

## Teacher Instructions

### Student Enrollment Reconciliation

***The Student Attendance Accounting Handbook section 2.3.4 Reconciliation of Teacher's Roster Information and Attendance Accounting Records states the following:***

“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.”

Houston I.S.D. will perform this task on **Friday, March 5, 2021**.

The total number of students in membership is to be reconciled to the total number of students listed on the teacher’s class roster. Each teacher will verify their class roster with their signature.

Instructions:

**Step 1:** Draw a single line thru the student’s name if the student never engaged in your class this school year. Write No Show on the comment line.

**Step 2:** Count number of students engaged. Write the total on the roster.

**Note:** Absent students are still counted in membership.

**Step 3:** Sign and date the top of your roster and submit it to your S.I.R/Clerk.

## SIR/Attendance Clerk Instructions Student Enrollment Reconciliation

***The Student Attendance Accounting Handbook section 2.3.4 Reconciliation of Teacher's Roster Information and Attendance Accounting Records states the following:***

“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.”

Houston I.S.D. will perform this task on **Friday, March 5, 2021.**

**Step: 1** Distribute Class Rosters and instructions to all **ADA** Teachers.

**Step: 2** Create an ADA teacher checklist to use as a check off to ensure all teachers have returned their Class Roster. Confirm that teachers no showed students, totaled, signed, and dated the roster.

**Step 3: Virtual Students ONLY:** Secondary campuses look at attendance screen for each student marked No Show. If the **student engaged** in another class **do not No Show** the student. Mark the student RA Present in his/her ADA period ONLY.

**Step 4:** Run Enrollment Search-Student Entry/Exit Report in Excel and document students who you did not no show because the student engaged in a non-ADA period. For example, Big Bird was marked “RA Present” in 6<sup>th</sup> period and No Showed by the ADA period teacher.

**The PEIMS Coordinator must sign and date this report.**

**Step 5:** If the **student did not engage** in any class transfer the student out. The Exit Date MUST match the Entry Date. The Exit Code will be L (Left). See example below.

Current Enrollment				
Entry Date / Code		Exit Date / Code	Grade	Entry Comment
09/16/2020	E	09/16/2020	L	0

**Step 6:** Use the Enrollment Student Entry/Exit Summary Report to get total count of students per grade level. Enter the counts on the Campus Membership Reconciliation form.  
(Note, your manual count and the enrollment summary totals should be the same)

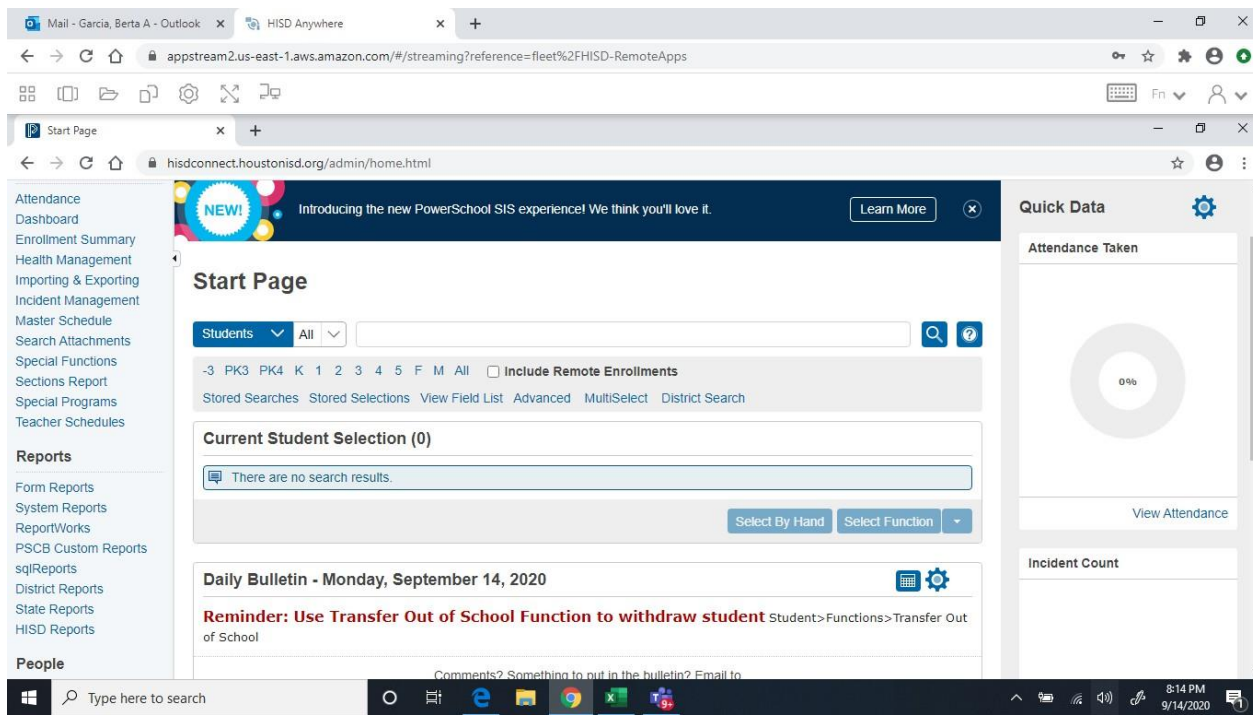
**Reconciliation for your campus is due to the PEIMS  
Coordinator on or before  
Tuesday, March 9, 2021**

