

Opening of Schools Preparations Training



Tuesday, July 30, 2024

Wednesday, July 31, 2024

8:00 am – 4:30 pm

Location: Energy Institute High School

3501 Southmore Blvd.

Houston, Texas

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2024-2025

Opening of Schools Preparations Agenda

July 30 and 31, 2024

Opening Introductions

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

- ❖ Data Integrity
- ❖ Family Educational Rights and Privacy Act ("FERPA")
- ❖ Release of Students in HISD Connect for Fall 2024-2025

Department Presentations

- ❖ **School Choice Department** – Stephanie DuBroff-Acosta, Coordinator 1
- ❖ **Early Childhood** – Marisol Castruita, Director/Kimberly Guinn, CTM
- ❖ **Health and Medical Services** – Elizabeth Perez, Coordinator 2/Majorie Robinson-Vaval, Coordinator 2
- ❖ **Multilingual Department** – Ricardo Coronado, Coordinator 2
- ❖ **Sunrise Centers** –
 - **Homeless Education** – Lisa Jackson, Coordinator 2,
 - **Foster Care**, Ilka Rosado, Coordinator 1
- ❖ **WraparoundServices**-Tiffany Green, Coordinator 2

Afternoon Breakout Sessions

Dachundralyn Palmer, Coordinator 1

- ❖ Enrollment

Lisa Shannon, Coordinator 1

- ❖ First and Second Day of School Processes
- ❖ Membership Reporting
- ❖ Academic Calendars

Marina Tejada, Coordinator 1 and Berta Garcia, Specialist 1

- ❖ Attendance

Latonya Smith, Coordinator 1 and Cynthia Santiago-Morales, Coordinator 1

- ❖ Discipline

Wanda D. Thomas, Director 1 and Nina Grant, Specialist 1

- ❖ Leavers

Felissa Salinas, Specialist 1 and Alma Salazar, Specialist 1

- ❖ Prekindergarten and Kindergarten Coding

Irma Hasnain, Coordinator 2

- ❖ PEIMS Information
- ❖ On Data Suite
- ❖ Level Data

Dr. Tammie Mitchell, Coordinator 2

- ❖ State Comp Ed

Travis Hunt, Director 1

- ❖ TREx
- ❖ Registrars and Records Clerks – **Xernona Martin, Coordinator 1**

2024-2025

Opening of Schools Preparations Packet

I. 2024-2025 DISTRICT CALENDARS & DATES

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

II. MEMOS

- ❖ Release of Students in HISD Connect
- ❖ Membership Reporting in HISD Connect

III. DOCUMENTS

- ❖ FSC Contact List 2024-2025
- ❖ HISD SIS Security Access Request Form
- ❖ Request Access for Membership in HISD Connect
- ❖ First and Second Day Procedures
- ❖ 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
- ❖ Early Childhood Special Education (ECSE) Services
- ❖ Helpful Opening of School Tips
- ❖ Important Enrollment Steps
- ❖ Coding Prekindergarten Funding Source
- ❖ At-Risk Criteria
- ❖ At-Risk Matrix

IV. SAMPLE FORMS 2024-2025

- ❖ 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 2024-2025 PK- 3rd Grade Only
- ❖ Substitute Roster (Sample)
- ❖ How to Modify teal access if you are moving from School A to School B
- ❖ Student Demographic Change Form (FSC Website)
- ❖ Student Residency Questionnaire (SRQ)
- ❖ At-Risk Coding Determination
- ❖ Student Residency Questionnaire (SRQ)

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

VI. RESOURCES

- ❖ Federal and State Compliance Website (<https://www.houstonisd.org/Domain/8334>)
- ❖ Houston ISD Board Policy [Houston ISD Board Policy Manual - Policy Online \(tasb.org\)](#)
- ❖ IT Security and Access Forms [Technology Forms \(sharepoint.com\)](#)
- ❖ 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>)
- ❖ 2024-2025 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

2024-2025 YEARLY CALENDAR

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						

JULY 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			

AUGUST 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

SEPTEMBER 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					

OCTOBER 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		

NOVEMBER 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

DECEMBER 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				

JANUARY 2025						
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 2025						
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	

MARCH 2025						
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 2025						
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 2025						
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 2025						
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					

JULY 2025						
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 2025						
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						

SCHOOL DAY START AND END TIMES 7:30 – 3:00 Elementary 8:30 – 4:00 K-8 and Middle School 8:30 – 4:00 High School	 FIRST DAY OF SCHOOL August 12, 2024	LAST DAY FOR STUDENTS June 4, 2025	LAST DAY FOR TEACHERS June 5, 2025
INSTRUCTIONAL DAY START AND END TIMES: NES 8:00 – 3:00 PK – 1 st grade 8:00 – 4:00 2 nd – 5 th grade 8:30 – 4:30 6 th – 12 th grade	 HOLIDAY (NO CLASSES) Jul. 4 – Independence Day Sep. 2 – Labor Day Oct. 4 – Fall Holiday Nov. 28 – Thanksgiving Jan. 1 – New Years Day Jan. 20 – MLK Jr. Day Feb. 17 – President’s Day Mar. 31 – Chavez Huerta Day Apr. 18 – Spring Holiday May 26 – Memorial Day Jun. 19 – Juneteenth	GRADING CYCLES Aug. 12 – Sep. 20 Sep. 23 – Nov. 1 Nov. 4 – Dec. 20 Jan. 7 – Feb. 21 Feb. 24 – Apr. 17 Apr. 21 – Jun. 4	REPORT CARD Sept. 27 (Friday) Nov. 11 (Monday) Jan. 13 (Monday) Feb. 28 (Friday) Apr. 25 (Friday) Jun. 4 (ES, K8, MS) Jun. 13 (HS)
 RECESS (NO CLASSES) Thanksgiving – Nov. 25 – 29 Winter Recess – Dec. 23 – Jan. 3 Spring Recess – Mar. 10 – 14		 SCHOOL LEADERS’ INDUCTION AND PREPARATION July 22 – July 29 – Principals and APs	
 POSSIBLE MAKE-UP DAYS June 6 – June 12		 NEW STAFF INDUCTION July 30 and July 31 – Staff New to HISD	
 STAFF PD (NO CLASSES) Jun. 14, Sep. 3, Oct. 3, Nov. 8, Jan. 6, Feb. 14, May 2, Jun. 5, Jun. 13	 5TH QUARTER (SUMMER 2025) Voluntary summer courses 2024 – Jun. 17 – Jul. 19 2025 – Jun. 16 – Jul. 23 [Mandatory for some students]	 ALL STAFF INDUCTION AND PREPARATION Aug. 1 – Aug. 9 – All staff	

HISD IMPORTANT DATES

2024-2025

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. 12 – Sept. 20	28	9/9/2024	Sept. 27 (Friday)
Cycle II	Sept. 23 – Nov. 1	28	10/18/2024	November 11 (Monday)
Cycle III	Nov. 4 – Dec. 20	29	12/6/2024	January 13 (Monday)
Cycle IV	Jan. 7 – Feb. 21	31	1/31/2025	February 28 (Friday)
Cycle V	Feb. 24 – Apr. 17	33	3/28/2025	April 25 (Friday)
Cycle VI	Apr. 21 – Jun. 4	31	5/16/2025	June 4 (Wednesday) – ES, K-8, MS June 13 (Friday) – HS
	Semester 1 (F)	85		
	Semester 2 (S)	95		

SIX WEEKS ADA CYCLE DATES

ADA CYCLE I	AUGUST 12 – SEPTEMBER 20	28 DAYS
ADA CYCLE II	SEPTEMBER 23 – NOVEMBER 1	28 DAYS
ADA CYCLE III	NOVEMBER 4 – DECEMBER 20	29 DAYS
ADA CYCLE IV	JANUARY 7 – FEBRUARY 21	31 DAYS
ADA CYCLE V	FEBRUARY 24 – APRIL 17	33 DAYS
ADA CYCLE VI	APRIL 21 – JUNE 4	31 DAYS
		180 TOTAL DAYS

HOLIDAYS

Cycle I	September 2	Labor Day
Cycle II	October 4	Fall Holiday
Cycle III	November 25 – 29	Thanksgiving
Cycle III	December 23 – January 3	Winter Break for Teachers
Cycle III	December 23 – January 6	Winter Break for Students
Cycle IV	January 20	Martin Luther King Day
Cycle IV	February 17	President's Day
Cycle V	March 10 – 14	Spring Break
Cycle V	March 31	Chavez/Huerta Day
Cycle V	April 18	Spring Holiday
Cycle VI	May 26	Memorial Day

STAFF PROFESSIONAL DEVELOPMENT DAYS

September 3 - Tuesday
October 3 - Thursday
November 8 - Friday
January 6 - Monday
February 14 - Friday
May 2 - Friday
June 5 - Thursday
June 13 - Friday

