your request will go unanswered.
5. The FSC staff will release the student(s) from the sending campus.
6. The FSC mailbox will be available for releasing students from August 14-28, 2023. After August 28, all requests must be made to the campus in which the student appears as enrolled.

Release of Students in HISD Connect for Fall 2023-2024 Enrollment

Students who have moved from one address to another or who have obtained a transfer during the summer may need to be withdrawn from one HISD school before they can enroll in another HISD school. The Federal and State Compliance staff will work with all schools to help expedite this process. A request to withdraw a student must only be made if the parent or adult student has come in person to enroll at the school with proof of residence or has an approved transfer from the Office of School Choice (Student Transfer Department).

Please refer to the following scenarios to determine appropriate steps:

1. Previous HISD student moves over the summer and is now zoned to a new school:

If attempting to enroll during an early registration, the new school should attempt to contact the last school to have a "Left Record" entered, thus releasing the student for enrollment in the new school.

On August 14, 2023, the new school can submit an e-mail request to Federal & State Compliance via the process below.

2. A zoned student who previously indicated that he/she would attend another school on a transfer has decided to attend his/her zoned school instead:

If during an early registration, advise the transfer school of the student's decision to attend the zoned school, and request that a "Left Record" be entered so that the zoned school can enroll the student.

On August 14, the zoned school can submit an e-mail request to Federal & State Compliance via the process below.

Students always have the option of enrolling in their zoned school despite having an approved transfer

to another school.

3. A student with a transfer approved by the Office of School Choice (Student Transfers) is attempting to enroll in the transfer school but is currently shown as enrolled in another school:
If attempting to enroll during an early registration, the new school should attempt to contact the other school to have a "Left Record" entered, thus releasing the student for enrollment in the new school.

On August 14, the new school can submit an e-mail request to Federal & State Compliance via the process below.

Under no circumstance should a non-zoned student without a transfer approved by the Office of School Choice be allowed to attend class.

4. A non-zoned student without a transfer approved by the Office of School Choice is attempting to enroll:

- Submit an on-line transfer application via the link below

<https://www.houstonisd.org/site/Default.aspx?PageType=7&SiteID=51039>

There is no need to send a parent to the Office of School Choice at the Hattie Mae White ESC to get a transfer. Please refrain from unnecessarily sending families to the Hattie Mae White ESC.

Only after the transfer has been approved by the Office of School Choice, the new school should attempt to contact the last school to have a "Left Record" entered, thus releasing the student for enrollment in the new school.

On August 14, the new school can submit an e-mail to the Federal and State Compliance mailbox – fsc@houstonisd.org via the process above.

Under no circumstance should a non-zoned student without an approved transfer from the Office of School Choice be allowed to attend class.

2023-2024 NoShowProcess

Please provide this information and attached instructions to your campus clerk that is responsible for the enrollment of students and the “No Show” process.

In order to avoid errors in attendance reporting, membership and audits, all schools at all grade levels, PK through twelve, should have a written plan in place for first day procedures for all staff members who are responsible for taking attendance as well as for marking “No Show” students. A sample plan was provided in the Opening of Schools Preparations Packet which can be found on the Federal & State Compliance Department Website and is included as an attachment.

The “No-Show” status should be assigned after the official ADA period on the first day of school and completed by the close of business day on August 28, 2023. All students who are not present on the first day of school must be “No Showed”. A step-by-step guide to posting “No Shows” is also attached. A student is in membership only if a student has actually attended a class during the ADA period. All unclaimed schedules after the official ADA time should be retrieved and posted as “No Shows”. All “No Shows” must be posted by the end of the first day of school showing the effective date in HISD Connect as August 28, 2023. 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 the No-Show status for grades 7 – 12 and create a new enrollment line with the new enrollment date.

Please contact Federal and State Compliance with any concerns or issues in regard to “No Shows”, 713-556-6753.

An Academic Service Memo to principals will be sent out, along with an email to campus personnel.

SECTION III

DOCUMENTS

Federal and State Compliance

HMW Educational Support Center, 4400 West 18th Street, Level 3NE, Houston, TX 77092

Department Number: 713-56-6753 FSC/Data Quality Fax: 713-556-6782 State Reporting Fax: 713-556-6783

Dr. Allison Matney, Executive Director, Assessment, Accountability, and Compliance 713-556-6700

Isabel Hovey, Director, Data Science and Compliance 713-556-6700

Wanda D. Thomas, Senior Manager, Federal and State Compliance 713-556-6775

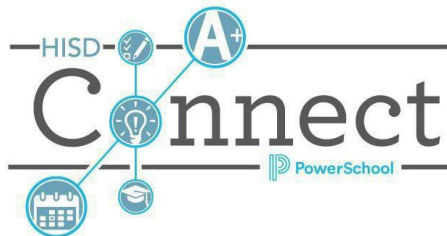
Irma Hasnain, Senior Manager, State Reporting 713-556-6759

DATA AND COMPLIANCE MONITORING TEAM: This team monitors campus PEIMS data to ensure compliance with TEA requirements. The senior student information representatives also monitor official ADA attendance and OFSDP attendance, balance ADA attendance by 6-week period to ensure accurate data, maintain attendance accounting records, and reconcile student membership. In addition, the senior compliance analysts review the digital and manual discipline and leaver records.

Extension	Name	Title	Cubicle/Office
67657	Smith, Latonya S.	Senior Compliance Analyst	
66766	Shannon, Lisa	Senior Compliance Analyst	
66774	Palmer, Dachundralyn	Senior Compliance Analyst	
66756	Franco Betancourt, Rachel	Senior Compliance Analyst	
TBD	Morales, Cynthia	Senior Compliance Analyst	

STATE REPORTING TEAM: This team works to ensure that all PEIMS / TSDS Unique ID is accurate and that all data requests are fulfilled in an accurate and timely manner.

Extension	Name	Title	Cubicle/Office
66767	Figueroa Torres, Nancy	Senior Compliance Analyst	
66768	Tejada, Marina	Senior Compliance Analyst	
67414	Paschall, Gail	Senior Compliance Analyst	
66773	Guerrero, Sylvia	Senior Compliance Analyst	



HISD SIS SECURITY REQUEST FORM

Submit to: Student Management Systems (Attn: SIS Security)
Route 1 · 4400 West 18th St · Level 3NW · Houston, TX 77091
or email SISSecurity@houstonisd.org

I. Complete this section for ALL SIS requests.

Employee ID: _____
(8 digits)

Network Username: _____
(NOT password)

Last Name: _____ First Name: _____ MI: _____

Current Work Location: Campus/Dept #: _____ Campus/Dept Name: _____

Work Location Telephone #: _____ Position/Title: _____

II. Complete Section I and Section II to ADD or REMOVE a role assignment.

When requesting Campus Level access, also specify the campus number and campus name. Additional forms are required for access to additional campuses. School Area Level access requires the Area Superintendent's approval.

District Level – [A]dd/[R]emove

A/R (check appropriate box)

☐ District View Only

☐ Other: _____

☐ REMOVE ALL ROLES

School Area Level – [A]dd/[R]emove

(check appropriate box)

☐ North ☐ Northwest ☐ South ☐ East

☐ West ☐ Achieve 180 ☐ All Schools

☐ Other (specify campuses): _____

A/R (check appropriate box)

☐ View Only

☐ Discipline View

☐ Other: _____

☐ REMOVE ALL ROLES

Campus Level – [A]dd/[R]emove

Location #: _____

Campus: _____

A/R (check approp. box)

☐ View Only

☐ School Enrollment

☐ Office Attendance

☐ Ofc. Grade Reporting

☐ Discipline View

☐ Discipline Editor

☐ Magnet

☐ Other: _____

☐ REMOVE ALL ROLES

A/R (check approp. box)

☐ Student Sched.

☐ Master Sched.

☐ English Learner

☐ Gifted & Talented

☐ Career Tech Ed.

☐ At-Risk

☐ Title I

A/R (check approp. box)

☐ TREx

☐ Health

☐ Socioeconomic

☐ IAT Liaison

☐ Interventionist

☐ Special Ed View

☐ Teacher

INTERNAL USE ONLY

III. Complete ALL sections to request a change of location. Failing to do so may prevent access.

All role assignments will be removed from the *Previous Work Location* specified below. Previous role assignments are not transferred. Only the roles selected in Section II are applied.

Previous Work Location: Campus/Dept #: _____ Location Name: _____

Current Work Location: Campus/Dept #: _____ Location Name: _____

The Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C., Section 1232g, its implementing regulations (34 CFR Part 99), and amendments, the Texas Public Information Act (TPIA), Texas Government Code Section 552.001 et seq., and Houston Independent School District (HISD) Board Policies provide for the security, confidentiality, review, and disclosure of student educational records. All persons who access HISD student records hold a position of trust relative to this information and must recognize and acknowledge their responsibilities for preserving the security and confidentiality of this information. The requestor is aware of the state and federal laws pertaining to records tampering and the requestor is aware of the penalties under the law related to records tampering.

Access will not be granted without signatures and dates.

Requestor's Signature

Date: _____

Approver's Printed Name:

(please print legibly)

(Principal, Executive Principal, SSO, CSO, or Superintendent)

Approver's Signature

Date: _____

SIS-PS-20220330

Attendance Clerk

The **attendance personnel** generating absence summaries and transcribing the absences or coding information into the accounting system are responsible for adhering to all laws and regulations pertaining to student attendance accounting. Each person entering data into the attendance accounting system must sign an affidavit attesting that the data he or she has entered are true and correct to the best of his or her knowledge—or, in the case of a paperless attendance accounting system, indicate electronically that the person attests that the data he or she has entered are true and correct to the best of his or her knowledge.

Tasks Prior to Opening of School

1. Post rosters throughout campus for parents to review.
2. Review the updated Membership Reporting procedures and the school district calendars.
3. Distribute Class Rosters to teachers with written instructions on how to document “no show” students.
4. Generate a list of students with no homeroom number (if applicable) or schedule and verify status.
5. Verify that ADA time is posted in your school. Note: Attendance should be submitted no later than 20 minutes after ADA time in your building.

First Day Procedures

1. Distribute first day rosters to teachers to verify attendance (must be signed in ink by teachers).
2. Communicate to teachers that attendance must be sent to the office no later than 30 minutes after official ADA time.
3. Log into HISD Connect to Report Manual Membership Figures by 10:30 am.
— KEEP originals of first day rosters (ALL SCHOOLS).
4. NO SHOWS
 - ALL STUDENTS NOT PRESENT FIRST DAY MUST BE NO SHOWED!
 - Unclaimed schedules retrieved and posted as No Shows
 - All NO SHOWS must be posted by the end of 1st Day
 - All NO SHOWS will have an effective date in HISD Connect of August 28, 2023.
5. Teachers should only take attendance for the first day on the first day rosters.

Second Day Procedures

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

Reminder:

- If a student who was marked on the 1st day as a “No Show” report 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.

MEMBERSHIP REPORTING FOR 2023-2024

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

Schools will report manual membership in HISD Connect under the **FunctionsPanel**. Authorized staff will log in to the **HISD Connect** click on Membership and input the manual membership figures by grade level.

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.

Please refer to the upcoming Academic Service Memo to Principals regarding membership figures in HISD Connect.

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 designated time of attendance.

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

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.

If the teacher makes a correction within the 24-hour period before the teacher attendance panel locks, we need documentation of the change. Please have the teacher complete the Attendance Corrected by the Classroom Teacher within 24 hours form.

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

(This also 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, use liquid correction fluid, and never use a signature stamp);
- always use the legal names of the students (no nicknames or shortened version of the name);
- always use the correct student ID number;
- Teacher or Substitute Teacher's Signature in ink;
- If errors are made on any official attendance document, strike one line through the error, enter corrections nearby, and initial in ink.

HISD

Federal and State Compliance

DATA WITH QUALITY,
INTEGRITY, TRANSPARENCY.

**NO SHOW PROCEDURES FOR THE
ATTENDANCE OFFICE
AND
TEACHERS**

Administrators Overview of Enrollment Counts and Verification

2023-2024

This one-page reference guide is designed to help principals and campus leaders understand the enrollment verification process.

Membership counts will need to be done the first four-weeks of school, then once a week up to the Snapshot date, October 27, 2023. It is also repeated at the end of the first six weeks and again at the end of the fourth six weeks, per the Student Attendance Accounting Handbook published by the Texas Education Agency, however starting this year we will be implementing this practice for each 6 weeks.

For first day counts to be successful there will need to be staff members available to assist in all areas that include registration, withdrawing, scheduling, 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 identify 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 copy on a different color than what you are currently using.

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 an Enrollment Verification Report 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 in class (example included in packet).
- Any administrator or staff member who is supervising students will use 1st Day Office Headcount Form along with the 1st Day Office Student Roster (**STAFF** members must enter student's names and I.D. numbers), once completed, return to the registrar's office. This includes students in the cafeteria awaiting schedules, students in the clinic, library, office, etc.

Step 2 – ACCOUNT FOR ALL STUDENTS

- Have staff members collect all forms from the classrooms, those faculty members will also do a headcount to do a double check on the teachers count to ensure the count is accurate. The verifier 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.**
- **There is to be no attendance taken in HISD Connect on the 1st day of school and no tardies.**
- New students who arrive with a new schedule must be written on the bottom of the roster.
- Students on the roster, but not in class, should have a line drawn through their name.
- All rosters and lists will be tallied by **grade level** and given to the Registrar/SIR Clerk. The Registrar/SIR Clerk will have Campus Principal/PEIMS Coordinator verify and sign First Day Count Tally Sheet.

Step 3 – RECONCILE THE COUNTS

- All Enrollment Verification Reports, 1st Day Official Headcount Forms and 1st Day Office Student Rosters must be sent to the Registrar/SIR Clerk.
- Registrars/SIR Clerks will withdraw **ALL NO SHOWS STUDENTS IN HISD Connect and delete schedules BY CLOSE OF BUSINESS ON THE FIRST DAY OF SCHOOL.**
- The number of enrolled students plus all newly enrolled students (unscheduled) minus the no show students should equal the physical count of students. (See 1st Day Counts form).

No-Show Procedures for the Attendance Office

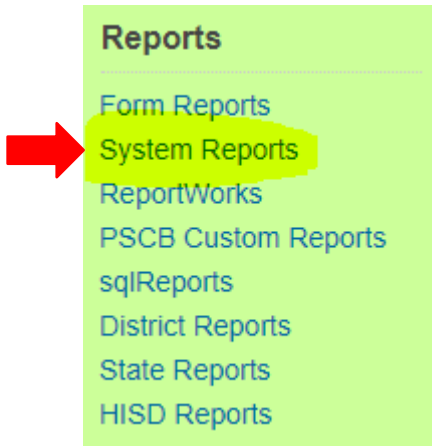
ALL STUDENTS NOT PHYSICALLY PRESENT ON THE FIRST DAY OF SCHOOL MUST BE MARKED AS A NO SHOW

- ❖ No-show status should be used only after school starts.
- ❖ The official **No-Show** date for all schools is **08/28/2023** and should be entered only 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)
- ❖ All No Shows must be posted by the end of the 1st Day and schedules deleted.
- ❖ SIRs/Attendance Clerks will run attendance rosters and distribute to teachers with written instructions on how to document student attendance on the first day.
- ❖ Teachers must draw 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 write **NS** next to the student's name. Example: **~~John Doe~~ – NS**
- ❖ Any student sent to the teacher's classroom with an admission slip or schedule from the office, the teacher will add the **name and id number**.
- ❖ At the ADA time, teacher will then count the number of students present in the classroom, record the total number of students on the list, teacher will sign and date before submitting to the attendance office.

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

Steps for No-Show Procedures:

Find System Reports from your SIS Start Page and click



Page will open to System Reports and clerk must scroll down to Student/Staff Listings and select Class Rosters (PDF)



Select HISD Class Enrollment Verification and highlight your ADA(secondary)/Homeroom(elementary) teachers and select the correct period(secondary) or HR for elementary.

