



## Daily Attendance Coversheet

Campus Name: \_\_\_\_\_

Date: \_\_\_\_\_ Bell Schedule: \_\_\_\_\_

### Check all attached:

- Recorded Class Attendance
- Sub Attendance
- Teacher Attendance
- Early Release Log (if system goes down)
- Field Trip/UIIL Attendance
- Testing Attendance Roster
- Nurse Log
- Tardy Log
- Notes from Campus Staff Changing Attendance
- Alternate Attendance Time Form
- Discipline Attendance Notification
- Homebound Attendance Log

### Completed and/or Saved to Department Drive:

- Recorded Class Attendance
- Field Trip/UIIL Attendance
- Nurse Log
- Notes from Campus Staff Changing Attendance
- Discipline Attendance Notification
- Homebound Attendance Log

Attendance Signature: \_\_\_\_\_

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



## Daily Attendance Coversheet

Campus Name: \_\_\_\_\_

Date: \_\_\_\_\_ Bell Schedule: \_\_\_\_\_

### Check all attached:

- Recorded Class Attendance (WS/OF/AT/RE/AR/DR/RC)
- Sub Attendance (WS/SR/TX/RE/AT/AW)
- Teacher Attendance (We will only have this when our system goes down and a teacher has to write out attendance)
- Early Release Log (We have an electronic log so if it goes down we switch to paper)
- Field Trip/UII Attendance (A signed roster showing who went on the field trip)
- Testing Attendance Roster (WS/SR/TX/RE/AT/AW only if we do not take attendance online immediately before the test)
- Nurse Log (WS/ST/DM...we have a data mining log that the nurses can run each day)
- Tardy Log (Elementary keep tardies on paper each day)
- Notes from Campus Staff Changing Attendance
- Alternate Attendance Time Form (See next page)
- Discipline Attendance Notification (WS/OF/DI/RE/RS/PN)
- Homebound Attendance Log (See next page)

### Completed and/or Saved to Department Drive:

- Recorded Class Attendance (WS/OF/AT/RE/AR/DR/RC)
- Field Trip/UII Attendance (A signed roster showing who went on the field trip)
- Nurse Log (WS/ST/DM...we have a data mining log that the nurses can run each day)
- Notes from Campus Staff Changing Attendance
- Discipline Attendance Notification (WS/OF/DI/RE/RS/PN)
- Homebound Attendance Log (See next page)

Attendance Signature: \_\_\_\_\_

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

Alternate Attendance Memo

Campus: \_\_\_\_\_

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

Time: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Reason: \_\_\_\_\_

---

Method of Attendance (circle):

Computer

Paper

According to the Texas Education Agency Student Attendance Accounting Handbook, "if standardized achievement tests or final exams are administered during the period designated for attendance taking, staff should record absences just before, during or immediately after the exam."

"If your district's superintendent delays the start of the school day for your campus for a reason related to health or safety (for example, because of flooding or bad weather), your campus may choose an alternative attendance-taking time for that day."

The person signing below certifies that on the above date attendance was taken at an alternate time and/or by an alternate method.

---

Campus Administrator

---

Campus Attendance



# HOMEBOUND SERVICES INSTRUCTIONAL LOG

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

TSDS Unique ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Campus: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

This log must be sent to \_\_\_\_\_ on a weekly basis.

The above named District Employee will forward a copy to the respective campus attendance clerk and the District PEIMS Coordinator.