100th Day of School is January 28, 2025

HISD IS OPERATING ON A SIX-WEEKS GRADING CYCLE FOR THE 2024-2025 ACADEMIC SCHOOL YEAR

2024-2025 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		8/30/2024 (Friday)		9/04/2024-09/05/2024		Open	9/6/2024	9/9/2024	09/09/2024(Monday)
CY1	CY1	28	9/20/2024 (Monday)		9/23/2024-09/25/2024	9/25/2024	9/25/2024	9/26/2024	9/27/2024	09/27/2024(Friday)
PR2	PR Run 2		10/11/2024 (Friday)		10/14/2024-10/16/2024		Open	10/17/2024	10/18/2024	10/18/2024(Friday)
CY2	CY2	28	11/1/2024 (Friday)		11/4/2024-11/06/2024	11/6/2024	11/6/2024	11/7/2024	11/11/2024	11/11/2024(Monday)
PR3	PR Run 3		11/22/2024 (Friday)		12/2/2024-12/4/2024		Open	12/5/2024	12/6/2024	12/6/2024(Friday)
CY3	CY3	29	12/20/2024 (Friday)		1/7/2025-1/9/2025	1/9/2025	1/9/2025	1/10/2025	1/13/2025	1/13/2025(Monday)
PR4	PR Run 4		01/24/2025 (Friday)		1/27/2025-1/29/2025		Open	1/30/2025	1/31/2025	1/31/2025(Friday)
CY4	CY4	31	2/21/2025 (Friday)		2/24/2025-2/26/2025	2/26/2025	2/26/2025	2/27/2025	2/28/2025	2/28/2025(Friday)
PR5	PR Run 5		3/21/2025 (Friday)		3/24/2025-3/26/2025		Open	3/27/2025	3/28/2025	3/28/2025(Friday)
CY5	CY5	33	4/17/2025 (Thursday)		4/21/2025-4/23/2025	4/23/2025	4/23/2025	4/24/2025	4/25/2025	4/25/2025(Friday)
PR6	PR Run 6		5/9/2025 (Friday)		5/12/2025-5/14/2025		Open	5/15/2025	5/16/2025	5/16/2024(Friday)
CY6	CY6	31	6/4/2025** (Wednesday)		5/29/2025 - 6/2/2025	6/2/2025	6/2/2025	6/3/2025	6/4/2025	6/4/2025(Wednesday) ES/K-8/MS
			6/4/2025** (Wednesday)		6/9/2025 - 6/11/2025	6/11/2025	6/11/2025	6/12/2025	6/13/2025 HS	6/13/2025(Friday) HS

** End of Semester

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 2024-2025

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
<u>First Week</u>	August	12	1	<u>Fourth Week</u>	September	2	Labor Day
	August	13	2		September	3	Prof Dev
	August	14	3		September	4	16
	August	15	4		September	5	17
	August	16	5		September	6	18
<u>Second Week</u>							
	August	19	6	<u>Fifth Week</u>	September	13	23
	August	20	7				
	August	21	8	<u>Sixth Week</u>	September	20	28
	August	22	9				
	August	23	10	<u>Seventh Week</u>	September	27	33
<u>Third Week</u>							
	August	26	11	<u>Eighth Week</u>	October	2	36
	August	27	12				
	August	28	13	<u>Ninth Week</u>	October	11	41
	August	29	14				
	August	30	15	<u>Tenth Week</u>	October	18	46
				<u>Snapshot</u>	October	25	51

SPECIAL MEMBERSHIP REPORTING DATE: OCTOBER 25, 2024 PEIMS SNAPSHOT

Last Friday of each month after Snapshot and the last day of school

Friday	November	22	70	Friday	March	28	136
Friday	December	20	85	Friday	April	25	154
Friday	January	31	103	Wednesday	June	4	180
Friday	February	28	121				

SECTION II

MEMOS

Reporting Membership Figures for School Year 2024-2025

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 into 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 2024-2025. 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, requesting a View Only Role and will need to write Membership View Only on the line provided on the form.

A/R (check appropriate box)

☐ View Only

☐ Discipline View

☒ Other: Membership View Only

☐ REMOVE ALL ROLES

The SIS Security Access Request form can be found on the HISD Employee Portal under Technology.

The Membership Reporting Calendar is attached.

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

Release of Students in HISD Connect for Fall 2024-2025 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 2, 2024, 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 2, 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 Department 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 2, 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 School Choice Department is attempting to enroll:
 - Parent should submit an on-line transfer application via the link below
<https://choosehisd.my.site.com/Apply>

Parents are not required to request a transfer in person. They may submit the school choice application online and the school should complete the next steps for transfer to be approved by the School Choice Department.

Only after the parent has accepted a seat or the transfer has been approved by the School Choice Department, 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 2, 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 School Choice Department be allowed to attend class.

Procedure for requesting the release of a student for enrollment:

1. A school administrator 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. School administrator sends an email to FSC@houstonisd.org stating who is authorized to send emails for students to be released.
3. The receiving campus must email any request that students be released from another campus to FSC@houstonisd.org; **you must include your school's name in the subject line of the email for request to be processed.**

Subject: Release of students for (Campus Name)

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 2-12, 2024. After August 12, all requests must be made to the campus in which the student appears as enrolled.

SECTION III

DOCUMENTS

Assessment, Accountability, and Compliance

Dr. Georgia Graham, Interim Executive Director

Freda Smith, Interim Director 2

Wanda D. Thomas, Director 1

Federal and State Compliance**HMW Educational Support Center****4400 W. 18th Street, Level 2NW, Houston, Texas 77092****Department Number 713-556-6753**

DIVISION SUPPORT TEAM: This team monitors campus PEIMS data to ensure compliance with TEA requirements. They also monitor official Average Daily Attendance (ADA), assist the campuses with balancing ADA by 6-week periods to ensure accurate data, maintain attendance accounting records, and reconcile student membership. In addition, they review leaver and discipline records.

Extension	Name	Title	Office
66774	Palmer, Dachundralyn	Coordinator 1	HMW
66766	Shannon, Lisa	Coordinator 1	HMW
67657	Smith, Latonya S.	Coordinator 1	HMW
66768	Tejada, Marina	Coordinator 1	HMW
66776	Morales, Cynthia	Coordinator 1	HMW
66769	Garia, Berta	Specialist 1	HMW
66813	Grant, Nina	Specialist 1	HMW
67435	Salinas, Felissa	Specialist 1	HMW
68801	Salazar, Alma	Specialist 1	HMW

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	Office
66759	Irma Hasnain	Coordinator 2	HMW
66753	Tamara Elijah	Coordinator 2	HMW
66767	Figuerroa Torres, Nancy	Coordinator 1	HMW
67414	Paschall, Gail	Coordinator 1	HMW
66773	Guerrero, Sylvia	Coordinator 1	HMW
67006	Fike, Lamar	Coordinator 1	HMW



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 ☐ Student Sched. ☐ TREx
- ☐ School Enrollment ☐ Master Sched. ☐ Health
- ☐ Office Attendance ☐ English Learner ☐ Socioeconomic
- ☐ Ofc. Grade Reporting ☐ Gifted & Talented ☐ IAT Liaison
- ☐ Discipline View ☐ Career Tech Ed. ☐ Interventionist
- ☐ Discipline Editor ☐ At-Risk ☐ Special Ed View
- ☐ Magnet ☐ Title I ☐ Teacher
- ☐ Other: _____

☐ REMOVE ALL ROLES

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, 10 U.S.C., Section 1131g, its implementing regulations (34 CFR Part 99), and amendments, the Texas Public Information Act (TPIA), Texas Government Code Section 551.001 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: _____

Houston ISD 2024-2025

Attendance Procedures Manual

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 10 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 rosters 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. Teachers should only take attendance for the first day on the first day rosters.

Houston ISD 2024-2025

1st and 2nd Day

Attendance Procedures

Second Day Procedures

1. Teachers begin taking attendance in HISD Connect on Day 2.
2. Log into the HISD Connect to post 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 2024-2025

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 by first, last name, and student ID number with a teacher, counselor or administrator’s signature and date.

Schools will report manual membership in HISD Connect under the **Functions Panel**. 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 HISD Insider Memo regarding membership figures in HISD Connect.

Houston ISD 2024-2025

1st and 2nd Day

Attendance Procedures

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 10 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, documentation of the change must be submitted to the attendance office. Please have the teacher complete the Attendance Corrected by the Classroom Teacher within 24 hours.

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.

2024–2025 Student Attendance Accounting Handbook

**Texas Education Agency
September 2024**

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:

- a child who is scheduled to attend for fewer than two hours of instruction each school day, including a high school student who has met all graduation requirements other than passing required state assessments and continues to attend school to participate in a study program for those tests **if the student is scheduled for and attending fewer than two hours** of study program instruction each day (see [3.2.2.3 Funding Eligibility of Students Who Have Met All Graduation Requirements](#))
- a child who attends a nonpublic school but receives some services from your district (for example, speech therapy services only)
- a student who is provided instruction totally in a federal Head Start program
- a student who has graduated but returned to school (for fewer than two hours of instruction per day) to further his or her education
- A student receiving special education and related services who has graduated but returned to school or is continuing enrollment after meeting graduation requirements and is scheduled for fewer than two hours of instruction per day
- a student who receives all his or her special education and related services through an approved contract with a nonpublic day or nonpublic residential school
- a parentally placed private school student with a disability, five through 21 years of age, who receives special education and related services through a services plan (see [4.5 Special Education Services for Private or Home School Students Who Are Eligible for and in Need of Special Education](#))

A student coded with an ADA eligibility code of 0 is not eligible to generate ADA or FSP funding.

3.2.1.2 Code 1 Eligible for Full-Day Attendance

Code 1 indicates that a student is eligible to generate full-day attendance. Code 1 applies to all students entitled to enroll under the [TEC, §25.001](#), who are scheduled and provided instruction at least four hours each school day.

Note: Districts that offer half-day kindergarten programs must not count students who attend both the morning and afternoon half-day sessions as eligible for full-day attendance.

3.2.1.3 Code 2 Eligible for Half-Day Attendance

Code 2 indicates that a student is eligible to generate half-day attendance. Code 2 applies to all students entitled to enroll under the [TEC, §25.001](#), who are scheduled for and provided instruction at least two hours but fewer than four hours each school day for the purposes of ADA. These students include pre-K students who meet the eligibility requirements in [Section 7 Prekindergarten \(Pre-K\)](#) (see [7.5 Eligible Days Present and ADA Eligibility](#)). Additionally, districts providing a full-day pre-K program to eligible four year olds would need to provide 75,600 operational minutes unless they have received a waiver from the agency.

