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.
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 ÷ 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 ÷ 29 = 31% (student DOES NOT qualify as an on-campus instruction participant)
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
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
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.

![Enrollment Search - Student Entry/Exit Report](image)

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

Export report in PDF, print and place it in an envelope labeled Student Entry/Exit Report 9/8/2020-6/11/2021
# End of Year Manual Documentation for End of Year Box Collection 2020-2021

## Absentee Reports – Elementary and Secondary Schools

<table>
<thead>
<tr>
<th>Cycle I</th>
<th>Cycle II</th>
<th>Cycle III</th>
<th>Cycle IV</th>
<th>Cycle V</th>
<th>Cycle VI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual Class Rosters from Teachers</td>
<td>Manual Class Rosters from Teachers</td>
<td>Manual Class Rosters from Teachers</td>
<td>Manual Class Rosters from Teachers</td>
<td>Manual Class Rosters from Teachers</td>
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<td>Emailed Rosters or Attendance from Teachers</td>
<td>Emailed Rosters or Attendance from Teachers</td>
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<td>Emailed Rosters or Attendance from Teachers</td>
<td>Emailed Rosters or Attendance from Teachers</td>
<td>Emailed Rosters or Attendance from Teachers</td>
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<tr>
<td>Substitute Rosters</td>
<td>Substitute Rosters</td>
<td>Substitute Rosters</td>
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<td>Substitute Rosters</td>
</tr>
</tbody>
</table>

## ADA Attendance Change Forms – Elementary and Secondary Schools

Labeled by each Cycle and Date of Cycle

<table>
<thead>
<tr>
<th>Cycle I</th>
<th>Cycle II</th>
<th>Cycle III</th>
<th>Cycle IV</th>
<th>Cycle V</th>
<th>Cycle VI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chronological Order by date: Ascending</td>
<td>Chronological Order by date: Ascending</td>
<td>Chronological Order by date: Ascending</td>
<td>Chronological Order by date: Ascending</td>
<td>Chronological Order by date: Ascending</td>
<td>Chronological Order by date: Ascending</td>
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<td>Or Descending</td>
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<td>Or Descending</td>
<td>Or Descending</td>
<td>Or Descending</td>
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</tbody>
</table>

## Campus Summary Cycles 1-6 Located under State Reports

Labeled by each Cycle and Date of Cycle

<table>
<thead>
<tr>
<th>Cycle I</th>
<th>Cycle II</th>
<th>Cycle III</th>
<th>Cycle IV</th>
<th>Cycle V</th>
<th>Cycle VI</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Sign and date</td>
<td>Sign and date</td>
<td>Sign and date</td>
<td>Sign and date</td>
</tr>
</tbody>
</table>
## 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.
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

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

The PEMS Coordinator and Principal must complete, sign, date and submit this form at the end of each six-week cycle. Check the box below to indicate the cycle you are acknowledging:

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

<table>
<thead>
<tr>
<th>Six Weeks Data Verification Acknowledgment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Detail Report</td>
<td></td>
</tr>
<tr>
<td>Campus Summary Report</td>
<td></td>
</tr>
<tr>
<td>(the Campus Summary Report must be submitted as a separate document with the signature page signed and dated.)</td>
<td></td>
</tr>
<tr>
<td>Student Program Indicator Report</td>
<td></td>
</tr>
<tr>
<td>Learner Verification Report (Secondary campus only)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus PEMS Coordinator’s Checklist &amp; Acknowledgment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance - Run ADA Enrollment Count Report, verify and confirm data</td>
<td></td>
</tr>
<tr>
<td>Discipline - Run the Incident Management Verification Report, Confirm discipline documentation is complete and on site.</td>
<td></td>
</tr>
<tr>
<td>Enrollment/Withdrawals - Monitor enrollment/withdrawal process to ensure process aligns with TEA guidelines</td>
<td></td>
</tr>
<tr>
<td>Special Programs - Run Student Programs Indicator Roster Report and share with appropriate staff. Verify and confirm data, update where needed</td>
<td></td>
</tr>
</tbody>
</table>

Affirmation: By signing below, I acknowledge that my campus has generated the above-recommended reports, reviewed the data for accuracy and completeness, and signed appropriate or missing data in HISD Connect. I have signed, dated, and filed a copy of each report for our records.

