

PEIMS Coordinator's 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: Monday, May 17, 2021



Virtual Meeting Norms

- Please mute your microphone and camera.
- Place your questions in the chat.
- Raise your hand and we will call you at the end of the presentation if we have not addressed your question in the chat.

Agenda

- Data Integrity
- Attendance
- Hold Harmless
- At Risk Indicators
- End of Year Grading Process
- End of Year Manual Records Collection Boxes
- Membership Reporting Dates
- Verification of PEIMS Reports
- Six Weeks Data Verification
- Important Dates
- OnData Suite Reports
- Timeline for Summer PEIMS Submission
- Summer School Timelines
- iDelegate Updates
- 2020-2021 Report Card and Progress Report Dates
- Upcoming Trainings
- Resources



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.

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 report.

- **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



Attendance Update

Students receiving **face to face** and **remote virtual instruction**, attendance can be updated with codes listed below. Proper documentation is required, and an attendance change form must be attached. **With the exception of PRS/HB students receiving remote virtual instruction those students will continue to be coded RA.**

If one of the codes above applies the attendance change form and proper documentation is required. MD attendance exception reason **cannot** be used during **Remote Asynchronous**. **Rationale: Student has until 11:59PM to engage on the LMS.**

PowerSchool Attendance Code Descriptions
(Present)
A (Absent)
EX (Absent Excused)
AT (Absent by Teacher)
RA (Remote Asynchronous Present) 1st 6 Weeks of School
T (Tardy)
ACT (Activity)
DFPS (Child Protection)
CIT (Citation)
COL (College Visit)
CRT (Court Appearance)
DC (Dual Credit)
ELC (Election Clerk)
FT (Field Trip)
GOV (Government Office)
HB (Homebound Services)
SRC (in School Suspension)
MD (Medical Appointment)
MTR (Mentor)
MIL (Military Deployment)
NAT (Naturalization)
OCWBL (Off-Campus Work Base Learning)
OSP (Oth Sch Per)
PRS (Pregnancy Related Services)
PEAS (Pursue Enlistment Armed Service)
REL (Religious)
TAP (Taps Military Funeral)
TSBD (TX School for Blind or Deaf)

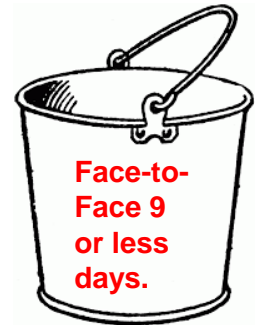
Attendance

- May 28, 2021 is an Asynchronous Instruction day for all campuses. At this time schools do not need to change the school calendar. We will notify you if TEA tells us something different.
- Progress reports will be issued on this date as scheduled.

Hold Harmless Sixth-Six Weeks

- HISD must have more than 40.28 percent of students attending face-to-face in the sixth-six weeks period as a whole.
 - This was the percentage submitted for the October PEIMS submission.
- To count a student must:
 - Attend face-to-face at least 1/3 of the days taught in the six weeks period.
 - Days in sixth-six weeks period – 29
 - To be counted in the formula a student must attend face-to-face a minimum of 10 days.
 - If a student does not meet 10 days then they do not count towards the district's 40.28 percent of students attending face-to-face.
 - Example (Minimum = 29 days x 1/3 = 34.48%)
 - A 10th grade student participates:
 - in on-campus instruction for 12 days in the sixth six-week period.
 - Another 16 days in asynchronous remote instruction
 - Absent 1 day
 - $12 \div 29 = 41\%$ (student qualifies as an on-campus instruction participant)
 - A 10th grade student participates:
 - in on-campus instruction for 9 days in the sixth six-week period.
 - Another 19 days in asynchronous remote instruction
 - Absent 1 day
 - $9 \div 29 = 31\%$ (student DOES NOT qualify as an on-campus instruction participant)

Only these
students
count in the
calculation.