3.2.1.4 Code 3 Eligible Transfer Student Full Day

Code 3 indicates that a student is a transfer student who is eligible to generate full-day attendance. Code 3 applies to a student who is a nonresident, legally transferred into your district, and scheduled for and provided instruction at least four hours each school day. This code applies only to a student who transfers from one Texas school district to another. Such a student must meet all eligibility criteria other than residency.

If a nonresident student is not legally transferred into a district, the receiving district cannot claim the attendance.

Note: The Student Transfer System (STS) has been closed, and districts are no longer required to report student transfers through the STS. However, your district should maintain documentation related to any transfer locally. Also, your district must report the transfer status of each student who has been transferred into the district in the TSDS PEIMS Fall data submission.

3.2.1.5 Code 4 Ineligible Full Day

Code 4 indicates that a student is provided instruction at least four hours each school day but is ineligible to generate ADA. Code 4 applies to any student who is scheduled for and provided full-day instruction but does not meet the eligibility criteria for the service he or she receives. The types of students who are coded ineligible are listed below.

3.2.1.5.1 Underage:

- children provided instruction through an early childhood special education (ECSE) services program who are under the age of three, except for children with visual impairments, who are deaf or hard of hearing, or both
- children provided instruction in pre-K who are under the age of three on September 1 of the current school year
- children provided instruction in any grade (K–12) who are under age five on September 1 of the current school year are ineligible for full-day funding (see the notes under the table in [3.2.3 Age Eligibility](#) for exceptions). However, a four-year-old who is eligible for pre-K is eligible for half-day funding even if the student is provided instruction in a kindergarten classroom. The student must be coded with a grade level of pre-K.

3.2.1.5.2 Overage:

- students who are 26 years old on September 1 of the current school year and not enrolled in a [TEC, Chapter 12, Subchapter G, Adult High School Charter School Program](#)

3.2.1.5.3 Other:

- nonresident students who have not been transferred into your district
- students who reside outside the boundaries of the state of Texas
- students served by a juvenile justice alternative education program (JJAEP) on the basis of an expulsion under the [TEC, §37.007\(a\), \(d\), or \(e\)](#), unless specifically authorized in writing by TEA¹²
- students placed in residential facilities within your district whose maintenance expenses are paid in whole or in part by another state or the United States¹³
- students who are required, as a condition of obtaining or holding the appropriate US student visa, to pay tuition to your district to cover the cost of their education¹⁴
- a nonresident student who is charged tuition for the purposes of reducing local revenue¹⁵
- students ineligible for pre-K served in the pre-K classroom by a pre-K teacher for the full day¹⁶

¹² [TEC, §37.011\(h\)](#)

¹³ [TEC, §25.003](#) (Adopted tuition charges under this section must be submitted to the commissioner of education for approval.)

¹⁴ [TEC, §25.0031\(c\)](#)

¹⁵ [TEC, §49.204](#)

¹⁶ See the ADA Eligibility Coding for Students Served in a Pre-K Classroom chart in [7.5 Eligible Days Present and ADA Eligibility](#).

3.2.1.6 Code 5 Ineligible Half Day

Code 5 indicates that a student is scheduled for and provided instruction for at least two hours but fewer than four hours each school day but is ineligible to generate ADA (for any of the reasons listed in the preceding subsection on code 4). Code 5 applies to any student who is provided half-day instruction but does not meet the eligibility criteria for the service he or she receives. Examples include the following:

- students enrolled only in pre-K who do not meet the pre-K eligibility requirements in [Section 7 Prekindergarten \(Pre-K\)](#)
- students enrolled in locally funded pre-K programs offered by your district
- students provided instruction by a JJAEP on the basis of an expulsion under the [TEC, §37.007\(a\), \(d\), or \(e\)](#), unless specifically authorized in writing by TEA
- students who are required, as a condition of obtaining or holding the appropriate US student visa, to pay tuition to your district to cover the cost of their education¹⁷
- a nonresident student who is charged tuition for the purposes of reducing local revenue¹⁸
- students ineligible for pre-K served in the pre-K classroom by a pre-K teacher for a half day¹⁹

3.2.1.7 Code 6 Eligible Transfer Student Half Day

Code 6 indicates that a student is a transfer student who is eligible to generate half-day attendance. Code 6 applies to a student who is a nonresident, legally transferred into your district, and scheduled and provided instruction at least two hours but fewer than four hours each school day. The student must meet all eligibility criteria other than residency.

The information on transferring students included in the previous subsection on code 3 applies for code 6 as well. A charter school should not use ADA eligibility code 6.

3.2.1.8 Code 7 Eligible—Flexible Attendance Program Participation

Code 7 applies to a student who is eligible to participate in and is enrolled and provided instruction in an alternative attendance program, such as the OFSDP or the HSEP.

3.2.1.9 Code 8 Ineligible—Flexible Attendance Program Participation

Code 8 applies to a student who is enrolled and provided instruction in an alternative attendance program, such as the OFSDP or HSEP, but is ineligible to participate in the program.

3.2.1.10 Code 9 Enrolled, Not In Membership Due to Virtual Learning

Code 9 applies to a student who is enrolled in a virtual learning program but not in membership.

3.2.2 Funding Eligibility

To be eligible to generate FSP funding for attendance, a student must:

- be scheduled and provided instruction at least two hours (half-day attendance) or at least four hours (full-day attendance) each day (referred to as the two-through-four-hour rule) **or**
- be eligible for, enrolled in, and scheduled and provided instruction in an alternative attendance accounting program (such as the OFSDP).

¹⁷ [TEC, §25.0031\(c\)](#)

¹⁸ [TEC, §49.204](#)

¹⁹ See the ADA Eligibility Coding for Students Served in a Pre-K Classroom chart in [7.5 Eligible Days Present and ADA Eligibility](#).

- participate in work-based learning opportunities for at least two hours (half-day attendance) or at least four hours (full-day attendance). Work-based learning opportunities include internships, externships, apprenticeships, and mentorships. (This is not an exhaustive list of work-based learning opportunities). See [3.6.3 Requirements for a Student to Be Considered Present for FSP \(Funding\) Purposes](#).

The following table explains more fully the requirements a student must meet to be eligible to generate ADA and FSP funding.

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

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

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. <i>Church retreats, camps, and mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days.</i></p>	Religious	REL
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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, §15.087(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 2024-2025

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.

ELIGIBILITY CRITERIA

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

AND meet at least one of the following criteria for free Pre-K:

- 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
- 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 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 [Early Childhood / Pre-K Home \(houstonisd.org\)](https://www.houstonisd.org/early-childhood)

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 7.1.1 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, 2024.
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 "103 records", for students served by the district in grades 7-11 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 7-11 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 7-11 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.
 7. **October Snapshot Date – Last Friday in October – October 25, 2024**
Students must be enrolled by this date to be included in the Fall PEIMS Submission for funding.

Important Enrollment Steps

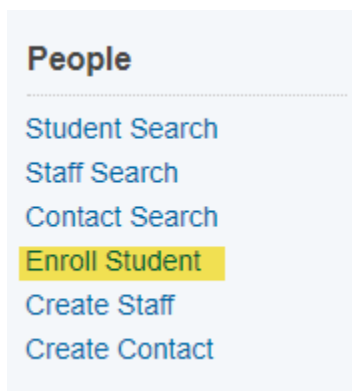
1. In TSDS Unique ID (UID) system you can search for a student by doing a **Basic search** using the student's complete legal name and date of birth.

The screenshot shows the 'UNIQUE ID HOME' header with a hamburger menu icon. Below it is a breadcrumb 'Person Search - Individual Person'. Three tabs are visible: 'BASIC SEARCH' (active), 'ADVANCED SEARCH', and 'ID SEARCH'. The form fields include: 'First Name:*' (text input), 'Middle Name:' (text input), 'Last Name:*' (text input), 'Suffix:' (dropdown menu), and 'Date Of Birth:' (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' header with a hamburger menu icon. Below it is a breadcrumb 'Person Search - Individual Person'. Three tabs are visible: 'BASIC SEARCH', 'ADVANCED SEARCH', and 'ID SEARCH' (active). The form fields include: 'ID:*' (text input), 'ID Type:*' (radio buttons for Unique ID, SSN, and Alias ID, with Unique ID selected), and '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 1 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	[REDACTED]	Garza, [REDACTED]	03/18/2013	-3	[REDACTED]	[REDACTED]	08/15/2016	05/27/2017	Transferred Out	[REDACTED] Elementary School
9	[REDACTED]	Garza, [REDACTED]	11/11/2001	1	[REDACTED]	[REDACTED]	09/30/2008	10/10/2008	Transferred Out	[REDACTED] Elementary School
10	[REDACTED]	Garza, [REDACTED]	10/17/2013	1	[REDACTED]	[REDACTED]	09/08/2020	06/12/2021	Active	[REDACTED] Elementary School
11	[REDACTED]	Garza, [REDACTED]	03/01/2005	2	[REDACTED]	[REDACTED]	08/20/2012	06/07/2013	Transferred Out	[REDACTED] Elementary School
12	[REDACTED]	Garza, [REDACTED]	06/05/1996	12	[REDACTED]	[REDACTED]	08/19/2013	05/30/2014	Graduated	[REDACTED] High School
13	[REDACTED]	Garza, [REDACTED]	05/08/2008	7	[REDACTED]	[REDACTED]	09/08/2020	06/12/2021	Active	[REDACTED] School
	[REDACTED]	[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:

Quick Lookup
Print A Report
Switch Student
List (1)

Start Page > Student Selection > Texas State Information

Information

Access Accounts
Demographics
Emergency/Medical
Health
Photo
State/Province - TX
Special Programs
Technology Needs

Academics

Attendance
Career Tech
Counselor Dashboard

Texas State Information

Arellano 0 2061053

Texas Student Information

PEIMS General Information

Graduation Information

Student Census Block

COVID-19 Crisis Code

Student Early Reading

Student Restraints

Here you will see ADA coding and enrollment information

Quick Lookup
Print A Report
Switch Student
List (53)

Start Page > Student Selection > Texas State Information > PEIMS General Information

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
Vacancies

Administration

PEIMS General Information

Arellano 0

PEIMS General - Current Records

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

PEIMS General - Previous Records

Entry Date	Exit Date	ADA Code	Campus ID of Residence	Campus ID of Accountability	Crisis Code	Attribution Code	Homeless Status Code	Unschooler-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

Student Enrollments

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.

