PEIMS Coordinator Training

Federal and State Compliance
Wanda Thomas, Sr. Manager

Presenters:
Latonya Smith, Sr. Compliance Analyst
Veda Winfree, Sr. Compliance Analyst

*Date: September 7 , 2021*

Norms

- Please mute your microphone and camera.

- Place your questions in the chat.

- Do not record these sessions.

Agenda

- Federal & State Compliance (FSC) Responsibilities
- Objectives of FSC and Campus Collaborative
- Data Integrity
- Campus Non-Instructional Data Team and PEIMS Coordinator Responsibilities
- iDelegate /Data Responsibilities Contacts
- Training
- Timelines and Important Dates
- Membership Reporting
- PEIMS Data Verification
- Membership Reconciliation
- Leaver Information
- Reports
- PEIMS Coordinator Toolkit
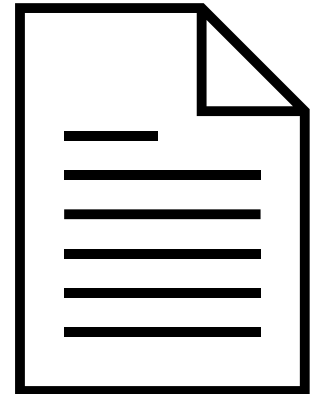
Federal and State Compliance (FSC)

Responsibilities:

- Ensure data quality and analysis of record accountability.
- Analyze new legislation to identify school-related compliance issues.
- Monitor and balance official Average Daily Attendance (ADA) to ensure accurate data.
- Reconcile student membership.
- Review manual and digital school records as part of the HISD Data Quality Initiative.
- Supervise correction of Public Education Information Management System (PEIMS) and Unique Identification Database (UID) data by campus personnel.

FSC and Campus Collaborative

The objectives are to ensure data quality and analysis of data record accountability by establishing guidelines for:

1 Monitoring campus data input

2 Overseeing data correction

3 Verifying accuracy of data
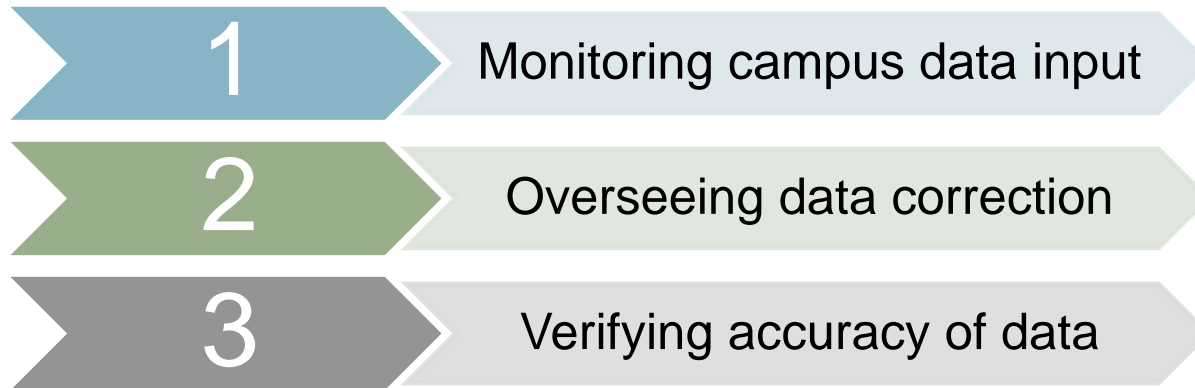
Data Integrity

TEA and District Policy

Data Integrity

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

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

Data Integrity

- **Security Access**
  - You must not give your passwords to others.
  - You must always prevent unauthorized access from your computer when you are away from your desk.
  - You must not accept the password from others.

  Security Access rules apply to ALL HISD employees.

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

Campus Non-Instructional Data Team

Campus Non-Instructional Data Team

Every campus **must** have an identified Non-Instructional Data Team. This team should meet at least once a month to review campus data and be responsible for supporting the 6-week data verification process.

- **Campus PEIMS Coordinator** (Assistant Principal, Dean, or Instructional Coordinator)
- Campus Master Scheduler/Student Scheduler
- Professional Registrar (Secondary only)
- Student Information Representative (SIR)
- Attendance Clerk (All)
- Lead Discipline Data Entry (All)
- Campus Behavior Coordinator
- Special Populations Contacts

Campus PEIMS Coordinator

Responsibilities:

- Attend scheduled trainings and meetings related to PEIMS program areas. Consult with the Federal State and Compliance Analyst to schedule appropriate training for campus personnel.
- Collaborate with the principal to designate campus contacts for each data type that impacts, funding, compliance, and accreditation as well as contacts who are responsible for special program content knowledge.
- Identify, document and supply data reporting timelines and procedures to all personnel affected by them.
- Keep principal informed as to the accountability and accuracy of all PEIMS data.
- Oversee the reasonableness and accuracy of data by implementing procedures at the campus to ensure the data that affects funding, compliance, or accreditation is complete and correct by identifying areas of concern and determining corrective action.
- Work cooperatively with other campus personnel to collect, organize, and format data required for submitting campus PEIMS information in a timely manner.

iDelegate/Data Responsibilities Contacts

iDelegate/Data Responsibilities Contacts

Campuses must keep this form updated so that FSC can contact the appropriate staff regarding training, data errors, compliance reviews and TEA data reviews.