Elementary Class Roster:

Class Rosters (PDF)

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

Meeting(s) (leave unchecked for all)

Load Report: HISD Class Enrollment Verification

Print Roster

HR

LA

MTH

SCI

SS

RD

ANC

RT

A

☒

☐

☐

☐

☐

☐

☐

☐

Secondary Class Roster:

Class Rosters (PDF)

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

Meeting(s) (leave unchecked for all)

	A
1	<input type="checkbox"/>
1M	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>
88	<input type="checkbox"/>
99	<input type="checkbox"/>

Load Report: **HISD Class Enrollment Verification**

Find the Heading text (Fields) section:

Heading text (Fields)

Enter **^(teachername)** to cause the teacher name to appear, and **^(class_expression)** for the expression

In the text box, change wording to the following:

School Year: ~(yearname)<tabto 6>Effective Date:~[short.date]

Teacher Instruction: Draw a line across the name of each student who is not in attendance during your ADA time and identify as a No-Show "NS". Sign and Date below and return to your school attendance office.</i>(if your roster exceeds one page you must sign each page)</i>

Print Name: _____ Signature: _____

Date: _____ Membership Total: _____

Remove Verified from Roster columns (Fields):

Format: field name \ column title \ column width \ alignment

LastFirst\Student Name\2\
Student Number\Student ID\1\C
Verified\1.5\C
Comment\2.75\L

First Day Class Roster Example:

Houston Independent School District
HISD Class Roster (Weekly)
[Redacted] Elementary School

Page: 1

Class: HOME ROOM - HR(A) **Section:** 005

Teacher: [Redacted] **Room:** [Redacted] **Total Students:** 3

School Year: 2023-2024 **Effective Date:** 08/28/2023

Teacher Instruction: Draw a line across the name of each student who is not in attendance during your ADA time and identify as a No-Show "NS". Sign and Date below and return to your school attendance office. (if your roster exceeds one page you must sign each page)

Print Name: [Redacted] **Signature:** [Redacted]

Date: [Redacted] **Membership Total:** [Redacted]

Student Name	Student ID	Comment
John Doe	1234567	NS
Jennifer Doe	8910112	
Sam Doe	7654321	

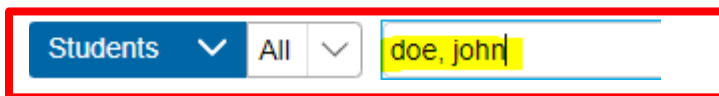
SIRs/Attendance Clerks will distribute class rosters to Homeroom(Elementary)/ADA Teacher(Secondary)

- At ADA time, teachers will take roll and no-show any students that are not present.
- Enrollment Verification Class Rosters will be sent to Attendance Office
- First Day Class Counts tally sheet will be filled out by SIR/Attendance Clerk and confirmed by Principal/Campus Designee
- SIR/Attendance Clerk will enter membership on the HISD Portal
- No Show Roster will be printed by SIR from SIS once process is completed

Once Class Rosters are collected, search for students on SIS to transfer out with NS status.

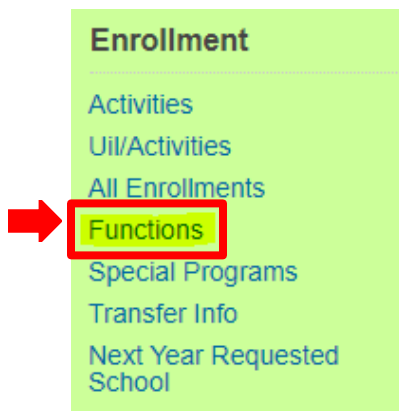
If searching for students individually, follow these instructions:

Start Page



Students ▾ All ▾ doe, john

Select Functions from tool bar on left side of page:



Enter no-show date of 8/28/2023 and exit code of NS. Notice that there will be no attendance records found as we will not be coding attendance on the first day.

Transfer Student Out

Who will be transferred out: [Redacted]

Transfer comment: [Redacted]

Date of transfer (should be the day after the student's last day in class): **08/28/23**

Exit code: **NS (No Show)**

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

* If the next school year is selected, be advised that all attendance-related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

☒ No attendance records found on or after 8/28/2023

Save

If several students need to be No-Showed at once, students should be hand selected by hand:

Start Page

Students ▾ All ▾ [Redacted]

PK4 K 1 2 3 4 5 6 F M **All** ☐ Include Remote Enrollments

Stored Searches Stored Selections View Field List Advanced MultiSelect District Search

Current Selection **Clear All** **All** (x)

Current Student Selection (390)

Student	Student Number	Date of Birth	Grade Level
[Redacted]	[Redacted]	12/28/2009	6
[Redacted]	[Redacted]	8/7/2011	5
[Redacted]	[Redacted]	6/17/2012	4
[Redacted]	[Redacted]	10/31/2014	1
[Redacted]	[Redacted]	9/13/2010	5
[Redacted]	[Redacted]	2/7/2013	3
[Redacted]	[Redacted]	6/28/2014	2
[Redacted]	[Redacted]	6/28/2014	2
[Redacted]	[Redacted]	3/2/2017	-1
[Redacted]	[Redacted]	3/2/2017	-1

<< < 1 2 3 4 > >>

Select By Hand

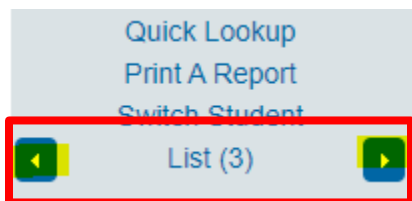
Click function button to Update Selection:

<input checked="" type="checkbox"/>	[REDACTED]	1973389	6/28/2014	2
<input type="checkbox"/>	[REDACTED]	2107962	3/2/2017	-1
<input type="checkbox"/>	[REDACTED]	2107963	3/2/2017	-1

<< < 1 2 3 4 > >>

Cancel Update Selection

Select first student on updated selection and scroll through each student using your arrow buttons.



From your Functions page, enter no-show date of 8/28/2023 and exit code of NS. Notice that there will be no attendance records found as we will not be coding attendance on the first day.

Transfer Student Out

[REDACTED]

Who will be transferred out [REDACTED]

Transfer comment [REDACTED]

Date of transfer (should be the day after the student's last day in class) 08/28/23

Exit code NS [No show]

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

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

☒ No attendance records found on or after 8/23/2021

Submit

Once No-Show Coding is complete, run your No-Show list by following path below with selections shown:

➔ Start Page > PSCB Custom Reports > Enrollment > Enrollment Search - Exit Codes

Enrollment Search - Exit Codes

Report Filters

Exit Code (Multi-Select) Default: All Exit Codes	Start Date	End Date
L86 - L86 GED Outside TX 0607 L87 - L87 Enroll in Univ HS Diploma L88 - L88 CrtOrdGEDNotErnd 2010-11+ L89 - L89 Incarceratd Adult 2010-11+ L90 - L90 Grad I-St Compct 2010-11+ L98 - L98 Other/Unknown L - Left	08/28/2023	08/28/2023
NS - No Show		
SYE - School Year End CGL - Change Grade Level		

➔

Select parameters and click submit **Submit**

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 IN HISD CONNECT.

First Day Class Roster Example:

Houston Independent School District HISD Class Roster (Weekly) [Redacted] Elementary School		Page: 1
Class: HOME ROOM - HR(A) Section: 005		
Teacher: [Redacted]	Room: [Redacted]	Total Students: 3
School Year: 2023-2024		Effective Date: 08/28/2023
Teacher Instruction: Draw a line across the name of each student who is not in attendance during your ADA time and identify as a No-Show "NS". Sign and Date below and return to your school attendance office. (if your roster exceeds one page you must sign each page)		
Print Name: _____	Signature: _____	
Date: _____	Membership Total: _____	
Student Name	Student ID	Comment
John Doe	1234567	<div style="text-align: center; font-size: 2em;">NS</div>
Jennifer Doe	8910112	_____
Sam Doe	7654321	_____

1ST DAY COUNTS

[illegible][illegible]

Grade Level	Grade Level Counts

Number of Students Enrolled on SIS	
Unscheduled Students	
No Show Students	
Total Present	
Total 1 st Count	

SIR/Attendance
Clerk: _____

Campus Principal/PEIMS
Coordinator: _____

Campus: _____

Date: _____

Membership Reporting Pathway

1. From the start page under **Functions** select **Membership**.

The screenshot shows the PowerSchool SIS interface. On the left, a 'Functions' sidebar lists various options, with 'Membership' highlighted in yellow. The main area is titled 'Start Page' and includes search filters for 'Students' and 'All'. Below these are links for 'Stored Searches', 'Stored Selections', 'View Field List', 'Advanced', 'MultiSelect', and 'District Search'. A section titled 'Current Student Selection (0)' shows a message 'There are no search results.' At the bottom right, there are buttons for 'Select By Hand' and 'Print Mailing Labels'.

2. Select **School Year: 2023-2024**, click **New** and enter campus membership figures.

Membership Reporting

The screenshot shows the 'Enrollment Input' form. It includes a 'School' dropdown set to 'Alcott Elementary School' and a 'School Year' dropdown. A yellow 'New' button is visible. Below is a table for entering membership data. The table has columns for 'Campus', 'Report Schedule', 'Day#', 'Week#', 'Month#', 'Report Date', and a grid of checkboxes for grades (EE, PK, KG, 01-12). To the right of the grid are columns for 'Created By', 'Created On', 'Modified By', and 'Modified On'. The table currently shows 'No records!'.

Campus	Report Schedule	Day#	Week#	Month#	Report Date	EE	PK	KG	01	02	03	04	05	06	07	08	09	10	11	12	Created By	Created On	Modified By	Modified On
No records!																								

1st Day Teacher Headcount Form

Campus: _____

08/28/2023

Attention Teachers: Complete the following steps at the official attendance time on the 1st day of school.

Step 1: During the official attendance time, verify the students on the Attendance Worksheet for accuracy.

- Place an "NS" next to any student who is not physically present in class
- Add the student ID, first name and last name of any student who is physically in the class but is not displaying on the Enrollment Verification
- Sign and date all pages of the Enrollment Verification Report in INK
- **NO PENCIL OR WHITE OUT ALLOWED**

Houston Independent School District
HISD Class Roster (Weekly)
Elementary School

Page: 1

Class: HOME ROOM - HR(A) Section: 005

Teacher: _____ Room: _____ Total Students: 3

School Year: 2023-2024 Effective Date: 08/28/2023

Teacher Instruction: Draw a line across the name of each student who is not in attendance during your ADA time and identify as a No-Show "NS". Sign and Date below and return to your school attendance office. (If your roster exceeds one page you must sign each page)

Print Name: _____ Signature: _____

Date: _____ Membership Total: _____

Student Name	Student ID	Comment
John Doe	1234567	NS
Jennifer Doe	8910112	
Sam Doe	7654321	

Step 2: Count the number of students who are physically in your class at this time. **DO NOT** count anyone who is not physically present at the time of official headcount. **DO NOT** include students who are in the nurse, in the restroom, in the office, etc. Record the number of students physically present below.

Official Headcount – Teacher: _____

Sign & Date in INK

Teacher's Name (Please Print): _____

Teacher's Signature: _____ Date: _____

1st Day Pending Schedule Form

Campus: _____ **Location:** _____

Attention Staff: Complete the following steps at the official attendance time.

Use black or blue ink only.

Step 1: Count the number of students who are currently physically in your presence.

Write the number of students physically in front of you in the Headcount field.

Step 2: List the student ID, First name, Last name, and Grade of all students physically in front of you.

[illegible]

Total Headcount: _____

Staff Name (Please Print): _____

Staff Signature: _____ **Date:** _____

2023–2024

Student Attendance Accounting Handbook

Texas Education Agency
September 2023

Section 3 General Attendance Requirements

This section provides information on general attendance reporting requirements.

3.1 Responsibility

In the following spaces, provide the name and phone number of the district personnel responsible for answering general attendance questions.

Name: _____

Phone Number: _____

As stated in previous sections, the district **superintendent** is ultimately responsible for the accuracy and safekeeping of all attendance records and reports. These records must be available for audit by the TEA Financial Compliance Division or for review by the State Funding Division. By signing the District Summary Report—or, in the case of a paperless attendance accounting system, by indicating his or her approval of data electronically—the superintendent affirms that he or she has taken measures to verify the accuracy and authenticity of the attendance data.¹¹ **Important: If TEA detects errors during an audit, the agency either will assess an adjustment to subsequent allocations of state funds or will require your district to refund the total amount of the adjustment when the audit is finalized.**

The **principal** of each campus is responsible for reviewing his or her respective Campus Summary Reports for completeness and accuracy. A principal should compare reports from TEA, which reflect TSDS PEIMS data, to locally produced reports for reasonableness and accuracy. By signing the Campus Summary Report—or, in the case of a paperless attendance accounting system, by indicating his or her approval of data electronically—a principal affirms that he or she has checked, or caused to be checked, the accuracy and authenticity of the attendance data.

Important: The principal or superintendent affirms the propriety of student eligibility determinations, including determinations of student eligibility for particular educational programs, when he or she signs affidavits—or, in the case of a paperless attendance accounting system, when he or she indicates electronically that he or she attests to the validity of the determinations.

The **teacher** who initially records an absence is responsible for the accuracy of the report and attests to the validity of the data with his or her signature—or, in the case of a paperless attendance accounting system, with his or her entry of those data using the teacher's logon with a distinct secret password.

The **attendance personnel** generating absence summaries and transcribing the absences or coding information into the accounting system are responsible for adhering to all laws and regulations pertaining to student attendance accounting. Each person entering data into the attendance accounting system must sign an affidavit attesting that the data he or she has entered are true and correct to the

¹¹ [TEC, §48.270](#)

best of his or her knowledge—or, in the case of a paperless attendance accounting system, indicate electronically that the person attests that the data he or she has entered are true and correct to the best of his or her knowledge.

Important: Your district must not assign attendance personnel the responsibility of determining a student's coding information. Special program staff members, directors, or teachers should provide attendance personnel with names and coding information of students who are eligible and whose documentation is in order. Special program directors and staff members are responsible for reviewing special program data and totals for accuracy and completeness. They are also responsible for ensuring that attendance personnel are aware of any changes in a student's services and the effective dates of those changes. The attendance personnel are then responsible for entering the changes in the student attendance accounting system. At the end of each six-week reporting period, special program staff members should check the Student Detail Report for any coding errors.

3.2 Membership and Eligibility for Attendance and Foundation School Program (FSP) Funding

Both **membership** and **eligibility to generate ADA** are related to the amount of time that a student receives instruction each day. However, they are not the same.

A student is in membership in your district if the student is enrolled in the district and is either:

- scheduled to attend at least two hours of instruction each school day or
- participating in an alternative attendance accounting program.

A student who meets the criteria above is in membership regardless of whether the student is eligible to generate ADA.

A student is eligible to generate ADA, and thus FSP funding, only if the student is in membership and also meets the ADA eligibility requirements described in the following subsections.

3.2.1 ADA Eligibility Coding

A student's eligibility to generate ADA is reported with an ADA eligibility code. Your district must use the following codes when reporting student attendance.

Note: The two-through four-hour rule includes recess and in-class breakfast.

Note: For prekindergarten (pre-K) ONLY, the two-through four-hour rule includes recess, breakfast, and lunch.

3.2.1.1 Code 0 Enrolled, Not in Membership

Code 0 indicates that a student is enrolled but is not in membership. Code 0 applies to students who are scheduled for and provided fewer than two hours of instruction by your district each school day and are not participating in an alternative attendance accounting program. This code is used for the following:

Note: A student whose only special education service is speech therapy and who receives fewer than two hours (120 minutes) of any form of instruction each day is not in membership (that is, has an ADA eligibility code of 0).

For coding examples, see [4.18.10 Speech Therapy Indicator Code 1 Examples](#).

4.8.1.2 Indicator Code 2 – Speech Therapy with Other Services

This code indicates that a student receives speech therapy **along with other services through another special education instructional setting** (for example, resource room). When a student receives speech therapy services in conjunction with other special education services through an instructional setting, the student's Student Detail Report and TSDS PEIMS 41163 Student Special Education Program Association Extension must show a speech therapy indicator code of 2, regardless of the setting in which the speech therapy services are provided. The student's TSDS PEIMS 41163 Student Special Education Program Association Extension must show an instructional setting code **other than 00**. The student's TSDS PEIMS 42401 Special Programs Reporting Period Attendance Extension must show both the student's primary instructional setting code (a code other than 00) and the instructional setting code of 00. (The 42401 Special Programs Reporting Period Attendance Extension does not permit reporting of the mainstream instructional setting code. If a student is in a mainstream instructional setting and also receives speech therapy services, the 42401 Special Programs Reporting Period Attendance Extension should have only one instructional setting code reported: 00.)