4.8.1.3 Special Education Program Service 23 – Special Education Student Does Not Receive 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

StudentSpecialEducationProgramAssociation Entity must show a special education program service of 23 and an instructional setting code **other than 00**. The student's TSDS PEIMS

SpecialEducationProgramReportingPeriodAttendance Entity 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 2025–2026 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.¹³⁷ 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.¹³⁸

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](#).

¹³⁷ [TEC, §29.153](#)

¹³⁸ 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 PPCD indicator (SpecialEducationProgramService) for that student should be changed from 19 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.

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](#).

Federal and State Compliance Elementary Campuses

2024-2025 Coding Prekindergarten Funding Source



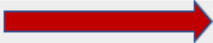

Every prekindergarten student must have a **PK funding source** coded in HISD Connect SIS. Failure to code will cause fatal errors and loss of funding for the district.

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		08/28/2024	
Exit Date		06/05/2025	

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 = 1 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 = 1 Eligible Half Day or 6 Eligible Transfer Half Day

This applies to Energized for Excellence ECC (350) Only

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 ▼

How to Modify TEAL Access if you are moving from School A to School B

Log into Teal

- Click on Texas Records Exchange

Texas Education Agency
User and Access Management

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information
- View Requests

Administration

- Manage Others' Accounts
- Manage Approvers

Applications **Manage Accounts**

Filter Options

Accountholder (enter as comma-separated list of userids) First Name Last Name

Accountholder's employing organization Accountholder's authorized organization Account status Application

Search Accounts

2 accounts. Click on Application field to edit account details.

[Request New Account...](#) [Delete Account](#) [Export Search Results](#)

<input type="checkbox"/> Account Owner	Status	Application	Parameters
<input type="checkbox"/>		Texas Records Exchange	Role(s) Granted: Campus Registrar Employing Org: 101912 - HOUSTON ISD
<input type="checkbox"/>	active	Texas Student Data System Portal	Role(s) Granted: Uniq-ID Search Employing Org: 101912 - HOUSTON ISD

- Click anywhere to near the word Granted to highlight the box
- Click on Modify Access

Applications **Manage Accounts**

To modify existing access

1. Select the access that you would like to modify and click the "Modify Access" button.
2. If you have more than one role associated with an organization, please select the specific role that you would like to modify.
3. Follow the instructions on the Application access details popup.
4. Click the "Save Changes" button. This will submit your modify request to TEAL.
5. Note: You cannot modify an "Inactive" role.

Application Name: **Texas Records Exchange**

User ID:

* Accesses: [Add Access](#) [Modify Access](#) [Remove Selected](#) [Refresh Access](#)

Access Status	Employing Organization	Access Rights
Granted	HOUSTON ISD	Role: Campus Registrar Campus Number: 101912047

[Done](#)

Click anywhere to highlight the box

Click on Modify Access

- Scroll down to Campus Registrar
- Go to Campus Number, delete old campus number and add new campus number

Applications **Manage Accounts** ✕

Application access details

Steps to modify access

1. Change the parameters that you would like to modify.
2. Click the Done button to **queue** your request. This does not submit your request to TEAL.
3. Click the "Save Changes" button. This will then submit your access request to TEAL.

*You cannot change the employing organization during a modify request.
You cannot add/delete roles during a modify request. Please use the "Add Access" or "Remove Selected" buttons.
In some cases, you may not be able to modify any information except for the Comments field. Some application and role parameters cannot be modified.*

Employing Organization

* Organization: Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?
HOUSTON ISD (101912)

Roles & Parameters

☒ Campus Registrar

Description:
Campus Registrar

* **Campus Number:**
101912047, ← Delete the old Campus Number and add the new Campus Number

Privileges:

- ☒ ROLE_ACTIVITY_REPORTER
- ☒ ROLE_RECORD_RECEIVER
- ☒ ROLE_RECORD_SENDER
- ☒ ROLE_REQUEST_RECEIVER
- ☒ ROLE_REQUEST_SENDER

Comments:

Done ← Click Done

- The new campus name will appear, please click on the new campus name

Texas Education Agency
User and Access Management

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information
- View Requests

Administration

- Manage Others' Accounts
- Manage Approvers

Applications | My To-Do Items | Manage Accounts x

Application access details

Steps to modify access

1. Change the parameters that you would like to modify.
2. Click the Done button to **queue** your request. This does not submit your request to TEAL.
3. Click the "Save Changes" button. This will then submit your access request to TEAL.

You cannot change the employing organization during a modify request.
You cannot add/delete roles during a modify request. Please use the "Add Access" or "Remove Selected" buttons.
In some cases, you may not be able to modify any information except for the Comments field. Some application and role parameters cannot be modified.

Employing Organization

* Organization: Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?
HOUSTON ISD (101912)

Roles & Parameters

☒ Campus Registrar

Description:
Campus Registrar

(101912283)
GARCIA EL (101912283)

☐ ROLE_ACTIVITY_REPORTER
☐ ROLE_RECORD_RECEIVER
☐ ROLE_RECORD_SENDER
☐ ROLE_REQUEST_RECEIVER
☐ ROLE_REQUEST_SENDER

Comments:

- Click Done

☐ Campus Viewer
☐ District Registrar
☐ District Viewer
☐ ESC Viewer
☐ TREx Vendor

Done

This screen will appear

- Click Save Changes

⚠ A change has been requested but has not been submitted. To submit your request, click on the Save button located on the bottom of the screen.

* Accesses: Add Access | Modify Access | Remove Selected | Refresh Access

Access Status	Employing Organization
Edited	HOUSTON ISD

Save Changes | Cancel | Return

Click Save Changes

STATE COMPENSATORY EDUCATION (SCE): AT-RISK STUDENT ELIGIBILITY

Houston ISD has adopted the fifteen (15) indicators delineated in *Texas Education Code §29.081* and redefined by *Senate Bill 702*, as the sole criteria used to identify students eligible to receive intensive, supplemental services.

Students at risk of dropping out of school includes each student under 26 years of age and who is/has:

Student At-Risk Criteria	
1.	Failed Readiness. Is in pre-kindergarten, kindergarten, or grades 1,2, or 3, and did not perform satisfactorily on a readiness test or assessment instrument administered during the current school year.
2.	Failed Two or More Courses. 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.	Retained. Was not advanced from one grade level to the next for one or more school years. The exception is a student who did not advance from Pre-K or Kindergarten to the next grade level only at the request of the student's parents.
4.	Failed State Assessment. Did not perform satisfactorily on a state assessment instrument, 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.	Pregnant/Parent. Is pregnant or is a parent.
6.	Alternative Education Program. Has been placed in an alternative education program in accordance with §37.006 during the preceding or current school year;
7.	Expelled. Has been expelled in accordance with §37.007 during the preceding or current school year.
8.	Parole/Probation. Is currently on parole, probation, deferred prosecution, or other conditional release.
9.	Previous Dropout. Was previously reported through the Public Education Information Management System (PEIMS) to have dropped out of school.
10.	English Learner. Is an emergent bilingual student, as defined by §29.052.
11.	CPS. Is in the custody or care of the Department of Family and 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.	Homeless. Is homeless, as defined by 42 U.S.C. §11302, and its subsequent amendments.
13.	Resides – Other Facility. Resided, in the preceding school year, or who resides, in the current school year, in a residential placement facility within the district, including a detention facility, substance abuse treatment facility, emergency shelter, psychiatric hospital, halfway house, or foster group home.
14.	Incarcerated. 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.	Enrolled in Dropout Recovery Programming. 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.

STATE COMPENSATORY EDUCATION “AT-RISK” MATRIX

2024-2025

At-Risk Indicator	Data Extraction, Coding & Verification Responsibility	EOY Indicator Status	Supporting Documentation
1. Failed Readiness. <i>If the student is in prekindergarten, kindergarten, or grade 1, 2, or 3, did not perform satisfactorily on a readiness test or assessment instrument administered during the current school year.</i>	<u>Coded by:</u> <ul style="list-style-type: none"> HISD Connect Auto Coder Campus (SIR, Registrar, etc.) <u>Verified by:</u> <ul style="list-style-type: none"> At-Risk Coordinator Testing Coordinator Classroom Teacher(s) 	EXIT <i>(Coded by Campus)</i> Current School Year ONLY	<ul style="list-style-type: none"> (BOY) Circle: PK (BOY) DIBELS/Lectura <ul style="list-style-type: none"> K – 1st Grade (Non-NES) K-3 (NES) (BOY) NEWA MAP <ul style="list-style-type: none"> K – 3rd Grades (Math) 2nd – 3rd Grades (RLA)
2. Failed 2+ Courses. <i>If the student is in grade 7, 8, 9, 10, 11, or 12, did not maintain an average equivalent to 70 on a scale of 100 in two (2) or more subjects in the foundation curriculum during a semester in the preceding or current school year <u>OR</u> is not maintaining such an average in two (2) or more subjects in the foundation curriculum in the current semester (see TEC 28.002).</i>	<u>Coded by:</u> <ul style="list-style-type: none"> Campus (SIR, Registrar, etc.) HISD Connect Auto Coder <u>Verified by:</u> <ul style="list-style-type: none"> Registrar/Grading Coord. Campus PEIMS Coordinator At-Risk Coordinator 	ROLL (Auto Code) <i>If student continues to fail foundation courses.</i>	<ul style="list-style-type: none"> Last Report Card Last Progress Report
3. Retained. <i>Except as provided by TEC §29.081(h) or if retained for prekindergarten under TEC §28.02124, was not advanced from one grade level to the next for one or more school years.</i>	<u>Coded by:</u> <ul style="list-style-type: none"> Campus (SIR, Registrar, etc.) HISD Connect Auto Coder <u>Verified by:</u> <ul style="list-style-type: none"> Campus PEIMS Coordinator At-Risk Coordinator 	ROLL* <i>*Does NOT expire. Indicator remains with student throughout entire public-school education.</i>	<ul style="list-style-type: none"> Report Card (noting retention) Entry/Withdrawal Record Student Information Forms filled out by parent during enrollment. PK or K student. Parent letter requesting retention.
4. Failed State Assessment. <i>Did not perform satisfactorily on an assessment instrument administered to the student under Subchapter B, Chapter 39 (Public School System Accountability), 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.</i>	<u>Coded by:</u> <ul style="list-style-type: none"> Campus (SIR, Registrar, etc.) HISD Connect Auto Coder <u>Verified by:</u> <ul style="list-style-type: none"> At-Risk Coordinator 	ROLL (Auto Code) <i>Until the student reaches 110% of the level of satisfactory performance on that instrument.</i>	<ul style="list-style-type: none"> Student STAAR/EOC Score Report (TEA) 110% Report (ODS) HISD Connect Test History

