

# TEA - Student Attendance Accounting

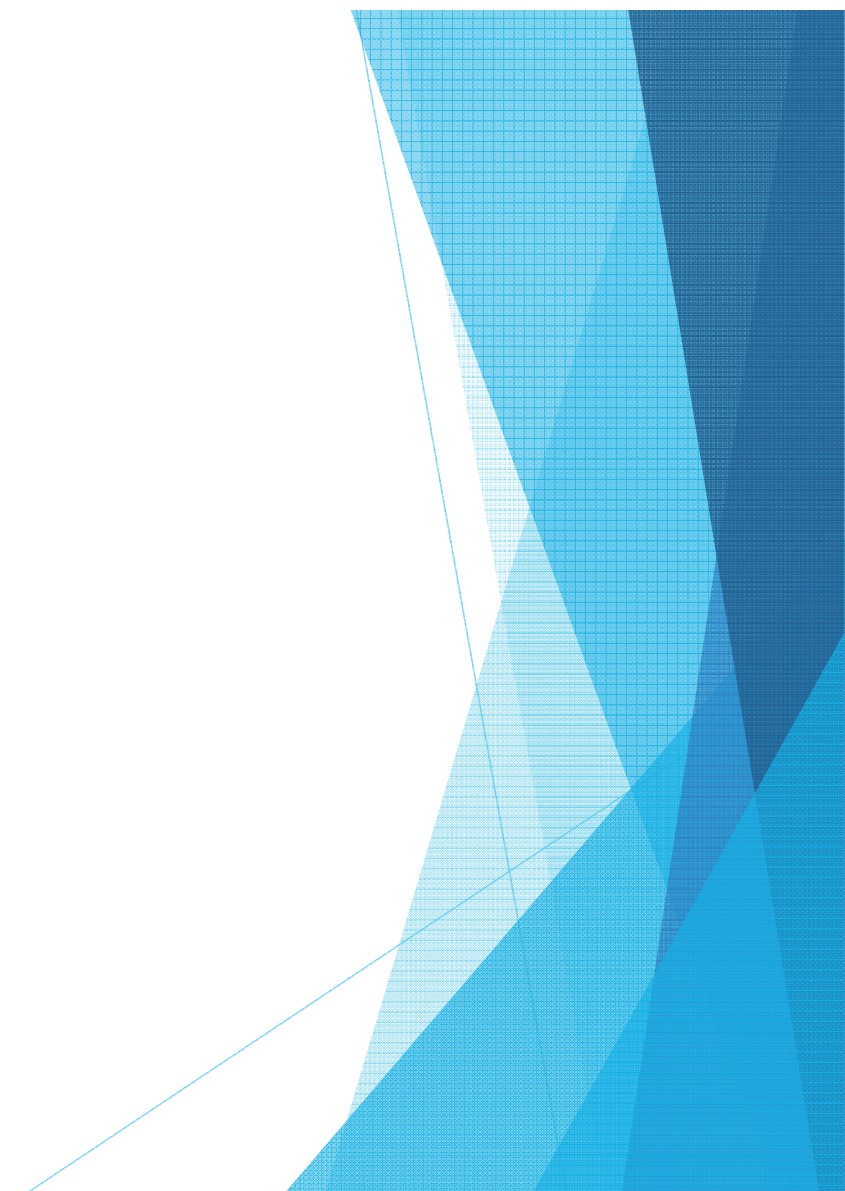
Justin Jons, Texas Education Agency

# Agenda

- ▶ Campus Summary Reports
- ▶ Student Attendance Audit Queries
- ▶ Q&A

# Campus Summary Reports

Sometimes referred to as Principal Reports





**Table I - Superintendents/Principals Semester Report of Student Attendance**

Sixweek Reporting Period: 1

Instructional Track: 1

A. Days Taught:	EE	PK	KG	1	2	3	4	5	
28									
B. Days Membership	0.0	0.0	2,651.0	2,744.0	2,921.0	2,621.0	3,071.0	2,551.0	
C. Total Days Absent	0.0	0.0	83.0	107.0	76.0	64.0	47.0	37.0	
D. Total Days Present	0.0	0.0	2,568.0	2,637.0	2,845.0	2,557.0	3,024.0	2,514.0	
E. Total Ineligible Days	0.0	0.0	0.0	28.0	0.0	0.0	0.0	0.0	
F. Total Eligible Days	0.0	0.0	2,568.0	2,609.0	2,845.0	2,557.0	3,024.0	2,514.0	
G. Elig Days Bilingual/ESL	0.0	0.0	420.0	463.0	403.0	596.0	467.0	366.0	
H. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
I. Elig Days SpecEd Main	0.0	0.0	0.0	27.0	25.0	24.0	27.0	28.0	
J. Biling/ESL Refined ADA	0.0	0.0	15.0	16.5	14.4	21.3	16.7	13.1	
K. SpecEd Main Refined ADA	0.0	0.0	0.0	1.0	0.9	0.9	1.0	1.0	
L. Preg Related Serv FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
M. Career & Technical Ed FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
N. Special Education FTE	0.0	0.0	1.5	3.3	2.2	4.6	6.3	3.5	
O. Regular Program Ref ADA	0.0	0.0	90.2	89.9	99.4	86.7	101.7	86.3	
P. Total Refined ADA	0.0	0.0	91.7	93.2	101.6	91.3	108.0	89.8	
Q. Percent In Attendance	0.0%	0.0%	96.9%	96.1%	97.4%	97.6%	98.5%	98.5%	
	6	7	8	9	10	11	12	Total	
B. Days Membership	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16,559.0	
C. Total Days Absent	0.0	0.0	0.0	0.0	0.0	0.0	0.0	414.0	
D. Total Days Present	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16,145.0	
E. Total Ineligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28.0	
F. Total Eligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16,117.0	
G. Elig Days Bilingual/ESL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2,715.0	
H. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
I. Elig Days SpecEd Main	0.0	0.0	0.0	0.0	0.0	0.0	0.0	131.0	
J. Biling/ESL Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	97.0	
K. SpecEd Main Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.7	
L. Preg Related Serv FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
M. Career & Technical Ed FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
N. Special Education FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21.4	
O. Regular Program Ref ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	554.2	
P. Total Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	575.6	
Q. Percent In Attendance	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	97.5%	