**Please scan and email copies of Teacher Rosters, Excel Document, and the Campus Membership Reconciliation Form to **Federal and State Compliance Department by Wednesday, March 10, 2021****

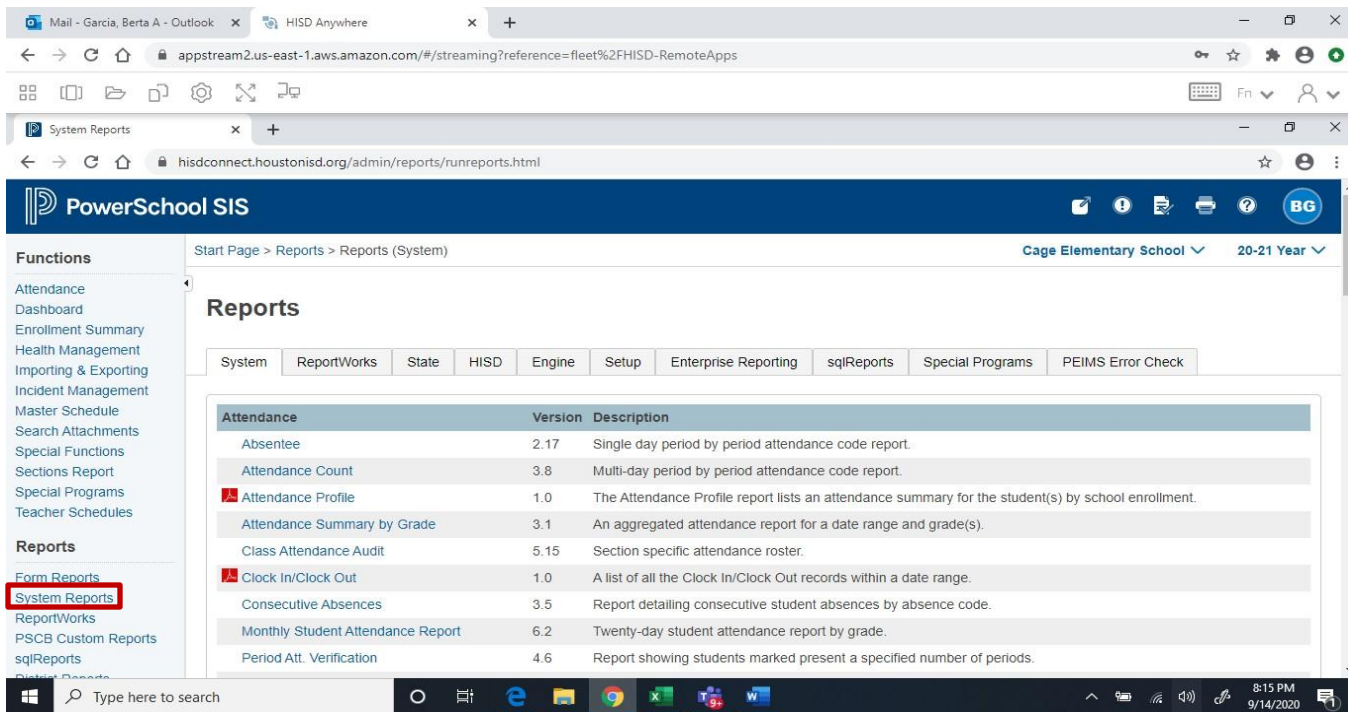
# Instructions to run Reports in HISD Connect Including Sample Reports and Forms