STATE COMPENSATORY EDUCATION “AT-RISK” MATRIX

2024-2025

At-Risk Indicator	Data Extraction, Coding & Verification Responsibility	EOY Indicator Status	Supporting Documentation
5. Pregnant/Parent. <i>Is pregnant or is a parent should be coded as at risk of dropping out of school. Male students who are parents may also receive services. (Also see Pregnancy Related Services).</i>	<u>Coded by:</u> Health & Medical Servs (PRS) <u>Verified by:</u> <ul style="list-style-type: none"> Campus Nurse At-Risk Coordinator PRS Coordinator 	ROLL (Auto Code) <i>Campus must verify.</i>	Documentation from Pregnancy Related Services (PRS) (e.g., CEHI Exit Packet) Parenting Survey <i>Parenting students' coding must be updated/verified by the campus annually.</i>
6. Alternative Education Program. <i>Has been placed in an alternative education program in accordance with Section 37.006 (Removal for Certain Conduct) during the preceding or current school year.</i>	<u>Data Provided by:</u> <ul style="list-style-type: none"> DAEP Transition Liaison (Secondary) RTI Coordinator (Elementary) <u>Coded by:</u> SIR <u>Verified by:</u> <ul style="list-style-type: none"> At-Risk Coordinator 	ROLL (Auto Code) <i>Campus must verify.</i> <i>Note reason(s) for placement.</i>	<ul style="list-style-type: none"> DAEP Enrollment papers Entry/Withdrawal Record Discipline History (extra)
7. Expelled. <i>Has been expelled in accordance with Section 37.007 (Expulsion for Serious Offenses) during the preceding or current school year.</i>	<u>Data Extracted by:</u> <ul style="list-style-type: none"> Campus (SIR, Registrar, etc.) <u>Coded by:</u> HISD Connect Auto Coder <u>Verified by:</u> At-Risk Coordinator	ROLL (Auto Code) <i>*Does NOT expire.</i> <i>Note reason(s) for placement.</i>	Discipline History/Record <ul style="list-style-type: none"> <i>Note: Indicator remains with the student for his/her entire public-school education experience.</i>
8. Parole/Probation. <i>Is <u>currently</u> on parole, probation, deferred prosecution, or other conditional release.</i>	<u>Data Provided by:</u> <ul style="list-style-type: none"> Parole Officer Campus (SIR, Registrar, etc.) <u>Coded by:</u> SIR <u>Verified by:</u> At-Risk Coordinator	EXIT <i>(Coded by Campus)</i> Current School Year <u>ONLY</u>	<ul style="list-style-type: none"> Letter from courts/probation officer Letter from HISD DAEP Program

STATE COMPENSATORY EDUCATION “AT-RISK” MATRIX

2024-2025

At-Risk Indicator	Data Extraction, Coding & Verification Responsibility	EOY Indicator Status	Supporting Documentation
9. Previous Dropout. <i>Was previously reported through the Public Education Information Management System (PEIMS) to have dropped out of school.</i>	<u>Data Provided by:</u> <ul style="list-style-type: none"> Campus (SIR, Registrar, etc.) HISD Connect Auto Coder <u>Coded by:</u> Registrar <u>Verified by:</u> <ul style="list-style-type: none"> At-Risk Coordinator Wraparound Specialist 	ROLL (Auto Code) <i>*Does NOT expire.</i>	<ul style="list-style-type: none"> Entry/Withdrawal Record <i>Note: Indicator remains with the student for his/her entire public-school education experience.</i>
10. English Learner. <i>Is currently, as defined by Section 29.052 (Definitions).</i>	<u>Data Provided by:</u> <ul style="list-style-type: none"> Campus (SIR, Registrar, etc.) HISD Connect Auto Coder LPAC Administrator <u>Coded by:</u> SIR <u>Verified by:</u> <ul style="list-style-type: none"> At-Risk Coordinator 	ROLL (Auto Code) <i>Until student is no longer identified as an English Learner</i>	BOY and EOY LPAC Minutes w/ signatures (see LPAC Binder)
11. CPS/Foster Care. <i>Is in the custody or care of the Department of Family and 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.</i>	<u>Data Provided by:</u> <ul style="list-style-type: none"> Campus (SIR, Registrar, etc.) <u>Coded by:</u> SIR <u>Verified by:</u> <ul style="list-style-type: none"> At-Risk Coordinator School Counselor Foster Care Liaison 	EXIT <i>(Coded by Campus)</i> <i>Campus must verify.</i>	For PEIMS Identification/Coding: <ul style="list-style-type: none"> DFPS Placement Authorization Form 2085 DFPS Designated Education Decision-Maker Form 2085-E Court Order
12. Homeless. <i>Is homeless, as defined by 42 U.S.C. §11302, and its subsequent amendments.</i>	<u>Data Provided by:</u> <ul style="list-style-type: none"> Campus (SIR, Registrar, etc.) Sunrise Centers <u>Coded by:</u> SIR <u>Verified by:</u> <ul style="list-style-type: none"> At-Risk Coordinator School Counselor 	EXIT <i>(Coded by Campus)</i> Current School Year ONLY	Student Assistance Questionnaire - SAQ

STATE COMPENSATORY EDUCATION “AT-RISK” MATRIX

2024-2025

At-Risk Indicator	Data Extraction, Coding & Verification Responsibility	EOY Indicator Status	Supporting Documentation
13. Resides Other Facility. <i>Resided, in the preceding school year, or who resides, in the current school year, in a residential placement facility within the district, including a detention facility, substance abuse treatment facility, emergency shelter, psychiatric hospital, halfway house, or foster group home.</i>	<u>Data Provided by:</u> School Counselor <u>Coded by:</u> SIR <u>Verified by:</u> <ul style="list-style-type: none"> At-Risk Coordinator School Counselor Office of Student Assistance 	EXIT <i>(Coded by Campus)</i> Current School Year ONLY	For PEIMS Identification/Coding: <ul style="list-style-type: none"> DFPS Placement Authorization Form 2085 DFPS Designated Education Decision-Maker Form 2085-E Court Order Facility Admission/Discharge Forms
14. Incarcerated. <i>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 (Definitions). Reference Penal Code §1.07(s)(37).</i>	<u>Data Provided by:</u> <ul style="list-style-type: none"> School Counselor <u>Coded by:</u> SIR <u>Verified by:</u> <ul style="list-style-type: none"> At-Risk Coordinator School Counselor 	ROLL <i>(Coded by Campus)</i> *Does NOT expire.	Memo-to-File (Verify the statement/disclosure) <i>Note: Indicator remains with the student throughout entire public-school education experience.</i>
15. Dropout Recovery. <i>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.</i>	<u>Data Provided by:</u> <ul style="list-style-type: none"> School Counselor Campus (SIR, Registrar, etc.) <u>Coded by:</u> SIR <u>Verified by:</u> <ul style="list-style-type: none"> At-Risk Coordinator School Counselor Wraparound Specialist 	ROLL <i>(Coded by Campus)</i> Campus must verify.	Entry/Withdrawal Documents from the campus, district or open enrollment charter school.

SECTION IV

SAMPLE FORMS

AGE FORMULA CALCULATION SHEET

For School Year 2024-2025

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: 9/1/2024

Enter Student's Birth Date:---> (mm/dd/yyyy)	7/1/2020
Calculated Age as of September 1, 2024	4 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

DO NOT INCLUDE 0-ADA STUDENTS IN YOUR MEMBERSHIP OR ABSENTEE FIGURES.

SCHOOL CONTACT NAME

Please return these figures to your assigned Federal and State Coordinator I or Specialist by
Monday, August 26, 2024.



HOUSTON ISD

School Name

2024-2025

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 ☐ 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



HOUSTON ISD

School Name _____

2024-2025

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 ☐ 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
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GOV: Government Office
HB: Homebound Service
SRC: In School Suspension
MD: Medical Appointment

MTR: Mentor
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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



HOUSTON ISD

School Name

2024-2025

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

2024-2025

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 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.

[Insert Campus Name]

School Year: [Insert School Year]
Spring Semester

Student Last Name First Name HISD ID#

Course Name: Teacher Name: (print)

ENTER ONLY THE INFORMATION TO BE CHANGED:

4th six weeks: from to
5th six weeks: from to
6th six weeks: from to
Final Exam (Sem. 2): from to

Reason for correction (check one):

An incomplete grade was posted.