Hold Harmless Guidelines

- Hold Harmless is not based on learning mode preference.
- Campuses cannot make/require students return to face-to-face instruction.
- If a student is on campus during ADA time then they should be marked present (P) and not RA. It does not matter what learning mode preference their parent selected.

Hold Harmless Guidelines

- If a student has been attending school remotely, but they return to campus for certain events and are on campus at **ADA time** then they should be marked present and not RA.
 - Testing days
 - Field days
 - Award ceremony
 - Promotion events
 - Senior events

At-Risk Indicators

14 State Criteria for Identification of Students at Risk of Dropping Out of School

TEC Section 29.081 defines the State criteria used to identify students at risk of dropping out of school. A student at risk of dropping out of school includes each student who is under 26 years of age and who:

1. Was not advanced from one grade level to the next for one or more school years; Note: prekindergarten or kindergarten students who did not advance to the next grade level only as the result of the request of the student's parents are excluded from this identification; effective school year 2009-2010.
2. Is in grade 7, 8, 9, 10, 11, or 12, and did not maintain an average equivalent to 70 on a scale of 100 in two or more subjects in the foundation curriculum during a semester in the preceding or current school year or is not maintaining such an average in two or more subjects in the foundation curriculum in the current semester;
3. Did not perform satisfactorily on an assessment instrument administered to the student under Subchapter B, Chapter 39, and who has not in the previous or current school year subsequently performed on that instrument or another appropriate instrument at a level equal to at least 110 percent of the level of satisfactory performance on that instrument;
4. Is in prekindergarten, kindergarten or grade 1, 2, or 3, and did not perform satisfactorily on a readiness test or assessment instrument administered during the current school year;
5. Is pregnant or is a parent;
6. Has been placed in an alternative education program in accordance with Section 37.006 during the preceding or current school year;
7. Has been expelled in accordance with Section 37.007 during the preceding or current school year.

At Risk Indicators Continued

- 8. Is currently on parole, probation, deferred prosecution, or other conditional release;
- 9. Was previously reported through the Public Education Information Management System (PEIMS) to have dropped out of school;
- 10. Is a student of limited English proficiency, as defined by Section 29.052;
- 11. Is in the custody or care of the Department of Family and Protective Services or has, during the current school year, been referred to the department by a school official, officer of the juvenile court, or law enforcement official;
- 12. Is homeless, McKinney-Vento, as defined by 42 U.S.C. Section 11302, and its subsequent amendments; or
- 13. Resided in the preceding school year or resides in the current school year in a residential placement facility in the LEA, including a detention facility, substance abuse treatment facility, emergency shelter, psychiatric hospital, halfway house, or foster group home; or
- #14. Has been incarcerated or has a parent or guardian who has been incarcerated, within the lifetime of the student, in a penal institution as defined by Section 1.07, Penal Code.

Cycle 6 Grading Process

Cycle 6 Grade Verification Process

Elementary and Middle Schools

- The elementary and middle school teacher verification process begins on **Monday, June 7, 2021**.
- Teachers must have all grades entered and verified on **Wednesday, June 9, 2021 by 5 P.M.**

High Schools

- The high school teacher verification process begins on **Monday, June 14, 2021**.
- Teachers must have all grades entered and verified by **Wednesday, June 16, 2021 at 5 P.M.**
- All credit courses (Secondary) must have a final exam grade(E2).

Cycle 6 Grading Process

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. Duplicate Course Enrollments
5. Gradebook Missing Grades
6. Gradebook Update Status
7. Gradebook Section Readiness (Run this report on Thursday June 10, 2021)

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

Note: Refer to the Grading Process manual.

End-of-Year Grading Processes and Important Dates

- **May 24, 2021** – Out-of-sync and missing grades for cycles 1-5 must be completed.
 - **Run the following report: Stored Grades Missing Cycles** (Under Enterprise Reporting)
- **June 7, 2021** – The elementary and middle school teacher verification process begins.
- **June 10, 2021** – Run the **Gradebook Section Readiness** report. This will let you know which teachers have completed the grade verification process.
- **June 14, 2021** – The high school teacher verification process begins. *Last day of school for teachers.*
- **June 18, 2021** – Send report cards to Federal and State Compliance.
- **July 8, 2021** (End of Summer School) – All grade changes and grade change forms for Cycle 6 are due.

