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
2021-2022

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 two-weeks of school, then once a week up to the Snapshot date, October 29, 2021. 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, schedule data entry, and assisting students to their classrooms/locations. Establish a system to hand out student schedules. Some campuses choose to print their first day schedules on colored paper. This will help identifying your no-show students. **Make sure no one is printing extra student schedules for any reason.** If a student loses their schedule and there must be a re-print, have a system in place to ensure the original was picked up and print a copy on a different color that 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 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 mass withdraw **ALL NO SHOWS STUDENTS IN HISD Connect 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).
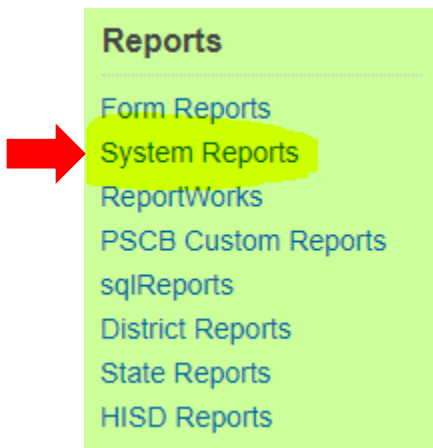
No-Show Procedures for the Attendance Office

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 **08/23/2021** 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

❖ 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 ON THE FIRST DAY OF SCHOOL

Steps for No-Show Procedures:

Find System Reports from your SIS Start Page and click

Reports

Form Reports
System Reports
ReportWorks
PSCB Custom Reports
sqlReports
District Reports
State Reports
HISD Reports

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

Student/Staff Listings

At Risk
Career Tech Credentials
Class Rosters (PDF)
Contact Tracing
Master Schedule (PDF)
Staff Listing
Student Birthday List
Student Schedule Listing

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)

Secondary Class Roster:

Class Rosters (PDF)

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:

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

`<b>Teacher Instruction:</b> 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>`

`<b>Print Name:</b>_____    <b>Signature:</b> _____`

`<b>Date:</b>_____    <b>Membership Total:</b>_____`

Remove Verified from Roster columns (Fields):

```
Format:  field name \ column title \ column width \ alignment
LastFirst\Student Name\2\I
Student_Number\Student ID\1\C
_____\Verified\1.5\C
_____\Comment\2.75\L
```

Add the following in the box in place of Verified line(Grade_Level\Grade\.8\C):

```
Format:  field name \ column title \ column width \ alignment
LastFirst\Student Name\2\I
Student_Number\Student ID\1\C
Grade_Level\Grade\.8\C
_____\Comment\2.75\L
```

First Day Class Roster Example:

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: 2021-2022   **Effective Date:**07/27/2021

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	Grade	Comment
~~John Doe~~	1222222	3	NS
Jennifer Doe	1999999	3	
Sam Doe	2000000	3	

Remote Online Learning

Students approved for Remote Online Learning, including the first day of school, will be expected to log on by ADA time to not be counted as a No Show. Remote Learning is Synchronous and therefore Attendance codes are identical to in person codes.:

1. Parents will submit the form online
2. Campuses will complete a separate form for intake
3. Steps 1 and 2 must be completed by Noon, Friday August 20th
4. Every Attendance Clerk will have access to the TOL Dashboard

There will only be one schedule for Remote Learners. ADA Time will be at 10 AM.

Attendance Clerks will need to obtain a listing of their Remote Learning Teachers for daily student attendance. Clerks will also need to obtain a listing of their students approved for Remote Learning as of the first day of school by **Noon, Friday August 20th**. Below are instructions for No-Show Process with remote students:

Select Enrolled TOL Students Tab at the bottom of screen.

TOL Requests	Attendance	Grades	**Enrolled TOL Students**

Select your designated Campus and current date (08/23/2021) 1st day of school

Campus

All

Grade Level

All

Enrollment Date

8/18/2021   8/18/2021

List of names will appear; this list must be printed.