Assignment(s) administered_

I attest the 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 COURSE FOR 2024–2025 SCHOOL YEAR

FOR HIGH SCHOOL ONLY

PARENTS: By submitting this form to your child's school, you officially request that your child retake a course previously passed. Please note that in accordance with Texas Education Code §28.02124(g), the grade your child originally received for the course must be retained unless the school district or open-enrollment charter school has adopted a different policy. This is a decision you as a parent have the right to make for the 2024–2025 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 2023–2024 School Year: _____

Dear Administrator,

This letter serves as a formal request for my child, listed above, to repeat _____
(insert course 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

Class: HOME ROOM - HR(A)

Section: 003

Room: 106

Total Students: 4

Teacher: Teacher, Any

School Year: 2024-2025

Effective Date:08/12/2024

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	1134567	_____	_____
Doe, John	8910111	_____	_____
Smith, Jane	3131313	_____	_____
Honor, Excellence	5454111	_____	_____

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: inline-block; width: 40px; height: 15px; background-color: #4f81bd; margin-right: 5px;"></div> Yes <div style="display: inline-block; width: 40px; height: 15px; background-color: #4f81bd; margin-left: 5px;"></div> No
---	---

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 FSC Support Personnel

Direct Department Line: 713-556-6753



HOUSTON INDEPENDENT SCHOOL DISTRICT

At-Risk Coding Determination

Directions: Use this form to determine if a student may need to be coded as at-risk. Any student identified as at-risk based on the information provided below should be approved by the At-Risk Coordinator and coded as at-risk in PowerSchool by the assigned designee.

File the signed, original form in the student's at-risk documents.

Campus Name: _____ Date: _____

Student Name: _____
Last Name First Name Middle Name

Student ID #: _____ Date of Birth: _____ Gender: ☐ Male
☐ Female

Checklist for determining the at-risk status of new enrollees: (Check appropriate boxes):

- ☐ Did not perform satisfactorily on a **readiness test** and is enrolled in grade PK, K, 1, 2, or 3.
- ☐ Is in **grades 7-12** and is **currently failing, or failed in the previous semester**, two or more **core** classes.
- ☐ Was **retained** (This indicator remains with the student for the rest of his/her public-school career).
- ☐ Failed a **state assessment**.
- ☐ Is **pregnant** (refer to the nurse for intake procedures) or is a **parent** (male or female; refer to Student Assistance Coordinator, 713-556-7017).
- ☐ Is currently enrolled in, or in the previous year was enrolled in, a district **alternative education program** (DAEP).
- ☐ Was **expelled** in the current or preceding school year.
- ☐ Is on **parole, probation, or deferred adjudication** (Often determined when a parole officer or other officer of the court visits the student during the school day.)
- ☐ Previously **dropped out and was reported as such in PEIMS**. (Code remains with the student for the rest of his/her public-school career).
- ☐ **Did NOT list English as the primary language** on the Home Language Survey. (Refer to the LEP department for Evaluation and appropriate coding, e.g., Emergent Bilingual (EB).
- ☐ Was referred to **Children's Protective Services (CPS)** or is in **foster care**. (May be determined when a CPS caseworker visits the student during the school day or when staff calls CPS to make a report.)
- ☐ Is **homeless**. (Submit appropriate paperwork as outlined by the homeless liaison - Student Residency Questionnaire/SRQ.)
- ☐ Lives in a **residential placement facility** such as a group foster home, psychiatric facility, detention facility, emergency shelter, substance abuse treatment center, or halfway house.
- ☐ The student, or a parent/guardian, **has been incarcerated** in a penal institution within the lifetime of the student.

DISTRICT USE ONLY

Name of campus staff determining at-risk status

Title

Date

At-Risk Coordinator's Signature

Title

Date

HOUSTON INDEPENDENT SCHOOL DISTRICT

2024 - 2025 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

2024 - 2025 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)

☐ Enfermedad grave/gastos médicos/discapacidad

☐ Incendio u otro tipo de destrucción

☐ Padre(s) movilizado por las fuerzas armadas

☐ Nuevo en la ciudad

☐ Desastre natural/evacuación

☐ Padre/madre en la cárcel/recién liberado

☐ Pérdida del empleo

☐ Problema Domestico

☐ Estudiante(s) ha sido encarcelado previamente

☐ Dificultad económica/bajos ingresos

☐ Desalojado/expulsado

☐ Trabajo de migrante en pesca o agricultura

☐ En espera de un lugar en casa de crianza (foster care) bajo custodia de CPS

☐ Estudiante con hijo(s)

☐ 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)

☐ Ayuda para inscribirse

☐ Transporte

☐ Ropa de emergencia, Uniformes

☐ Útiles escolares

☐ Artículos de higiene personal

☐ Desayuno/almuerzo gratis (Nutrición Infantil)

☐ Vacunas

☐ Asistencia de Medicaid/ CHIP/SNAP/TANF

☐ Asistencia de Vivienda

☐ Asistencia con Alimentos

☐ Carta de verificación de estado "sin hogar" para el FAFSA

☐ 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.

SECTION V

HISD LIST OF SCHOOLS

ALPHABETICAL &

NUMERICAL

HISD-ELEMENTARY SCHOOLS

ALPHABETICAL LISTING – 2024-2025

CAMP #	SCHOOL NAME	GR LEVEL	CAMP #	SCHOOL NAME	GR LEVEL	CAMP #	SCHOOL NAME	GR LEVEL
101	ALCOTT	EE-05	183	GARCIA	EE-05	111	OATES	EE-05
104	ALMEDA	EE-05	157	GARDEN OAKS MONTESSORI**	EE-08	113	OSBORNE	EE-05
105	ANDERSON	EE-05	158	GARDEN VILLAS	EE-05	114	PARK PLACE	EE-05
478	ARABIC IMMERSION MAGNET SCHOOL	PK-01	159	GOLFCREST	EE-05	115	PARKER	EE-05
173	ASHFORD	EE-05	161	GREGG	EE-05	116	PATTERSON	EE-05
174	ASKEW	EE-05	058	GREGORY-LINCOLN ED CTR	EE-08	117	PECK	EE-05
106	ATHERTON	EE-05	161	GRISSOM	EE-05	165	PETERSEN	EE-05
159	BAKER MONTESSORI** (Formerly Wilson)	EE-08	369	GROSS	EE-05	118	PILGRIM ACADEMY**	EE-08
107	BARRICK	EE-05	131	HALPIN EARLY CHILDHOOD CTR	EE-KG	119	PINEY POINT	EE-05
108	BASTIAN	EE-05	310	HARRIS CO J J A E P **	04-11	110	PLEASANTVILLE	EE-05
151	BELL	EE-05	166	HARRIS, J R	EE-05	111	POE	EE-05
360	BELLFORT EARLY CHILDHOOD CTR	EE KG	167	HARRIS, R P	EE-05	111	PORT HOUSTON	EE-05
195	BENAVIDEZ	EE-05	168	HARTSFIELD	EE-05	113	PUGH	EE-05
168	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	381	REAGAN K-8 EDUCATIONAL CTR **	EE-08
111	BONHAM	EE-05	171	HENDERSON, N	EE-05	114	RED	EE-05
111	BONNER	EE-05	173	HEROD	EE-05	115	REYNOLDS	EE-05
114	BRAEBURN	EE-05	186	HERRERA	EE-05	080	RICE SCHOOL/LA ESCUELA RICE**	KG-08
116	BRIARGROVE	EE,KG-05	174	HIGHLAND HEIGHTS	EE-05	118	RIVER OAKS	EE,KG-05
344	BRIARMEADOW CHARTER**	EE-08	473	HILLIARD	EE-05	119	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
110	BROWNING	EE-05	178	HORN	EE-05	371	RODRIGUEZ	EE-05
111	BRUCE	EE-05	180	ISAACS	EE-05	131	ROOSEVELT	EE-05
111	BURBANK	EE-05	181	JANOWSKI	EE-05	131	ROSS	EE-05
114	BURNET	EE, KG-05	181	JEFFERSON	EE-05	133	RUCKER	EE-05
115	BURRUS	EE-05	185	KASHMERE GARDENS	EE-05	181	SANCHEZ	EE-05
175	BUSH	EE-05	187	KELSO	EE-05	137	SCARBOROUGH	EE-05
187	CAGE	EE-05	188	KENNEDY	EE-05	353	SCHOOL AT ST GEORGE PLACE	EE-05
191	CARRILLO	EE-05	389	KETELSEN	EE-05	169	SCROGGINS	EE-05
113	CODWELL	EE-05	355	KING EARLY CHILDHOOD CTR	EE PK	373	SEGUIN	EE-05
013	COMMUNITY SERVICES-SEC**	EE-11	189	KOLTER	EE-05	176	SHADOWBRIAR	PK-05
130	CONDIT	EE-05	191	LANTRIP	EE-05	479	SHADYDALE	EE, KG-05
358	COOK JR	EE-05	340	LAS AMERICAS**	04-08	139	SHEARN	EE-05
131	COOP	EE-05	357	LAURENZO EARLY CHILDHOOD CTR	EE-KG	140	SHERMAN	EE-05
133	CORNELIUS	EE-05	163	LAW	EE-05	141	SINCLAIR	EE-05
190	CRESPO	EE-05	194	LEWIS	01-05	141	SMITH	EE-05
135	CROCKETT	EE-05	195	LOCKHART	EE-05	069	SOAR CTR	EE-11
136	CUNNINGHAM	EE-05	196	LONGFELLOW	EE-05	144	SOUTHMAYD	EE-05
197	DAVILA	EE-05	197	LOOSCAN	EE-05	145	STEVENS	EE-05
137	DE CHAUMES	EE-05	198	LOVE	EE-05	148	SUTTON	EE-05
138	DE ZAVALA	EE-05	199	LOVETT	EE,KG-05	039	T H ROGERS SCHOOL**	EE,KG-11
383	DEANDA	EE-05	118	LYONS	EE-05	100	TEXAS CONNECTIONS ACADEMY **	03-11
140	DOGAN	EE-05	101	MACGREGOR	EE-05	143	THOMPSON	EE-05
115	DURHAM	EE-05	103	MADING	EE-05	179	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	149	TRAVIS	EE-05
147	ELIOT	EE-05	480	MARSHALL	EE,KG-05	151	TWAIN	EE-05
475	ELMORE	EE, KG-05	189	MARTINEZ, C	EE-05	185	VALLEY WEST	EE-05
148	ELROD	EE-05	198	MARTINEZ, R	EE-05	151	WAINWRIGHT	EE-05
149	EMERSON	EE-05	179	MCGOWEN	EE-05	153	WALNUT BEND	EE-05
350	ENERG FOR EXCELL ACADEMY ECC	PK	117	MCNAMARA	EE-05	154	WESLEY	EE-05
364	ENERG FOR EXCELL ACADEMY EL	KG-05	104	MEMORIAL	EE-05	155	WEST UNIVERSITY	EE,KG-5
351	FARIAS EARLY CHILDHOOD CENTER	EE-PK	199	MILNE	EE-05	156	WHARTON K-8 DUAL LANGUAGE ACADEMY**	EE-08
151	FIELD	EE-05	354	MISTRAL CENTER FOR EARLYCHILDHOOD	EE-KG	157	WHIDBY	EE-05
171	FOERSTER	EE-05	164	MITCHELL	EE-05	167	WHITE E	EE-05
153	FONDREN	EE-05	107	MONTGOMERY	EE-05	158	WHITTIER	EE-05
470	FONWOOD EARLY CHILDHOOD CTR	EE-KG	359	MORENO	EE-05	160	WINDSOR VILLAGE	EE-05
154	FOSTER	EE-05	109	NEFF ECC	EE-01	117	WOODSON SCHOOL	PK-05
155	FRANKLIN	EE-05	394	NEFF EL	01-05	147	YOUNG	EE-05
156	FROST	EE-05	110	NORTHLINE	EE-05			
191	GALLEGOS	EE-05	111	OAK FOREST	EE-05			