Clerical staff should not be designated where Certified Professionals are required.

Campus PEIMS and Data Responsibilities Contact

Please submit a REVISED copy of the Campus PEIMS Program Contact Form when changes occur during the school year.

Campus Name:		Principal:
School Phone:	School Fax:	SSO:

Program	Certified Professional's HISD User Name	Data Entry Clerk's HISD User Name
At-Risk		
Attendance		
Bilingual / ESL / LEP		
Career & Technology Education (Sec)		
Dyslexia		
Economically Disadvantaged (Free and Reduced Lunch)		
Enrollment		
Extended School Year Services (ESY) Summer School		

FSC Training

FSC Training

Campus PEIMS Coordinators and/or principal designees must attend the following Federal and State Compliance training each year.

- PEIMS Coordinator Training
- PEIMS Leavers – Secondary Schools only
- PEIMS (Fall and Summer) – All Schools
- PEIMS Discipline – All Schools
- Attendance Overview – All Schools
- HISD School Guidelines – All Schools
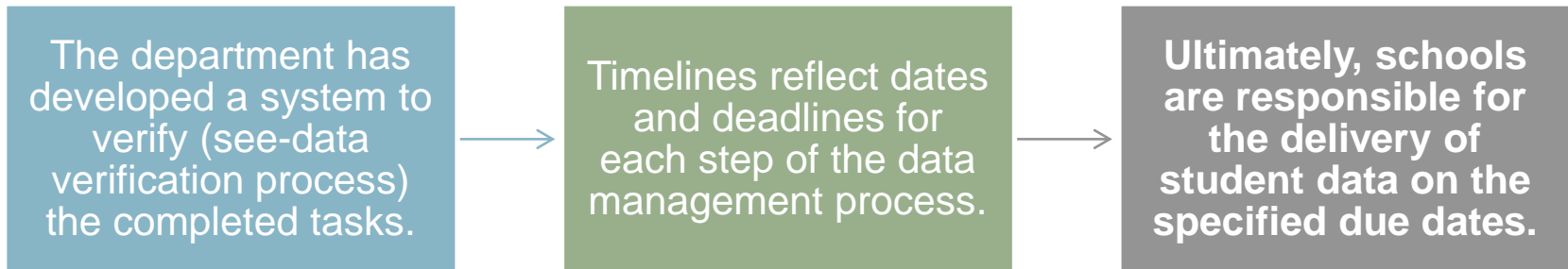- OnDataSuite (as available) – All Schools
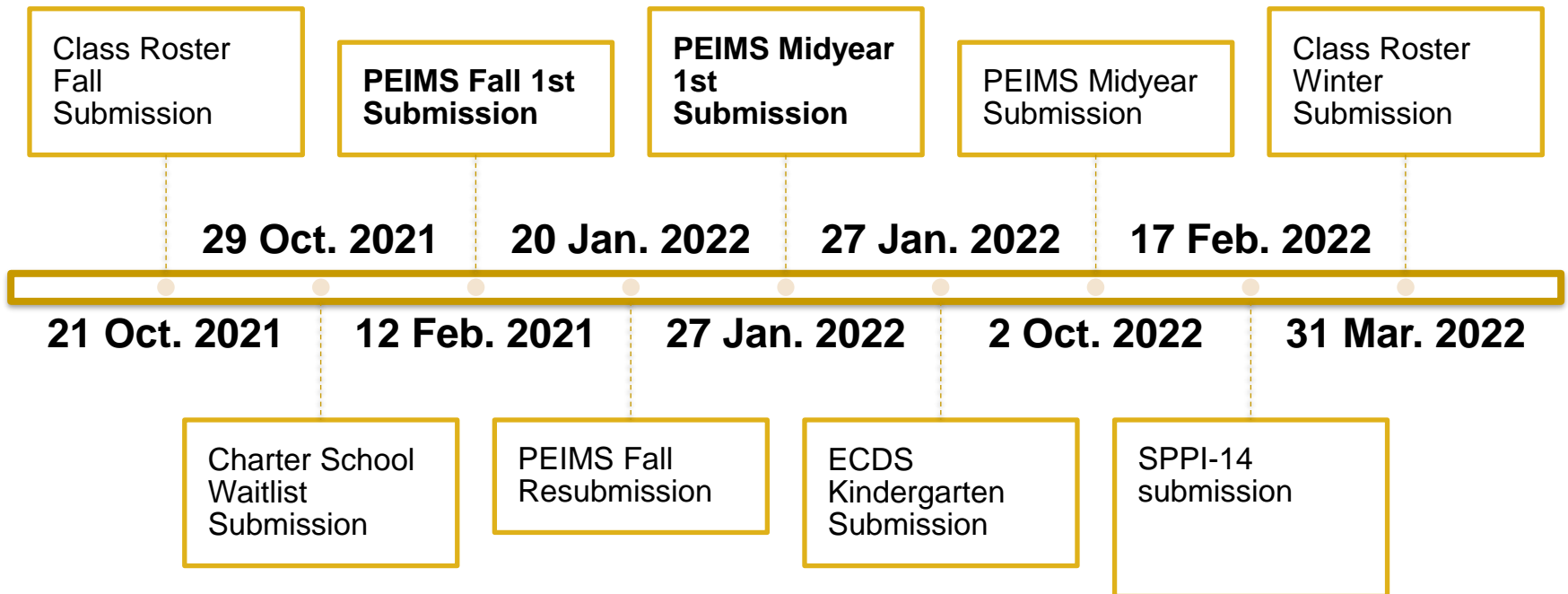
Link to **2021-2022 Training Schedule**