END OF YEAR MANUAL DOCUMENTATION FOR END OF YEAR BOX COLLECTION 2020-2021

The manual ADA records listed below are required for TEA auditing purposes for the school year 2020-2021. Storage boxes (**SAP material number 2692**) may be ordered from the Central Warehouse. Brown Gorilla boxes are strongly recommended or a storage box equivalent. **Please DO NOT write your campus name or anything on the storage boxes.** We must repack and re-arrange them before sending them to storage. To use as little storage as possible we may have to combine two small schools in one box. Labels are provided by FSC for the boxes.

Please follow the directions on preparing and packaging the records so that they can be quickly retrieved from the HISD storage facility when audited.

The following documents are to be placed in **LETTER size re-sealable envelopes or bundled with sentence strips, labeled by cycle, with campus number, school name, school year and document name:**

- Any documentation submitted to the Attendance Office for input into HISD Connect for the ADA period, i.e., Absentee Reports (Manual Class Rosters from Teachers), Substitute Rosters – Signed and Dated in Ink, e-mails (any email a teacher sent to enter or correct attendance for students)
- ADA attendance change forms which have been posted in HISD Connect with documentation attached (signed and dated in ink)
- Education Organization Calendar Verification Report from HISD Connect
- Membership Transaction Log – Cycles 1 through 6
- Student Entry/Exit Summary Report

END OF YEAR MANUAL DOCUMENTATION FOR END OF YEAR BOX COLLECTION 2020-2021

Membership Transaction Log – Cycles 1 through 6

Signed by Student Information Rep/Data Clerk

Student Entry/Exit Summary Report

Run the Student Entry/Exit Report under the Registration and Enrollment Panel from September 8, 2020 – June 11, 2021. Verify the number of first day students with the Beginning Counts on the Membership Transaction Log; then verify the names of students enrolled daily by date.

Registration and Enrollment

Address Exception Overview

Enrollment Count by ADA

Search - Entry - Exit Date Totals

Search - Entry Codes

Search - Exit Codes

Search - Retained Students

Search - Student Entry/Exit Summary

Search - Student Years Enrolled

Enrollment Search - Student Entry/Exit

Report Filters

Start Date

End Date

09/08/2020

06/11/2021

Select parameters and click submit

Submit

The report lists students with entry dates or exit dates within a specified date range.

Enrollment Details

Students Enrolled / Exited Date Range: 09/08/2020 - 06/11/2021

Copy Data

Export CSV File

Export PDF File

Make Current Student Selection

Export report in PDF, print and place it in an envelope labeled Student Entry/Exit Report 9/82020-6/11/2021

END OF YEAR MANUAL DOCUMENTATION FOR END OF YEAR BOX COLLECTION 2020-2021

Absentee Reports – Elementary and Secondary Schools

Cycle I	Cycle II	Cycle III	Cycle IV	Cycle V	Cycle VI
<ul style="list-style-type: none"> Manual Class Rosters from Teachers Emailed Rosters or Attendance from Teachers Substitute Rosters 	<ul style="list-style-type: none"> Manual Class Rosters from Teachers Emailed Rosters or Attendance from Teachers Substitute Rosters 	<ul style="list-style-type: none"> Manual Class Rosters from Teachers Emailed Rosters or Attendance from Teachers Substitute Rosters 	<ul style="list-style-type: none"> Manual Class Rosters from Teachers Emailed Rosters or Attendance from Teachers Substitute Rosters 	<ul style="list-style-type: none"> Manual Class Rosters from Teachers Emailed Rosters or Attendance from Teachers Substitute Rosters 	<ul style="list-style-type: none"> Manual Class Rosters from Teachers Emailed Rosters or Attendance from Teachers Substitute Rosters