Campus PEMS Coordinator’s Signature: ___________________________ Date: ___________
Principal’s Signature: ___________________________ Date: ___________

HOUSTON INDEPENDENT SCHOOL DISTRICT
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

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Cycle Dates</th>
<th>Verification Period</th>
<th>Campus Summary Report (CSR)</th>
<th>CSR Signature Page Due to FSC</th>
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<tbody>
<tr>
<td>5</td>
<td>Mar. 22 – Apr. 30</td>
<td>May 3 – May 14</td>
<td>May 17</td>
<td>May 21</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, June 1, 2021</td>
<td><strong>Campuses/Depts</strong> – Existing errors or data needing to enter/clear on HISD Connect (Fatal error free)</td>
</tr>
<tr>
<td>Thursday, June 3, 2021</td>
<td><strong>Campuses/Depts</strong> – Deadline to enter/clear data on HISD Connect Prod to be included in the First Summer Sub.</td>
</tr>
<tr>
<td>Friday, June 4, 2021</td>
<td>Final Refresh (PEIMS ENV)</td>
</tr>
</tbody>
</table>
The information collected for PEIMS is utilized by TEA in the following ways:

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.

ACCOUNTABILITY/PEIMS/TAPR/DATA
ACCOUNTABILITY
## Sub 3 Summer PEIMS Data Category

### Data Submission Summary

<table>
<thead>
<tr>
<th>Data Category Type</th>
<th>Data Subcategory Code</th>
<th>TSDS</th>
<th>PEIMS</th>
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<tr>
<td></td>
<td></td>
<td>1 FALL</td>
<td>2 MDYR</td>
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<tr>
<td><strong>Education Organization</strong></td>
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<td>Master Schedule</td>
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<td>Student Basic Information</td>
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<td>Career and Technical Program</td>
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<td>Title I, Part A Program</td>
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<td>Basic Attendance</td>
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<td>Special Programs Reporting Period Attendance</td>
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<td>Special Education Attendance</td>
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<td>Career and Technical Education Attendance</td>
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<td>Flexible Attendance</td>
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<td>Special Education Flexible Attendance</td>
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<tr>
<td>Career and Technical Flexible Attendance</td>
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<td>Student Truancy</td>
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<td>Course Completion</td>
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<td>Disciplinary Action</td>
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<td>Student Restraint</td>
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<td>Student Graduation Program</td>
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<td><strong>Campus Course Section</strong></td>
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<tr>
<td>Course Section</td>
<td>50300</td>
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</tbody>
</table>
### 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
Please ensure that iDelegate is updated any time there are staff changes on your campus.
### 2020-2021 HISD Connect Dates for 6-WEEK Report Card and Progress Report