For a student to be coded with an instructional setting code of 40 and a speech therapy indicator code of 2 on the TSDS PEIMS 41163 Student Special Education Program Association Extension, the student must have:

- certified special education personnel (other than a certified speech pathologist/therapist) involved in the implementation of the student's IEP through the provision of direct, indirect, and/or support services:
 - to the student in the general education environment and/or;
 - in collaboration with the student's general education classroom teacher(s); **and**
- a certified speech pathologist/therapist involved in the implementation of the student's IEP through the provision of direct, indirect, and/or support services:
 - to the student regardless of the location (general education class or location other than a general education setting) and/or;
 - in collaboration with the student's general education classroom teacher(s).

When determining a student's primary instructional setting code other than mainstream, include the percentage of time allocated for speech therapy services outside of the general education setting in the percentage of time in the special education setting.

For coding examples, see [4.18.11 Speech Therapy Indicator Code 2 Examples](#).

4.8.1.3 Indicator Code 0 – No Speech Therapy

This code indicates that a student does not receive speech therapy. If a student does not receive speech therapy, the student's Student Detail Report and TSDS PEIMS 41163 Student Special Education Program Association Extension must show a speech therapy indicator code of 0 and an instructional setting code **other than 00**. The student's TSDS PEIMS 42401 Special Programs Reporting Period Attendance Extension also must show an instructional setting code **other than 00**.

4.9 Early Childhood Special Education (ECSE) Services

Eligible children with disabilities aged three through 21 years are entitled to receive a FAPE under IDEA. In Texas, special education and related services for eligible children with disabilities, aged three through five years, have historically been referred to as preschool programs for children with disabilities (PPCD). In an effort to clarify and promote understanding that a child who qualifies for these services must be served in the least restrictive environment specified in the child's IEP, TEA will phase out references to PPCD in this and other TEA publications beginning with the 2024–2025 school year. Instead, children aged three through five who qualify for special education and related services will receive services through ECSE.

ECSE refers to the services provided by the school district, **not** to the place where they are provided. Eligible children may receive ECSE services in a variety of settings, including district settings, such as pre-K, resource, and self-contained classrooms, and community settings, such as community-based Head Start programs and preschools.

A student receiving services may have a grade level of EE, pre-K, or K (kindergarten), depending on the student's age, the location where services are provided, and whether the student is eligible for free pre-K.

4.9.1 Eligibility for ECSE Services

ECSE services are special education services provided to children aged three through five years. To receive ECSE services, a child aged three through five years must meet the same eligibility requirements as other students receiving special education services. An ARD committee must meet and document in the student's record that the student is eligible to receive services through this program.

See [4.2 Special Education and Eligibility](#) and [4.3 Enrollment Procedures](#).

4.9.2 ADA (State Funding) Eligibility for Students Receiving ECSE Services

Students receiving ECSE services are eligible for ADA on the same basis as other students enrolled in your district. That is, they are subject to the two-through-four-hour rule, based on the time the student is served.

If the student is scheduled for and provided services for which he or she is eligible for at least four hours each day, the student is eligible for full-day attendance (ADA eligibility code 1). If the student is scheduled for and provided services for which he or she is eligible for at least two hours but fewer than four hours each day, the student is eligible for half-day attendance (ADA eligibility code 2). If the student is scheduled for and provided services for which he or she is eligible for fewer than two hours each day, the student is not eligible to generate ADA (ADA eligibility code 0).

For more information on ADA eligibility codes and the two-through-four-hour rule, see [3.2.1 ADA Eligibility Coding](#) and [3.2.2 Funding Eligibility](#). For information specific to ECSE students who attend a pre-K program, see the following subsection.

4.9.3 ECSE Services and Pre-K Programs

A student who is eligible for ECSE services may or may not be eligible for free public pre-K enrollment. Eligibility for free public pre-K programs is limited by statute.¹³¹ For the eligibility criteria for free pre-K, see [Section 7 Prekindergarten \(Pre-K\)](#), specifically [7.2 Eligibility](#).

When a student who is eligible for **both** special education and pre-K is served in a pre-K classroom, the student should be assigned the appropriate instructional setting code based on the location, amount, and type of special education services provided to the student. The student is eligible for full-day attendance (ADA eligibility code 1) if the student is scheduled for and receives at least four hours of instruction and services. The student is eligible for half-day attendance (ADA eligibility code 2) if the student is scheduled for and receives at least two hours but fewer than four hours of instruction or services.

A student who is **not eligible for free pre-K** may be served in the pre-K classroom if the ARD committee determines that this is the appropriate setting based on the student's IEP. When a student who is eligible for special education but is not eligible for pre-K is served in a pre-K classroom, the student's instructional setting code should be determined based on the amount of special education services, located in the chart on the following page.¹³²

If a special education teacher is not in the classroom for the student's entire instructional day, ADA will not be generated.

For coding examples, see the chart on the following page. For additional examples, see the applicable examples in [7.6 Examples](#).

¹³¹ [TEC, §29.153](#)

¹³² Special education services, as explained in [19 TAC §89.1005\(c\)\(1\)](#), may include indirect, and/or consultative services by a special education teacher. See Coding Chart 1: ECSE Services and Pre-K for ADA eligibility.

Coding Chart 1: ECSE Services and Pre-K													
	Student Age ¹	ADA Elig. Code	Instructional Setting Code	Grade Level	PPCD Ind.	ECI Ind	Child Count	ADA Elig. Code	Instructional Setting Code	Grade Level	PPCD Ind.	ECI Ind	Child Count
		Coding Information for Student Who Is Eligible for Both Special Education AND Free Pre-K						Coding Information for Student Who Is Eligible for Special Education BUT Ineligible for Free Pre-K ²					
served in the pre-K classroom by pre-K and special education teachers for ½ day (at least 2 but fewer than 4 hours) ³	3 or 4	2 half-day	40	pre-K	1	0	3	2 half-day	40	EE	1	0	3
served in the pre-K classroom by pre-K and special education teachers for full day (at least 4 hours) ³	3 or 4	1 full-day	40	pre-K	1	0	3	1 full-day	40	EE	1	0	3
served in the pre-K classroom by pre-K teacher for ½ day (at least 2 but fewer than 4 hours) with indirect and/or consultative services by special education teacher less than 2 hrs/day	3 or 4	2 half-day	40	pre-K	1	0	3	5 ineligible half-day	40	EE	1	0	3
served in the pre-K classroom by pre-K teacher for full day (at least 4 hours) with indirect and/or consultative services by special education teacher less than 2 hrs/day	3 or 4	1 full-day	40	pre-K	1	0	3	4 ineligible full-day	40	EE	1	0	3
served in the ½ day pre-K classroom but leaves for special education and related services in a self-contained (S-C) environment less than 21% of the instructional day	3 or 4	2 half-day	41	pre-K	1	0	3	5 ineligible half-day	41	EE	1	0	3
served in the ½ day pre-K classroom but leaves for special education and related services in a S-C environment at least 21% but less than 50% of the instructional day	3 or 4	2 half-day	42	pre-K	1	0	3	5 ineligible half-day	42	EE	1	0	3
served in the ½ day pre-K classroom but leaves for special education and related services in a S-C environment at least 50% but less than 60% of the instructional day	3 or 4	2 half-day	43	pre-K	1	0	3	5 ineligible half-day	43	EE	1	0	3
served in the pre-K classroom for ½ day and in a S-C classroom for the other ½ day	3 or 4	1 full-day	43	pre-K	1	0	3	2 half-day	43	EE	1	0	3
served in the pre-K classroom by pre-K and special education teachers for ½ day and in a S-C classroom for the other ½ day	3 or 4	1 full-day	43	pre-K	1	0	3	1 full-day ³	43	EE	1	0	3
served in the ½ day pre-K classroom but leaves for special education and related services in a S-C environment more than 60% of the instructional day	3 or 4	2 half-day	44	pre-K	1	0	3	5 ineligible half-day	44	EE	1	0	3
served in a S-C classroom by a special education teacher for at least 2 hours but fewer than 4 hours each day (Students in this setting receive only special education and related services.) ⁴	3 or 4	2 half-day	45	EE	1	0	3	2 half-day	45	EE	1	0	3
served in a S-C classroom by a special education teacher for at least 4 hours each day (Students in this setting receive only special education and related services.) ⁴	3 or 4	1 full-day	45	EE	1	0	3	1 full-day	45	EE	1	0	3
served in the ½ day pre-K classroom and the only sp. ed. svc. the student receives is 1 hour speech therapy/wk	3 or 4	2 half-day	00	pre-K	1	0	3	5 ineligible half-day	00	EE	1	0	3

Note: The examples in this chart related to pre-K programs assume that your district provides both a 3-year-old pre-K program and a 4-year-old pre-K program. For pre-K eligibility requirements, see [7.2 Eligibility](#). ADA eligibility code rules:

General: 0 = enrolled fewer than 2 hours per day, 2 = enrolled 2+ but fewer than 4 hours per day, 1 = enrolled at least 4 hours per day

Homebound: 0 = enrolled fewer than 2 hours per week, 2 = enrolled 2+ but fewer than 4 hours per week, 1 = enrolled at least 4 hours per week

Students whose only special education service is speech therapy and who are served fewer than 2 hours each day are coded with an ADA eligibility code of 0.

¹ An eligible student must be provided special education services beginning on his or her third birthday, even if his or her birthday falls after September 1.

² Ineligible pre-K students may be served in the pre-K classroom if the ARD committee deems it appropriate and space is available. However, eligible pre-K students should not be denied enrollment due to an ineligible pre-K student's enrollment.

³ The pre-K and special education teachers must be teaching concurrently for the entire half day if student is to be eligible for half-day attendance or for the entire day if student is to be eligible for full-day attendance. See [4.7.10.1.1 Requirements Related to Teachers Providing Special Education Instruction in General Education Settings](#).

⁴ Refer to [4.7.14 Code 45 - Full-Time Early Childhood Special Education Setting](#)

4.9.4 ECSE Services and Kindergarten Programs

An eligible student who receives special education services and attends a full-day kindergarten program is eligible for a full day of attendance (ADA eligibility code 1). The student should be assigned the appropriate instructional setting code based on the location, amount, and type of special education services provided to the student.

An eligible student who receives special education services in addition to attending a half-day kindergarten program is also eligible for a full day of attendance (ADA eligibility code 1) if the student is scheduled for and receives at least four hours of instruction and services. The student should be assigned the appropriate instructional setting code based on the location, amount, and type of special education services provided to the student.

If a kindergarten student who receives special education services turns six years of age during the school year, the PPCD¹³³ indicator code for that student should be changed from 1 to 0 on the date that the student turns six. Also, note that a student who is six years old on or before the October fall snapshot date must not have an instructional setting code of 45 - Full-time Early Childhood Special Education Setting. An instructional setting code change from 45 – Full-time Early Childhood to 44 - Self-Contained, Mild/Moderate/Severe, Regular Campus due to the student turning six during the school year as required for student attendance and accounting purposes does not constitute a change in placement described in [34 CFR, §300.116](#).

For coding examples, see the chart on the following page. Each row that shows a “current age” age of five shows the coding that should be used for a kindergarten student while the student is five years of age. Each row that shows a “current age” age of six shows the coding that should be used for a kindergarten student beginning on the date the student turns six years of age.

¹³³ **PRESCHL-PROG-CHLDRN-WITH-DISAB-IND-CD (E0899)** indicates whether the preschool student, age three through five years old, is receiving any special education and related services (including AI and VI) from the school district or charter school in any setting(s) or environment. (See [19 TAC §89.1035](#) and [34 CFR, §300.101\(b\)](#).) The term PPCD continues to exist currently in the TSDS TEDS.

Coding Chart 2: Kindergarten and Special Education Services								
	Age 09/01	Current Age	ADA Elig. Code	Instructional Setting Code	Grade Level	PPCD Ind.	ECI Ind.	Child Count
A kindergarten student eligible for special education services who is:								
attending a kindergarten classroom for his or her entire instructional day and receives special education services in the kindergarten classroom	5	5	1 full-day or 2 half-day	40	K	1	0	3
attending a kindergarten classroom for his or her entire instructional day and receives special education services in the kindergarten classroom	5	6	1 full-day or 2 half-day	40	K	0	0	3
attending a kindergarten classroom and receives special education and related services in a special education setting for less than 21% of the day	5	5	1 full-day or 2 half-day	41	K	1	0	3
attending a kindergarten classroom and receives special education and related services in a special education setting for less than 21% of the day	5	6	1 full-day or 2 half-day	41	K	0	0	3
attending a kindergarten classroom and receives special education and related services in a special education setting for at least 21% but less than 50% of the day	5	5	1 full-day or 2 half-day	42	K	1	0	3
attending a kindergarten classroom and receives special education and related services in a special education setting for at least 21% but less than 50% of the day	5	6	1 full-day or 2 half-day	42	K	0	0	3
attending a kindergarten classroom and receives special education and related services in a special education setting for at least 50% but less than 60% of the day	5	5	1 full-day or 2 half-day	43	K	1	0	3
attending a kindergarten classroom and receives special education and related services in a special education setting for at least 50% but less than 60% of the day	5	6	1 full-day or 2 half-day	43	K	0	0	3
attending a kindergarten classroom and receives special education and related services in a special education setting for more than 60% of the day	5	5	1 full-day or 2 half-day	44	K	1	0	3
attending a kindergarten classroom and receives special education and related services in a special education setting for more than 60% of the day	5	6	1 full-day or 2 half-day	44	K	0	0	3
served in a self-contained classroom for a full or half day (Students in this setting receive only special education and related services.) ¹	5	5	1 full-day or 2 half-day	45	K	1	0	3
served in a self-contained classroom for a full or half day (Students in this setting receive only special education and related services.)	5	6	1 full-day or 2 half-day	44	K	0	0	3

ADA eligibility code rules:

General: 0 = enrolled fewer than 2 hours per day, 2 = enrolled 2+ but fewer than 4 hours per day, 1 = enrolled at least 4 hours per day Homebound: 0 = enrolled fewer than 2 hours per week, 2 = enrolled 2+ but fewer than 4 hours per week, 1 = enrolled at least 4 hours per week Students whose only special education service is speech therapy and who are served fewer than 2 hours each day are coded with an ADA eligibility code of 0.

¹ Refer to [4.7.14 Code 45 - Full-Time Early Childhood Special Education Setting](#).