# HISD Class Enrollment Verification Report

## 1. On the Start Page of PowerSchool



## 2. Under Reports select System Reports



3. Scroll down under Student/Staff Listings section, click [Class Rosters \(PDF\)](#)

Student/Staff Listings	Version	Description
At Risk	1.1	A listing of courses, sections and grades associated with students who are currently at risk of failing for the current term.
<input checked="" type="checkbox"/> Career Tech Credentials	1.0	A list of students and their Career and Technical Education program details.
<input checked="" type="checkbox"/> <b>Class Rosters (PDF)</b>		Class information and roll sheets.
<input checked="" type="checkbox"/> Contact Tracing	1.2	Report that identifies students/staff who have had contact with a selected student.
Master Schedule (PDF)		User definable student schedule report.
<input checked="" type="checkbox"/> Staff Listing	1.0	List of staff for selected schools
<input checked="" type="checkbox"/> Student Birthday List	1.1	A list of all student birthdays within a date range
Student Schedule Listing		User definable student schedule report.

- On the right side in the Load Report panel choose HISD Class Enrollment Verification
- Select and highlight the teacher(s) needed.
- In the **Meeting(s)** section put a check in the **HR** box for Elementary campuses. Secondary campuses choose the ADA period.
- Include students who select bullet for are currently enrolled in class.**

**Class Rosters (PDF)**

Print rosters for (hold the CTRL key to make multiple selections)

Load Report: **HISD Class Enrollment Verification**

White, Barbara L  
Williams Key, Tiffany C  
Williams, Brantley  
Wilson, Patrice L  
Witherspoon, Stephanie R  
Xie, Wei

Meeting(s) (leave unchecked for all)

	M	T	W	R	F
0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Include students who

are currently enrolled in class

were enrolled on MM/DD/YYYY

were enrolled any time between MM/DD/YYYY and MM/DD/YYYY

- To add the students' grade level, scroll down to the **Roster columns (Fields)**.
- In the box place your cursor after Student Number and click return.

10. Copy and paste the following in the box: **Grade\_Level\Grade\8\C**

<p>Roster columns (Fields)</p>	<p>Format: field name \ column title \ column width \ alignment</p> <p>LastFirst\Student Name\2\I                  Student_Number\Student ID\1\C  <b>Grade_Level\Grade\8\C</b>                  _____\Verified\1.5\C                  _____\Comment\2.75\L</p>
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11. Highlight the **Verified** line.

<p>Roster columns (Fields)</p>	<p>Format: field name \ column title \ column width \ alignment</p> <p>LastFirst\Student Name\2\I                  Student_Number\Student ID\1\C                  Grade_Level\Grade\8\C  <b>_____ \Verified\1.5\C</b>                  _____\Comment\2.75\L</p>
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12. Delete the **Verified** line.

<p>Roster columns (Fields)</p>	<p>Format: field name \ column title \ column width \ alignment</p> <p>LastFirst\Student Name\2\I                  Student_Number\Student ID\1\C                  Grade_Level\Grade\8\C                  _____\Comment\2.75\L</p>
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13. Click **Submit**.

14. Report is running. Click **Refresh** to generate report to a completed status. Continue to refresh until complete.

15. Click **View** to see report, print, or save on your desktop.

16. See example below.

**Houston Independent School District**  
**HISD Class Roster (Weekly)**

Page: 1

**Class:** AP:US GOVT - A2(M,W,F)      **Section:** 2

**Teacher:**       **Room:** 345      **Total Students:** 10

**School Year:** 2020-2021      **Effective Date:** 03/05/2021

**Teacher Instruction:** Check off each student on this roster who has attended your class, even if the student is absent on the day of this verification. If the student never attended this class or has missed the past five consecutive days, note that in the Comment section. Sign and Date below and return to your school designee *(if your roster exceeds one page you must sign each page)*

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Teachers can add date here under their signature.