ADA Attendance Change Forms – Elementary and Secondary Schools

Labeled by each Cycle and Date of Cycle

Cycle I	Cycle II	Cycle III	Cycle IV	Cycle V	Cycle VI
Chronological Order by date: <u>Ascending:</u> Or <u>Descending:</u>	Chronological Order by date: <u>Ascending:</u> Or <u>Descending:</u>	Chronological Order by date: <u>Ascending:</u> Or <u>Descending:</u>	Chronological Order by date: <u>Ascending:</u> Or <u>Descending:</u>	Chronological Order by date: <u>Ascending:</u> Or <u>Descending:</u>	Chronological Order by date: <u>Ascending:</u> Or <u>Descending:</u>

Campus Summary Cycles 1-6 located under State Reports

Labeled by each Cycle and Date of Cycle

Cycle I	Cycle II	Cycle III	Cycle IV	Cycle V	Cycle VI
Sign and date	Sign and date	Sign and date	Sign and date	Sign and date	Sign and date

END OF YEAR MANUAL DOCUMENTATION FOR END OF YEAR BOX COLLECTION 2020-2021

Education Organization Calendar Verification Report from HISD Connect - Elementary and Secondary Schools

9-page report found under State Reports > Data Verification and Supporting Reports > Education Organization Calendar Verification Report > Click on Current Year 2020-2021 > Submit

EOC/STAAR ATTENDANCE DOCUMENTATION

Please make copies of All EOC/STAAR attendance documents/reports for your campus, someone from Student Assessment may contact you asking for those documents/reports. All ORIGINAL documentation will be submitted with your attendance documentation above.

EOC/STAAR Daily Absence Reports

From the Start Page Under Functions > Click on Attendance > Change Date to the Testing Date > Click on Absent next to Student Counts > Scroll down to download at the bottom page > Click the arrow next to download and choose Portable Document Format (PDF)

Run for each STAAR/EOC Testing Date for only the absent students on STAAR/EOC Testing.

Excuse Notes for students absent from EOC/STAAR

Original notes from parents for students who were absent from STAAR Testing (safe for Student Assessment)

Membership Reporting Dates

Campuses must enter their membership figures on the Portal by 10:30 AM. (*At least 2 persons per campus must have access to membership reporting.*)

- May 28, 2021
- June 11, 2021

Verification Reports

- **Certify Scorecards** Check daily
- **PEIMS Error Checks** Ensure all the required demographic fields are complete.
- **School Enrollment Audit** Ensure students have clean enrollments.
- **Report location:** System Reports > Reports > System > School Enrollment Audit
- **Texas Attendance Verification Report** Use this report to verify ADA Period attendance during the remote instruction days at the start of school.
- **Report location:** System Reports > Reports > Data Verification and Supporting Reports > Texas Attendance Verification Report
 - Set the appropriate date range or select the first 6-week reporting period.
 - Attendance to Include: All Periods
 - On days when all instruction was remote, ADA Period attendance should not have any blank/default present codes. Use filters in Excel to review the “ADA Att” values in column K of the report.
 - Verify that students have an RA or RS type present code, or a regular absent code on these days.
- **Incident Management Verification Report** Use this report to identify state-reportable behaviors that are missing the Primary flag. *“Primary” flag will no longer be required when the Incident has a single Behavior Code, Primary flag is still required if there are multiple behavior codes.*
- **Incident Management Discipline Interchange Validation Report**
- **Duplicate Class ID Report**
 1. Run this report - if it returns any records, consider adjusting your Class ID setup
 2. Otherwise, if the number of duplicates is small, use the Class ID override field in sections.
- **School Enrollment Audit** Core Reports to identify overlapping or reverse school and class enrollments: System Reports > Membership and Enrollment.
- **PEIMS Special Programs Verification Reports and Student Program Indicator Roster.** Use these reports to verify your data.
- **Class ID Unique Section Code Verification Report**
- **Texas Graduation Profile Report**
- **Texas Individual Graduation Profile Report**
- **Student Program Indicator Roster with Econ Dis Roster**, use this report to check programs.
- **Report location:** State Reports > Special Programs > Student Program Indicator with Econ Dis Roster > Select campus. *Can be filtered by campus, available in CSV and PDF formats.*

Six Weeks 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.