Texas Education Agency ADA Exemptions

<p>A student not actually on campus at the time attendance is taken may be considered in attendance for FSP (Funding) purposes if the student:</p> <p>Note: The following codes require documentation that has signed and dated by the principal or principal's designee.</p>	<p>Description</p>	<p>Short Code in HISD Connect</p>
<ul style="list-style-type: none"> • is in grades 6 through 12 and misses school for the purpose of sounding “Taps” at a military honors funeral held in Texas for a deceased veteran. 	<p>“TAPS” Military Funeral</p>	<p>TAP</p>
<ul style="list-style-type: none"> • is participating in an activity that is approved by your local school board and is under the direction of a professional staff member, an adjunct staff member or a paraprofessional staff member of your school district. The adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas. <p>Students participating in any activity that is not approved by your local school board or without certified district personnel supervision must be counted absent. For attendance to qualify for funding purposes, professional staff member, an adjunct staff member or a paraprofessional staff must be accompanying the students as an official of your school district for the specific purpose of supervising the students and must be approved by your school board to supervise the activity. For example, students would be reported present if they are participating in 4H activities that are supervised by a county extension service agent who has been approved by the local schoolboard as an adjunct staff member or a paraprofessional staff member of your school district. Paraprofessionals must meet the requirements of a highly qualified paraprofessional.</p>	<p>Activity</p>	<p>ACT</p>

Texas Education Agency ADA Exemptions

<ul style="list-style-type: none"> • is in the conservatorship of the DFPS and misses school: <ul style="list-style-type: none"> - to participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or 263, provided that scheduling the participation outside of school hours is not practicable or - to attend an activity under a service plan under the Texas Family Code, Chapter 263, Subchapter B. <p>The student may be considered in attendance for travel days for this purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day</p>	Child Protection	DFPS
<p>The student may be considered in attendance for travel days for this purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is participating in the activity, appointment, or visitation.</p>	Child Protection continued	DFPS
<ul style="list-style-type: none"> • is in his or her junior or senior year of high school and misses school for the purpose of visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution. Your district 1) may not excuse for this purpose more than 2 days during a student's junior year and 2 days during a student's senior year and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a procedure for verifying students' visits to institutions of higher education. 	College Visit	COL

Texas Education Agency ADA Exemptions

<ul style="list-style-type: none"> misses school for the purpose of attending a required court appearance, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is required to appear in court. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes. <p>A court appearance is considered to be required if the law (federal or state) or the court mandates an appearance by the student in a criminal, civil, or traffic matter. Examples of required court appearances would be appearances in response to a jury summons in the name of the student, a subpoena in the name of the student, or a traffic ticket marked "You Must Appear" or "Court Appearance Required." Additional examples would be a student's appearance in court as a plaintiff or defendant or as the subject of a court proceeding, such as an adoption or custody proceeding. Acceptable forms of documentation may be a copy of a pleading or other document filed with the court, a notice from the court clerk regarding a hearing or trial date, a jury summons, a subpoena, etc.</p> <p>Important: Absences to meet with probation officers and other absences related to court-ordered activities outside the courtroom do not qualify as required court appearances.</p>	Court	CRT
<ul style="list-style-type: none"> is enrolled in and attending off-campus dual credit program courses and is not scheduled to be on campus during any part of the school day. 	Dual Credit	DC

Texas Education Agency ADA Exemptions

<p>• misses school for the purpose of serving as a student early voting clerk, if your school district has a policy allowing for this type of excused absence or misses school for the purpose of serving as an election clerk or student election clerk. Your school district may excuse a student's absence for this purpose for a maximum of 2 days in a school year.</p> <p>A student may be considered in attendance for travel days related to an absence to serve as an election clerk or student election clerk but not for travel days to serve as a student early voting clerk. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is serving as an election clerk. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes. Travel days do not count toward the 2-days-per-school-year maximum.</p> <p>To serve as a student election clerk or student early voting clerk, a student must:</p> <ul style="list-style-type: none"> - be ineligible to serve as an election clerk under the Texas Election Code, §32.051(c); - be at least - 16 years of age; - have the consent of the principal of the school the student attends; - be a US citizen; and - have completed any training course required by the entity holding the election. <p>To serve as an election clerk (as opposed to a student election clerk), a student must meet the requirements specified in the Texas Election Code, §32.051.</p>	Election	ELC
<p>• misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for US citizenship, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site of the governmental office. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.</p>	Government Office	GOV

Texas Education Agency ADA Exemptions

<ul style="list-style-type: none"> • is temporarily absent because of a documented appointment for <i>the student or the student's child</i> that is with a health care professional licensed, certified, or registered by an appropriate agency of the State of Texas to practice in the United States. A documented appointment with a health care professional includes an appointment of a student diagnosed with autism spectrum disorder with a health care practitioner to receive a generally recognized service for persons with that disorder. To be considered temporarily absent, the student must begin classes or return to school on the same day of the appointment. The appointment should be supported by a document, such as a note from the health care professional. <p>The appointment must be a face-to-face consultation with a health care professional. A consultation over the phone or via video (telemedicine) is not considered an appointment with a health care professional. A school nurse will not count for FSP funding as a health care professional appointment.</p>	Medical Appointment	MD
<ul style="list-style-type: none"> • is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 TAC Chapter 74. 	Mentor	MTR
<ul style="list-style-type: none"> • is absent to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. Your district is required to excuse up to 5 days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment. 	Military Deployment	MIL
<ul style="list-style-type: none"> • misses school for the purpose of taking part in the student's own US naturalization oath ceremony, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site of the ceremony. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes. 	Naturalization Oath	NAT

Texas Education Agency ADA Exemptions

<p>• misses school for the purpose of observing religious holy days, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student will observe the holy days. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.</p> <p>Your school district is responsible for determining what constitutes a religious holy day for purposes of excusing absences. The agency does not maintain a list of days that qualify as religious holy days for purposes of being considered in attendance for FSP purposes. However, we do provide the following guidance: To be considered a religious holy day, the day should be one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, camps, and mission trips Your school district is responsible for determining what constitutes a religious holy day for purposes of excusing absences. The agency does not maintain a list of days that qualify as religious holy days for purposes of being considered in attendance for FSP purposes. However, we do provide the following guidance: To be considered a religious holy day, the day should be one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, camps, and mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days.</p>	<p>Religious</p>	<p>REL</p>
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Texas Education Agency ADA Exemptions

<ul style="list-style-type: none"> • is participating in an off-campus work-based learning opportunity and is not scheduled to be on campus during any part of the school day. Students who are participating in an off-campus work-based learning opportunity and are scheduled to be on campus during any part of the school day should have their attendance recorded while they are on campus. 	Off-Campus Work Base Learning	OCWBL
<ul style="list-style-type: none"> • is participating, with local school board approval, in a short-term (for example, 5-day) class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD) at a location other than the student's campus. The student must not be considered in attendance for FSP purposes on any day the student is traveling between the student's district and the location of the class but is not attending class. (However, travel days may be excused for compulsory attendance purposes. 	Tx School for Blind or Deaf	TSBD
<ul style="list-style-type: none"> • is 17 years of age or older and pursuing enlistment in a branch of the United States Armed Services or the National Guard. Your district 1) must not excuse the student for this purpose for more than four days of school during the period the student is enrolled in high school and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a policy that verifies the student's activities related to pursuing enlistment in a branch of the Armed Services or the Texas National Guard. 	Pursue Enlistment Armed Services	PEAS
<ul style="list-style-type: none"> • misses school for the purpose of visiting a driver's license office to obtain a driver's license or learner permit. The student must be enrolled in high school and 15 years of age or older. Your district may not excuse the student for more than one day of school during the period the student is enrolled in high school for each purpose (obtaining a driver's license and obtaining a learner license). Your district must verify the student's visit to the driver's license office in accordance with the procedures adopted by your district. 	Driver's License	DL

Texas Education Agency ADA Exemptions

<ul style="list-style-type: none">• is absent as the result of a serious or life-threatening illness or related treatment that makes the student's attendance infeasible. Documentation from a health care professional licensed, certified, or registered to practice in Texas must be provided that specifies the student's illness and the anticipated period of the student's absence relating to the illness or related treatment. A student with a mental health or substance abuse condition who is being treated for a serious illness (TEC, §25.087(b)(3)) in an outpatient day treatment program or partial hospitalization program, under the care of a health care professional licensed, certified, or registered to practice in Texas, shall be excused for the authorized treatment period, and shall not be withdrawn from school. The discharge summary from the outpatient day treatment or partial hospitalization program must include treatment admission and discharge dates to be provided to the school by the family upon return to school as documentation to excuse absences for the duration of the authorized outpatient treatment plan or partial hospitalization.	Under Doctor's Care	UDC
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HISD CONNECT Attendance Code Descriptions

(Present)

A (Absent)

EX (Absent Excused)

AT (Absent by Teacher)

T (Tardy)

ACT (Activity)

DFPS (Child Protection)

CIT (Citation)

COL (College Visit)

CRT (Court Appearance)

DC (Dual Credit)

ELC (Election Clerk)

FT (Field Trip)

GOV (Government Office)

HB (Homebound Services)

SRC (in School Suspension)

MD (Medical Appointment)

MTR (Mentor)

MIL (Military Deployment)

NAT (Naturalization)

OCWBL (Off-Campus Work Base Learning)

OSP (Oth Sch Per)

PRS (Pregnancy Related Services)

PEAS (Pursue Enlistment Armed Service)

REL (Religious)

TAP (Taps Military Funeral)

TSBD (TX School for Blind or Deaf)

DL (Driver's License)

UDC (Under Doctor's Care)

Attendance Best Practices

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

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

Helpful Opening of School Data Tips 2023-2024

1. Do a **TSDS Unique ID (UID) search** prior to enrolling students in the district/school to help avoid duplicate student ID/records. You can search for a student in the TSDS UID system with:
 - Social Security Number
 - State Alternate ID
 - First Name and Last Name
2. When **enrolling students** in HISD Connect be sure to complete the required field codes. (Ex: *ADA, ethnicity, gender, SS#/Alternate ID, Title I, etc. remember you do not have to add a new line for ADA or Title I each year if the code is the same as the previous year*) in order to avoid receiving any PEIMS fatals. Review the following reports daily to check for missing data and errors and make corrections.

- **TSDS PEIMS Fatals**

When enrolling **NEVER** use a Saturday, a Sunday, or a holiday as the enrollment date. **DO NOT** use a future date because these students will not appear on any class or student roster until that future date.

3. **ELIGIBILITY AND HOW TO APPLY TO PRE-K**

ENROLLMENT PROCESS

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

HISD offers prekindergarten on a tuition basis to students who do not meet the eligibility requirements to attend prekindergarten for free. Learn more about tuition-based prekindergarten by going to the Early Childhood Website at <https://www.houstonisd.org/Page/126445>

APPLYING

- To ensure all HISD students have accessibility to high-quality programming, Pre-K is not zoned in HISD. To apply, please complete the online Pre-K application located on the School Choice [page](#).

ELIGIBILITY CRITERIA

- To be eligible for enrollment in a district free prekindergarten program, a child must:
 - Be four years of age on or before September 1 of a given school year.
 - Live within the boundaries of the Houston Independent School District

AND meet at least one of the following criteria:

- Child is homeless
- Child unable to speak or understand English as determined by the Home Language Survey
- Child is economically disadvantaged
- Child of an active-duty member of the U.S. military or one who has been killed, injured, or missing in action while on active duty

- Child is or has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Section 262.201, Family Code
- Child meets any eligibility criteria for Head Start
- Child of a person eligible for the Star of Texas Award as a peace officer as defined in Section 3106.002, a firefighter as defined in Section 3106.003, or an emergency medical first responder as defined in Section 3106.004

HISD POLICY ON STUDENTS OF DISTRICT EMPLOYEES

District employees with 4-year-old children who live outside the district may bring their child to HISD provided their child meets one of the Pre-K eligibility requirements. The employee must complete the Pre-K Application at their school of preference then, receive approval from the receiving principal. Non-qualifying 4-year-old children of district employees may be accommodated if all eligible four-year-old students have been enrolled. An ineligible child of an employee will be required to pay tuition.

HISD POLICY ON THREE-YEAR-OLDS

HISD policy gives priority for enrollment in the prekindergarten program to eligible students who are at least four years of age on September 1, 2023. If additional space is available and there is no waiting list for eligible four-year-old students and non-eligible tuition-paying four-year-old students who reside in HISD, schools have the option of enrolling students who are 3 years of age on September 1, 2023 provided they meet the eligibility requirements.

- After all eligible and ineligible four-year-old students have been enrolled, if there are available seats, schools may then enroll three-year-old students who qualify after April 05, 2023.
- It is recommended that a waitlist by birthdate be created for three-year-olds so that when enrolling students, they may be close in age and development to their classmates.
- Should a significant number of three-year-olds be enrolled, creating classes with predominantly three-year-olds is preferred over mixed-age classes.
- Schools enrolling three-year-olds must receive permission in advance from the School Office and the Early Childhood Department.

PK Military and PK Foster Indicators

Complete the TX Military panel on the Overview screen for a PK student who is a dependent of a member of the US military. The Military Connected Code for PK students must be 4-PK STU Dep Uniform Active Duty Kill/Injured. See screen shot below.

State/Province – TX<PEIMS General<New

Military Connected (E1529)	Select Code ▼
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Once a student is determined to be eligible for PK, the student remains eligible for the remainder of the current school year in the district in which he or she resides or is otherwise entitled to attend for Foundation School Program benefits, with the exception described in 7.2.2 in the [Student Attendance Accountability Handbook](#).

- **NOTE: DO NOT MAKE COPIES OF MILITARY ID'S**
 - **DO NOT FORGET** to use the "AGE FORMULA CALCULATION SHEET" to determine the age eligibility for students as of September 1, 2023.
4. **Membership is due daily in HISD Connect by 10:30 A.M.** Please do not wait until 10:30 a.m. to post your membership counts. It is encouraged to post your membership counts the first chance you get after your official ADA time. **Non-ADA students must be INCLUDED.**
 5. **School Start Window for Leavers: (Secondary Grade Levels Only)**
The Texas Education Agency (TEA) requires HISD to submit leaver records, referred to as "203 records", for students served by the district in grades 7-12 during the prior school year and who do not enroll in the district in the school-start window of the current year (from the first day of school through the last Friday in September). A record is **not** required for grades 7-12 students who were enrolled during the prior year and are enrolled in the school-start window of the current year. HISD is **not** required to report leavers and movers who were in grades EE-6 during the prior school year unless a student was reported for even 1 day in grades 7-12 then later reclassified to 6th grade.
 6. **Discipline: (All Grade Levels)**
DO NOT wait until the end of the year or the second semester to input discipline in HISD Connect. Input discipline immediately as it happens including any discipline that occurs on the first day of school.

Important Enrollment Steps

1. In TSDS Unique ID (UID) system you can search for a student by doing a **Basic search** using the student's complete legal name and date of birth.

The screenshot shows the 'UNIQUE ID HOME' interface. Below the header, there's a 'Person Search - Individual Person' section. Three tabs are visible: 'BASIC SEARCH' (active), 'ADVANCED SEARCH', and 'ID SEARCH'. The form includes fields for 'First Name:*', 'Middle Name:', and 'Last Name:*', each with a text input box. Below these is a 'Suffix:' dropdown menu. At the bottom, the 'Date Of Birth:' is represented by three dropdown menus for 'mm', 'dd', and 'yyyy'.

You can also search for a student by doing an **ID Search** using the student's social security number (SSN), state alternate id or Unique ID.

The screenshot shows the 'UNIQUE ID HOME' interface with the 'ID SEARCH' tab selected. The form includes an 'ID:*' text input field. Below it, the 'ID Type:*' section has three radio buttons: 'Unique ID' (selected), 'SSN', and 'Alias ID'. At the bottom, there is a 'Source:' dropdown menu.

2. Once you made a thorough search in TSDS, you will begin enrollment from the PowerSchool home page. Under the People section click on Enroll New Student.