Weekly attendance is based on the following instructional hours the student is served:

Amount of Time Served per Week:	Eligible Days Present Earned per Week:
One Hour	One Day Present
Two Hours	Two Days Present
Three Hours	Three Days Present
Four or More Hours	Four Days Present (4 day week) Five Days Present (5 day week)

Day	Date	Arrival Time	Departure Time	Instructional Time (mins)	Teacher's Initials	Student's Initials	Notes/Other
Sun							
Mon							
Tues							
Wed							
Thurs							
Fri							
Sat							

Total Weekly Instructional Time: \_\_\_\_\_

Total Weekly Days in Attendance: \_\_\_\_\_



## Six Weeks Reporting Checklist

Campus: \_\_\_\_\_

Reporting Dates: \_\_\_\_\_

### Check all saved to department drive:

- Entry Report
- Absence Occurrence Report
- Discipline Summary Report
- Average Daily Attendance
- Daily Register
- Six Weeks Program Reports (PEIMS Clerk)

### Check all attached:

- Contact Hours Report
  - Signed by Registrar, Attendance & PEIMS Coordinator
- PEIMS 6 Weeks Checklist
- Daily Attendance Packets
- PEIMS 6 Weeks Signed Check List

Registrar Signature: \_\_\_\_\_

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

Attendance Clerk Signature: \_\_\_\_\_

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



## Six Weeks Reporting Checklist

Campus: \_\_\_\_\_

Reporting Dates: \_\_\_\_\_

### Check all saved to department drive:

- Entry Report (WS/ST/RE/EW/EW or Data Mining)
- Absence Occurrence Report (WS/OF/AT/RE/AR/AO)
- Discipline Summary Report (WS/OF/DI/RE/RS/DS)
- Average Daily Attendance (WS/SR/TX/RE/AT/AD)
- Daily Register (WS/SR/TX/RE/AT/DR make sure to check Build PEIMS Records)
- Six Weeks Program Reports (PEIMS Clerk) (See next page)

### Check all attached:

- Contact Hours Report (WS/SR/TX/RE/AT/CH)
  - Signed by Registrar, Attendance & PEIMS Coordinator
- PEIMS 6 Weeks Checklist
- Daily Attendance Packets
- PEIMS 6 Weeks Signed Check List (See next page)

Registrar Signature: \_\_\_\_\_

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

Attendance Clerk Signature: \_\_\_\_\_

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

Hutto Independent School District  
 PEIMS 6 Weeks Checklist  
 6 Week # \_\_\_\_ of 6

Special Population	Administrator/Program Coordinator Signature	Date Saved
504 Student List	Data Mining: Six Weeks 504	
At Risk	Data Mining: Six Weeks At Risk	
BIL/ESL/LEP	Data Mining: Six Weeks LEP/BIL/ESL	
CTE-Students/Courses	Federal State Reporting/PEIMS/Pre-PEIMS/170 Career and Tech Education Course	
Discipline w/ Attendance	Office/Discipline/Reporting/Disc Summary Office/Attendance/Reporting/Abs Occurrence	
Dyslexia	Data Mining: Six Weeks Dyslexia	
Early Reader	Data Mining: Six Weeks Early Reading Indicator	
Foster Care	Data Mining: Six Weeks Foster Care Students	
Gifted & Talented	Data Mining: Six Weeks Gifted and Talented	
Graduated	Data Mining: Six Weeks Graduated	
Homebound	Data Mining: Six Weeks Homebound	
Homeless/Unaccompanied Youth	Data Mining: Six Weeks Homeless	
Immigrant Status	Data Mining: Six Weeks Immigrant	
Leavers	Student/Reports/Entry/Withdraw Report	
Military Connected	Data Mining: Six Weeks Military Connected	
PK/PPCD/EE	Data Mining: Six Weeks PK/EE	
Pregnancy Related Services	Data Mining: Six Weeks PRS	
Special Education List	Federal State Reporting/PEIMS/Pre-PEIMS/163 Special Education Record	
Title I Students	Federal State Reporting/PEIMS/Pre-PEIMS/461 Title I Record (Run with errors only and fix)	
Transfers	Data Mining: Six Weeks Transfers	



2017-2018  
PEIMS 6 Weeks Check List

I, the undersigned, hereby offer assurances that I have taken measures to verify the accuracy and authenticity of the PEIMS information attached to this form. I further affirm that the data appearing on the attached reports are the basis for information required for the \_\_\_\_\_ six weeks and comply with all relevant state and federal regulations. My signature indicates that I have checked all PEIMS data for the information for which I am responsible. I attest that the information contained in the attached reports is a true and fair representation, in all material respects of my campus/program records.