Any ongoing FATALS must be cleared by the end of each 6 weeks period.

Campuses must verify data by correcting the errors indicated in the Certify TSDS PEIMS Scorecard and the validation errors emailed by FSC.

Campus Summary and Student Detail Reports

Texas State Reporting release Tuesday, Feb. 9 (version 21.2.1). This release contains all of the required 2020-21 updates to the Student Detail and Campus/District Summary reports as outlined in the Student Attendance Accounting Handbook. **Districts should plan on having all schools re-run their six week reports from the beginning of the year** as TEA has introduced several new attendance categories and summaries including Early Education Allotment totals for K-3 students who are Eco Dis, Bilingual, or both along with other breakdowns by Bilingual Program and Residential Facility Attendance. Significant updates for Flex Attendance are also included.

Cycles 1, 2, 3, and 4 should be re-run and submitted with Cycle 5 on 5/21/21. Please remember you must submit the signed Campus Summary report along with the updated Six Week Data Verification Acknowledgment Form.

New 6 Week Data Verification Acknowledgment Form



FEDERAL & STATE COMPLIANCE Six Weeks Verification Acknowledgment Form

Campuses are responsible for verifying the data and running the following reports and sending this acknowledgment form to their Federal and State Compliance contact.

The PEIMS Coordinator and Principal must complete, sign, date and submit this form at the end of each six weeks cycle.

Check the box below to indicate the cycle you are acknowledging:

- ☐ Cycle 1 ☐ Cycle 4
☐ Cycle 2 ☐ Cycle 5
☐ Cycle 3 ☐ Cycle 6

Six Weeks Data Verification Acknowledgment	<input type="checkbox"/> Student Detail Report <input type="checkbox"/> Campus Summary Report <i>(The Campus Summary Report must be submitted as a separate document with the signature page signed and dated)</i> <input type="checkbox"/> Student Program Indicator Report <input type="checkbox"/> Leaver Verification Report <i>(Secondary campuses only)</i>	<p>Affirmation: By signing below, I acknowledge that my campus has generated the above recommended reports; reviewed the data for accuracy and reasonableness and updated inaccurate or missing data in HISD Connect. I have signed, dated, and filed a copy of each report for our records.</p> <p>Campus PEIMS Coordinator's Signature: _____ Date: _____</p> <p>Principal's Signature: _____ Date: _____</p>
Campus PEIMS Coordinator's Checklist & Acknowledgment	<input type="checkbox"/> Attendance - Run ADA Enrollment Count Report, verify and confirm data <input type="checkbox"/> Discipline - Run the Incident Management Verification Report. Confirm discipline documentation is complete and on file. <input type="checkbox"/> Enrollment/Withdrawals - Monitor enrollment/withdrawal process to ensure process aligns with TEA guidelines <input type="checkbox"/> Special Programs - Run Student Program Indicator Roster Report and share with appropriate staff. Verify and confirm data; update where needed.	<p>Affirmation: By signing below, I acknowledge that my campus has generated the above recommended reports; reviewed the data for accuracy and reasonableness and updated inaccurate or missing data in HISD Connect. I have signed, dated, and filed a copy of each report for our records.</p> <p>Campus PEIMS Coordinator's Signature: _____ Date: _____</p> <p>Principal's Signature: _____ Date: _____</p>

Acknowledgment Forms/Signature Pages

Once the data has been verified, the campus will run the following reports and submit the signature pages to Federal and State Compliance by the designated due dates:

- Campus Summary Report
- Revised Acknowledgment Form

Cycle	Cycle Dates	Verification Period	Campus Summary Report (CSR)	CSR Signature Page Due to FSC
5	Mar. 22 – Apr. 30	May 3 – May 14	May 17	May 21
6	May 3 – Jun. 11	Jun. 14 – Jun. 25	Jun. 28	Jul. 2

Important Dates

Spring 2021

- May 21 - **Six Weeks Data Verification** documents due for Cycle 5.
- July 2 - **Six Weeks Data Verification** documents due for Cycle 6.

