Virtual Meeting Norms

Please mute your microphone and camera.

Place your questions in the chat.

Do not record these sessions.
Agenda

- Data Integrity
- Campus Responsibilities
- Timelines and Important Dates
- Fall PEIMS Data and Reports
- TOL and Virtual Academy
- PEIMS Data Verification/Membership Reconciliation
- Reports
- Training and Resources
- FSC Contacts
- Questions
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 (continued)

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.
Data Integrity (continued)

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 Responsibilities
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
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.

**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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Certified Professional's HISD User Name</th>
<th>Data Entry Clerk's HISD User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>At-Risk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bilingual / ESL / LEP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career &amp; Technology Education (Sec)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dyslexia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economically Disadvantaged (Free and Reduced Lunch)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extended School Year Services (ESY) Summer School</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Clerical staff should not be designated where Certified Professionals are required.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Timelines and Important 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.
TSDS Collection Due Dates (Continued)

- PEIMS Summer 1st submission: 16 June 2022
- ECDS Private Prekindergarten submission: 23 June 2022
- PEIMS Summer resubmission: 23 June 2022
- ECDS Private Prekindergarten resubmission: 23 June 2022
- PEIMS Extended Year 1st submission: 21 July 2022
- PEIMS Summer resubmission: 21 July 2022
- RF Tracker submission: 25 Aug. 2022
- PEIMS Extended Year resubmission: 15 Sep. 2022
Important Dates – Fall PEIMS Resubmission

Resubmission Timelines

January 4, 2022 – FSC Deadline, after today any final issues, contact your FSC Sr. Comp. Analyst

January 13, 2022 – Due to Region 4

January 20, 2022 – Due to TEA
Important Dates – Report Cards

• Cycle 3 Report Cards
  • January 14, 2022 – January 19, 2022,  Teacher Timeframe
  • January 19, 2022  – Teacher Verification
  • January 20, 2022  – Store Grades
  • January 21, 2022  – Report Cards distributed to parents
  • January 21, 2022  – Reports Cards due to Federal and State Compliance
Fall PEIMS Data and Reports
## Fall PEIMS Data and Reports

<table>
<thead>
<tr>
<th>OnDataSuite</th>
<th>Campuses must review their Fall PEIMS data for accuracy. In addition, campuses must review their TSDS PEIMS errors and correct all issues prior to the FSC data entry deadline.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall PEIMS Reports</td>
<td>When the Fall PEIMS reports become available in A4E and OnDataSuite, campuses must review data for accuracy and correct any issues prior to the resubmission deadline.</td>
</tr>
<tr>
<td>Fall PEIMS Resubmission</td>
<td>Once the Fall PEIMS Resubmission file is sent to TEA, no changes can be made.</td>
</tr>
</tbody>
</table>
OnDataSuite TSDS Rules

Campuses must review their TSDS Rules in OnDataSuite to identify PEIMS errors.
The TOL Waiver letter must be submitted for students who have met or exceeded the 20-day instructional threshold for remote conference learning. Parent must provide documentation from a doctor for an extension of remote conference learning and the campus must submit the waiver application form.

A link to the form is provided below. 
https://forms.office.com/r/7Zm5A13UZS

Campus staff must communicate with parent on transitioning student back to face-to-face instruction if a waiver for extension is not filed or if it is not approved.
HISD Pearson Virtual Academy Withdrawal Form

- Pearson Virtual Academy Site coordinators should log in daily to monitor.

- Withdrawal Form, https://forms.office.com/Pages/ResponsePage.aspx?id=Zpnr9TaTM0uIlZmCQlIsT7X9vHhq-p4tNgTKhGcw3-PFURTQzREWzTIRYRlk3MzAzTkJcME5GMeZLRyQlQCN0PWcu

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


- Virtual Academy (Espanol), https://www.houstonisd.org/Page/190525
PEIMS Data Verification and Membership Reconciliation
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.

