

PEIMS Coordinator Training

Federal and State Compliance
Wanda Thomas, Sr. Manager

Presenters:

Heidi Cisneros, Sr. Compliance Analyst
Latonya Smith, Sr. Compliance Analyst
Veda Winfree, Sr. Compliance Analyst

Date: August 19, 2021



Norms

- Please mute your microphone and camera.
- Place your questions in the chat.

Agenda

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



Federal and State Compliance (FSC)

Responsibilities:

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

Objectives of FSC and Campus Collaborative

Ensure data quality and analysis of data record accountability by establishing guidelines for:

- Monitoring campus data input
- Overseeing data correction
- 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.

Data Integrity

- **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

New for 2021-2022



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 reconciliation 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:

1. 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.
2. 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.
3. Identify, document and supply data reporting timelines and procedures to all personnel affected by them.
4. Keep principal informed as to the accountability and accuracy of all PEIMS data.
5. 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.
6. 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

2021-2022



iDelegate/ Data Responsibilities Contacts



The Data Responsibilities form is on the iDelegate site.

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.

Campus Name:	<input type="text"/>	Principal:	<input type="text"/>
School Phone:	<input type="text"/>	School Fax:	<input type="text"/>
		SSO:	<input type="text"/>
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			

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

Data Responsibilities Contacts

Campus PEIMS Coordinator or Principal designee must:

1. Ensure that the form is updated each year by Principal or designee, <https://connectteams.houstonisd.org/team/it/ITFORMS/CCF/layouts/15/start.aspx#/SitePages/Campus.aspx>.
2. **Academic Services Memo** (An Academic Service Memo will be forthcoming with a due date of September 10, 2021.)

Training

2021-2022



Training

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

- Opening of Schools Preparations
- PEIMS Coordinator's Training
- PEIMS Discipline
- PEIMS Leavers, 6-12 (Secondary schools only)
- Fall PEIMS
- Summer PEIMS
- Summer School

Special Populations

- CTE, GT, LEP, Special Education, etc. (Training is provided by the respective departments or via the HISD Solution Center.)