3. The District Search screen will appear, and you will complete at least 2 required fields, Last Name, First Name and/or Date of Birth for your search (strongly recommend you include DOB in your search). Match offers include:
 - Any Criteria will yield results that match any of the queried fields. This option may result in too many records too broad of a search and will take longer.
 - All Criteria will yield only those records that match all queried fields. (Recommended)

District-Wide Student Search

Search by the criteria below

Student Number	equals	
Last Name	contains	Bear
First Name	contains	Brother
Date of Birth:	equals	5/5/2015
Home Phone	contains	

4. Click Search

Searching for students using all criteria with:

- First Name starts with Garza
- Last Name starts with garza

#	Student Number	Student Name	DOB	Grade	Home Phone	TEA Unique Id	Entry Date	Exit Date	Enroll Status	School
8		Garza, [REDACTED]	03/18/2013	-3	[REDACTED]	[REDACTED]	08/15/2016	05/27/2017	Transferred Out	[REDACTED] Elementary School
9		Garza, [REDACTED]	11/11/2001	1	[REDACTED]	[REDACTED]	09/30/2008	10/10/2008	Transferred Out	[REDACTED] Elementary School
10		Garza, [REDACTED]	10/17/2013	1	[REDACTED]	[REDACTED]	09/08/2020	06/12/2021	Active	[REDACTED] Elementary School
11		Garza, [REDACTED]	03/01/2005	2	[REDACTED]	[REDACTED]	08/20/2012	06/07/2013	Transferred Out	[REDACTED] Elementary School
12		Garza, [REDACTED]	06/05/1996	12	[REDACTED]	[REDACTED]	08/19/2013	05/30/2014	Graduated	[REDACTED] High School
13		Garza, [REDACTED]	05/08/2008	7	[REDACTED]	[REDACTED]	09/08/2020	06/12/2021	Active	[REDACTED] School
		[REDACTED]	07/26/2				09/08/2	06/12/2		[REDACTED] for

Page 1 of 1
50
View 1 - 17 of 17

Enroll New Student
Search Again

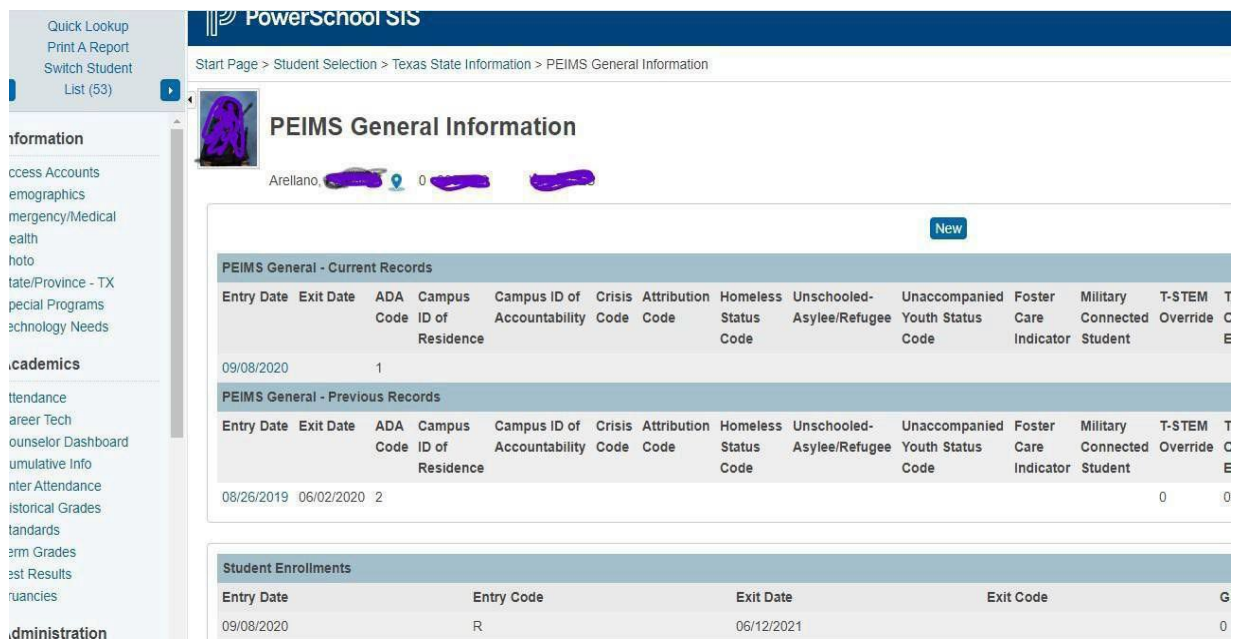
You can click on the # line in any of the titles and this will sort the information by the requested field. If you don't see the student, you are searching for try searching again using different criteria. Once you find the student in the dropdown you can click on the name if it has a status of Transferred Out and begin enrollment process once you have clicked on the student's name. If you are certain that the fields were accurately completed, and the student is not among the potential duplicate students and you were able to verify through TSDS that this student has never been with HISD then you will click on **Enroll New Student(to HISD)**, this field is only used for students brand new to HISD.

Once you are ready to start reviewing ADA codes, you will find this information with the steps specified below:



The screenshot shows the PowerSchool SIS interface. The top navigation bar includes links for Quick Lookup, Print A Report, Switch Student, and List (1). The main header displays the PowerSchool SIS logo and the breadcrumb trail: Start Page > Student Selection > Texas State Information. The left sidebar contains a menu with categories: Information (Access Accounts, Demographics, Emergency/Medical, Health, Photo, State/Province - TX, Special Programs, Technology Needs), Academics (Attendance, Career Tech, Counselor Dashboard), and Administration. The main content area is titled 'Texas State Information' and shows a student profile for Arellano, ID 0 2061053. Below the profile, there is a list of information sections: Texas Student Information, PEIMS General Information (highlighted), Graduation Information, Student Census Block, COVID-19 Crisis Code, Student Early Reading, and Student Restraints.

Here you will see ADA coding and enrollment information



The screenshot shows the PowerSchool SIS interface for the PEIMS General Information page. The top navigation bar includes links for Quick Lookup, Print A Report, Switch Student, and List (53). The main header displays the PowerSchool SIS logo and the breadcrumb trail: Start Page > Student Selection > Texas State Information > PEIMS General Information. The left sidebar contains a menu with categories: Information (Access Accounts, Demographics, Emergency/Medical, Health, Photo, State/Province - TX, Special Programs, Technology Needs), Academics (Attendance, Career Tech, Counselor Dashboard, Cumulative Info, Enter Attendance, Historical Grades, Standards, Term Grades, Test Results, Transcripts), and Administration. The main content area is titled 'PEIMS General Information' and shows a student profile for Arellano, ID 0 2061053. Below the profile, there is a 'New' button and two tables: PEIMS General - Current Records and PEIMS General - Previous Records. The PEIMS General - Current Records table has columns: Entry Date, Exit Date, ADA Code, Campus ID of Residence, Campus ID of Accountability, Crisis Code, Attribution Code, Homeless Status Code, Unschooled-Asylee/Refugee, Unaccompanied Youth Status Code, Foster Care Indicator, Military Connected Student, T-STEM Override, and T-STEM Code. The PEIMS General - Previous Records table has the same columns. The Student Enrollments table has columns: Entry Date, Entry Code, Exit Date, Exit Code, and Grade. The Student Enrollments table shows a record for 09/08/2020, Entry Code R, Exit Date 06/12/2021, Exit Code, and Grade 0.

Entry Date	Exit Date	ADA Code	Campus ID of Residence	Campus ID of Accountability	Crisis Code	Attribution Code	Homeless Status Code	Unschooled-Asylee/Refugee	Unaccompanied Youth Status Code	Foster Care Indicator	Military Connected Student	T-STEM Override	T-STEM Code
09/08/2020		1											

Entry Date	Exit Date	ADA Code	Campus ID of Residence	Campus ID of Accountability	Crisis Code	Attribution Code	Homeless Status Code	Unschooled-Asylee/Refugee	Unaccompanied Youth Status Code	Foster Care Indicator	Military Connected Student	T-STEM Override	T-STEM Code
08/26/2019	06/02/2020	2										0	0

Entry Date	Entry Code	Exit Date	Exit Code	Grade
09/08/2020	R	06/12/2021		0

On the *Demographic* screen, enter the SSN; if the student does not have a SSN, or is not in the TSDS UID System with a state alternate ID or SSN, click on *Request S- Number*, choose Request State Alt ID# and click submit. During the overnight process, PowerSchool will assign the student a state alternate ID in the social security field.

Information

[Access Accounts](#)

Demographics

SSN
Request S-Number

Request Auto Assignment of State Alt ID

If the student's SSN/State Alternate ID# is blank, check the box below to confirm that a TSDS Unique ID search was performed and no TEA record was found for the student.

A State Alternate ID# will be automatically assigned by the system.

Request State Alt ID# ☐

Submit

Select *Special. Programs* under the *Enrollment* Section on the left and click on *Title I*. Add/update Title I Coding; if campus is Title I Schoolwide, student MUST have 6 Schoolwide Participation for Title I Part A code.

Enrollment

[Activities](#)
[Uil/Activities](#)
[All Enrollments](#)
[Functions](#)

Special Programs

[Transfer Info](#)

Local Programs
Career and Tech
PRS
LEP/EL
Title I
Pre-K
At-Risk
Immigrant
Migrant
Gifted and Talented
Economic Disadvantaged

Special Education
Intervention
504
RFT
Dyslexia

New

Title I - Current Records

Entry Date	Exit Date	Title I Part A
No Records		

Title I - Previous Records

Entry Date	Exit Date	Title I Part A
No Records		

Every student enrolled must be assigned a schedule, even if enrolled for only one day, except for zero non-ADA SPEECH ONLY students. Ensure bilingual and ESL students are scheduled appropriately.

Federal and State Compliance Elementary Campuses

2023-2024 Coding Prekindergarten Funding Source

Every prekindergarten student must have a **PK funding source** coded in HISD Connect SIS. Failure to code will cause fatal errors and loss of funding for the district.

1. **Home Page**> select **Student**>**Enrollment**>**Special Programs**>**Pre-K** Tab>click **NEW**

Local Programs	Career and Tech	PRS	LEP/EL	Title I	Pre-K	At-Risk	Immigrant	Migrant	Gifted and Talented	Economic Disadvantaged	Special Education	SELA	Intervention
504	RFT	Dyslexia											

Program Name	Entry Date	Exit Date	Grade Level	Exit Code
No Records				

2. Enter **Entry Date**, **Exit Date**, **Pre-K Program Type**, **Primary Pre-K Funding Source**, **Secondary Pre-K Funding Source**

Comment	<input type="text"/>
Entry Date	08/28/2023
Exit Date	06/07/2024

The majority of PK Eligible Students (02, 2, 5)

ADA = 2 Eligible Half Day or 6 Eligible Transfer Half Day

Pre-K Program Type (E1078)	(02) PK eligible w/instruction at least 4 hrs
Primary Pre-K Funding Source (E1079)	(2) Local district share funding
Secondary Pre-K Funding Source (E1080)	(5) Early Education Allotment

Tuition Paying PK Students (05, 1)

ADA = 4 Ineligible Full Day

Pre-K Program Type (E1078)	(05) PK ineligible w/instruction at least 4 hrs
Primary Pre-K Funding Source (E1079)	(1) Tuition fees
Secondary Pre-K Funding Source (E1080)	Select Code

Federal and State Compliance Elementary Campuses

Special Ed PK Students (03)

ADA = 1 Eligible Full Day or 3 Eligible Transfer Full Day

Pre-K Program Type (E1078)	(03) PK eligible w/instruction at least 4 hrs and receives special ed services ▼ *
Primary Pre-K Funding Source (E1079)	Select Code ▼
Secondary Pre-K Funding Source (E1080)	Select Code ▼

Non-Title I campuses:

Non-Title I PK Students (02, 2, 5)

ADA = 2 Eligible Half Day or 6 Eligible Transfer Half Day

Pre-K Program Type (E1078)	(02) PK eligible w/instruction at least 4 hrs
Primary Pre-K Funding Source (E1079)	(2) Local district share funding ▼
Secondary Pre-K Funding Source (E1080)	(5) Early Education Allotment ▼

Ineligible for PK Program (04, 2)

ADA = 5 Ineligible Half Day

Pre-K Program Type (E1078)	(04) PK ineligible w/instruction at least 2 hours and less than 4 hrs ▼
Primary Pre-K Funding Source (E1079)	(2) Local district share funding ▼
Secondary Pre-K Funding Source (E1080)	Select Code ▼

Charter schools with students who ONLY attend half day sessions (01)

ADA = 2 Eligible Half Day or 6 Eligible Transfer Half Day

Pre-K Program Type (E1078)	(01) PK eligible w/instruction at least 2 hrs and less than 4 hrs ▼
Primary Pre-K Funding Source (E1079)	Select Code ▼
Secondary Pre-K Funding Source (E1080)	Select Code ▼

State Compensatory Education: Who can receive services with State Compensatory Education funds?

- Students who meet one of the 15 criteria are eligible for the same supplemental services they received before the passage of HB3.
- Students who were designated as educationally disadvantaged can receive supplemental services paid for with SCE funds.

At-risk Criteria

According to the Texas Education Code (TEC) 29.081(d), a “student at risk of dropping out of school” includes each student who is under 26 years of age and who:

1. is in prekindergarten, kindergarten, or grade 1, 2, or 3 and did not perform satisfactorily on a readiness test or assessment instrument administered during the current school year;
2. is in grade 7, 8, 9, 10, 11, or 12 and did not maintain an average equivalent to 70 on a scale of 100 in two or more subjects in the foundation curriculum during a semester in the preceding or current school year or is not maintaining such an average in two or more subjects in the foundation curriculum in the current semester;
3. was not advanced from one grade level to the next for one or more school years; (Retained – stays with them for entire school career) NOTE: a student is not considered at risk of dropping out of school if the student did not advance from Pre-K or Kindergarten to the next grade level only as a result of the request of the student’s parent.
4. did not perform satisfactorily on an assessment instrument administered to the student under Subchapter B, Chapter 39, and who has not in the previous or current school year subsequently performed on that instrument or another appropriate instrument at a level equal to at least 110 percent of the level of satisfactory performance on that instrument;
5. is pregnant or is a parent; (Pregnant/Parent – stays with them for entire school career unless they are no longer parenting)
6. has been placed in an alternative education program in accordance with Section 37.006 during the preceding or current school year;
7. has been expelled in accordance with Section 37.007 during the preceding or current school year;
8. is currently on parole, probation, deferred prosecution, or other conditional release;
9. was previously reported through the Public Education Information Management System (PEIMS) to have dropped out of school; (dropout – stays with them for entire school career)
10. is a student of limited English proficiency, as defined by Section 29.052; (Until exited)
11. is in the custody or care of the Department of Protective Services or has, during the current school year, been referred to the department by a school official, officer of the juvenile court, or law enforcement official
12. is homeless, as defined by 42 U.S.C. Section 11302, and its subsequent amendments;
13. resided in the preceding school year or resides in the current school year in a residential placement facility in the district, including a detention facility, substance abuse treatment facility in the district, emergency shelter, psychiatric hospital, halfway house, cottage home operation, specialized child-care home, or general residential operation; or
14. has been incarcerated or has a parent or guardian who has been incarcerated, within the lifetime of the student, in a penal institution as defined by Section 1.07, Penal Code
15. is enrolled in a school district or open-enrollment charter school, or a campus of a school district or open-enrollment charter school, that is designated as a dropout recovery school under TEC §39.0548.

HISD local criteria (not reported to PEIMS) are:

Students who are identified as dyslexic under general education.

SECTION IV

SAMPLE FORMS

AGE FORMULA CALCULATION SHEET
For School Year 2021-2022

Instructions: Enter the student's birth date in the yellow-highlighted cell.

The student's age, as of September 1st, will be calculated and will appear in the green-highlighted cell.

Age calculated from this date: 9/1/2023

Enter Student's Birth Date:---> (mm/dd/yyyy)	9/1/2018
Calculated Age as of September 1, 2023	5

years old

Rules:

- EE** - must be 0-5 years old and a special education student or a student in Even Start or other early childhood program other than state-approved pre-kindergarten and kindergarten.
- Pre-K** - must be 3 or 4 on September 1 and attending the state-approved pre-kindergarten program.
- Kindergarten** - must be at least 5 on September 1.
- 1st Grade** - must be at least 6 on September 1; but, may be 5 if the student has completed KN in a public school.

ADA Codes:

- 0 - Enrolled, not in membership.** Student is receiving some services, but less than 2 hours daily / 5 days a week.
- 1 - Eligible for full day attendance.** Attends 4 hours daily / 5 days per week. (includes PK Expansion Grant students)
- 2 - Eligible for half day attendance.** Attends 2 hours daily / 5 days per week (mainly PK students)
- 3 - Eligible transfer student-full day.** Transfer from out-of-district, attends 4 hours daily / 5 days per week.
- 4 - Ineligible-full day.** Attends 4 hours daily / 5 days per week, but is not eligible for funding.
- 5 - Ineligible-half day.** Attends 2 hours daily / 5 days per week, but is not eligible for funding. (mainly tuition PK students)
- 6 - Eligible transfer student-half day.** Transfer from out-of-district, attends 2 hours daily / 5 days per week.
- 7 - Eligible - flexible attendance program participation.** Enrolled in OFSDP program (high school only).
- 8 - Ineligible - flexible attendance program participation.** Enrolled in OFSDP program, but not eligible for funding (HS only).