Timelines and Important Dates

Timelines

FSC Department has established timelines for all data related to student information and will disseminate these timelines to the schools at the beginning of the school year.
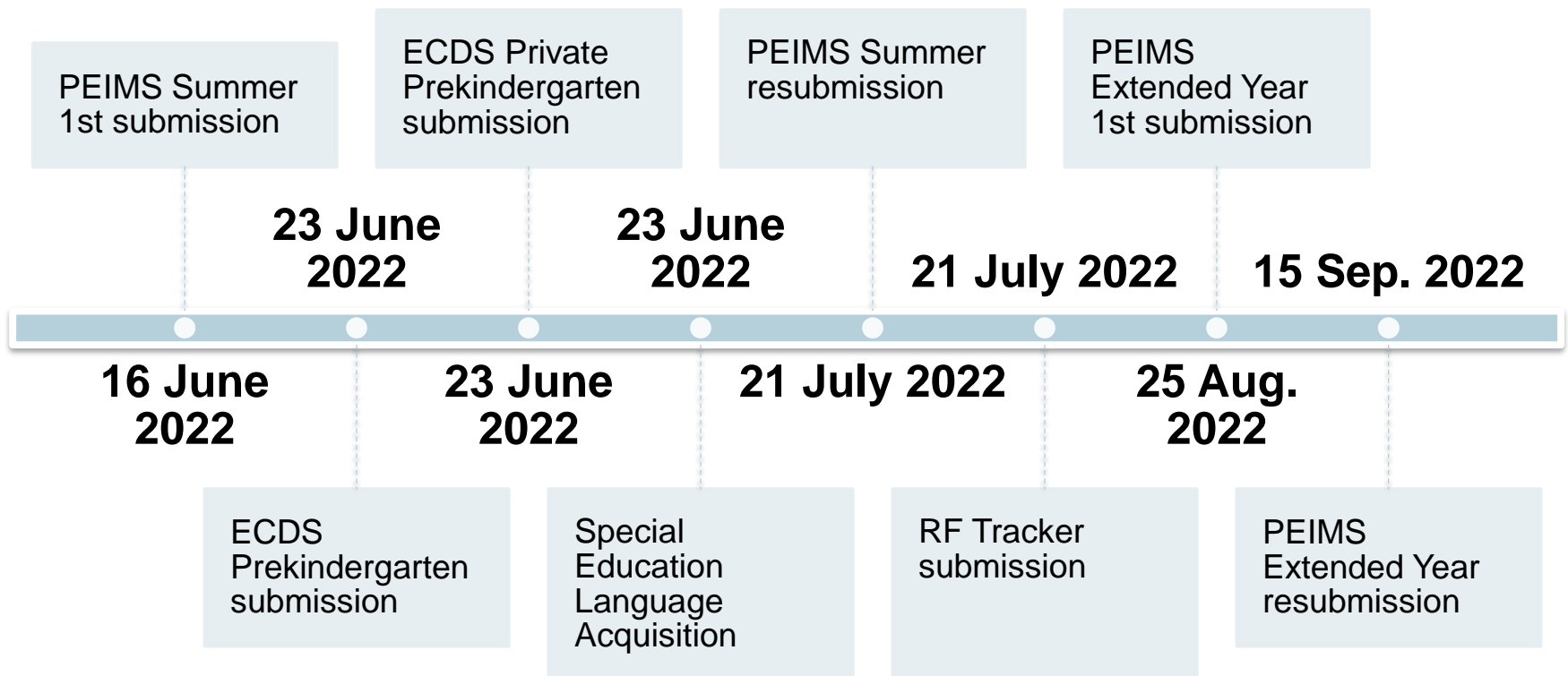
| The department has developed a system to verify (see-data verification process) the completed tasks. | → | Timelines reflect dates and deadlines for each step of the data management process. | → | **Ultimately, schools are responsible for the delivery of student data on the specified due dates.** |

TSDS Collection Due Dates

As a reminder, FSC sets the campus entry data entry deadlines a few weeks prior to the actual TEA deadlines. Campuses must adhere to the deadlines set by FSC to ensure that all data are captured for the submission.