Timelines and Important Dates

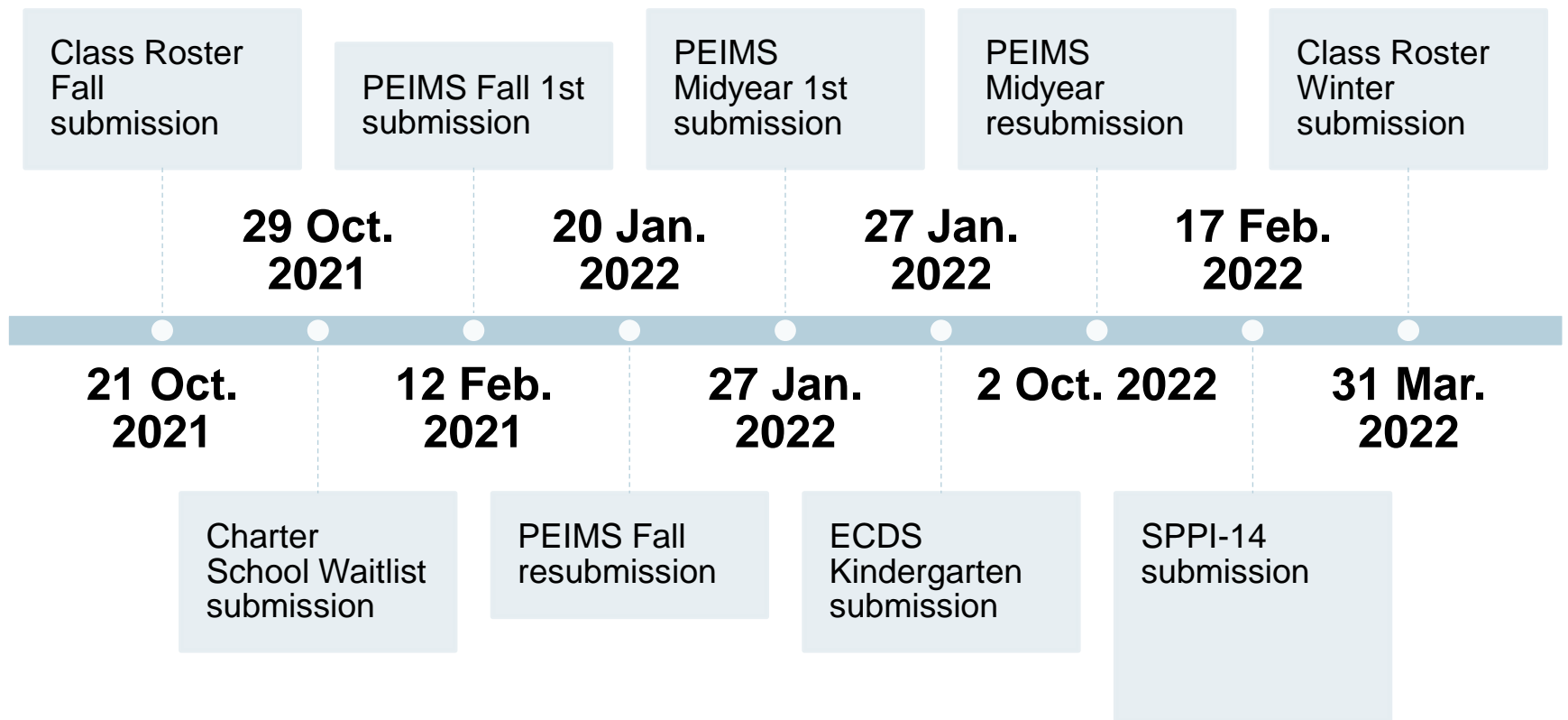
2021-2022



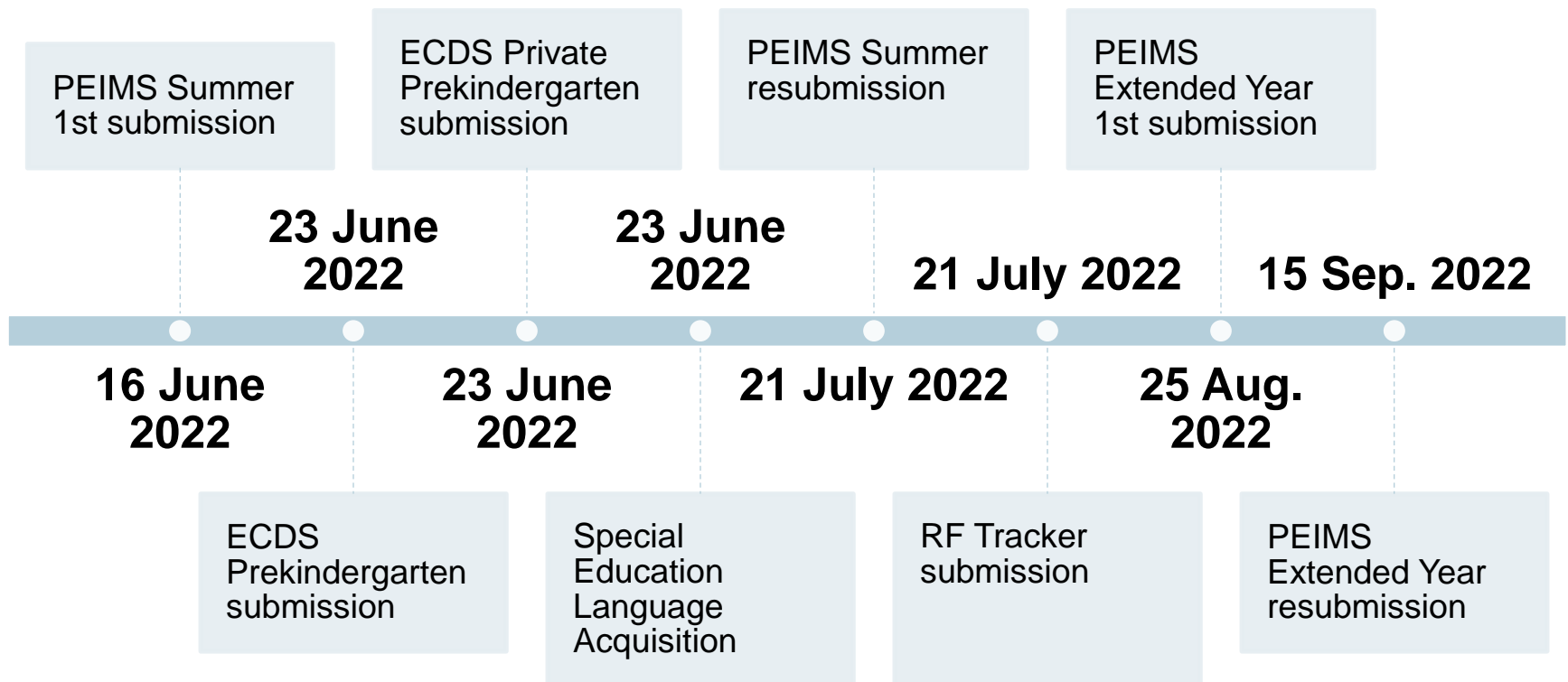
Timelines

- 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



TSDS Collection Due Dates (Continued)



Important Dates

September
24, 2021

- **Close of School Start Window** *(Always last Friday in September)*

- 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".

October 29,
2021

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

Important Dates

HISD IMPORTANT DATES

2021-2022

NOTE: The count of days in each cycle does not include professional development days, which are non-instructional.