**Initial Next to Data Reviewed**

- \_\_\_\_\_ 504 Students
- \_\_\_\_\_ At Risk Students
- \_\_\_\_\_ Bilingual/ESL/LEP Students
- \_\_\_\_\_ CTE-Students (HS Only)
- \_\_\_\_\_ Discipline with Attendance
- \_\_\_\_\_ Dyslexia Students
- \_\_\_\_\_ Early Reading Indicator (Elementary Only)
- \_\_\_\_\_ EE/PK/PPCD (Elementary Only)
- \_\_\_\_\_ Foster Care Students
- \_\_\_\_\_ Gifted and Talented Students
- \_\_\_\_\_ Graduated
- \_\_\_\_\_ Homebound
- \_\_\_\_\_ Homeless/Unaccompanied Youth
- \_\_\_\_\_ Immigrant Students
- \_\_\_\_\_ Leaver Students (Grades 7-12)
- \_\_\_\_\_ Military Connected Students
- \_\_\_\_\_ Migrant Students
- \_\_\_\_\_ Pregnancy and Related Services
- \_\_\_\_\_ Special Education List
- \_\_\_\_\_ Title I Students
- \_\_\_\_\_ Transfer Students

Campus Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Special Programs Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Campus PEIMS

\_\_\_\_\_  
Date



## **WHAT TO LOOK FOR WHEN REVIEWING REPORTS**

- **504 Students** – Verify that all active 504 students are listed. Ensure any students added to 504 during the six weeks appear on the report. Make sure student type is 504.
- **At Risk** - Verify that all the students who have at risk coding should have this coding and there are no students missing from the report. Make sure there are no old records listed.
- **Bilingual/ESL/LEP** – Verify all Bilingual/LEP/ESL students have the correct coding and there are no other students missing from the list that should have Bilingual/LEP/ESL coding. Each year the ESL type should have changes made to reflect the scheduled teachers. All students participating should also have at risk coding.
- **Career & Technology (HS Only)** – Verify all students listed with a CTE code are either currently enrolled in 1 or more CTE classes or the student has a grad plan with a coherent sequent of CTE classes. Also verify no students listed have been in a DAEP placement for 5 or more consecutive days during the six weeks.
- **Discipline** – Verify that all the discipline listed in Skyward matches the attendance records. Also verify all discipline incidents during the six weeks are reported. Last close any open discipline that have been served.
- **Dyslexia Students** – Verify all students on the report are currently being served through 504 Dyslexia or Special Education. Also verify any students listed as “not served” are still being monitored for success.
- **Early Reading Indicator (Elementary only)** – verify that all students in KG-2<sup>nd</sup> have coding plus any student with a code of 1 should also be coded at-risk.
- **EE/PK/PPCD** –Verify that all PK students are listed as Part time, have the correct ADA code based on their program and if necessary have a PK qualifier. All EE students must be listed as SPED unless they are an employee student. Also verify that all EE speech only students are listed with an ADA code of 0.
- **Foster Care Students** – Verify that any student with a start date and no end date and a code 1 has a form 2085 on the campus signifying they are a foster student. Also check to make sure the student is coded economic disadvantage. Any student listed with a start date and no end date and code 2 should be in PK and there should be information from DFPS showing the student was in foster care at some point.
- **Gifted and Talented Students** – Verify that any student listed has been tested and determined to be GT or has had their out of district paperwork reviewed and approved. All students on this report should have a purple folder in their cumulative folder.
- **Graduated Students (HS Only)** – Verify that any student listed with a 01 graduation code has completed all credits to graduate and has passed all EOC exams.
- **Homebound Students** – Verify all students listed on this report have a *Homebound Services Program Notification* and a *Homebound Instructional Log* for each week during the six weeks. If there is not a log for each week the Daily Register cannot be run.
- **Homeless/Unaccompanied Youth** – Verify all students listed on this report have a *Special Programs Coding Sheet*. Also make sure that all students have an at-risk and economic disadvantage indicator of a 1.
- **Immigrant Students** – Verify that any student coded here were born outside the US and have not been in a US school for 3 full academic years.
- **Leaver Students** – Verify all students listed on this report are also listed in the online Entry/Withdraw log. All students listed with a U80 or 98 need to be followed until confirmed a drop out, the leaver code is changed, or PID verified attending another Texas public school.
- **Military Connected** – Initially contact via email any student with a start date and no end date to confirm that the parent is still military connected. 2<sup>nd</sup> Six weeks on verify that any new students have been added to the report.
- **Migrant Students** – Verify all students listed on this report have a Migrant Survey in the system. Any new student during the six weeks that have filled out a migrant survey should be followed up to see if they qualified and then coded.
- **Pregnancy Related Services** – Verify that all students listed have at a minimum the *Initial Contact form* and a doctor’s note. If the student is receiving CEHI contact the PEIMS department for the additional paperwork needed.
- **Special Education List** – Verify that all students are listed with current SPED coding. Pay close attention to any ARD meetings that were held during the six weeks to ensure that any new SPED coding has been changed or added.
- **Title I Students** – If the campus is title I school wide ensure that all students enrolled during the six weeks have been coded title I.
- **Transfer Students** – Verify all students on this report are current transfer students. Ensure that any new students that you were notified as a transfer are listed. Also check to make sure that all out of district transfer students have an ADA code of 3 or 6.