Student Name	Student ID	Grade	Comment
Escoto, <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	179 <span style="border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	12	_____
Glover,	152	12	_____
Mannin	154	12	_____
McGee	178	12	_____
Salvade	157	12	_____
Stephe	154	12	_____
Thomp	157	12	_____
Turner,	164	12	_____
Vaughn	151	12	_____
William	156	12	_____

## Search-Student Entry/Exit Summary Report

This report can be used to search student enrollment for entries and exits within a selected date range.

1. On left side of **Start Page** under **Reports** heading, select **District Reports**.
2. Under **Registration and Enrollment** section, select **Search-Student Entry/Exit Summary**.
3. **Start Date** 09/08/2020 **End Date** 03/05/2021
4. Click **Submit**

**Enrollment Search - Student Entry/Exit**

**Report Filters**

Start Date: 09/08/2020 End Date: 03/05/2021

[Select parameters and click submit](#) **Submit**

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

▼ **Enrollment Summaries** Date Range: 09/08/2020 - 03/05/2021

**Summary By School**

School Name	Entered	Exited	Count
	979	150	979
District	979	150	979

**Summary By Grade Level**

Grade Level	Entered	Exited	Count
9	364	84	364
10	228	26	228
11	170	23	170
12	217	17	217
Total	979	150	979

**Summary By Ethnicity**

Ethnicity	Entered	Exited	Count
-	22	5	0
1	2	1	2
2	2	1	2
3	561	66	561
5	136	43	136
H	246	33	246
M	10	1	10
Total	979	150	957

**NOTE:** Subtract the Exited number from the Entered number to get enrollment total per grade level.  
 Example: *9<sup>th</sup> grade: 364 – 84 = 280, therefore total for 9<sup>th</sup> grade is 280.*  
 On the Campus Membership Reconciliation Form enter count for each grade level.

Enter Campus Name \_\_\_\_\_ Campus #: \_\_\_\_\_ Enter SIR/Clerk Name \_\_\_\_\_

**Campus Membership Reconciliation**  
**PEIMS Coordinator Approval**

Is membership balanced for Friday, March 5, 2021? Yes/No

Below enter the total membership/enrollment count from **Power School SIS**.

PE	PK	KN	01	02	03	04	05	06	07	08	09	10	11	12	SIS Total
															0

Below enter the total membership count from the HISD Class Enrollment Verification (**Class Rosters**).

PE	PK	KN	01	02	03	04	05	06	07	08	09	10	11	12	Class Roster TOTAL
															0

PEIMS Coordinator Print Name \_\_\_\_\_ PEIMS Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please return to your FSC SSIR no later than Wednesday, March 10, 2021*



### Sample Excel Document

	A	B	C	D	E	F	G
1	School	Student Number	Student	Grade Level	Gender	Entry Date	Comments
2	Sesame Street	1234567	Bird, Big	9	F	9/8/2020	Marked RA present in 6th period
3	Sesame Street	2345678	Street, Bert	10	M	10/30/2020	Marked RA present in 4th period
4	Sesame Street	3456789	Street, Ernie	11	M	1/4/2021	Marked RA present in 3rd period
5	Sesame Street	4567890	Monster, Cookie	12	M	2/3/2021	Marked RA present in 5th period
6							
7							
8							
9							
10							

### Sample ADA Teacher Checklist

4th Six Weeks ADA Teacher Checklist

Date: \_\_\_\_\_

Teacher Name	Rec'vd	Enrolled Count	Teacher Name	Rec'vd	Enrolled Count
Brown	✓	14			
Bunker	✓	30			
Davis	✓	27			
Fowler	✓	27			
Washington	✓	12			
				Total	110

Campus Daily Register Totals:

Grade Level	Count
9th	50
10th	60
11th	70
12th	40
<b>Totals</b>	<b>110</b>