SIX WEEKS ADA CYCLE DATES

CYCLE	Dates	# of Days	Progress Report Date	Report Card Date
Cycle I	Aug 23 – Oct 1	27	TBA	October 8 (Friday)
Cycle II	Oct 5 – Nov 12	29	TBA	November 19 (Friday)
Cycle III	Nov 15 – Jan 14	30	TBA	January 21 (Friday)
Cycle IV	Jan 19 – Feb 25	27	TBA	March 4 (Friday)
Cycle V	Feb 28 – Apr 22	33	TBA	April 29 (Friday)
Cycle VI	Apr 25 – June 7	31	TBA	June 7 (Tuesday) – ES & MS June 15 (Wednesday) – HS
	Semester 1 (F)	86		
	Semester 2 (S)	91		

HOLIDAYS

Cycle I	September 6	Labor Day
Cycle I	September 16	Fall Holiday
Cycle III	November 22 – 26	Thanksgiving
Cycle III	December 20 - 31	Winter Holiday – Students
Cycle IV	January 17	Martin Luther King Day
Cycle V	March 14 – 18	Spring Break
Cycle V	March 28	Chavez/Huerta Day
Cycle VI	April 15	Spring Holiday
Cycle VI	May 30	Memorial Day

TEACHER SERVICES DAYS/TEACHER PREPARATION DAYS (NO SCHOOL FOR STUDENTS)

September 17	Teacher Service Day
October 4	Teacher Service Day
January 18	Teacher Preparation Day
February 21	Teacher Service Day
June 8	Teacher Preparation Day

100th Day of School is February 3, 2021

HISD IS OPERATING ON A SIX-WEEKS GRADING CYCLE FOR THE 2021-2022 ACADEMIC SCHOOL YEAR

Report Card Dates

HISD REPORT CARD DATES

SECONDARY/ELEMENTARY SCHOOLS

2021-2022

SIX WEEKS GRADING CYCLES		CODING DEADLINES		# of Days in Cycle	REPORT CARD DATES
		TEACHER	DUE IN OFFICE		
CYCLE I	Aug 23 – Oct 1	Oct 5-6	Oct 7	27 days	October 8 (Friday)
CYCLE II	Oct 5 – Nov 12	Nov 15-16	Nov 17	29 days	November 19 (Friday)
CYCLE III	Nov 15 – Jan 14	Jan 18-19	Jan 20	30 days	January 21 (Friday)
CYCLE IV	Jan 19 – Feb 25	Feb 18-19	Feb 20	27 days	March 4 (Friday)
CYCLE V	Feb 28 – Apr 22	Apr 25-26	Apr 27	33 days	April 29 (Friday)
CYCLE VI	Apr 25 – June 7	Campus-Based Decision	Campus-Based Decision	31 days	June 7 (Tuesday) (ES/MS) June 15 (Wednesday) (HS)
				177 days TOTAL	

OnDataSuite

2021-2022



OnDataSuite Training and Access Information

OnDataSuite is currently available to the following Campus Designations:

- Campus PEIMS Coordinators
- Campus Principals

Access to detailed reports, interactive dashboards, and other visualization tools with a simple click are now available to campuses!


FSC is working on a plan to provide access to campus clerks and SIRs. Information is forthcoming.

Certify Scorecards are no longer available.

OnDataSuite Training and Access Information

Please contact **Arian Sadri**, Arian.Sadri@houstonisd.org, if you have questions regarding access to OnDataSuite. He will provide your access credentials.

FC_ OnData Suite



ONLINE 1456070

Online Course

Target audience: PreK - 12
Campus Staff, Central Office Staff

Questions? Contact
rgamboa@houstonisd.org

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.

1 HOUR(S) DURATION	1 HOUR(S) CREDIT	1 HOUR(S) CONTACT	1 CPEs
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Continue Course >

You may also:
[Recommend >](#)

On your learning plan
[Due >](#)

Membership Reporting

2021-2022



Membership Reporting

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
First week:	August	23	1	Fourth week:	September	13	15
	August	24	2		September	14	16
	August	25	3		September	15	17
	August	26	4		September	16 No School	
	August	27	5		September	17 No School	
Second week:				Fifth week:	September	24	22
	August	30	6				
	August	31	7	Sixth week:	October	1	27
	September	1	8				
	September	2	9	Seventh week:	October	8	31
	September	3	10				
Third week:	September	6 NO CLASSES	LABOR DAY	Eighth week:	October	15	36
	September	7	11	Ninth week:	October	22	41
	September	8	12				
	September	9	13	Snapshot	October	29	46
	September	10	14				

SPECIAL MEMBERSHIP REPORTING DATE: OCTOBER 29, 2021 PEIMS SNAPSHOT							
Friday	November	19	61	Friday	March	25	128
Friday	December	17	76	Friday	April	29	151
Friday	January	28	96	Friday	May	27	171
Friday	February	25	113	Tuesday	June	7	177

MSHP Application Access Request

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

The screenshot shows the HISD SharePoint portal. At the top, there's a navigation bar with 'HISD' and 'SharePoint'. Below it, a row of icons represents various services: Check Email, Log on to the HUB, OneSource, OnTrack, HISD Connect, PowerTeacher Pro, Benefits, and Academic Service Menus. The main content area is divided into three columns: DIRECTORIES, APPLICATIONS, and FORMS. The FORMS column is circled in red, and within it, the 'Technology' link is also circled in red. Below the main navigation, there's a section titled 'Access Requests Forms' which lists various forms. The 'MSHP Application Access Request' link is circled in red.