Student ID	Student Last Name	Student First Name	# of TOL days completed
654	Devon	Mark	
2570	Rowland	Jerry	
5712	Aguilar	Ann	
8886	Mayer	Adena	
8908	Parrish	Brody	
12345	Sandy	Kris	
12345	Sarmiento	Chris	
12354	Bacon	Mark	
12354	Kevin	Mark	
12354	Steveson	Claire	
123219	Castro	Tisha	
123478	Timmons	Angela	
987412	Smith	Jennifer	
1681648	Aguilar	Kamila	
1876743	Herod	Alanna	3
Total			**3**

Select the 3 three dots to export:

Student ID	Student Last Name	Student First Name	# of TOL days completed
654	Devon	Mark	

Enrollment Dashboard

Chat in Teams

Export data

Show as a table

Spotlight

Export data

Which data would you like to export?

- ⦿ Summarized data
- ◯ Underlying data ⓘ

File format:

.xlsx (Excel 150,000-row max) ⌄

ⓘ Data exports with all applied filters.

ⓘ For large data models, only a limited number of rows can be exported. Learn more

Learn about aggregates   Export   Cancel

The report will be generated, please print.

	Student	Student	Student	# of TO
Applied filters:Completion Date is on or after Wednes				
654	Devon	Mark		
2570	Rowland	Jerry		
5712	Aguilar	Ann		
8886	Mayer	Adena		
8908	Parrish	Brody		
12345	Sandy	Kris		
12345	Sarmiento	Chris		
12354	Bacon	Mark		
12354	Kevin	Mark		
12354	Steveson	Claire		
123219	Castro	Tisha		
123478	Timmons	Angela		
987412	Smith	Jennifer		
1681648	Aguilar	Kamila		
1876743	Herod	Alanna	3	

On Monday, August 23rd, the list will be sent to Remote Learning Teachers to take attendance by 10 AM (ADA Time) and return form to the campus attendance clerk no later than 10:30 AM.

Monday, August 23rd, Attendance Clerks will print form provided by Remote Learning Teacher and add present students into their membership. Students marked absent on the form for first day will be **No-Showed** on HISD Connect.

The Attendance Clerk and/or SIMS will need to obtain this list so these students will not be purged from the system.

TOL Request #	Student ID #	Student First Name	Student Last Name	Grade Level	Hotspot Needed	Device Needed
	1234	Mark	Kevin	Kindergarten	Yes	Yes
C10	1681648	Kamila	Aguilar	Third Grade	Yes	Yes
C2	6186	Slade	Hood	7th Grade		
C3	123219	Tisha	Castro	7th Grade		
C4	987412	Jennifer	Smith	8th Grade		
C5	123478	Angela	Timmons	7th Grade		
C8	1234	Mark	Kevin	Kindergarten	Yes	Yes
C9	12345	Jill	Hanson	Third Grade	Yes	Yes
P11	1876743	Alanna	Herod	Fifth grade	Yes	Yes
P13	5712	Ann	Aguilar	Second Grade	Yes	Yes
P18	2570	Jerry	Rowland	First Grade	Yes	Yes
P5	6541	Kevin	Bacon	Third Grade	Yes	Yes
P9	1972644	Jasper	Active	Second Grade	Yes	Yes

This list must be printed and maintained as supporting documentation.

SIRs/Attendance Clerks will distribute class rosters to Homeroom(Elmentary)/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/PEIMS Coordinator
➢ SIR/Attendance Clerk will enter membership on the HISD Portal
➢ No Show Roster will be printed by SIR from SIS once process is completed

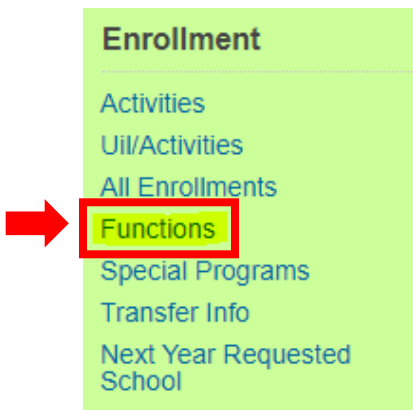## Once Class Rosters are collected, search for students on SIS to transfer out with NS status.

If searching for students individually, follow these instructions:

Start Page

Students ⌄	All ⌄	doe, john

Select Functions from tool bar on left side of page:

Enrollment

Activities
Uil/Activities
All Enrollments
Functions
Special Programs
Transfer Info
Next Year Requested School

Enter no-show date of 8/23/2021 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

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

Click function button to 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 8/23/2021 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.