Acknowledgment Form

The campus principal and PEIMS coordinator must complete the Acknowledgment Form via the link:

https://forms.office.com/Pages/ResponsePage.aspx?id=Zpnr9TaTM0ullZmCQlsT7R0Dz7t6D1pBtlchreaQ7kBUNDJNVVdVWUY0OUNCMk1IODITVkFKTERBM4u
# Data Verification Timelines

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Cycle Dates</th>
<th>Data Reconciliation Period</th>
<th>Campus Summary Report</th>
<th>Campus Summary/Signature &amp; Acknowledgment Due to FSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Feb. 28-April 22, 2022</td>
<td>Apr. 25-May 6, 2022</td>
<td>May 9, 2022</td>
<td>May 13, 2022</td>
</tr>
<tr>
<td>6</td>
<td>April 25-June 7, 2022</td>
<td>June 7 – June 21, 2022</td>
<td>Jun. 27, 2022</td>
<td>July 1, 2022</td>
</tr>
</tbody>
</table>
The Texas Education Agency requires all districts to perform a reconciliation of teacher rosters to the student attendance accounting system. The district has chosen to perform this task on the specified dates to ensure accurate data is maintained in the Student Information System. Student membership from the teacher’s roster is to be reconciled to the attendance accounting records in the Student Information System. This reconciliation is to verify that all students are reported on attendance records and that “No-Show” students have been purged from the student accounting system.

Houston I.S.D. has assigned the dates below in which this process will take place.

<table>
<thead>
<tr>
<th>Reconcile Date</th>
<th>Membership Form Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 29, 2021</td>
<td>October 11, 2021</td>
</tr>
<tr>
<td>November 03, 2021</td>
<td>November 12, 2021</td>
</tr>
<tr>
<td>January 05, 2022</td>
<td>January 14, 2022</td>
</tr>
<tr>
<td>February 16, 2022</td>
<td>February 21, 2022</td>
</tr>
<tr>
<td>April 13, 2022</td>
<td>April 22, 2022</td>
</tr>
<tr>
<td>May 18, 2022</td>
<td>May 27, 2022</td>
</tr>
</tbody>
</table>
The form below and the supporting documentation for Cycle 3 is due to FSC on January 14, 2022. See the Membership Reconciliation document for additional details.
Reports
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.
Grading Reports

Run the following reports **BEFORE** permanently storing grades.

1. Student Non-Schedule Period report (Secondary)
2. Student Not Enrolled in a Course report (Elementary)
3. Students Multiple Enrollments
4. Gradebook Missing Grades
5. Gradebook Update Status
6. Gradebook Section Readiness

**Note:** Teachers will submit the signed Teacher Scoresheet report to the Grading Coordinator.

Run the following reports **AFTER** permanently storing grades.

1. Stored Missing Grades
2. Stored Grades Search
3. Multiple Grades
4. Gradebook Out of Sync Grades
5. Gradebook Manual Override Grades
Verification Reports

Campuses need to ensure that all program coding is complete. To check your student data please run the following reports:

- PEIMS Error Check
- Students Not Enrolled Courses/Periods
- Student Program Indicator
- ADA enrollment Count
- Potential Drop-out
- Student PEIMS Graduate Verification
- Student PEIMS Leaver Verification
- Class ID/Unique Section Code Verification
- Enrollment/Withdrawal Verification
- OnDataSuite reports (As they become available) FSC will notify you which reports to run.
FSC Training and Resources
FSC Training

Campus PEIMS Coordinators and/or principal designees must attend the following Federal and State Compliance training each year. Check OneSource or the FSC Training Schedule for upcoming sessions.

- At-Risk Training
- Attendance Open Lab
- PEIMS Coordinator Training (Monthly)
- PEIMS (Fall and Summer) – All schools
- PEIMS Leaver
- PEIMS Discipline – All schools
- Attendance Overview – All schools
- HISD School Guidelines – All schools
- OnDataSuite – All schools

Link to 2021-2022 Training Schedule
Resources

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

- HISD SCHOOL GUIDELINES
  - https://houstonisd.sharepoint.com/teams/aca/SG

- Technology Department
  - 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
Resources

• **TEA Student Attendance Accounting Handbook (SAAH)**

• **Texas Student Data System (TSDS)**
  http://www.texasstudentdatasystem.org/TSDS/About/