Access Requests Forms

- [A4E Access Request Form](#)
- [Bomgar Access Request Form](#)
- [Budgets Online Access Request Form](#)
- [Campus Telephone Access Request Form](#)
- [DAC \(Admin\) Access Request Form](#)
- [DAEP Access Request Form](#)
- [FootPrints Access Request Form](#)
- [Health Application Access Request](#)
- [HUB/itslearning Admin Access Request Form](#) (For Departments)
- [MAS Application Access Request](#)
- [MSHP Application Access Request](#)
- [OneSource Access](#) (requests should be submitted via OneSource by the Manager/Principal)

Membership Reporting

Access Requests

The screenshot shows the 'Membership Reporting | Access Request Form' in the HISD Information Technology portal. The form includes fields for 'Name' and 'Principal/Manager to approve this request'. Below these, there are instructions for who needs access and a dropdown for 'Level of access' set to 'MEMBERSHIPS CAMPUS (MSHP) - Campus Use'. There are radio buttons for 'GRANT ACCESS' (selected) and 'REMOVE ACCESS'. A 'Notes' section is provided for additional information. At the bottom, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button circled in red.

HISD | Information Technology
TRANSFORMING EDUCATION THROUGH TECHNOLOGY

Membership Reporting | Access Request Form

Name *

Principal/Manager to approve this request *

Who needs access in this application? (Enter Last Name, First Name or Enter Username)

Request * ☒ GRANT ACCESS ☐ REMOVE ACCESS

Level of access *

Notes

An email will be sent to the approver listed above and the application owner requesting an electronic approval. The request will not be processed until the electronic approval is received.

Membership Reporting Application

- Campuses will enter membership figures on the Portal on designated dates.

The screenshot displays the 'Membership Reporting' application interface. It features a blue header bar with the title 'Membership Reporting'. Below this is a light blue section titled 'Enrollment Input'. The form contains several fields: 'Campus Name' with a dropdown menu, 'Report Date' with a date selector showing '09/09/2019', 'Campus Number' with the value '041', and 'Grade Levels' with three input boxes for grades 6, 7, and 8, containing the values '118', '155', and '128' respectively. At the bottom, there are fields for 'Created By', 'Created Date' (09/09/2019), 'Updated By', and 'Updated Date' (09/09/2019). A green 'Save' button is located at the bottom left of the form.

Membership Reporting	
Enrollment Input	
Campus Name:	<input type="text"/>
Report Date:	09/09/2019
Campus Number:	041
Grade Levels:	6: 118 7: 155 8: 128
Created By:	<input type="text"/>
Created Date:	09/09/2019
Updated By:	<input type="text"/>
Updated Date:	09/09/2019
<input type="button" value="Save"/>	

Membership Reporting

Campus PEIMS Coordinator or Principal designee must:

1. Determine which staff will have access to Membership Reporting Application (Principal or designee).
2. Disseminate Membership Reporting calendar to appropriate staff.
3. Monitor campus membership process to ensure figures are entered on the Portal by designated time.
4. Contact your Federal and State Compliance Sr. Analyst with questions.

NEW - Remote Conferencing – Regular Education Students

The Texas Education Agency will be proposing changes to the Student Attendance Accounting Handbook to add certain flexibility to rules for Remote Conferencing.

Remote Conferencing is a mechanism by which remote instruction can be provided but was previously available only upon issuance of a waiver requested for each individual student. In order to allow school systems to begin implementing changes in practice to align with the new rule (which, when adopted, would apply to the entirety of the 2021-22 school year).

PEIMS Data Verification and Membership Reconciliation

New for 2021-2022



PEIMS/Core Collections

PEIMS data is collected four times each school year. The submissions are:

- **Submission 1** - PEIMS Fall Snapshot (including student leaver) data,
- **Submission 2** - Mid-Year (prior year financial Actual) data,
- **Submission 3** - Summer (school year attendance, discipline, course completion) data, and
- **Submission 4** - Extended Year (summer program) data, when applicable to the LEA.

Other Collections

Residential Facility Tracker (RFT)

- The purpose of the RF Tracker Collection is to oversee and monitor the programs provided to students with disabilities who reside in residential facilities (RFs).

Special Education Language Acquisition (SELA)

- The collection will report data on the language acquisition of children eight years of age or younger who are deaf or hard of hearing, identified with an auditory impairment or deaf/blind using the following DISABILITY-TYPE codes: '02' Deaf-Blindness (Deaf-Blind) or '06' Hearing/Auditory Impairment (Auditory Impairment).