**BEFORE SCHOOL STARTS:**

Hutto Independent School District  
PEIMS Administrator Responsible for Program  
School Year: \_\_\_\_\_

Special Population	Administrator in Charge of Program
504 Student List	
At Risk	
BIL/ESL/LEP	
CTE-Students/Courses	
Discipline	
Dyslexia	
Early Reader	
Foster Care	
Gifted & Talented	
Graduated (HS)	
Homebound	
Homeless/Unaccompanied Youth	
Immigrant	
Leavers (MS/HS)	
Military Connected	
PK/PPCD/EE (Ele)	
Pregnancy Related Services	
Special Education	
Title I	
Transfers	

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Hutto ISD Official Attendance Time 2017-2018 School Year

Principals, as you are planning your master schedules for the upcoming school year, please keep in mind your attendance point in time. Please read the excerpt from the Student Attendance Accounting Handbook, written by TEA for 2017-2018 regarding the official attendance time. This rule is stated in 19 TAC § 129.21 (i).

### **3.6.2 Time of Day for Attendance Taking**

*Each campus must determine attendance for all grades by the absences recorded at the one particular point (**not period**) in time the campus has chosen for roll to be taken (a snapshot, e.g., 9:45 a.m.) during the **second** or **fifth** instructional hour of the day or its equivalent. The selected time may vary from campus to campus within your district.*

***However, once a time has been selected, a campus may not change it during the school year.***

***Remember, the teacher of record for that particular point in time will be responsible for the attendance. Please keep this in mind if you select a time when student's are in elementary specials, the specials teachers would be the one responsible for the attendance and not the homeroom teacher. We want to capitalize on the best time to record attendance for all students. A suggestion would be to not schedule the ADA point in time during elementary specials, or other non-traditional class settings.***

Campus, \_\_\_\_\_, has selected the following time as its official attendance snapshot time for all teachers to take attendance during the official attendance period. This time must fall within the second or fifth hour of instruction unless board approval is received to have during another hour:

**Time selected:** \_\_\_\_\_

\*This will be the official attendance time at this campus for the entire 2017-2018 school year.

Principal's Signature: \_\_\_\_\_

ADA Clerk's Signature: \_\_\_\_\_

**NOTE:** Please make sure that all employees, especially teachers are aware of this time and the importance of taking attendance at the correct time during the official attendance period.