<table>
<thead>
<tr>
<th>Progress Report (PR)/Cycle (CY)</th>
<th>Export Code in HISD Connect</th>
<th>Progress Report (PR) and Report Card Cycle (CY) End Date</th>
<th>HISD Connect Teacher Timeframe</th>
<th>Teacher Verification Due (CY) @ 5p</th>
<th>HISD Connect Lock Date @ 12:01a</th>
<th>Progress Reports/Report Cards Go Out to Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR1</td>
<td>PR Run 1</td>
<td>9/25/2020 (Friday)</td>
<td>9/29/2020 - 10/01/2020</td>
<td>10/2/2020</td>
<td>10/2/2020</td>
<td>10/23/2020 (Friday)</td>
</tr>
<tr>
<td>CY1</td>
<td>CY1</td>
<td>10/16/2020 (Friday)</td>
<td>10/19/2020 - 10/21/2020</td>
<td>10/21/2020</td>
<td>10/22/2020 (Thursday)*</td>
<td>10/23/2020 (Friday)</td>
</tr>
<tr>
<td>PR2</td>
<td>PR Run 2</td>
<td>11/06/2020 (Friday)</td>
<td>11/09/2020-11/11/2020</td>
<td>12/9/2020</td>
<td>12/10/2020 (Thursday)*</td>
<td>11/13/2020 (Friday)</td>
</tr>
<tr>
<td>CY2</td>
<td>CY2</td>
<td>12/04/2020 (Friday)</td>
<td>12/07/2020 - 12/09/2020</td>
<td>12/10/2020</td>
<td>12/11/2020 (Friday)</td>
<td>12/11/2020 (Friday)</td>
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<tr>
<td>PR3</td>
<td>PR Run 3</td>
<td>01/08/2021 (Friday)</td>
<td>01/11/2021 - 01/13/2021</td>
<td>02/04/2021 (Thursday)*</td>
<td>02/05/2021 (Friday)</td>
<td>1/15/2021 (Friday)</td>
</tr>
<tr>
<td>CY3</td>
<td>CY3</td>
<td>01/28/2021 (Thursday)**</td>
<td>02/01/2021 - 02/03/2021</td>
<td>2/3/2021</td>
<td>02/04/2021 (Thursday)*</td>
<td>02/05/2021 (Friday)</td>
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<tr>
<td>PR4</td>
<td>PR Run 4</td>
<td>02/19/2021 (Friday)</td>
<td>02/22/2021 - 02/24/2021</td>
<td>2/26/2021 (Friday)</td>
<td>2/26/2021 (Friday)</td>
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<tr>
<td>CY4</td>
<td>CY4</td>
<td>03/12/2021 (Friday)</td>
<td>03/22/2021 - 03/24/2021</td>
<td>3/24/2021</td>
<td>3/25/2021 (Thursday)*</td>
<td>3/26/2021 (Friday)</td>
</tr>
<tr>
<td>PR5</td>
<td>PR Run 5</td>
<td>04/09/2021 (Friday)</td>
<td>04/12/2021 - 04/14/2021</td>
<td>4/16/2021</td>
<td>4/16/2021 (Friday)</td>
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<tr>
<td>CY5</td>
<td>CY5</td>
<td>04/30/2021 (Friday)</td>
<td>05/03/2021 - 05/05/2021</td>
<td>5/5/2021</td>
<td>05/06/2021 (Thursday)*</td>
<td>05/07/2021 (Friday)</td>
</tr>
<tr>
<td>PR6</td>
<td>PR Run 6</td>
<td>05/21/2021 (Friday)</td>
<td>05/24/2021 - 05/26/2021</td>
<td>5/28/2021</td>
<td>5/28/2021 (Friday)</td>
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</tr>
<tr>
<td>CY6</td>
<td>CY6</td>
<td>06/11/2021 (Friday)</td>
<td>06/09/2021 (ES/MS)</td>
<td>06/10/2021 (ES/MS)</td>
<td>06/11/2021 (ES/MS)</td>
<td>06/16/2021 (HS)</td>
</tr>
</tbody>
</table>

**End of 1st semester**

The table above provides the dates for the 2020-2021 HISD Connect Dates for 6-WEEK Report Card and Progress Report. Each row represents a specific cycle, with columns detailing the export code, end date, and relevant dates for HISD Connect, teacher verification, and when progress reports/report cards go out to parents.
**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.

---

**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),
- 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
- 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

Online Student Enrollment and Information
- https://www.houstonisd.org/enroll
# Federal and State Compliance Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wanda Thomas, Sr. Manager</td>
<td>713-556-6775</td>
<td><a href="mailto:wthomas1@houstonisd.org">wthomas1@houstonisd.org</a></td>
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<tr>
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</tr>
<tr>
<td>Berta Garcia, Sr. Student Information Representative</td>
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<td></td>
</tr>
<tr>
<td>Lisa Muniz, Sr. Student Information Representative</td>
<td>713-556-6774</td>
<td><a href="mailto:Lisa.Muniz2@houstonisd.org">Lisa.Muniz2@houstonisd.org</a></td>
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<tr>
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<td></td>
</tr>
<tr>
<td>Felicia Freeman, Sr. Student Information Representative</td>
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<td><a href="mailto:ffreeman@houstonisd.org">ffreeman@houstonisd.org</a></td>
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<td>Rosemary Fuentes, Sr. Student Information Representative</td>
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<td><a href="mailto:rfuentes@houstonisd.org">rfuentes@houstonisd.org</a></td>
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<tr>
<td>Rachel Betancourt, Sr. Student Information Representative</td>
<td>713-556-6753</td>
<td><a href="mailto:Rbentac2@houstonisd.org">Rbentac2@houstonisd.org</a></td>
</tr>
</tbody>
</table>
# State Reporting Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. Manager of State Reporting - Vacant</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Irma Hasnain, Sr. Compliance Analyst</td>
<td>713-556-6759</td>
<td><a href="mailto:ihasnain@houstonisd.org">ihasnain@houstonisd.org</a></td>
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<td>Arian Sadri, Student Info and Report Analyst</td>
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</tr>
</tbody>
</table>
Questions?
Thank you!

Date: May 17, 2021

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