Enter Principal's Name _____
Enter Campus Name _____

Date: ____
School ID: _____

FIRST DAY MEMBERSHIP

EE	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 Sr. Student Information Rep by
Wednesday September 6, 2023.**



HOUSTON ISD

School Name _____

2023-2024

ADA ATTENDANCE CHANGE FORM ELEMENTARY

DATE: _____

STUDENT NAME: _____ STUDENT ID#: _____

GRADE LEVEL: _____ ADVISOR NAME: _____

DATE(S) OF ATTENDANCE CHANGE: _____

ADA Period: HOMEROOM

FROM: (CHECK ONE) ☐ PRESENT ☐ ABSENT

TO: (CHECK ONE) ☐ PRESENT ☐ ABSENT

REASON: (CHECK ONE) ☐ ACT ☐ DFPS ☐ CIT ☐ COL ☐ CRT ☐ DC ☐ DL ☐ ELC ☐ FT ☐ GOV ☐ HB
☐ SRC ☐ MD ☐ MTR ☐ MIL ☐ NAT ☐ OCWBL ☐ OSP ☐ PRS ☐ PEAS
☐ REL ☐ SUS ☐ TAP ☐ TSBD ☐ UDC ☐ TE

ACT: Activity

DFPS: Child Protection

CIT: Citation

COL: College Visit

CRT: Court Appearance

DL: Driver's License

DC: Dual Credit

ELC: Election Clerk

FT: Field Trip

GOV: Government Office

HB: Homebound Service

SRC: In School Suspension (Student Ref Ctr)

MD: Medical Appointment

MTR: Mentor

MIL: Military Deployment

NAT: Naturalization Oath

OCWBL: Off-Campus Work Base Learning

OSP: Other School Personnel

PRS: Pregnancy Related Services

PEAS: Pursue Enlistment Armed Services

REL: Religious

SUS: Suspended

TAP: TAPS Military Funeral

TSBD: Texas School for Blind or Deaf

UDC: Under Doctor's Care

TR: Teacher Error (Does not require documentation)



HOUSTON ISD

School Name _____

2023-2024

ADA ATTENDANCE CHANGE FORM SECONDARY

DATE: _____

STUDENT NAME: _____ STUDENT ID#: _____

GRADE LEVEL: _____ ADVISOR NAME: _____

DATE(S) OF ATTENDANCE CHANGE: _____

ADA Period: _____

FROM: (CHECK ONE) ☐ PRESENT ☐ ABSENT

TO: (CHECK ONE) ☐ PRESENT ☐ ABSENT

REASON: (CHECK ONE) ☐ ACT ☐ DFPS ☐ CIT ☐ COL ☐ CRT ☐ DC ☐ DL ☐ ELC ☐ FT ☐ GOV ☐ HB
☐ SRC ☐ MD ☐ MTR ☐ MIL ☐ NAT ☐ OCWBL ☐ OSP ☐ PRS ☐ PEAS
☐ REL ☐ SUS ☐ TAP ☐ TSBD ☐ UDC ☐ TE

ACT: Activity

DFPS: Child Protection

CIT: Citation

COL: College Visit

CRT: Court Appearance

DL: Driver's License

DC: Dual Credit

ELC: Election Clerk

FT: Field Trip

GOV: Government Office

HB: Homebound Service

SRC: In School Suspension (Student Ref Ctr)

MD: Medical Appointment

MTR: Mentor

MIL: Military Deployment

NAT: Naturalization Oath

OCWBL: Off-Campus Work Base Learning

OSP: Other School Personnel

PRS: Pregnancy Related Services

PEAS: Pursue Enlistment Armed Services

REL: Religious

SUS: Suspended

TAP: TAPS Military Funeral

TSBD: Texas School for Blind or Deaf

UDC: Under Doctor's Care

TR: Teacher Error (Does not require documentation)



HOUSTON ISD

School Name _____

2023-2024

PERIOD ATTENDANCE CHANGE FORM

DATE: _____

STUDENT NAME: _____ STUDENT ID#: _____

GRADE LEVEL: _____ ADVISOR NAME: _____

DATE(S) OF ATTENDANCE CHANGE: _____

NON-ADA Period: _____

FROM: (CHECK ONE) ☐ PRESENT ☐ ABSENT

TO: (CHECK ONE) ☐ PRESENT ☐ ABSENT

REASON: (CHECK ONE) ☐ ACT ☐ DFPS ☐ CIT ☐ CRT ☐ FT ☐ GOV ☐ HB ☐ SRC ☐ MD ☐ MTR
☐ NAT ☐ OSP ☐ PRS ☐ REL ☐ SUS ☐ TAP ☐ TSBD ☐ UDC ☐ ER

ACT: Activity

DFPS: Child Protection

CIT: Citation

CRT: Court Appearance

DL: Driver's License

FT: Field Trip

GOV: Government Office

HB: Homebound Service

SRC: In School Suspension

MD: Medical Appointment

MTR: Mentor

NAT: Naturalization Oath

OSP: Other School Personnel

PRS: Pregnancy Related Services

REL: Religious

SUS: Suspended

TAP: TAPS Military Funeral

TSBD: Texas School for Blind or Deaf

UDC: Under Doctor's Care

ER: Teacher Error (Does not require documentation)

SCHOOL PERSONNEL SIGNATURE

PRINCIPAL APPROVED

SUPPORTING DOCUMENTATION MUST BE ATTACHED



School Name Here

2023-2024

Attendance Corrected by the Classroom Teacher within 24 hours

Student Name (First & Last): _____

Student ID#: _____ **Grade Level:** _____

Date Corrected: _____

ADA Period: _____ **Non-ADA Period:** _____

Corrected From _____ **To** _____

Reason: _____

Teacher Signature

Date

[Insert Campus Name]

School Year: [Insert School Year]
Fall Semester

Student Last Name First Name HISD ID#

Course Name: Teacher Name: (print)

ENTER ONLY THE INFORMATION TO BE CHANGED:

1st Six weeks: from to
2nd six weeks: from to
3rd Six weeks: from to
Final Exam (Sem. 1): from to

Reason for correction (check one):

- ☐ An incomplete grade was posted. Assignment(s) administered_
☐ I attest the cycle grade and/or incomplete grade has been updated in my grade book. _____

Any grade reported as "Incomplete" must be resolved before the end of the next grading period. It is the responsibility of the teacher issuing the Incomplete to determine the reasonable timelines for the completion and assessment of the missing material and to promptly report the grade. (HISD guidelines, Chapter XV-40)

The only reasons for changing a student's grade after it has been recorded are listed below. All such changes must be initiated by the teacher assigning the grade and must be approved in writing by the principal and the rationale for the change kept on file. All changes must be made before the end of the next grading period. (HISD Guidelines, Chapter XV-3)

- ☐ An error was made in the computation of the student's grade or absence.
☐ An error was made entering grades into HISD Connect Grade Files.

Date of request Teacher Signature: _____

For office use only

This grade change request is: Approved Denied

Date: Principal's Signature: _____

Forward to Registrar Computer Entry Date: _____

The Registrar must keep this form on file after the computer record has been corrected for at least one year.

FORMAL REQUEST TO REPEAT A GRADE FOR 2022-2023 SCHOOL YEAR

FOR PREKINDERGARTEN–3rd GRADE ONLY

PARENTS: By submitting this form to your child's school, you officially request that the school retain your child at the previous grade level. This is a decision you as a parent have the right to make for the 2022-2023 school year. You must submit this form to your child's school either in person or via the email address the school provides for this specific purpose. If you send via email, ensure you receive confirmation that this form was received.

Student Name: _____

Student ID: _____ Student DOB: _____

School District Name: _____

School Name: _____

Date: _____

Grade Student Completed in 2021-2022 School Year: _____

Dear Administrator,

This letter serves as a formal request for my child, listed above, to repeat grade ____
(insert grade you are seeking for your child to repeat).

Thank you.

Signed,

Parent

Signature:

Parent Name: _____

Parent Home Phone Number: _____

Parent Cell Phone Number: _____

Parent Email: _____

Houston Independent School District
HISD Class Roster (Weekly)
100 - Any School

Page: 1

Class: HOME ROOM - HR(A)
Teacher: Teacher, Any

Section: 003
Room: 106

Total Students: 4

School Year: 2023-2024

Effective Date:08/28/2023

Teacher Instruction: Check off each student on this roster who has attended your class, even if the student is absent on the day of this verification. If the student never attended this class or has missed the past five consecutive days, note that in the Comment section. Sign and Date below and return to your school designee (*if your roster exceeds one page you must sign each page*).

Print Name: _____

Signature: _____

Student Name	Student ID	Verified	Comment
Student, Perfect	1234567		—
Doe, John	8910111		—
Smith, Jane	3232323		—
Honor, Excellence	5454212		—

SAMPLE
DOCUMENT

Houston ISD – Federal & State Compliance

Student Demographic Change Form

Use this form only when the student's demographic information from PowerSchool does not match TSDS or you have made a change on PowerSchool and need to update TSDS.

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

Fill in the student information below that requires correction/change only.

	Enter <u>incorrect</u> information in this column		Enter <u>correct</u> information in this column	Office Use Only
First Name:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Middle Name:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Last Name:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Generation:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Birth Date:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Gender:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Federal Ethnicity:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Federal Race:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Social Security:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
State Alt-ID:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		

School made the change/s on PowerSchool:	<div style="display: flex; justify-content: space-between;"> Yes No </div>
---	--

Comments: _____

*Make the necessary changes on PowerSchool and send this form with document/s copies (*Birth Certificate, Social Security Card...*) Make sure that all documents are clear copies, scanned and emailed documents are preferred.

Send documentation to your Senior Compliance Analyst

Direct Department Line: 713-556-6753

Fax: 713-556-6783

HOUSTON INDEPENDENT SCHOOL DISTRICT

2023 - 2024 STUDENT RESIDENCY QUESTIONNAIRE (SRQ)

All information MUST be completed by parent, school personnel or community liaison.

School _____ Date _____

Student Name _____ Date of Birth _____ HISD ID _____

Current Address _____ Grade _____ ☐ Male ☐ Female

Lives with: ☐ Both Parents, ☐ Mother, ☐ Father, ☐ Legal Guardian, ☐ Caretaker/Relative without legal guardianship, ☐ Other: _____
(relationship)

Is the student currently in the conservatorship of the Department of Family & Protective Services (Foster Care)? ☐ Yes ☐ No

If Yes – name of DFPS Case Manager: _____ Contact Information : _____

Was the student previously in the conservatorship of the Department of Family & Protective Services (Foster Care)? ☐ Yes ☐ No

Does the student reside at a residential treatment center? ☐ Yes ☐ No

Facility Name: _____ Case Manager: _____ Contact Information: _____

Please complete the Current Housing Situation AND Background Situation sections below to determine McKinney-Vento eligibility:

Part A: CURRENT HOUSING SITUATION – Check the student's current housing situation:

I CURRENTLY LIVE:

- ☐ In my own home or apartment, in Section 8 housing, HUD Subsidized housing or in military housing with parent(s), legal guardian(s), or caregiver(s)
- ☐ In my own home or apartment, in Section 8 housing, HUD Subsidized Housing or in military housing with parent(s) with parent(s) but lacks
- ☐ My home has no electricity ☐ My home has no running water

OR I CURRENTLY LIVE IN A TRANSITIONAL HOUSING SITUATION:

- ☐ Living in a shelter ☐ Living in a motel or hotel
- ☐ Living with more than one family in a house or apartment (Doubled-up) due to economic hardship

Unsheltered

- ☐ Moving from place to place ☐ Living in a structure not usually used for housing ☐ Living in a car, park, campsite, camper, or outside

UNACCOMPANIED YOUTH: ☐ Yes ☐ No (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).

PARENTING STUDENT: ☐ Yes ☐ No (A student who has a child/children).

Part B: BACKGROUND SITUATION (If a Transitional Housing Situation is checked above – please check any below that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Catastrophic illness/ Medical expenses / disability | <input type="checkbox"/> House fire or other destruction | <input type="checkbox"/> Parent(s) involved in military |
| <input type="checkbox"/> New to Town | <input type="checkbox"/> Natural disaster/evacuation | <input type="checkbox"/> Parent Incarcerated/Recently released |
| <input type="checkbox"/> Loss of Employment | <input type="checkbox"/> Domestic Issue | <input type="checkbox"/> Student has been previously incarcerated |
| <input type="checkbox"/> Economic hardship/low earnings | <input type="checkbox"/> Migrant work in fishing or agriculture | <input type="checkbox"/> Awaiting placement in foster care/CPS custody |
| <input type="checkbox"/> Evicted/kicked out | <input type="checkbox"/> Student is a parent | <input type="checkbox"/> COVID-19 impacted: _____ |

Part C: NEEDED SERVICES – based on availability (Check services needed and call 713-556-7237 to speak to an Outreach Worker)

- | | | | | |
|---|---|---|--|---|
| <input type="checkbox"/> Enrollment Assistance | <input type="checkbox"/> Transportation | <input type="checkbox"/> Emergency Clothing, Uniforms | <input type="checkbox"/> School Supplies | <input type="checkbox"/> Personal Hygiene Items |
| <input type="checkbox"/> Free Lunch/ Breakfast | <input type="checkbox"/> Immunizations | <input type="checkbox"/> SNAP/Medicaid/ TANF/CHIP | <input type="checkbox"/> Housing | <input type="checkbox"/> Food |
| <input type="checkbox"/> Homeless Verification Letter for FAFSA | <input type="checkbox"/> Other: _____ | | | |

To the best of my knowledge this information is true and correct.

Name (PLEASE PRINT): _____ Signature: _____ Phone #'s _____

School Personnel: This form is intended to address the McKinney-Vento Act U.S.C. 11435. If any "Transitional Housing Situation" is checked under "Current Housing Situation" AND the family has indicated one of the "Background Situations" (1) immediately add PEIMS Coding in HISD Connect under the Homeless tab (2) Code all of the McKinney-Vento Panels on that screen (the start date should be the date the form was completed and also add the end date, and (3) Add requested services under the Services Tab (4) Email forms to HomelessEducation@houstonisd.org. If information is missing, please follow-up with the parent/guardian/school personnel who completed the form to make sure each section is completed, as needed.

DISTRITO ESCOLAR INDEPENDIENTE DE HOUSTON

2023-2024 CUESTIONARIO DE AYUDA PARA EL ESTUDIANTE (SRQ)

Toda la información la DEBE ingresar uno de los padres, el personal de la escuela o el contacto de la comunidad.

Escuela _____ Fecha _____

Nombre del estudiante _____ Fecha de Nac. _____ ID de HISD _____

Domicilio actual _____ Grado _____ ☐ Masculino ☐ Femenino

Vive con: ☐ Ambos padres, ☐ Madre, ☐ Padre, ☐ Tutor Legal, ☐ Encargado/familiar sin derechos legales de custodia, ☐ Otro: _____ (Relación)

¿El estudiante está actualmente bajo la tutela del Departamento de Protección y Servicios para la Familia (Foster Care)? ☐ Sí ☐ No

Si marcó sí: Nombre del administrador del caso del DFPS: _____ Información de contacto: _____

¿El estudiante estuvo anteriormente bajo la tutela del Departamento de Protección y Servicios para la Familia (Foster Care)? ☐ Sí ☐ No

¿El estudiante reside en una residencia centro de tratamiento? ☐ Sí ☐ No

Nombre de la residencia: _____ Director del caso: _____ Información de contacto: _____

A fin de determinar elegibilidad para McKinney-Vento, es preciso completar ambas secciones: la de Situación Actual de Vivienda y la de Antecedentes.

Parte A: SITUACIÓN ACTUAL DE VIVIENDA DEL ESTUDIANTE: Marque la situación actual

1. ACTUALMENTE VIVO:

☐ En mi casa o apartamento propio, en Vivienda de Sección 8, Vivienda subvencionada por HUD, o en una Vivienda militar con mis padres, tutores o encargados

☐ En mi casa o apartamento propio, en vivienda de Sección 8, Vivienda subvencionada por HUD, o en una vivienda militar con mis padres, tutores o encargados, pero: ☐ En mi hogar no hay electricidad ☐ En mi hogar no hay agua corriente

2. ACTUALMENTE VIVE EN UNA VIVIENDA DE TRANSICIÓN:

☐ En un albergue ☐ En un hotel o motel

☐ Con más de una familia en una casa o apartamento (compartido) debido a la situación económica desfavorable

Desamparado

☐ Me mudo de un lado a otro ☐ Vivo en una estructura que por lo general no se usa para Vivienda ☐ Vivo en un auto, parque, campamento o al aire libre

Menor Solo: ☐ Sí ☐ No (Un menor que vive solo es un estudiante que no está bajo la custodia física de un padre o tutor legal. Esto incluye a estudiantes que viven con familiares que no tienen custodia de ellos, o con amigos que no tienen padre o tutor legal).