OnData Suite Training and Access Information

On Data Suite 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 ODS training and access to campus clerks and SIRs. Information is forthcoming.

OnData Suite Training and Access Information

Please contact **Arian Sadri**, Arian.Sadri@houstonisd.org, if you have questions regarding access to OnData Suite. He will provide you with the training video to complete prior to providing your access credentials.

Sub 3 Summer PEIMS Timeline

June-2021		
Tuesday, June 1, 2021	Campuses/Depts – Existing errors or data needing to enter/clear on HISD Connect (Fatal error free)	
June-2021		
Thursday, June 3, 2021	Campuses/Depts – Deadline to enter/clear data on HISD Connect Prod to be included in the First Summer Sub.	
Friday, June 4, 2021	Final Refresh (PEIMS ENV)	

The information collected for PEIMS is utilized by TEA in the following ways:

Submission 3 Summer
Summer data include:
(1) Summer attendance data
(2) Course completion data
(3) Discipline data
(4) Restraint data
(5) Title I, Part A data
Summer data are used to:
(1) Calculate FSP final allotments
(2) Calculate attendance and course completion
(3) Create a portion of the TAPR
(4) Augment the monitoring of special programs
(5) Perform desk audits

This database is accessible to the public, to the legislature, to the press, and many others. It is used by the Division of Performance Reporting to rate districts and campuses. It is used by the Division of School Governance and Complaints Management in special investigations. It is used by the Commissioner to investigate issues of data quality. It is used by the State Finance Office to distribute funds.

Submission 3 Summer
Budget Projections
Textbook Request Verification
Edit Residency Requirements
Graduation Rate
Electronic Transcripts
Dropout Rate
Compliance Monitoring

https://www.houstonisd.org/site/handlers/filedownload.ashx?moduleinstanceid=276861&dataid=309956&FileName=2020-2021_School_Guidelines_v7.pdf
ACCOUNTABILITY/PEIMS/TAPR/DATA ACCOUNTABILITY

Sub 3 Summer PEIMS Data Category

Data Submission Summary

Data Category Type	Data Subcategory Code	TSDS	PEIMS			
			1 FALL	2 MDYR	3 SUMR	4 EXYR
Education Organization						
Local Education Agency	10010				Y	
Campus	10020				Y	
Class Period	10040				Y	
Master Schedule	10050				Y	
Course	10070				Y	
Calendar	10200				Y	
Student						
Student Basic Information	40100				Y	
Enrollment	40110				Y	
Special Education Program	41163				Y	
Career and Technical Program	41169				Y	
Title I, Part A Program	41461				Y	
Basic Attendance	42400				Y	
Special Programs Reporting Period Attendance	42401				Y	
Special Education Attendance	42405				Y	
Career and Technical Education Attendance	42410				Y	
Flexible Attendance	42500				Y	
Special Education Flexible Attendance	42505				Y	
Career and Technical Flexible Attendance	42510				Y	
Student Truancy	42600				Y	
Course Completion	43415				Y	
Disciplinary Action	44425				Y	
Student Restraint	45435				Y	
Student Graduation Program	48011				Y	
Campus Course Section						
Course Section	50300				Y	

Summer School Timelines

Summer School Timeline K-12

- May 21, 2021 – Deadline for campuses to run Stored Grades Search Report
- May 26, 2021 – Deadline for Summer School required notification letters
- June 9, 2021 – Deadline to request courses for summer school
- June 17, 2021 – First day of Instruction
- June 18, 2021 – No Show
- **June 18, 2021 – Last day to enroll students**
- June 22, 2021 – Grades due for Progress Reports
- June 28, 2021 – Progress Reports due
- July 05, 2021 – Student/Staff Holiday
- July 06, 2021 – Grades due for Report Cards
- July 08, 2021 – Last day of instruction / Report Card
- July 12, 2021 – Severe Weather Make-Up Day
- July 19, 2021 – Deadline to finalize promotion status for Grade Placement Committees