Early Childhood Data System (ECDS) Kindergarten Program Data

- The data collection includes student demographics, classroom link information, special program data, and assessment data.

ECDS Prekindergarten Program Data

- The data collection includes student demographics, classroom information, and special program data. All data will be submitted by the LEA in the **TSDS Collection**.

Class Roster

- The purpose of the Class Roster Collection is to collect the information required to link a student's assessment results to the teacher who provided the associated instruction.

State Performance Plan Indicator 14 (SPPI-14)

- The purpose of the SPPI-14 Collection is to obtain student and parent/contact information for the purpose of sending out the Post-School Outcomes Survey to a random sample of recipients.

New TSDS Collection this Year

- **Child Find**

- **Child Find** combines State Performance Plan Indicator 11 (SPPI-11) and State Performance Plan Indicator 12 (SPPI-12) in the TSDS Core Collection. SPPI-11 refers to the timely evaluation of students, ages 3-21, for special education services under Part B of IDEA. SPPI-12 refers to children who are referred from Part C of IDEA prior to age 3, found eligible for Part B of IDEA, and have an individualized education plan (IEP) developed and implemented by their third birthday to receive early childhood special education (ECSE) services from a local education agency (LEA). Both SPPI-11 and SPPI-12 are compliance indicators and data are needed to meet federal reporting requirements related to special education Child Find activities.

PEIMS Data Verification (Campus)

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.

PEIMS Data Verification (Campus)

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.

Membership Reconciliation

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

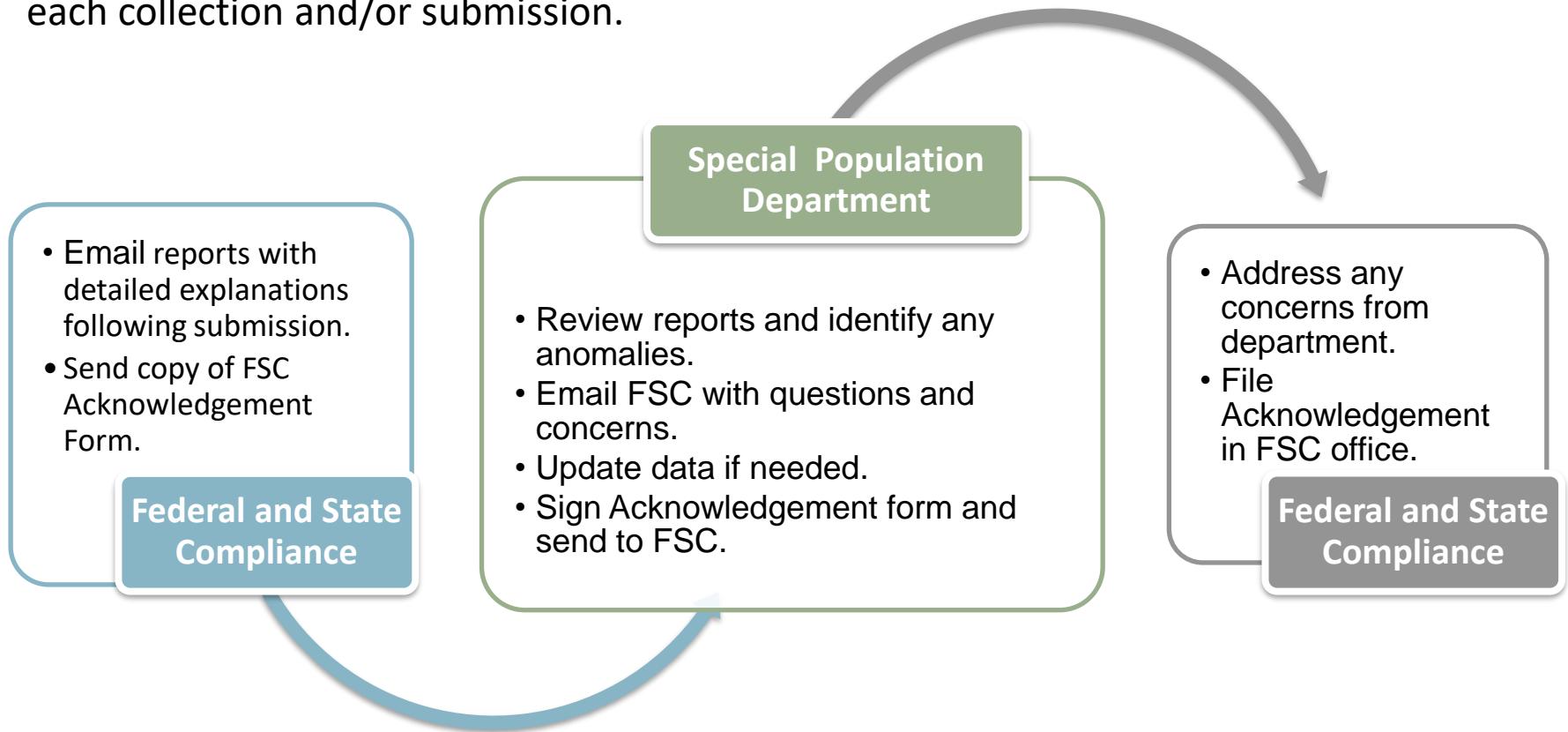
Student membership from the teacher's roster is to be reconciled to the attendance accounting records at the end of the first and fourth six-week reporting periods. The reconciliation is to verify that all students are reported on attendance records and that "no show" students have been purged from the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

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.