Class Roster Fall Submission		**PEIMS Fall 1st Submission**		**PEIMS Midyear 1st Submission**		PEIMS Midyear Submission		Class Roster Winter Submission
	29 Oct. 2021		**20 Jan. 2022**		**27 Jan. 2022**		**17 Feb. 2022**	
21 Oct. 2021		**12 Feb. 2021**		**27 Jan. 2022**		**2 Oct. 2022**		**31 Mar. 2022**
	Charter School Waitlist Submission		PEIMS Fall Resubmission		ECDS Kindergarten Submission		SPPI-14 submission	

TSDS Collection Due Dates (Continued)

PEIMS Summer 1st submission

ECDS Private Prekindergarten submission

PEIMS Summer resubmission

PEIMS Extended Year 1st submission

23 June 2022

23 June 2022

21 July 2022

15 Sep. 2022

16 June 2022

23 June 2022

21 July 2022

25 Aug. 2022

ECDS Prekindergarten submission

Special Education Language Acquisition

RF Tracker submission

PEIMS Extended Year resubmission

Important Dates

Close of School Start Window *(Always last Friday in September) Involves student leavers*

September 24, 2021

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

PEIMS Snapshot *(Always last Friday in October) No relation to student leavers.*

October 29, 2021

- **PEIMS Snapshot** *(Always last Friday in October)*

Progress Report and Report Card Dates

	HISD Connect	Progress Report (PR) and	HISD Connect	Teacher Verfication	HISD Connect	Store Grades	Submit PR/Report Cards to FSC (pdf only)	Progress
Progress Report (PR)/Cycle (CY)		Report Card Cycle (CY) End Date	Teacher Timeframe	Due (CY) @ 5p	Lock Date @ 12:01a			Reports/Report Cards Go Out to Parents
PR1	PR Run 1	9/08/2021 (Wednesday)	9/8/2021		Open	9/9/2021	9/10/2021	09/10/2021 (Friday)
CY1	CY1	10/01/2021 (Friday)	10/04/2021 - 10/06/2021	10/6/2021	10/07/2021 (Thursday)*	10/7/2021	10/8/2021	10/08/2021 (Friday)
PR2	PR Run 2	10/20/2021 (Wednesday)	10/20/2021		Open	10/21/2021	10/22/2021	10/22/2021 (Friday)
CY2	CY2	11/12/2021 (Friday)	11/15/2021-11/17/2021	11/17/2021	11/18/2021(Thursday)*	11/18/2021	11/19/2021	11/19/2021 (Friday)
PR3	PR Run 3	12/08/2021 (Wednesday)	12/8/2021		Open	12/9/2021	12/10/2021	12/10/2021(Friday)
CY3	CY3	1/14/2022 (Firday)	01/14/2022-01/19/2022	1/19/2022	01/20/2022 (Thursday)*	1/20/2022	1/21/2022	01/21/2022 (Friday)
PR4	PR Run 4	02/02/2022 (Wednesday)	2/2/2022		Open	2/3/2022	2/4/2022	02/04/2022 (Friday)
CY4	CY4	2/25/2022 (Friday)	02/28/2022 - 03/02/2022	3/2/2022	03/03/2022 (Thursday)*	3/3/2022	3/4/2022	03/04/2022 (Friday)
PR5	PR Run 5	03/23/2022 (Wednesday)	3/23/2022		Open	3/24/2022	3/25/2022	03/25/2022 (Friday)
CY5	CY5	04/22/2022 (Friday)	04/25/2022-04/27/2022	4/27/2022	04/28/2022 (Thursday)*	4/28/2022	4/29/2022	04/29/2022 (Friday)
PR6	PR Run 6	05/11/2022 (Wednesday)	5/11/2022		Open	5/12/2022	5/13/2022	05/13/2022 (Friday)
CY6	CY6	06/07/2021 (Tuesday)	06/01/2022-06/06/2022	06/03/2021 (ES/MS)	06/06/2022 (Monday)**	6/6/2022	6/7/2022	6/7/2022 (ES/MS)
				06/13/2022 (HS)	06/14/2022 (HS)	6/14/2021	6/15/2022 Final	06/15/2022(HS)

2021-2022 HISD Connect Dates for 6-WEEK Report Card and Progress Report

**End of 1st semester

OnDataSuite

OnDataSuite

ͰnDataSuite®

OnDataSuite is a 4 piece data warehouse solution that allows districts to securely view student information and create custom research queries based on their uploaded PEIMS, State Student Assessment, ACT, AP, PSAT, TSI, SAT files and more.

OnPoint enables users to pull data from files across years, test administrations and collections, to provide unprecedented access to multiple data sets in one system. It features PEIMS and Assessment data, but crosses over into Accountability, Federal Programs, CCMR and PBM/RDA.