Summer School Timeline EL PK-K

- June 16, 2021 – First day of Instruction
- June 17, 2021 – No Show
- June 18, 2021 – Last day to enroll students
- June 22, 2021 – Grades due for Progress Reports
- June 28, 2021 – Progress Reports due
- July 05, 2021 – Student/Staff Holiday
- July 06, 2021 – Grades due for Report Cards
- July 13, 2021 – Last day of instruction
- July 14, 2021 – Severe Weather Make-Up Day

SK_ Summer School 2021 Data Entry Training; VIRT 1452073

iDelegate

Please ensure that iDelegate is updated any time there are staff changes on your campus.

2020-2021 Report Card and Progress Report Dates

2020-2021 HISD Connect Dates for 6-WEEK Report Card and Progress Report

Progress Report (PR)/Cycle (CY)	Export Code in	Progress Report (PR) and	HISD Connect	Teacher Verification	HISD Connect	Progress Reports/Report Cards Go Out to Parents
	HISD Connect	Report Card Cycle (CY) End Date	Teacher Timeframe	Due (CY) @ 5p	Lock Date @ 12:01a	
PR1	PR Run 1	9/25/2020(Friday)	9/28/2020 - 10/01/2020			10/2/2020
CY1	CY1	10/16/2020 (Friday)	10/19/2020 - 10/21/2020	10/21/2020	10/22/2020 (Thursday)*	10/23/2020 (Friday)
PR2	PR Run 2	11/06/2020 (Friday)	11/09/2020-11/11/2020			11/13/2020 (Friday)
CY2	CY2	12/04/2020 (Friday)	12/07/2020 - 12/09/2020	12/9/2020	12/10/2020 (Thursday)*	12/11/2020 (Friday)
PR3	PR Run 3	01/08/2021 (Friday)	01/11/2021 - 01/13/2021			1/15/2021 (Friday)
CY3	CY3	01/28/2021 (Thursday)**	02/01/2021 - 02/03/2021	2/3/2021	02/04/2021 (Thursday)*	02/05/2021 (Friday)
PR4	PR Run 4	02/19/2021 (Friday)	02/22/2021 - 02/24/2021			2/26/2021 (Friday)
CY4	CY4	03/12/2021 (Friday)	03/22/2021 - 03/24/2021	3/24/2021	3/25/2021 (Thursday)*	3/26/2021 (Friday)
PR5	PR Run 5	04/09/2021 (Friday)	04/12/2021 - 04/14/2021			4/16/2021 (Friday)
CY5	CY5	4/30/2021 (Friday)	05/03/2021 - 05/05/2021	5/5/2021	05/06/2021 (Thursday)*	05/07/2021(Friday)
PR6	PR Run 6	05/21/2021 (Friday)	05/24/2021 - 05/26/2021			5/28/2021 (Friday)
CY6	CY6	06/11/2021 (Friday)		06/09/2021 (ES/MS)	06/10/2021 (ES/MS)	06/11/2021 (ES/MS)
				06/16/2021 (HS)	06/17/2021 (HS)	06/18/2021 (HS)

**End of 1st semester

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

Resources

Federal and State Compliance Department, <https://www.houstonisd.org/Page/58634>

- Discipline Forms and Documents <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>
- Training Information

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.

Resources

SIS/HISD Connect Training and Information

- **SIS Training Website** (<https://connect.houstonisd.org/IT/SitePages/SIS%20Training.aspx>)
- **IT Security and Access Forms**
<https://houstonisd.sharepoint.com/sites/DEPTS/InfoTech/SitePages/ITForms.aspx>
- SIS On-Line Support for HISD Connect (Power School) (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

Academic Service Memos

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

Online Student Enrollment and Information

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

Federal and State Compliance Team

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Questions?

Thank you!

Date: May 17, 2021

Presenters:

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Veda Winfree, Sr. Compliance Analyst