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).

Data Verification Process for Core Collections (Departments)

Federal and State Compliance will use the data verification process below for each collection and/or submission.



Leaver Information

2021-2022



Leaver Information

Coding

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

Close of the School Start Window

- **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 we are allowed to account for all students in grades 7-12 who attended 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".

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 Folders– Required Documents

Districts must document the withdrawal of students and maintain on file the appropriate paperwork associated with student withdrawals. **FSC conducts leaver reviews each fall. 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 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 Documents – General Guidelines

Completeness of Documentation

- ☐ Withdrawal documentation shall be considered **INCOMPLETE** without a date, signature, and destination.

Changing Leaver – Reason Codes

- ☐ 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 Forms – Required Documents

**HOUSTON INDEPENDENT SCHOOL DISTRICT
EXIT INFORMATION AND LEAVER CODE ASSIGNMENT FORM**

CAMPUS ID#: _____ CAMPUS NAME: _____ DATE: _____

STUDENT INFORMATION PORTION: Please print
STUDENT'S NAME (Last, First, Middle): _____

ID NUMBER: _____ BIRTH DATE: _____ GRADE LEVEL: _____ GENDER: ☐ M ☐ F

EXIT INFORMATION PORTION: This portion is NOT supporting documentation for a Leaver Code.

PARENT/GUARDIAN or QUALIFIED STUDENT NAME: _____ RELATIONSHIP TO STUDENT: _____

E-MAIL ADDRESS: _____ PHONE NUMBER: _____
☐ CURRENT OR ☐ NEW MAILING ADDRESS: _____ CITY: _____ STATE: _____

IF APPLICABLE PLEASE PROVIDE
NEW SCHOOL DISTRICT & CAMPUS: _____

NEW SCHOOL CITY & STATE: _____

HOME COUNTRY (INCLUDE CITY): _____

REASON FOR WITHDRAWAL: _____

EXIT CODE ASSIGNMENT SECTION (REQUIRED): (Type/print the appropriate leaver code.)

80 - TX Public School	L82 - Enroll Outside TX	ADMINISTRATOR'S INFORMATION SIGNATURE: _____	The Leaver code is determined by the administrator, not the clerks
L03 - Died	88 - Another HISD Campus		
L08 - Student (female or male) withdrew from/left school because of pregnancy	L83 - Falsification of Enrollment (RARE)	PRINTED NAME: _____	TITLE: _____
L16 - Student returned to family's home country or emigrated to another country	L86 - Student Completed GED outside of Texas		
L20 - Student withdrew from/left school because of a medical injury	L87 - Texas Tech/UT HS Diploma	DATE: _____	
L24 - Pursue college degree	L88 - Court Ordered GED - not earned		
L60 - Home Schooling	L89 - Incarcerated in State or Federal Facility		
L66 - CPS	L90 - Military Grad - Outside of Texas		
L81 - Enroll TX Private School	L98 - Unknown / Dropout		

POSTING CLERK'S SIGNATURE _____ PRINTED NAME & TITLE _____ DATE OF POSTING _____

OFFICE USE ONLY: LEAVER DOCUMENTATION ON FILE: ATTACH ALL SUPPORTING DOCUMENTS TO THIS FORM.

<input type="checkbox"/> 80/88 Verification of Enrollment in another Texas Public School or HISD school	<input type="checkbox"/> L60 Completed Home School Questionnaire/ Written statement from parent/guardian, including the date home schooling began	<input type="checkbox"/> L85/L90 Transcript showing sufficient credits, or diploma with seal (Military Interstate Compact Agreement)
<input type="checkbox"/> L03 Death Certificate, Obituary, Funeral Program; Written/Oral statement	<input type="checkbox"/> L66 Written Statement from CPS Officer, includes badge number and phone number	<input type="checkbox"/> L86 GED certificate/written documentation from testing company showing completion, must include date, location, contact information
<input type="checkbox"/> L08 Oral/Written Statement by parent, guardian or student indicating that student is withdrawing or has withdrawn due to pregnancy	<input type="checkbox"/> L81/L82/L87 Transcript/Records Request from receiving private school, school outside of Texas or HS Diploma program	<input type="checkbox"/> L88 Court Order from a JUDGE requiring completion of a GED
<input type="checkbox"/> L16 Oral/Written Statement by relative or adult neighbor of student's return to family's home country or emigrated to another country	<input type="checkbox"/> L81/L82/L87 Oral/Written notice from parent or guardian to authorized District representative	<input type="checkbox"/> L89 Oral/Written notification from law enforcement, prosecuting attorney, or state / federal penitentiary
<input type="checkbox"/> L20 Written/oral statement from parent, guardian, or qualified student that student has suffered a condition/injury/illness that requires substantial medical care; the student is unable to attend school	<input type="checkbox"/> L81/L82/L87 Verification of Enrollment in a private school, school outside of Texas or HS Diploma program	<input type="checkbox"/> L98 DROP OUT/GED/OTHER
<input type="checkbox"/> L24 Verification by authorized college rep, or student schedule, at least 9 hours per semester	<input type="checkbox"/> L83 Falsification of Enrollment / Not Immunized (include due process documentation)	<input type="checkbox"/> HISD Withdrawal Form