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

<table>
<thead>
<tr>
<th>Email</th>
<th>Sr. Compliance Analyst</th>
<th>Sr. Student Information Rep.</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Ismith3@houstonisd.org">Ismith3@houstonisd.org</a></td>
<td>Latonya Smith</td>
<td>Nina Grant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacancy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dachundralyn Palmer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacancy</td>
</tr>
<tr>
<td><a href="mailto:vwinfree@houstonisd.org">vwinfree@houstonisd.org</a></td>
<td>Veda Winfree</td>
<td>Rachel Betancourt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Felicia Freeman</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rose Fuentes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Norma Salgado</td>
</tr>
<tr>
<td><a href="mailto:craig.zeno@houstonisd.org">craig.zeno@houstonisd.org</a></td>
<td>Craig Zeno</td>
<td>Berta Garcia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sylvia Guerrero</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lisa Shannon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Valencia Semien</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Email</th>
<th>Sr. SIR</th>
<th>Email</th>
<th>Sr. SIR</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:rbetanc2@houstonisd.org">rbetanc2@houstonisd.org</a></td>
<td>Rachel Betancourt</td>
<td><a href="mailto:Sylvia.Guerrero@houstonisd.org">Sylvia.Guerrero@houstonisd.org</a></td>
<td>Sylvia Guerrero</td>
</tr>
<tr>
<td><a href="mailto:rfuentes@houstonisd.org">rfuentes@houstonisd.org</a></td>
<td>Rose Fuentes</td>
<td><a href="mailto:Ishanno1@houstonisd.org">Ishanno1@houstonisd.org</a></td>
<td>Lisa Shannon</td>
</tr>
<tr>
<td><a href="mailto:ngrant2@houstonisd.org">ngrant2@houstonisd.org</a></td>
<td>Nina Grant</td>
<td><a href="mailto:vsemien@houstonisd.org">vsemien@houstonisd.org</a></td>
<td>Valencia Semien</td>
</tr>
<tr>
<td><a href="mailto:ffreeman@houstonisd.org">ffreeman@houstonisd.org</a></td>
<td>Felicia Freeman</td>
<td><a href="mailto:Nsalgad1@houstonisd.org">Nsalgad1@houstonisd.org</a></td>
<td>Norma Salgado</td>
</tr>
<tr>
<td>Vacancy</td>
<td>Vacancy</td>
<td><a href="mailto:dpalmer4@houstonisd.org">dpalmer4@houstonisd.org</a></td>
<td>Dachundralyn Palmer</td>
</tr>
<tr>
<td><a href="mailto:bgarcia3@houstonisd.org">bgarcia3@houstonisd.org</a></td>
<td>Berta Garcia</td>
<td>Vacancy</td>
<td>Vacancy</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hasnain, Irma</td>
<td>Sr. Manager</td>
<td>713-556-6759</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ihasnain@houstonisd.org">ihasnain@houstonisd.org</a></td>
<td></td>
</tr>
<tr>
<td>Cintron, Nancy</td>
<td>Senior Compliance Analyst (Staff)</td>
<td>713-556-6767</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ncintron@houstonisd.org">ncintron@houstonisd.org</a></td>
<td></td>
</tr>
<tr>
<td>Tejada, Marina</td>
<td>Senior Compliance Analyst (PEIMS)</td>
<td>713-556-6760</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mtejada@houstonisd.org">mtejada@houstonisd.org</a></td>
<td></td>
</tr>
<tr>
<td>Sadri, Arian</td>
<td>Student Info and Report Analyst</td>
<td>3713-556-6753</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Arian.Sadri@houstonisd.org">Arian.Sadri@houstonisd.org</a></td>
<td></td>
</tr>
<tr>
<td>Gamboa, Rose</td>
<td>Senior Student Information Representative</td>
<td>713-556-6753</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:rgamboa@houstonisd.org">rgamboa@houstonisd.org</a></td>
<td></td>
</tr>
</tbody>
</table>
Find your FSC Contacts

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.
Questions?

Date: December 2, 2021

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