

## Reporting Membership Figures for School Year 2021-2022

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 Employee Portal](#) and click on Membership Reporting on the HISD Applications Links list 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 to this application. Federal & State Compliance department staff members will verify that each campus has input their data by 10:30 a.m. There are three levels of access available for this application:

1. MSHP Campus (Reporting) User – User may access each assigned school's records for reporting and lookup; user may input/edit enrollment records for each assigned school.
2. MSHP (Administrative) User – User may access all schools in assigned areas for reporting and lookup as well as input/edit of enrollment records for those schools.
3. MSHP (Administrative) User – User may run all reports at all levels and across campuses.

Initial access has been granted to school support officers, principals and the staff on each campus who handled membership reporting during the school year 2021-2022. An individual may have only one level of access to the application.

Staff needing access to the Membership Reporting Application must complete the Application Access Request form on the HISD Employee Portal . Log in to the **HISD Employee Portal > Click on Technology under FORMS > Scroll down to Access Requests Forms > Click MSHP Application Access Request > Fill out the form and click *SAVE button*.**

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

An Academic Service Memo will go out to principals on June 16, 2021 regarding this process.