Estudiante Con Hijo(s): ☐ Sí ☐ No

Parte B: ANTECEDENTES (Si se marcó un tipo de vivienda de transición – se debe indicar a continuación TODO lo que corresponda)

- | | | |
|---|--|--|
| <input type="checkbox"/> Enfermedad grave/gastos médicos/discapacidad | <input type="checkbox"/> Incendio u otro tipo de destrucción | <input type="checkbox"/> Padre(s) movilizado por las fuerzas armadas |
| <input type="checkbox"/> Nuevo en la ciudad | <input type="checkbox"/> Desastre natural/evacuación | <input type="checkbox"/> Padre/madre en la cárcel/recién liberado |
| <input type="checkbox"/> Pérdida del empleo | <input type="checkbox"/> Problema Domestico | <input type="checkbox"/> Estudiante(s) ha sido encarcelado previamente |
| <input type="checkbox"/> Dificultad económica/bajos ingresos | <input type="checkbox"/> Desalojado/expulsado | <input type="checkbox"/> Trabajo de migrante en pesca o agricultura |
| <input type="checkbox"/> En espera de un lugar en casa de crianza (<i>foster care</i>) bajo custodia de CPS | | <input type="checkbox"/> Estudiante con hijo(s) |
| <input type="checkbox"/> Impactado por COVID-19 (Coronavirus): _____ | | |

Parte C: SERVICIOS NECESARIOS - basados en disponibilidad (Marcar los servicios necesarios abajo y comunicarse con un coordinador de servicio a la comunidad llamando al 713-556-7237)

- | | | | | |
|--|--|---|---|--|
| <input type="checkbox"/> Ayuda para inscribirse | <input type="checkbox"/> Transporte | <input type="checkbox"/> Ropa de emergencia, Uniformes | <input type="checkbox"/> Útiles escolares | <input type="checkbox"/> Artículos de higiene personal |
| <input type="checkbox"/> Desayuno/almuerzo gratis (Nutrición Infantil) | <input type="checkbox"/> Vacunas | <input type="checkbox"/> Asistencia de Medicaid/ CHIP/SNAP/TANF | <input type="checkbox"/> Asistencia de Vivienda | |
| <input type="checkbox"/> Asistencia con Alimentos | <input type="checkbox"/> Carta de verificación de estado "sin hogar" para el FAFSA | <input type="checkbox"/> Otro: _____ | | |

A mi leal saber y entender, esta información es verdadera y correcta.






Nombre (Con letra de molde): _____ Firma: _____ Teléfono: _____

School Personnel: This form is intended to address the McKinney-Vento Act U.S.C. 11435. If any "Transitional Housing Situation" is checked under "Current Housing Situation" AND the family has indicated one of the "Background Situations" (1) immediately add PEIMS Coding on the At-Risk Chancery panel for At-risk code 12 (2) code all of the McKinney-Vento Panels on that screen (the start date should be the date the form was completed and also add the end date, and (3) Email forms to HomelessEducation@houstonisd.org. If information is missing, please follow-up with the parent/guardian/school personnel who completed the form to make sure each section is completed, as needed.

SAFETY ACKNOWLEDGMENT FORM

Safety is a top priority for HISD, and the district is committed to providing a safe environment for our students and staff. Safety drills and training are conducted as required by Texas Education Code and under guidance from organizations including but not limited to the Texas School Safety Center, Safe and Secure Schools, Sandy Hook Promise, and State Code Compliance.

REQUIRED SAFETY DRILLS CONDUCTED INCLUDE:

				
---	---	---	---	---

In the event of an emergency or incident that requires the reunification of students with their parents or guardians, the district has adopted the “I Love U Guys” Foundation Standard Reunification Method (SRM). The SRM provides a proven method for planning, practicing, and achieving successful reunification. During any emergency situation, the district will use multiple resources including, news outlets, social media, automated calls, and/or email to communicate with its targeted audience.

The district is committed to being proactive in emergency management and planning. This requires support and understanding. Safety starts with you. It is important to talk to your children about safety. If you see something, say something. Anonymous reporting of safety concerns, suspicious activity, student and/or workplace bullying, etc. is available to everyone by calling **713-641-7446**, online via the anonymous reporting system **HoustonISD.org/AnonymousReporting** or by downloading the **SAYSOMETHING MOBILE APP**. **Ensure you have the most up to date information and emergency contact at the campus level for effective communication.**

____ I HAVE READ THE HISD SAFETY ACKNOWLEDGMENT FORM

FORMULARIO INFORMATIVO SOBRE LA SEGURIDAD

En HISD la seguridad es una prioridad mayor. Estamos comprometidos a brindar un entorno seguro a los estudiantes y el personal. Con ese fin, realizamos las sesiones de capacitación y simulacros requeridos por el Código de Educación de Texas y el Código Estatal de Cumplimiento Normativo bajo la guía de organizaciones como el Centro para la Seguridad Escolar de Texas, Escuelas Seguras y Protegidas y Sandy Hook Promise.

SIMULACROS DE SEGURIDAD REQUERIDOS:



En caso de que ocurra una emergencia o un incidente que requieran la reunificación de los estudiantes y sus padres o tutores, el distrito ha adoptado el Método de Reunificación Estándar (SRM) de la Fundación "I Love U Guys". Este es un método de comprobada eficiencia para la planificación y la práctica de una reunificación exitosa. En cualquier situación de emergencia el distrito empleará varios recursos, como canales de noticias, redes sociales, llamadas telefónicas e email para comunicarse con la audiencia específica según el caso.

Nuestro distrito es proactivo con respecto a la gestión de emergencias y la planificación. Esto requiere de apoyo y entendimiento. La seguridad empieza con usted. Es importante hablarles a los hijos sobre la seguridad, recordándoles que si ven algo, digan algo. Todos en el distrito pueden comunicar anónimamente inquietudes de seguridad, actividades sospechosas, acoso escolar o laboral, etc. llamando al **713-641-7446**, usando el sistema de informes anónimos en línea HoustonISD.org/AnonymousReporting o mediante la aplicación móvil **SAYSOMETHING**. **Verifique que la escuela de sus hijos tenga su información y datos de contacto de emergencia actualizados para facilitar la comunicación.**

____ HE LEÍDO EL FORMULARIO INFORMATIVO SOBRE LA SEGURIDAD EN HISD

Apellido del estudiante	Nombre	Grado
-------------------------	--------	-------

Nombre completo del padre o tutor (en letra de molde)	Fecha
---	-------

Firma del padre o tutor	Fecha
-------------------------	-------

**Federal and State Compliance
Fall Training Schedule will be
issued at a later date.**

SECTION V

HISD LIST OF SCHOOLS

ALPHABETICAL &

NUMERICAL

HISD-ELEMENTARY SCHOOLS

ALPHABETICAL LISTING – 2023-2024

CAMP #	SCHOOL NAME	GR LEVEL	CAMP #	SCHOOL NAME	GR LEVEL	CAMP #	SCHOOL NAME	GR LEVEL
102	ALCOTT	EE-05	283	GARCIA	EE-05	212	OATES	EE-05
104	ALMEDA	EE-05	157	GARDEN OAKS MONTESSORI**	EE-08	213	OSBORNE	EE-05
105	ANDERSON	EE-05	158	GARDEN VILLAS	EE-05	214	PARK PLACE	EE-05
478	ARABIC IMMERSION MAGNET SCHOOL	PK-02	159	GOLFCREST	EE-05	215	PARKER	EE-05
273	ASHFORD	EE-05	162	GREGG	EE-05	216	PATTERSON	EE-05
274	ASKEW	EE-05	058	GREGORY-LINCOLN ED CTR	EE-08	217	PECK	EE-05
106	ATHERTON	EE-05	262	GRISSOM	EE-05	265	PETERSEN	EE-05
259	BAKER MONTESSORI** (Formerly Wilson)	EE-08	369	GROSS	EE-05	218	PILGRIM ACADEMY**	EE-08
107	BARRICK	EE-05	131	HALPIN EARLY CHILDHOOD CTR	EE-KG	219	PINEY POINT	EE-05
108	BASTIAN	EE-05	320	HARRIS CO J J A E P **	04-12	220	PLEASANTVILLE	EE-05
151	BELL	EE-05	166	HARRIS, J R	EE-05	221	POE	EE-05
360	BELLFORT EARLY CHILDHOOD CTR	EE KG	167	HARRIS, R P	EE-05	222	PORT HOUSTON	EE-05
295	BENAVIDEZ	EE-05	168	HARTSFIELD	EE-05	223	PUGH	EE-05
268	BENBROOK	EE-05	169	HARVARD	EE-05	380	R D S P D	EE
109	BERRY	EE-05	170	HELMS	EE-05	396	RAY DAILY	EE-05
110	BLACKSHEAR	EE-05	171	HENDERSON, J	EE-05	382	REAGAN K-8 EDUCATIONAL CTR **	EE-08
111	BONHAM	EE-05	172	HENDERSON, N	EE-05	224	RED	EE-05
112	BONNER	EE-05	173	HEROD	EE-05	225	REYNOLDS	EE-05
114	BRAEBURN	EE-05	286	HERRERA	EE-05	080	RICE SCHOOL/LA ESCUELA RICE**	KG-08
116	BRIARGROVE	EE-KG-05	174	HIGHLAND HEIGHTS	EE-05	228	RIVER OAKS	EE-KG-05
344	BRIARMEADOW CHARTER**	EE-08	473	HILLIARD	EE-05	229	ROBERTS	EE-05
117	BRISCOE	EE-05	395	HINES-CALDWELL	EE-05	186	ROBINSON	EE-05
119	BROOKLINE	EE-05	175	HOBBY	EE-05	113	RODERICK R PAIGE	EE-05
120	BROWNING	EE-05	178	HORN	EE-05	372	RODRIGUEZ	EE-05
121	BRUCE	EE-05	180	ISAACS	EE-05	231	ROOSEVELT	EE-05
122	BURBANK	EE-05	181	JANOWSKI	EE-05	232	ROSS	EE-05
124	BURNET	EE, KG-05	182	JEFFERSON	EE-05	233	RUCKER	EE-05
125	BURRUS	EE-05	185	KASHMERE GARDENS	EE-05	281	SANCHEZ	EE-05
275	BUSH	EE-05	187	KELSO	EE-05	237	SCARBOROUGH	EE-05
287	CAGE	EE-05	188	KENNEDY	EE-05	353	SCHOOL AT ST GEORGE PLACE	EE-05
292	CARRILLO	EE-05	389	KETELSEN	EE-05	269	SCROGGINS	EE-05
123	CODWELL	EE-05	355	KING EARLY CHILDHOOD CTR	EE PK	373	SEGUIN	EE-05
013	COMMUNITY SERVICES-SEC**	EE-12	189	KOLTER	EE-05	276	SHADOWBRIAR	PK-05
130	CONDIT	EE-05	192	LANTRIP	EE-05	479	SHADYDALE	EE, KG-05
358	COOK JR	EE-05	340	LAS AMERICAS**	04-08	239	SHEARN	EE-05
132	COOP	EE-05	357	LAURENZO EARLY CHILDHOOD CTR	EE-KG	240	SHERMAN	EE-05
133	CORNELIUS	EE-05	263	LAW	EE-05	241	SINCLAIR	EE-05
290	CRESPO	EE-05	194	LEWIS	01-05	242	SMITH	EE-05
135	CROCKETT	EE-05	195	LOCKHART	EE-05	069	SOAR CTR	EE-12
136	CUNNINGHAM	EE-05	196	LONGFELLOW	EE-05	244	SOUTHMAYD	EE-05
297	DAVILA	EE-05	197	LOOSCAN	EE-05	245	STEVENS	EE-05
137	DE CHAUMES	EE-05	198	LOVE	EE-05	248	SUTTON	EE-05
138	DE ZAVALA	EE-05	199	LOVETT	EE,KG-05	039	T H ROGERS SCHOOL**	EE,KG-12
383	DEANDA	EE-05	128	LYONS	EE-05	100	TEXAS CONNECTIONS ACADEMY **	03-12
140	DOGAN	EE-05	201	MACGREGOR	EE-05	243	THOMPSON	EE-05
115	DURHAM	EE-05	203	MADING	EE-05	279	TJERINA	EE-05
144	DURKEE	EE-05	460	MANDARIN IMMERSION MAGNET SCHOOL* **	PK-08	374	TINSLEY	EE, 01-05
466	EL DAEP	KG-05	483	MARK WHITE	EE-05	249	TRAVIS	EE-05
147	ELIOT	EE-05	480	MARSHALL	EE,KG-05	251	TWAIN	EE-05
475	ELMORE	EE, KG-05	289	MARTINEZ, C	EE-05	285	VALLEY WEST	EE-05
148	ELROD	EE-05	298	MARTINEZ, R	EE-05	252	WAINWRIGHT	EE-05
149	EMERSON	EE-05	179	MCGOWEN	EE-05	253	WALNUT BEND	EE-05
350	ENERG FOR EXCELL ACADEMY ECC	PK	227	MCMAMARA	EE-05	254	WESLEY	EE-05
364	ENERG FOR EXCELL ACADEMY EL	KG-05	204	MEMORIAL	EE-05	255	WEST UNIVERSITY	EE,KG-5
352	FARIAS EARLY CHILDHOOD CENTER	EE-PK	299	MILNE	EE-05	256	WHARTON K-8 DUAL LANGUAGE ACADEMY**	EE-08
152	FIELD	EE-05	354	MISTRAL CENTER FOR EARLYCHILDHOOD	EE-KG	257	WHIDBY	EE-05
271	FOERSTER	EE-05	264	MITCHELL	EE-05	267	WHITE E	EE-05
153	FONDREN	EE-05	207	MONTGOMERY	EE-05	258	WHITTIER	EE-05
470	FONWOOD EARLY CHILDHOOD CTR	EE-KG	359	MORENO	EE-05	260	WINDSOR VILLAGE	EE-05
154	FOSTER	EE-05	209	NEFF ECC	EE-01	127	WOODSON SCHOOL	PK-05
155	FRANKLIN	EE-05	394	NEFF EL	02-05	247	YOUNG	EE-05
156	FROST	EE-05	210	NORTHLINE	EE-05			
291	GALLEGOS	EE-05	211	OAK FOREST	EE-05			