Revised August 9, 2021

**HOUSTON INDEPENDENT SCHOOL DISTRICT
LEAVER CODE CHANGE FORM**

CAMPUS ID#: _____ CAMPUS NAME: _____ DATE: _____

STUDENT'S NAME (Last, First, Middle): _____

ID NUMBER: _____ BIRTH DATE: _____ GRADE LEVEL: _____ GENDER: ☐ M ☐ F

FORMER LEAVER CODE: _____ **WITHDRAWAL DATE:** _____

NEW LEAVER CODE: _____ (Print/type the appropriate leaver code.)

80 - TX Public School	88 - Another HISD Campus	ADMINISTRATOR'S INFORMATION SIGNATURE: _____ PRINTED NAME: _____ TITLE: _____ DATE: _____	The Leaver code is determined by the administrator, not the clerk
L03 - Died	L82 - Enroll Outside TX		
L08 - Pregnancy	L83 - Falsification of Enrollment (RARE)		
L16 - Student returned to family's home country or emigrated to another country	L86 - Student Completed GED outside of Texas		
L20 - Medical Injury	L87 - Texas Tech/UT HS Diploma		
L24 - Pursue college degree	L88 - Court Ordered GED - not earned		
L60 - Home Schooling	L89 - Incarcerated in State or Federal Facility		
L66 - CPS	L90 - Military Grad - Outside of Texas		
L81 - Enroll TX Private School	L98 - Unknown / Dropout		

REASON FOR CODE CHANGE (Select one):

<input type="checkbox"/> 80/88 Verification of Enrollment in another Texas Public School or HISD school	<input type="checkbox"/> L60 Completed Home School Questionnaire/ Written statement from parent/guardian, including the date home schooling began	<input type="checkbox"/> L85/L90 Transcript showing sufficient credits, or diploma with seal (Military Interstate Compact Agreement)
<input type="checkbox"/> L03 Death Certificate, Obituary, Funeral Program; Written/Oral statement	<input type="checkbox"/> L66 Written Statement from CPS Officer, includes badge number and phone number	<input type="checkbox"/> L86 GED certificate/written documentation from testing company showing completion, must include date, location, contact information
<input type="checkbox"/> L08 Oral/Written Statement by parent, guardian or student indicating that student is withdrawing or has withdrawn due to pregnancy	<input type="checkbox"/> L81/L82/L87 Transcript/Records Request from receiving private school, school outside of Texas or HS Diploma program	<input type="checkbox"/> L88 Court Order from a JUDGE requiring completion of a GED
<input type="checkbox"/> L16 Oral/Written Statement by relative or adult neighbor of student's return to family's home country or emigrated to another country	<input type="checkbox"/> L81/L82/L87 Oral/Written notice from parent or guardian to authorized District representative	<input type="checkbox"/> L89 Oral/Written notification from law enforcement, prosecuting attorney, or state / federal penitentiary
<input type="checkbox"/> L20 Written/oral statement from parent, guardian, or qualified student that student has suffered a condition/injury/illness that requires substantial medical care; the student is unable to attend school	<input type="checkbox"/> L81/L82/L87 Verification of Enrollment in a private school, school outside of Texas or HS Diploma program	<input type="checkbox"/> L98 DROP OUT/GED/OTHER
<input type="checkbox"/> L24 Verification by authorized college rep, or student schedule, at least 9 hours per semester	<input type="checkbox"/> L83 Falsification of Enrollment / Not Immunized (include due process documentation)	<input type="checkbox"/> HISD Withdrawal Form

POSTING CLERK'S SIGNATURE _____ DATE _____

ATTACH ALL SUPPORTING DOCUMENTS TO THIS FORM.