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 (Mult-Select) Default: All Exit Codes	Start Date	End Date
L86 - L86 GED Outside TX 0607	8/23/2021	8/23/2021
L87 - L87 Enroll in Univ HS Diploma		
L88 - L88 CrtOrdGEDNotErnd 2010-11+		
L89 - L89 Incarcratd Adult 2010-11+		
L90 - L90 Grad I-St Compct 2010-11+		
L98 - L98 Other/Unknown		
L - Left		
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

First Day Class Roster Example:

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: 2021-2022   **Effective Date:** 07/27/2021

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	Grade	Comment
~~John Doe~~	1222222	3	NS
Jennifer Doe	1999999	3	
Sam Doe	2000000	3	

ADA Teacher	Grade Level	Total Membership Count

ADA Teacher	Grade Level	Total Membership Count

Grade Level	Grade Level Counts

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

SIR/Attendance
Clerk:_____

Campus Principal/PEIMS
Coordinator:_____

Campus:_____

Date:_____

SIRS will enter Grade Level totals into the HISD Membership Portal:

Under Applications section, click MORE.

Then you will scroll down until you see Membership Reporting (MSHP):

HUB (Power Up HUB)	Single Sign-On	The HUB is a central platform for teachers and students! The HUB is accessible from any device and from inside and outside the district.	Visit the HISD Solution Center
iDelegate	Single Sign-On	Principals: Use this form to communicate changes to campus contacts/designees throughout the year. Access to specific IT applications will be granted based on your selections. This form should be reviewed prior to the start of each semester or each time a resource change occurs at your campus.	Visit the HISD Solution Center
Membership Reporting (MSHP)	Single Sign-On	Capture student attendance on snapshot days for TEA report generation.	Visit the HISD Solution Center

Ensure that the date has defaulted to correct date and enter your totals per grade level and SAVE:

⌂ MSHP   **Membership Reporting**

Enrollment Input

Dashboard

⌃ Admin

   Annual Setup

   Calendar

⌃ Enrollment

   Enrollment Input

   Enrollment History

School Profile

⌃ Reports

   Summary Report

   Detail Report

   Non Reporting Schools

   Summary and Detail Report

Campus Name: Alcott Elementary

Report Date: 06/11/2021

Campus Number: 102

Grade Levels:

EE: 6
PK: 8
KG: 21
1: 35
2: 27
3: 34
4: 30
5: 37

Created By: Shannon, Lisa F

Created Date: 06/11/2021

Updated By: Shannon, Lisa F

Updated Date: 06/11/2021

Save

1st Day Teacher Headcount Form

Campus: _____

08/23/2021

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.

- o Place an "NS" next to any student who is not physically present in class
- o 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
- o Sign and date all pages of the Enrollment Verification Report **in INK**
- o **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: 2021-2022   **Effective Date:**07/27/2021

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	Grade	Comment
~~John Doe~~	1222222	3	NS _____
Jennifer Doe	1999999	3	_____
Sam Doe	2000000	3	_____

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 STAFF HEADCOUNT FORM

Campus:_____   Location:_____

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

Step 1: Count the number of students who are physically in your presence at this time. **DO NOT** count anyone who is not physically in front of you. Write the number of students physically in front of you in the Official Headcount field.

Step 2: List the student ID, first name and last name of all students physically in front of you on the Office – Student Roster.

Student ID	Last Name	First Name

Official Headcount: _____

Official Headcount Verifier: _____

Staff Name (Please Print): _____

Staff Signature: _____

Date: _____

Verifier Checklist:
- Verify that the Official Headcount number matches the number of students physically in the room.
- Verify that the Official Headcount number matches the number of students listed on Office – Student Roster.
- Is the Office – Student Roster signed and dated by the staff member?
- Is this form signed and dated by the staff member and the verifier?
- Is all documentation completed **in INK**?
- **NO PENCIL OR WHITE OUT ALLOWED**

Verifier's Name (Please Print): _____

Verifier's Signature: _____

Date: _____