HISD-ELEMENTARY SCHOOLS

NUMERICAL LISTING – 2023-2024

CAMP #	SCHOOL NAME	GR LEVEL	CAMP #	SCHOOL NAME	GR LEVEL	CAMP #	SCHOOL NAME	GR LEVEL
013	COMMUNITY SERVICES-SEC **	EE-12	178	HORN	EE-5	259	BAKER MONTESSORI** (Formerly Wilson)	EE-8
039	T H ROGERS SCHOOL **	EE-KG-12	179	MCGOWEN	EE-5	260	WINDSOR VILLAGE	EE-5
058	GREGORY-LINCOLN ED CTR	EE-8	180	ISAACS	EE-5	262	GRISSOM	EE-5
069	SOAR CTR	EE-12	181	JANOWSKI	EE-5	263	LAW	EE-5
080	RICE SCHOOL/LA ESCUELA RICE **	KG-8	182	JEFFERSON	EE-5	264	MITCHELL	EE-5
100	TEXAS CONNECTIONS ACADEMY **	12-Mar	185	KASHMERE GARDENS	EE-5	265	PETERSEN	EE-5
102	ALCOTT	EE-5	186	ROBINSON	EE-5	267	WHITE E	EE-5
104	ALMEDA	EE-5	187	KELSO	EE-5	268	BENBROOK	EE-5
105	ANDERSON	EE-5	188	KENNEDY	EE-5	269	SCROGGINS	EE-5
106	ATHERTON	EE-5	189	KOLTER	EE-5	271	FOERSTER	EE-5
107	BARRICK	EE-5	192	LANTRIP	EE-5	273	ASHFORD	EE-5
108	BASTIAN	EE-5	194	LEWIS	1-5	274	ASKEW	EE-5
109	BERRY	EE-5	195	LOCKHART	EE-5	275	BUSH	EE-5
110	BLACKSHEAR	EE-5	196	LONGFELLOW	EE-5	276	SHADOWBRIAR	PK-5
111	BONHAM	EE-5	197	LOOSCAN	EE-5	279	TJERINA	EE-5
112	BONNER	EE-5	198	LOVE	EE-5	281	SANCHEZ	EE-5
113	RODERICK R PAIGE	EE-5	199	LOVETT	EE-KG-5	283	GARCIA	EE-5
114	BRAEBURN	EE-5	201	MACGREGOR	EE-5	285	VALLEY WEST	EE-5
115	DURHAM	EE-5	203	MADING	EE-5	286	HERRERA	EE-5
116	BRIARGROVE	EE-KG-5	204	MEMORIAL	EE-5	287	CAGE	EE-5
117	BRISCOE	EE-5	207	MONTGOMERY	EE-5	289	MARTINEZ, C	EE-5
119	BROOKLINE	EE-5	209	NEFF ECC	EE-1	290	CRESPO	EE-5
120	BROWNING	EE-5	210	NORTHLINE	EE-5	291	GALLEGOS	EE-5
121	BRUCE	EE-5	211	OAK FOREST	EE-5	292	CARRILLO	EE-5
122	BURBANK	EE-5	212	OATES	EE-5	295	BENAVIDEZ	EE-5
123	CODWELL	EE-5	213	OSBORNE	EE-5	297	DAVILA	EE-5
124	BURNET	EE, KG-5	214	PARK PLACE	EE-5	298	MARTINEZ, R	EE-5
125	BURRUS	EE-5	215	PARKER	EE-5	299	MILNE	EE-5
127	WOODSON SCHOOL	PK-5	216	PATTERSON	EE-5	320	HARRIS CO J J A E P **	04-12
128	LYONS	EE-5	217	PECK	EE-5	340	LAS AMERICAS	4-8
130	CONDIT	EE-5	218	PILGRIM ACADEMY**	EE-8	344	BRIARMEADOW CHARTER **	EE-8
131	HALPIN EARLY CHILDHOOD CTR	EE-KG	219	PINEY POINT	EE-5	350	ENERG FOR EXCELL ACADEMY ECC	PK
132	COOP	EE-5	220	PLEASANTVILLE	EE-5	352	FARIAS EARLY CHILDHOOD CENTER	EE PK
133	CORNELIUS	EE-5	221	POE	EE-5	353	SCHOOL AT ST GEORGE PLACE	EE-5
135	CROCKETT	EE-5	222	PORT HOUSTON	EE-5	354	MISTRAL CENTER FOR EARLYCHILDHOOD	EE-KG
136	CUNNINGHAM	EE-5	223	PUGH	EE-5	355	KING EARLY CHILDHOOD CTR	EE PK
137	DE CHAUMES	EE-5	224	RED	EE-5	357	LAURENZO EARLY CHILDHOOD CTR	EE-KG
138	DE ZAVALA	EE-5	225	REYNOLDS	EE-5	358	COOK JR	EE-5
140	DOGAN	EE-5	227	MCNAMARA	EE-5	359	MORENO	EE-5
144	DURKEE	EE-5	228	RIVER OAKS	EE-KG-5	360	BELLFORT EARLY CHILDHOOD CTR	EE-KG
147	ELIOT	EE-5	229	ROBERTS	EE-5	364	ENERG FOR EXCELL ACADEMY	KG-5
148	ELROD	EE-5	231	ROOSEVELT	EE-5	369	GROSS	EE-5
149	EMERSON	EE-5	232	ROSS	EE-5	372	RODRIGUEZ	EE-5
151	BELL	EE-5	233	RUCKER	EE-5	373	SEGUIN	EE-5
152	FIELD	EE-5	237	SCARBOROUGH	EE-5	374	TINSLEY	EE,1-5
153	FONDREN	EE-5	239	SHEARN	EE-5	380	R D S P D	EE
154	FOSTER	EE-5	240	SHERMAN	EE-5	382	REAGAN K-8 EDUCATIONAL CTR **	K-8
155	FRANKLIN	EE-5	241	SINCLAIR	EE-5	383	DEANDA	PK-5
156	FROST	EE-5	242	SMITH	EE-5	389	KETELSEN	EE-5
157	GARDEN OAKS MONTESSORI **	EE-8	243	THOMPSON	EE-5	394	NEFF	2-5
158	GARDEN VILLAS	EE-5	244	SOUTHMAYD	EE-5	395	HINES-CALDWELL	EE-5
159	GOLFCREST	EE-5	245	STEVENS	EE-5	396	RAY DAILY	EE-5
162	GREGG	EE-5	247	YOUNG	EE-5	460	MANDARIN IMMERSION MAGNET SCHOOL **	PK-8
166	HARRIS, J R	EE-5	248	SUTTON	EE-5	466	EL DAEP	KG-5
167	HARRIS, R P	EE-5	249	TRAVIS	EE-5	470	FONWOOD EARLY CHILDHOOD CTR	EE-KG
168	HARTSFIELD	EE-5	251	TWAIN	EE-5	473	HILIARD	EE-5
169	HARVARD	EE-5	252	WAINWRIGHT	EE-5	475	ELMORE	EE-KG-5
170	HELMS	EE-5	253	WALNUT BEND	EE-5	478	ARABIC IMMERSION MAGNET SCHOOL	PK-02
171	HENDERSON, J	EE-5	254	WESLEY	EE-5	479	SHADYDALE	EE-KG-5
172	HENDERSON, N	EE-5	255	WEST UNIVERSITY	EE-KG-5	480	MARSHALL	KG-5
173	HEROD	EE-5	256	WHARTON K-8 DUAL LANGUAGE ACADEM Y**	EE-8	483	MARK WHITE	EE-5
174	HIGHLAND HEIGHTS	EE-5	257	WHIDBY	EE-5			
175	HOBBY	EE-5	258	WHITTIER	EE-5			

HISD-SECONDARY SCHOOLS

ALPHABETICAL LISTING – 2023-2024

CAMP #	SCHOOL NAME	GR LEVEL	CAMP	SCHOOL NAME	GR LEVEL
041	ATTUCKS MS	06-08	075	LAWSON MS	06-12
001	AUSTIN HS	09-12	324	LIBERTY HS	12
259	BAKER MONTESSORI** (Formerly Wilson)	EE-08	059	LONG ACADEMY	06-12
467	BAYLOR COLLEGE OF MEDICINE ACADEMY AT RYAN	06-08	010	MADISON HS	09-12
234	BAYLOR COLLEGE OF MEDICINE BIOTECH ACADEMY AT RUSK	06-08	460	MANDARIN IMMERSION MAGNET SCHOOL **	06-08
002	BELLAIRE HS	09-12	061	MARSHALL MS	06-08
042	BLACK MS	06-08	062	MCREYNOLDS MS	06-08
344	BRIARMEADOW CHARTER **	EE-08	055	MEYERLAND MS	06-08
043	BURBANK MS	06-08	458	MICKEY LELAND COLLEGE PREP ACADEMY	06-12
322	CARNEGIE VANGUARD HS	09-12	485	MIDDLE COLLEGE HS AT HCC FRAGA	09-12
323	CHALLENGE EARLY COLLEGE HS	09-12	484	MIDDLE COLLEGE HS AT HCC GULFTON	09-12
027	CHAVEZ HS	09-12	011	MILBY HS	09-12
048	CLIFTON MS	06-08	311	MOUNT CARMEL ACADEMY	09-12
013	COMMUNITY SERVICES **	EE-12	054	NAVARRO MS	06-08
044	CULLEN MS	06-08	477	NORTH FOREST HS	09-12
045	DEADY MS	06-08	308	NORTH HOUSTON EARLY COLLEGE HS	09-12
026	DEBAKEY HS FOR HEALTH PROFESSIONS	09-12	003	NORTHSIDE HS	09-12
345	EAST EARLY COLLEGE HS	09-12	338	ORTIZ MS	06-08
301	EASTWOOD ACADEMY	09-12	064	PERSHING MS	06-08
046	EDISON MS	06-08	218	PILGRIM ACADEMY **	EE-08
342	ENERGIZED FOR EXCELLENCE ACADEMY INC MS	06-08	337	PIN OAK MS	06-08
321	ENERGIZED FOR STEM ACADEMY CENTRAL H S	09-12	071	PROJECT CHRYSALIS MS	06-08
390	ENERGIZED FOR STEM ACADEMY WEST MIDDLE	06-08	382	REAGAN K-8 EDUCATIONAL CTR **	PK-08
468	ENERGY INSTITUTE HS	09-12	060	REVERE MS	06-08
078	FLEMING MS	06-08	080	RICE SCH /LA ESCUELA RICE **	KG-08
072	FONDREN MS	06-08	024	SCARBOROUGH HS	09-12
047	FONVILLE MS	06-08	402	SECONDARY DAEP	06-12
476	FOREST BROOK MS	06-08	023	SHARPSTOWN HS	09-12
004	FURR HS	09-12	081	SHARPSTOWN INTERNATIONAL SCHOOL	06-12
157	GARDEN OAKS MONTESSORI **	EE-08	069	SOAR CENTER **	01-12
058	GREGORY-LINCOLNED CTR**	EE-08	486	SOUTH EARLY COLLEGE HS	09-12
456	H S AHEAD ACADEMY	06-08	014	STERLING HS	09-12
034	H S FOR LAW AND JUSTICE	09-12	098	STEVENSON MS	06-08
049	HAMILTON MS	06-08	163	SUGAR GROVE ACADEMY	06-08
351	HARPER DAEP	06-12	039	T H ROGERS SCHOOL **	EE, KG-12
320	HARRIS COUNTY JJAEP	04-12	068	TANGLEWOOD MS	06-08
051	HARTMAN MS	06-08	100	TEXAS CONNECTIONS ACADEMY **	03-12
097	HCC LIFE SKILLS	12	077	THOMAS MS	06-08
012	HEIGHTS HS	09-12	015	WALTRIP HS	09-12
052	HENRY MS	06-08	016	WASHINGTON B T HS	09-12
053	HOGG MS	06-08	056	WELCH MS	06-08
050	HOLLAND MS	06-08	099	WEST BRIAR MS	06-08
348	HOUSTON ACADEMY FOR INTERNATIONAL STUDIES	09-12	017	WESTBURY HS	09-12
310	HOUSTON MATH SCIENCE AND TECHNOLOGY CENTER	09-12	036	WESTSIDE HS	09-12
006	JONES FUTURES ACADEMY	09-12	256	WHARTON K-8 DUAL LANGUAGE ACADEMY**	EE-08
025	KINDER HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS	09-12	018	WHEATLEY HS	09-12
007	KASHMERE HS	09-12	82	WILLIAMS MS	06-08
079	KEY MS	06-08	009	WISDOM HS	09-12
008	LAMAR HS	09-12	019	WORTHING HS	09-12
057	LANIER MS	06-08	020	YATES HS	09-12
340	LAS AMERICAS MS **	04-08	463	YOUNG WOMEN'S COLLGE PREP ACADEMY	06-12

** School is listed on Elementary & Secondary List

Revised 08/1/2023

Federal and State Compliance

HISD-SECONDARY SCHOOLS

NUMERICAL LISTING – 2023-2024

CAMP #	SCHOOL NAME	GR LEVEL	CAMP #	SCHOOL NAME	GR LEVEL
001	AUSTIN HS	09-12	069	SOAR CENTER **	01-12
002	BELLAIRE HS	09-12	071	PROJECT CHRYSALIS MS	06-08
003	NORTHSIDE HS	09-12	072	FONDREN MS	06-08
004	FURR HS	09-12	075	LAWSON MS	06-08
006	JONES FUTURES ACADEMY	09-12	077	THOMAS MS	06-08
007	KASHMERE HS	09-12	078	FLEMING MS	06-08
008	LAMAR HS	09-12	079	KEY MS	06-08
009	WISDOM HS	09-12	080	RICE SCH /LA ESCUELA RICE **	KG-08
010	MADISON HS	09-12	081	SHARPSTOWN INTERNATIONAL SCHOOL	06-12
011	MILBY HS	09-12	082	WILLIAMS MS	06-08
012	HEIGHTS HS	09-12	097	HCC LIFE SKILLS	12
013	COMMUNITY SERVICES **	EE-12	098	STEVENSON MS	06-08
014	STERLING HS	09-12	099	WEST BRIAR MS	06-08
015	WALTRIP HS	09-12	100	TEXAS CONNECTIONS ACADEMY **	03-12
016	WASHINGTON B T HS	09-12	127	WOODSON SCHOOL **	EE-08
017	WESTBURY HS	09-12	157	GARDEN OAKS MONTESSORI **	EE-08
018	WHEATLEY HS	09-12	163	SUGAR GROVE ACADEMY	06-08
019	WORTHING HS	09-12	218	PILGRIM ACADEMY **	EE-08
020	YATES HS	09-12	234	BAYLOR COLLEGE OF MEDICINE BIOTECH ACADEMY AT RUSK **	06-08
023	SHARPSTOWN HS	09-12	256	WHARTON K-8 DUAL LANGUAGE ACADEMY **	EE-08
024	SCARBOROUGH HS	09-12	259	BAKER MONTESSORI ** (Formerly Wilson Montessori)	EE-08
025	KINDER HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS	09-12	301	EASTWOOD ACADEMY	09-12
026	DEBAKEY HS FOR HEALTH PROFESSIONS	09-12	308	NORTH HOUSTON EARLY COLLEGE HS	09-12
027	CHAVEZ HS	09-12	310	HOUSTON MATH SCIENCE AND TECHNOLOGY CENTER	09-12
033	JORDAN HS	09-12	311	MOUNT CARMEL ACADEMY	09-12
034	H S FOR LAW AND JUSTICE	09-12	320	HARRIS COUNTY JJAEP **	04-12
036	WESTSIDE HS	09-12	321	ENERGIZED FOR STEM ACADEMY CENTRAL HS	09-12
039	T H ROGERS SCHOOL **	EE, KG-12	322	CARNEGIE VANGUARD HS	09-12
041	ATTUCKS MS	06-08	323	CHALLENGE EARLY COLLEGE HS	09-12
042	BLACK MS	06-08	324	LIBERTY HS	12
043	BURBANK MS	06-08	337	PIIN OAK MS	06-08
044	CULLEN MS	06-08	338	ORTIZ MS	06-08
045	DEADY MS	06-08	340	LAS AMERICAS MS	04-08
046	EDISON MS	06-08	342	ENERGIZED FOR EXCELLENCE ACADEMY INC MS	06-08
047	FONVILLE MS	06-08	344	BRIARMEADOW CHARTER **	EE-08
048	CLIFTON MS	06-08	345	EAST EARLY COLLEGE HS	09-12
049	HAMILTON MS	06-08	348	HOUSTON ACADEMY FOR INTERNATIONAL STUDIES	09-12
050	HOLLAND MS	06-08	351	HARPER DAEP	09-12
051	HARTMAN MS	06-08	382	REAGAN K-8 EDUCATIONAL CTR **	PK-08
052	HENRY MS	06-08	390	ENERGIZED FOR STEM ACADEMY WEST MIDDLE	06-08
053	HOGG MS	06-08	402	SECONDARY DAEP *	06-12
054	NAVARRO MS	06-08	456	HS AHEAD ACADEMY	06-08
055	MEYERLAND MS	06-08	458	MICKEY LELAND COLLEGE PREP ACADEMY	06-12
056	WELCH MS	06-08	460	MANDARIN IMMERSION MAGNET SCHOOL **	06-08
057	LANIER MS	06-08	463	YOUNG WOMEN'S COLLGE PREP ACADEMY	06-12
058	GREGORY-LINCOLN ED CTR **	EE-08	467	BAYLOR COLLEGE OF MEDICINE ACADEMY AT RYAN	06-08
059	LONG ACADEMY	06-12	468	ENERGY INSTITUTE HS	09-12
060	REVERE MS	06-08	476	FOREST BROOK MS	06-08
061	MARSHALL MS	06-08	477	NORTH FOREST HS	09-12
062	MCREYNOLDS MS	06-08	484	MIDDLE COLLEGE HS AT HCC GULFTON	09-12
064	PERSHING MS	06-08	485	MIDDLE COLLEGE HS AT HCC FRAGA	09-12
068	TANGLEWOOD MS	06-08	486	SOUTH EARLY COLLEGE HS	09-12