OnDataSuite is currently available to:

- Campus PEIMS Coordinators
- Campus Principals

OnDataSuite
View Campus Dashboards by Submission

Year `2020 - 2021 ▼`

Fall Information	Summer Dashboard	Campus Dashboard	Academic

1700 Dumble
Houston, TX 77023-3139
(713) 924-1600 Phone
(713) 923-3157 Fax

District Information
Offers the ASVAB test

Programs of Study   More ⊕
(001) - Accounting and Financial Services
(004) - Animal Science
(006) - Architectural Design

Gifted and Talented Programs   More ⊕
(01) - Pull-out
(02) - Push-in
(03) - Full-time gifted only

Administration ⓘ (2020 - 2021 Fall PEIMS file loaded 01/21/2021)

Principal	Orlando Reyna
Assistant Principal	Tracy Cooper
Assistant Principal	Dytonya Maryland
Assistant Principal	Ivonne Rodriguez
Assistant Principal	Sarah Moore

School Population (2020 - 2021 Fall PEIMS file loaded 01/21/2021)

	Count	Percent
Student Total	**1,520**	**100%**
9th Grade	447	29.41%
10th Grade	407	26.78%
11th Grade	336	22.11%
12th Grade	330	21.71%

Student Demographics (2020 - 2021 Fall PEIMS file loaded 01/21/2021)

	Count	Percent
Gender		
Female	680	44.74%
Male	840	55.26%
Ethnicity		
Hispanic-Latino	1,381	90.86%
Race		
American Indian - Alaskan Native	2	0.13%
Asian	1	0.07%
Black - African American	125	8.22%
Native Hawaiian - Pacific Islander	1	0.07%
White	7	0.46%
Two-or-More	3	0.20%

Special Services (2020 - 2021 Fall PEIMS file loaded 01/21/2021)

Primary Disabilities	Count	Percent
No Disability	0	0.00%
Orthopedic impairment	2	1.12%
Other health impairment	17	9.50%
Auditory impairment	4	2.23%
Visual impairment	0	0.00%
Deaf-Blind	0	0.00%
Intellectual disability	33	18.44%
Emotional disturbance	6	3.35%
Learning disability	95	53.07%
Speech impairment	3	1.68%
Autism	18	10.06%
Developmental delay	0	0.00%

OnDataSuite
View Data Validation and Custom Reports

OnDataSuite
View Fatals, Warnings and Special Warnings

Data Category Type	Data Category Code	Fatals	Warnings	Special Warnings
All	All	4 / 227	8 / 14	29 / 67
Organization				
Local Education Agency	10010	0 / 6		
Shared Service Arrangement Fiscal Agent	10011	0 / 7	0 / 1	
Campus	10020	0 / 6		2 / 5
Course	10070	0 / 2		
Student				
Student Basic Information	40100	1 / 88	4 / 5	6 / 14
Student Program Extension	40110	0 / 57	2 / 4	9 / 28
School Leaver	40203	1 / 13	1 / 2	4 / 6
Special Education Program	41163	2 / 36	1 / 2	6 / 9
Title I, Part A Program	41461	0 / 5		0 / 1
Student Graduation Program	48011	0 / 7		2 / 4

OnDataSuite
Resources

Training

- Register for Online 1456070 in One Source

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

Tools from OnDataSuite

Manuals

https://manuals.ondatasuite.com/

Training Modules

https://manuals.ondatasuite.com/index.php/training/

OnDataSuite
Access Information

- Contact **Arian Sadri**, Arian.Sadri@houstonisd.org, if you have questions regarding access to OnDataSuite.

Temporary Online Learning Virtual Academy

New for 2021-2022

Temporary Online Learning (TOL)

HISD @H.O.M.E.
HOME-BASED ONGOING MOBILE EDUCATION

TEMPORARY ONLINE LEARNING

WHO QUALIFIES?

Students who are unable to attend school because of a temporary medical condition are eligible for a maximum of 20 days of Temporary Online Learning during the 2021-2022 school year.

To qualify, **ONE** of the following conditions must be met:

▶ Student's temporary medical condition is documented by a licensed U.S. physician. Documentation must include a physician's statement directing the student to remain at home or in a hospital.

▶ Student has a positive COVID-19 test result or is displaying symptoms of a recognized communicable disease.

▶ Student has been identified as having been in close contact with an individual with a confirmed or presumed positive case of COVID-19.

Website: https://www.houstonisd.org/Page/190289

Temporary Online Learning- Eligibility Criteria

- The student is unable to attend school because of a temporary medical condition.

- The total amount of remote conferencing instruction does not exceed more than 20 instructional days over the entirety of the school year.

Temporary Online Learning (TOL)

To learn more about **Temporary Online Learning**, visit https://www.houstonisd.org/HOME.

Technical Issues?

Send an email to the Service Desk, servicedesk@houstonisd.org.