HISD-ELEMENTARY SCHOOLS

NUMERICAL LISTING – 2024-2025

CAMP #	SCHOOL NAME	GR LEVEL	CAMP #	SCHOOL NAME	GR LEVEL	CAMP #	SCHOOL NAME	GR LEVEL
013	COMMUNITY SERVICES-SEC **	EE-11	178	HORN	EE-5	159	BAKER MONTESSORI** (Formerly Wilson)	EE-8
039	T H ROGERS SCHOOL **	EE,KG-11	179	MCGOWEN	EE-5	160	WINDSOR VILLAGE	EE-5
058	GREGORY-LINCOLN ED CTR	EE-8	180	ISAACS	EE-5	161	GRISSOM	EE-5
069	SOAR CTR	EE-11	181	JANOWSKI	EE-5	163	LAW	EE-5
080	RICE SCHOOL/LA ESCUELA RICE **	KG-8	181	JEFFERSON	EE-5	164	MITCHELL	EE-5
100	TEXAS CONNECTIONS ACADEMY **	11-Mar	185	KASHMERE GARDENS	EE-5	165	PETERSEN	EE-5
101	ALCOTT	EE-5	186	ROBINSON	EE-5	167	WHITE E	EE-5
104	ALMEDA	EE-5	187	KELSO	EE-5	168	BENBROOK	EE-5
105	ANDERSON	EE-5	188	KENNEDY	EE-5	169	SCROGGINS	EE-5
106	ATHERTON	EE-5	189	KOLTER	EE-5	171	FOERSTER	EE-5
107	BARRICK	EE-5	191	LANTRIP	EE-5	173	ASHFORD	EE-5
108	BASTIAN	EE-5	194	LEWIS	1-5	174	ASKEW	EE-5
109	BERRY	EE-5	195	LOCKHART	EE-5	175	BUSH	EE-5
110	BLACKSHEAR	EE-5	196	LONGFELLOW	EE-5	176	SHADOWBRIAR	PK-5
111	BONHAM	EE-5	197	LOOSCAN	EE-5	179	TJERINA	EE-5
111	BONNER	EE-5	198	LOVE	EE-5	181	SANCHEZ	EE-5
113	RODERICK R PAIGE	EE-5	199	LOVETT	EE,KG-5	183	GARCIA	EE-5
114	BRAEBURN	EE-5	101	MACGREGOR	EE-5	185	VALLEY WEST	EE-5
115	DURHAM	EE-5	103	MADING	EE-5	186	HERRERA	EE-5
116	BRIARGROVE	EE,KG-5	104	MEMORIAL	EE-5	187	CAGE	EE-5
117	BRISCOE	EE-5	107	MONTGOMERY	EE-5	189	MARTINEZ, C	EE-5
119	BROOKLINE	EE-5	109	NEFF ECC	EE-1	190	CRESPO	EE-5
110	BROWNING	EE-5	110	NORTHLINE	EE-5	191	GALLEGOS	EE-5
111	BRUCE	EE-5	111	OAK FOREST	EE-5	191	CARRILLO	EE-5
111	BURBANK	EE-5	111	OATES	EE-5	195	BENAVIDEZ	EE-5
113	CODWELL	EE-5	113	OSBORNE	EE-5	197	DAVILA	EE-5
114	BURNET	EE, KG-5	114	PARK PLACE	EE-5	198	MARTINEZ, R	EE-5
115	BURRUS	EE-5	115	PARKER	EE-5	199	MILNE	EE-5
117	WOODSON SCHOOL	PK-5	116	PATTERSON	EE-5	310	HARRIS CO J J A E P **	04-11
118	LYONS	EE-5	117	PECK	EE-5	340	LAS AMERICAS	4-8
130	CONDIT	EE-5	118	PILGRIM ACADEMY**	EE-8	344	BRIARMEADOW CHARTER **	EE-8
131	HALPIN EARLY CHILDHOOD CTR	EE-KG	119	PINEY POINT	EE-5	350	ENERG FOR EXCELL ACADEMY ECC	PK
131	COOP	EE-5	110	PLEASANTVILLE	EE-5	351	FARIAS EARLY CHILDHOOD CENTER	EE PK
133	CORNELIUS	EE-5	111	POE	EE-5	353	SCHOOL AT ST GEORGE PLACE	EE-5
135	CROCKETT	EE-5	111	PORT HOUSTON	EE-5	354	MISTRAL CENTER FOR EARLYCHILDHOOD	EE-KG
136	CUNNINGHAM	EE-5	113	PUGH	EE-5	355	KING EARLY CHILDHOOD CTR	EE PK
137	DE CHAUMES	EE-5	114	RED	EE-5	357	LAURENZO EARLY CHILDHOOD CTR	EE-KG
138	DE ZAVALA	EE-5	115	REYNOLDS	EE-5	358	COOK JR	EE-5
140	DOGAN	EE-5	117	MCMAMARA	EE-5	359	MORENO	EE-5
144	DURKEE	EE-5	118	RIVER OAKS	EE,KG-5	360	BELLFORT EARLY CHILDHOOD CTR	EE-KG
147	ELIOT	EE-5	119	ROBERTS	EE-5	364	ENERG FOR EXCELL ACADEMY	KG-5
148	ELROD	EE-5	131	ROOSEVELT	EE-5	369	GROSS	EE-5
149	EMERSON	EE-5	131	ROSS	EE-5	371	RODRIGUEZ	EE-5
151	BELL	EE-5	133	RUCKER	EE-5	373	SEGUIN	EE-5
151	FIELD	EE-5	137	SCARBOROUGH	EE-5	374	TINSLEY	EE,1-5
153	FONDREN	EE-5	139	SHEARN	EE-5	380	R D S P D	EE
154	FOSTER	EE-5	140	SHERMAN	EE-5	381	REAGAN K-8 EDUCATIONAL CTR **	K-8
155	FRANKLIN	EE-5	141	SINCLAIR	EE-5	383	DEANDA	PK-5
156	FROST	EE-5	141	SMITH	EE-5	389	KETELSEN	EE-5
157	GARDEN OAKS MONTESSORI **	EE-8	143	THOMPSON	EE-5	394	NEFF	1-5
158	GARDEN VILLAS	EE-5	144	SOUTHMAYD	EE-5	395	HINES-CALDWELL	EE-5
159	GOLFCREST	EE-5	145	STEVENS	EE-5	396	RAY DAILY	EE-5
161	GREGG	EE-5	147	YOUNG	EE-5	460	MANDARIN IMMERSION MAGNET SCHOOL **	PK-8
166	HARRIS, J R	EE-5	148	SUTTON	EE-5	466	EL DAEP	KG-5
167	HARRIS, R P	EE-5	149	TRAVIS	EE-5	470	FONWOOD EARLY CHILDHOOD CTR	EE-KG
168	HARTSFIELD	EE-5	151	TWAIN	EE-5	473	HILIARD	EE-5
169	HARVARD	EE-5	151	WAINWRIGHT	EE-5	475	ELMORE	EE,KG-5
170	HELMS	EE-5	153	WALNUT BEND	EE-5	478	ARABIC IMMERSION MAGNET SCHOOL	PK-01
171	HENDERSON, J	EE-5	154	WESLEY	EE-5	479	SHADYDALE	EE,KG-5
171	HENDERSON, N	EE-5	155	WEST UNIVERSITY	EE,KG-5	480	MARSHALL	KG-5
173	HEROD	EE-5	156	WHARTON K-8 DUAL LANGUAGE ACADEM Y**	EE-8	483	MARK WHITE	EE-5
174	HIGHLAND HEIGHTS	EE-5	157	WHIDBY	EE-5			
175	HOBBY	EE-5	158	WHITTIER	EE-5			