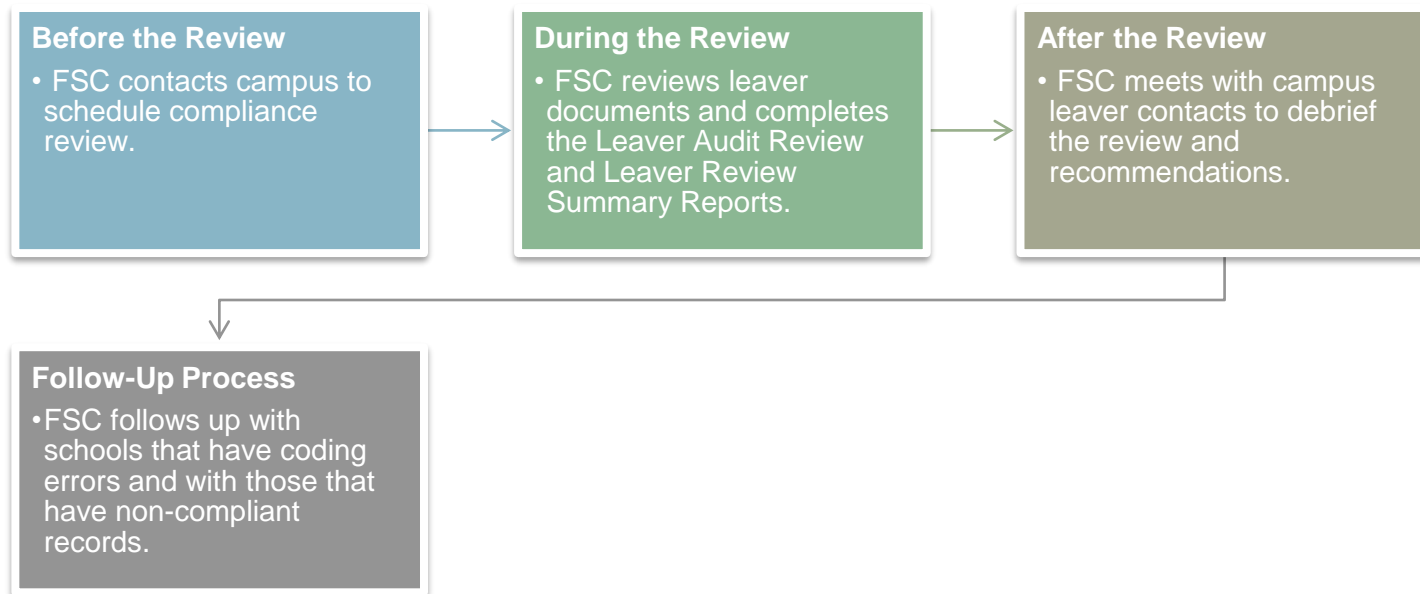
Revised: August 9, 2021

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



Best Practices for Leaver Contacts

1. Attend FSC **PEIMS Leaver Training** each year.
2. Use the **district- approved forms** from the Federal and State Compliance website. Download new forms each year.
3. Establish and implement a system for leaver coding and maintaining supporting documentation.
4. Read and follow guidance in **TSDS Web-Enabled Data Standards (TWEDS)**. See handout with instructions for downloading the documents.
5. Review and following Best Practices in **State/Reporting and Attendance Procedures Manual**.
6. 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.
7. Contact your Federal and State Compliance representative with questions.

Leaver Resources

- **Federal and State Compliance,**
<https://www.houstonisd.org/Page/58634>
- **HISD School Guidelines**
- **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

2021-2022



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

PowerSchool 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!

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 Coordinator Toolkit

Resources



PEIMS Coordinator Toolkit

Federal and State Compliance Department

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

- Discipline Forms, Documents and PEIMS Appendix E
<https://www.houstonisd.org/Page/61625>
- Federal/State Reporting and Attendance Procedures Manual
- HISD School Guidelines
- Leaver Forms and Documents, <https://www.houstonisd.org/Page/68125>



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.

PEIMS Coordinator Toolkit

Academic Service Memos, Academic Services Memos

- <https://houstonisd.sharepoint.com/sites/myHISD/ASM/SitePages/Academic-Service-Memos.aspx>.

Online Student Enrollment and Information

- <https://www.houstonisd.org/enroll>

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

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)

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

Compliance Monitoring Team

This team reviews manual / data for Discipline and PEIMS Leavers/Dropouts, 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.
Heidi.Cisneros@houstonisd.org	Heidi Cisneros	Berta Garcia Sylvia Guerrero Lisa Shannon Vacancy
lsmith3@houstonisd.org	Latonya Smith	Nina Grant Lisa Muniz/ Marina Tejada Dachundralyn Palmer
vwinfree@houstonisd.org	Veda Winfree	Rachel Betancourt Felicia Freeman Rose Fuentes Norma Salgado

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@houstonisd.org	Rose Fuentes		lshanno1@houstonisd.org	Lisa Shannon
ngrant2@houstonisd.org	Nina Grant		Lisa.Muniz2@houstonisd.org	Lisa Muniz
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		TBD	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

Questions?

Date: August 19, 2020

Presenters:

Heidi Cisneros, Sr. Compliance Analyst

Latonya Smith, Sr. Compliance Analyst

Veda Winfree, Sr. Compliance Analyst