Temporary Online Learning (TOL)

All TOL requests submitted by noon should be processed by submitting the TOL enrollment form by 3 PM. This ensures that the student is enrolled correctly and has access to the HUB courses the following morning.

Enrollment Links:
- ES enrollment link: https://forms.office.com/r/DBxZfsgbUy
- MS enrollment link: https://forms.office.com/r/7tq7p2SHQU
- HS enrollment link: https://forms.office.com/r/dtaxw3y7Em

Technical Issues?
Send an email to the Service Desk, servicedesk@houstonisd.org.

HISD Virtual Academy

For a student to be eligible to participate in the HISD Virtual Academy option, they must meet the two following requirements.

1. Be aged 11 or under on August 23rd, 2021 AND:
2. Be medically diagnosed with at least one of the following conditions designated by the Centers For Disease Control and Prevention as a high-risk if exposed to the COVID-19 Virus:
   1. Asthma
   2. Chronic lung disease
   3. Compromised immune systems (including from smoking, cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or use of corticosteroids or other immune weakening medications)
   4. Diabetes
   5. Serious heart disease (including heart failure, coronary artery disease, congenital heart disease, cardiomyopathies, and hypertension)
   6. Chronic kidney disease undergoing dialysis
   7. Liver disease
   8. Severe obesity

Website:
https://www.houstonisd.org/Page/190589

HISD Virtual Academy

1. **Program Started:** Monday August 30th (Onboarding)

2. **Classes Started:** Tuesday August 31st

3. Enrollment, Attendance and Grading will be processed centrally

4. Students will have until 11:59p to complete assignments; therefore, attendance will be posted 1 day later.

5. **Attendance Code RA <u style="color:red">will not</u> be used for the 2021-2022 School Year.**

Campus PEIMS Coordinators are designated as Site Coordinators

1. Obtain and Review Progress Monitoring every 3 weeks for student performance.
2. Notify Parents of Non-Activity Online. Report will be provided by TCAH personnel.

HISD Virtual Academy

- **Eligibility and Student Requirements,** https://www.houstonisd.org/Page/190589

- **Frequently Asked Questions,** https://www.houstonisd.org/Page/190933

- **Virtual Academy (Espanol),** https://www.houstonisd.org/Page/190525

PEIMS Data Verification and Membership Reconciliation

New for 2021-2022

Six Weeks Data Verification

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

- At the end of each 6-weeks cycle, campuses will be given a 10-day window to correct or enter any data elements.
- Campus PEIMS Coordinators will work with their non-instructional team to ensure the reconciliation process is complete.
- Campus Principal /Designee will sign-off on Campus Summary Report.

Six Weeks Data Verification

Campus Summary Reports must be generated each 6-week reporting period and reviewed by the Principal or designee for reasonableness.

The Campus PEIMS Coordinator/ Principal or Designee should do the following:

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

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

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

Data Verification Timelines

Cycle	Cycle Dates	Data Reconciliation Period	Campus Summary Report	Campus Summary/Signature & Acknowledgment Due to FSC
1	Aug 23-Oct 1	Oct 18-29	Nov 1	Nov 5
2	Oct 5-Nov 12	Nov 15-Dec 3	Dec 6	Dec 10
3	Nov 15-Jan 14	Jan 18-31	Feb 1	Feb 7
4	Jan 19-Feb 25	Feb 28-Mar 11	Mar 21	Mar 25
5	Feb 28-April 22	Apr 25-May 6	May 9	May 13
6	April 25-June 7	June 7 – June 21	Jun 27	July 1

Membership Reconciliation

Reconciliation of Teacher's Roster Information and Attendance Accounting Records - Student Attendance Accounting Handbook 2.3.4

Process
- Student membership from the teacher's roster is to be reconciled to the attendance accounting records at the end of the first and fourth six-week reporting periods. The reconciliation is to verify that all students are reported on attendance records and that "no show" students have been purged from the attendance accounting system.

Required Document
- District personnel are to develop a form to be used at the end of the first and fourth six-week reporting periods to show the total number of students in membership in each teacher's class during the official attendance period (See Appendix). The total number of students in membership is to be reconciled to the total number of students listed in attendance accounting records. The district PEIMS coordinator and his or her supervisor must certify this document with their signatures.

Timeline
- If your district uses a paperless attendance accounting system, the electronic equivalent of a signature page (for example, a feature that allows certifiers to indicate their certification of data electronically) is acceptable in lieu of a paper signature page. The reconciliation does not need to be conducted on the last day of the six-week reporting period. However, it should be conducted no later than the final week of the six-week period. The reconciliation should be for the official attendance period (usually second period).

Campuses will receive a detailed procedure document prior to the reconciliation period.