HISD-SECONDARY SCHOOLS

ALPHABETICAL LISTING – 2024-2025

CAMP #	SCHOOL NAME	GR LEVEL	CAMP #	SCHOOL NAME	GR LEVEL
041	ATTUCKS MS	06-08	075	LAWSON MS	06-11
001	AUSTIN HS	09-11	314	LIBERTY HS	11
159	BAKER MONTESSORI** (Formerly Wilson)	EE-08	059	LONG ACADEMY	06-11
467	BAYLOR COLLEGE OF MEDICINE ACADEMY AT RYAN	06-08	010	MADISON HS	09-11
134	BAYLOR COLLEGE OF MEDICINE BIOTECH ACADEMY AT RUSK	06-08	460	MANDARIN IMMERSION MAGNET SCHOOL **	06-08
001	BELLAIRE HS	09-11	061	MARSHALL MS	06-08
041	BLACK MS	06-08	061	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	06-11
311	CARNEGIE VANGUARD HS	09-11	485	MIDDLE COLLEGE HS AT HCC FRAGA	09-11
313	CHALLENGE EARLY COLLEGE HS	09-11	484	MIDDLE COLLEGE HS AT HCC GULFTON	09-11
017	CHAVEZ HS	09-11	011	MILBY HS	09-11
048	CLIFTON MS	06-08	311	MOUNT CARMEL ACADEMY	09-11
013	COMMUNITY SERVICES **	EE-11	054	NAVARRO MS	06-08
044	CULLEN MS	06-08	477	NORTH FOREST HS	09-11
045	DEADY MS	06-08	308	NORTH HOUSTON EARLY COLLEGE HS	09-11
016	DEBAKEY HS FOR HEALTH PROFESSIONS	09-11	003	NORTHSIDE HS	09-11
345	EAST EARLY COLLEGE HS	09-11	338	ORTIZ MS	06-08
301	EASTWOOD ACADEMY	09-11	064	PERSHING MS	06-08
046	EDISON MS	06-08	118	PILGRIM ACADEMY **	EE-08
341	ENERGIZED FOR EXCELLENCE ACADEMY INC MS	06-08	337	PIN OAK MS	06-08
311	ENERGIZED FOR STEM ACADEMY CENTRAL H S	09-11	071	PROJECT CHRYSALIS MS	06-08
390	ENERGIZED FOR STEM ACADEMY WEST MIDDLE	06-08	381	REAGAN K-8 EDUCATIONAL CTR **	PK-08
468	ENERGY INSTITUTE HS	09-11	060	REVERE MS	06-08
078	FLEMING MS	06-08	080	RICE SCH /LA ESCUELA RICE **	KG-08
071	FONDREN MS	06-08	014	SCARBOROUGH HS	09-11
047	FONVILLE MS	06-08	401	SECONDARY DAEP	06-11
476	FOREST BROOK MS	06-08	013	SHARPSTOWN HS	09-11
004	FURR HS	09-11	081	SHARPSTOWN INTERNATIONAL SCHOOL	06-11
157	GARDEN OAKS MONTESSORI **	EE-08	069	SOAR CENTER **	01-11
058	GREGORY-LINCOLN ED CTR**	EE-08	486	SOUTH EARLY COLLEGE HS	09-11
456	H S AHEAD ACADEMY	06-08	014	STERLING HS	09-11
034	H S FOR LAW AND JUSTICE	09-11	098	STEVENSON MS	06-08
049	HAMILTON MS	06-08	163	SUGAR GROVE ACADEMY	06-08
351	HARPER DAEP	06-11	039	T H ROGERS SCHOOL **	EE, KG-11
310	HARRIS COUNTY JJAEP	04-11	068	TANGLEWOOD MS	06-08
051	HARTMAN MS	06-08	100	TEXAS CONNECTIONS ACADEMY **	03-11
097	HCC LIFE SKILLS	11	077	THOMAS MS	06-08
011	HEIGHTS HS	09-11	015	WALTRIP HS	09-11
051	HENRY MS	06-08	016	WASHINGTON B T HS	09-11
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	09-11	017	WESTBURY HS	09-11
310	HOUSTON MATH SCIENCE AND TECHNOLOGY CENTER	09-11	036	WESTSIDE HS	09-11
006	JONES FUTURES ACADEMY	09-11	156	WHARTON K-8 DUAL LANGUAGE ACADEMY**	EE-08
015	KINDER HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS	09-11	018	WHEATLEY HS	09-11
007	KASHMERE HS	09-11	81	WILLIAMS MS	06-08
079	KEY MS	06-08	009	WISDOM HS	09-11
008	LAMAR HS	09-11	019	WORTHING HS	09-11
057	LANIER MS	06-08	010	YATES HS	09-11
340	LAS AMERICAS MS **	04-08	463	YOUNG WOMEN'S COLLGE PREP ACADEMY	06-11

** School is listed on Elementary & Secondary List

Revised 08/1/2023

HISD-SECONDARY SCHOOLS

NUMERICAL LISTING – 2024-2025

CAMP #	SCHOOL NAME	GR LEVEL	CAMP #	SCHOOL NAME	GR LEVEL
001	AUSTIN HS	09-11	069	SOAR CENTER **	01-11
001	BELLAIRE HS	09-11	071	PROJECT CHRYSALIS MS	06-08
003	NORTHSIDE HS	09-11	071	FONDREN MS	06-08
004	FURR HS	09-11	075	LAWSON MS	06-08
006	JONES FUTURES ACADEMY	09-11	077	THOMAS MS	06-08
007	KASHMERE HS	09-11	078	FLEMING MS	06-08
008	LAMAR HS	09-11	079	KEY MS	06-08
009	WISDOM HS	09-11	080	RICE SCH /LA ESCUELA RICE **	KG-08
010	MADISON HS	09-11	081	SHARPSTOWN INTERNATIONAL SCHOOL	06-11
011	MILBY HS	09-11	081	WILLIAMS MS	06-08
011	HEIGHTS HS	09-11	097	HCC LIFE SKILLS	11
013	COMMUNITY SERVICES **	EE-11	098	STEVENSON MS	06-08
014	STERLING HS	09-11	099	WEST BRIAR MS	06-08
015	WALTRIP HS	09-11	100	TEXAS CONNECTIONS ACADEMY **	03-11
016	WASHINGTON B T HS	09-11	117	WOODSON SCHOOL **	EE-08
017	WESTBURY HS	09-11	157	GARDEN OAKS MONTESSORI **	EE-08
018	WHEATLEY HS	09-11	163	SUGAR GROVE ACADEMY	06-08
019	WORTHING HS	09-11	118	PILGRIM ACADEMY **	EE-08
010	YATES HS	09-11	134	BAYLOR COLLEGE OF MEDICINE BIOTECH ACADEMY AT RUSK **	06-08
013	SHARPSTOWN HS	09-11	156	WHARTON K-8 DUAL LANGUAGE ACADEMY **	EE-08
014	SCARBOROUGH HS	09-11	159	BAKER MONTESSORI ** (Formerly Wilson Montessori)	EE-08
015	KINDER HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS	09-11	301	EASTWOOD ACADEMY	09-11
016	DEBAKEY HS FOR HEALTH PROFESSIONS	09-11	308	NORTH HOUSTON EARLY COLLEGE HS	09-11
017	CHAVEZ HS	09-11	310	HOUSTON MATH SCIENCE AND TECHNOLOGY CENTER	09-11
033	JORDAN HS	09-11	311	MOUNT CARMEL ACADEMY	09-11
034	H S FOR LAW AND JUSTICE	09-11	310	HARRIS COUNTY JJAEP **	04-11
036	WESTSIDE HS	09-11	311	ENERGIZED FOR STEM ACADEMY CENTRAL HS	09-11
039	T H ROGERS SCHOOL **	EE, KG-11	311	CARNEGIE VANGUARD HS	09-11
041	ATTUCKS MS	06-08	313	CHALLENGE EARLY COLLEGE HS	09-11
041	BLACK MS	06-08	314	LIBERTY HS	11
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	341	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	09-11
049	HAMILTON MS	06-08	348	HOUSTON ACADEMY FOR INTERNATIONAL STUDIES	09-11
050	HOLLAND MS	06-08	351	HARPER DAEP	09-11
051	HARTMAN MS	06-08	381	REAGAN K-8 EDUCATIONAL CTR **	PK-08
051	HENRY MS	06-08	390	ENERGIZED FOR STEM ACADEMY WEST MIDDLE	06-08
053	HOGG MS	06-08	401	SECONDARY DAEP *	06-11
054	NAVARRO MS	06-08	456	HS AHEAD ACADEMY	06-08
055	MEYERLAND MS	06-08	458	MICKEY LELAND COLLEGE PREP ACADEMY	06-11
056	WELCH MS	06-08	460	MANDARIN IMMERSION MAGNET SCHOOL **	06-08
057	LANIER MS	06-08	463	YOUNG WOMEN'S COLLGE PREP ACADEMY	06-11
058	GREGORY-LINCOLN ED CTR **	EE-08	467	BAYLOR COLLEGE OF MEDICINE ACADEMY AT RYAN	06-08
059	LONG ACADEMY	06-11	468	ENERGY INSTITUTE HS	09-11
060	REVERE MS	06-08	476	FOREST BROOK MS	06-08
061	MARSHALL MS	06-08	477	NORTH FOREST HS	09-11
061	MCREYNOLDS MS	06-08	484	MIDDLE COLLEGE HS AT HCC GULFTON	09-11
064	PERSHING MS	06-08	485	MIDDLE COLLEGE HS AT HCC FRAGA	09-11
068	TANGLEWOOD MS	06-08	486	SOUTH EARLY COLLEGE HS	09-11