Leaver Information

Important Dates for Leavers

PEIMS Leaver Training

- September 21, 2021 – Virtual
- Register on OneSource

Fall PEIMS Submission Timeline

- **December 2, 2021 – Fall PEIMS First Submission Deadline,** *The campus data entry deadline will be a few weeks prior to this date.*

- **January 20, 2022 –** Fall PEIMS Resubmission Deadline (no leaver code changes can be made after the Fall PEIMS Resubmission deadline). *The campus data entry deadline will be a few weeks prior to this date.*

Leaver Coding Information

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

Leaver Folders– Required Documents

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

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

1. **District-Approved Leaver Form(s)**

    - **Exit Information/Leaver Code Assignment Form (Updated)**

    - **Leaver Code Change Form (Updated)**

    - **Home School Questionnaire**

    - **Oral Statement Form**

    - **CPS/L66 Form**

2. **Supporting Documentation**

    - Authentic documentation for the assigned leaver code.
    - Sufficient documentation per TWEDS-Enabled Data Standards.

Leaver Forms – Required Documents

Leaver Documents– General Guidelines

Signatures on Documentation

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

Evaluation of Documentation

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

Leaver Compliance Reviews

Leaver Reviews

FSC will review campus leaver records for grades 7-12 each fall. More detailed information is forthcoming.

The FSC Leaver Review Process

Before the Review
- FSC contacts campus to schedule compliance review.

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

After the Review
- FSC meets with campus leaver contacts to debrief the review and recommendations.

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

Best Practices for Leaver Contacts

Attend Training	Attend FSC PEIMS Leaver Training each year. Register on OneSource.
Establish and implement procedures	Establish and implement a system for leaver coding and maintaining supporting documentation. Use the district- approved forms from the Federal and State Compliance website. Download new forms each year.
Follow District and TEA Guidance	Read and follow guidance in TSDS Web-Enabled Data Standards (TWEDS). See handout with instructions for downloading the documents. Review and following Best Practices in State/Reporting and Attendance Procedures Manual.
Run and Review Reports	Review HISD Connect, OnDataSuite and TSDS Fall PEIMS First Submission reports for accuracy and reasonableness. Correct all data prior to the campus data entry deadline.
Contact Federal and State Compliance	Contact your Federal and State Compliance representative with questions.

Leaver Resources

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

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

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

Reports

HISD Connect System Reports

1. From the PowerSchool **Start Page**, click **Reports.**
2. Select the **System** tab.
3. Select the desired report.
4. Set report parameters.
5. Select the button for **Run Now** or **Schedule**.
6. Click **Submit**.

Available Reports

- Attendance,
- Attendance Tracking and Notification,
- Discipline,
- Enrollment,
- Grades,
- and more!

Campus Summary Report

1. From the PowerSchool **Start Page**, click **Reports.**
2. Select the **State** tab.
3. Set report and parameters.
4. Select the button for **Run Now** or **Schedule**.
5. Click **Submit**.

Start Page > Reports > Reports (State Reports)

Reports

System	ReportWorks	State	HISD	Engine	Setup	Enterprise Reporting	sqlReports	Special Programs

State Reports		Version	Description
Campus Summary		1.0.10	Campus Summary

HISD Connect Attendance Reports

- **PowerTeacher Attendance Report –** Run the PowerTeacher Attendance report to verify that all teachers have taken attendance for one, some, or all periods.
- **Absentee Report –** Use the Absentee Report to generate single-day, period-by-period attendance information. This report lists students who match the attendance code(s) you specify.
- **Class Attendance Audit** - Use this report to review attendance records for individual teachers. The report looks like a traditional attendance sheet.
- **Student Attendance Audit** - Use this report to review attendance records for individual students.
- **ADA/ADM by Student -** Use this report to review attendance records for students enrolled during the date range you specify. This report shows the number of days a student is absent or present, even if the school uses meeting attendance only.
- **ADA/ADM by Date -** Use this report to compare the number of students enrolled (membership) with the number of students who attended school on a certain day. Use it to check if the school gained or lost students during a certain time. The total number should match the values shown in the ADA/ADM by Student report.

PEIMS Error Check

To run the **PEIMS Error Check** in HISD Connect, follow the steps below:

1. Log onto **HISD Connect**.
2. Select **System Reports** from the Reports section.

Start Page > Reports > Reports (System)
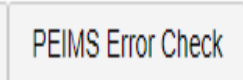
Reports

System	ReportWorks	State	HISD	Engine	Setup	Enterprise Reporting	sqlReports	Special Programs	PEIMS Error Check

PEIMS Error Check

Student Demographics	Student PEIMS	Student ADA	Student FTE	Staff Information

3. Click the **PEIMS Error Check** tab on the far right. You will see the following tabs: .

PEIMS Error Check

Student Demographics

Under the **Student Demographics** tab, check each of the following.
If students are listed in any section, then your campus clerk or SIR must enter the missing information in HISD Connect so that a Unique ID can be generated.
All students are required to have a Unique ID.

› Missing or Invalid SSN

› Missing Date of Birth

› Missing Hispanic/Latino Code

› Missing Race Code

ACTION REQUIRED – Your campus clerk/SIR should be researching this information in TSDS to update HISD Connect and/or entering this information in HISD Connect from the enrollment documents received from parents. As a reminder, missing or inaccurate student data could potentially result in a loss of funding. It is imperative that all student data are accurate and entered daily into HISD Connect.

PEIMS Error Check

Student PEIMS

Under the **Student ADA** tab, check the following:

▸ **Missing ADA Eligibility Code**

ACTION REQUIRED – If students are listed in this section, your campus clerk or SIR can contact their FSC Sr. SIR for guidance on how to correct the errors.

Student ADA

Under the **Student ADA** tab, check each of the following:

▸ Missing ADA Period Class

▸ Multiple ADA Period Classes on Same Day

ACTION REQUIRED – If students are listed under either section, your campus clerk or SIR can contact their FSC Sr. SIR for guidance on how to correct the errors.

PEIMS Coordinator Toolkit

Resources

PEIMS Coordinator Toolkit

Federal and State Compliance Department

https://www.houstonisd.org/Page/58634

Technology Department

- **HISD Solution Center**, https://houstonisd.sharepoint.com/SolutionCenter/SitePages/HISD-Solution-Center.aspx
- **Forms,** https://houstonisd.sharepoint.com/sites/DEPTS/InfoTech/SitePages/ITForms.aspx
- SIS On-Line Support for PowerSchool (HISD Employee Portal)
- Project SIS News Line (via email)

Student Discipline Department, https://www.houstonisd.org/Domain/15184

- Education Code Chapter 37. Discipline; Law and Order
- HISD Code of Student Conduct
- DAEP/JJAEP Forms

PEIMS Coordinator Toolkit

TEA Student Attendance Accounting Handbook (SAAH)

https://tea.texas.gov/finance-and-grants/financial-compliance/student-attendance-accounting-handbook

The **Student Attendance Accounting Handbook (SAAH)** contains the official attendance accounting requirements that all public, school districts and open-enrollment charter schools in Texas must meet.

Texas Student Data System (TSDS)

http://www.texasstudentdatasystem.org/TSDS/About/

The **Texas Student Data System (TSDS)** is a statewide system for collecting and reporting education data for publicly funded schools in the State of Texas.

Compliance Monitoring Team

The Compliance Monitoring Team reviews manual discipline and leaver data, collaborates with special populations departments to ensure data integrity, conducts training, and assists the State Reporting Team by overseeing the campus data correction process. In addition, they manage four Sr. Student Information Representatives.

Email	Sr. Compliance Analyst	Sr. Student Information Rep.
Vacancy*	**Vacancy***	Berta Garcia Sylvia Guerrero Lisa Shannon Vacancy
lsmith3@houstonisd.org	**Latonya Smith**	Nina Grant Marina Tejada Dachundralyn Palmer Vacancy
vwinfree@houstonisd.org	**Veda Winfree**	Rachel Betancourt Felicia Freeman Rose Fuentes Norma Salgado

*Contact Wanda Thomas, Sr. Manager, with questions.

Sr. Student Information Representatives

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

Email	Sr. SIR		Email	Sr. SIR
rbetanc2@houstonisd.org	Rachel Betancourt		Sylvia.Guerrero@houstonisd.org	Sylvia Guerrero
rfuentes@houstond.org	Rose Fuentes		lshanno1@houstonisd.org	Lisa Shannon
ngrant2@houstonisd.org	Nina Grant		Vacancy	Vacancy
ffreeman@houstonisd.org	Felicia Freeman		Nsalgad1@houstonisd.org	Norma Salgado
mtejada@houstonisd.org	Marina Tejada		dpalmer4@houstonisd.org	Dachundralyn Palmer
bgarcia3@houstonisd.org	Berta Garcia		Vacancy	Vacancy

TSDS PEIMS State Reporting Team

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

Name	Phone	Email
Sr. Manager of State Reporting - Vacant	TBD	TBD
Irma Hasnain, Sr. Compliance Analyst	713-556-6759	ihasnain@houstonisd.org
Nancy Cintron, Sr. Compliance Analyst	713-556-6767	ncintron@houstonisd.org
Vacancy, Sr. Compliance Analyst	713-556-6760	
Arian Sadri, Student Info and Report Analyst	713-556-6753	Arian.Sadri@houstonisd.org
Rose Gamboa, Sr. Student Information Representative	713-556-6753	rgamboa@houstonisd.org

Find your FSC Contacts

FEDERAL AND STATE COMPLIANCE

Home

Who is my FSC Contact?

1. Visit the **Federal and State Compliance website**, https://www.houstonisd.org/Page/58634.
2. Click **Who is my FSC Contact?.**
3. Select your campus name from the drop-down menu.
4. Click **Submit** to identify the Sr. Compliance Analyst and Sr. SIR assigned to your campus.

SUPPORT FOR SCHOOLS

Select your campus name from the drop-down menu, and click Submit to find the staff assigned to support your school.

School Name | All ▾

Submit

Questions?

Date: September 7, 2021

Presenters:
Latonya Smith, Sr. Compliance Analyst
Veda Winfree, Sr. Compliance Analyst