Note: Detail may not add to totals due to rounding.

**Table I - Superintendents/Principals Semester Report of Student Attendance**

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██████████  
██████████

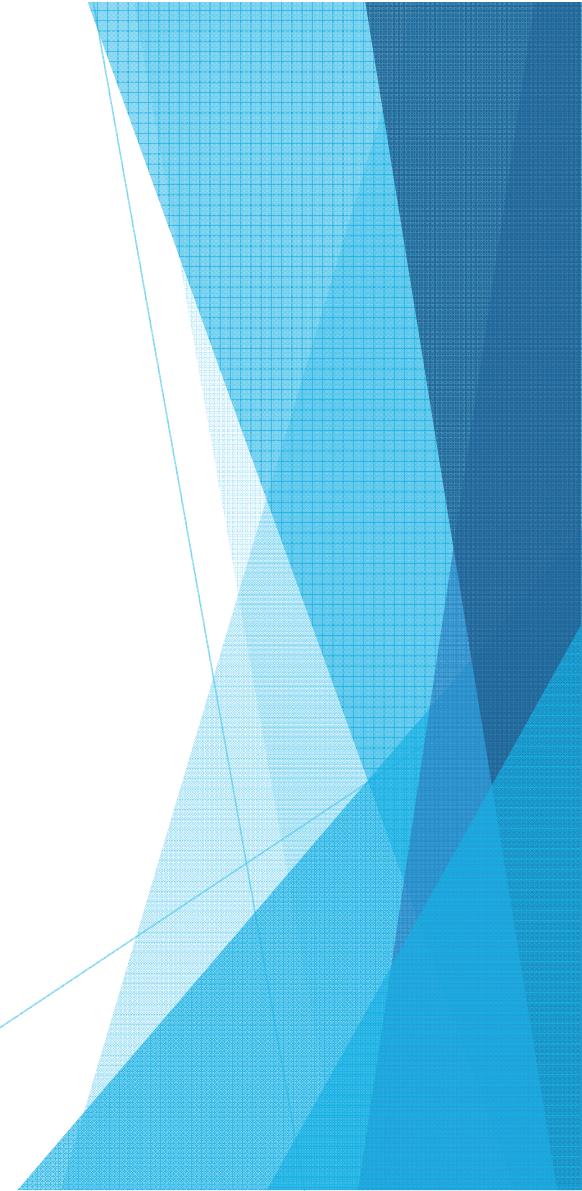
Sixweek Reporting Period: 1

Instructional Track: 2

A. Days Taught: 28

	EE	PK	KG	1	2	3	4	5	
B. Days Membership	0.0	694.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0
C. Total Days Absent	0.0	41.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0
D. Total Days Present	0.0	653.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E. Total Ineligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
F. Total Eligible Days	0.0	653.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G. Elig Days Bilingual/ESL	0.0	84.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
H. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
I. Elig Days SpecEd Main	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
J. Biling/ESL Refined ADA	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K. SpecEd Main Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
L. Preg Related Serv FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
M. Career & Technical Ed FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
N. Special Education FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
O. Regular Program Ref ADA	0.0	23.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
P. Total Refined ADA	0.0	23.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Q. Percent In Attendance	0.0%	94.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	6	7	8	9	10	11	12	Total	
B. Days Membership	0.0	0.0	0.0	0.0	0.0	0.0	0.0	694.5	
C. Total Days Absent	0.0	0.0	0.0	0.0	0.0	0.0	0.0	41.5	
D. Total Days Present	0.0	0.0	0.0	0.0	0.0	0.0	0.0	653.0	
E. Total Ineligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
F. Total Eligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	653.0	
G. Elig Days Bilingual/ESL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	84.0	
H. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
I. Elig Days SpecEd Main	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
J. Biling/ESL Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0	
K. SpecEd Main Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
L. Preg Related Serv FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
M. Career & Technical Ed FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
N. Special Education FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
O. Regular Program Ref ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	23.3	
P. Total Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	23.3	
Q. Percent In Attendance	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	94.0%	

Note: Detail may not add to totals due to rounding.





# Campus Summary Reports

- ▶ Campus Summary Reports are a six-week snapshot of the student population on your campus.
  - ▶ Should be generated and reviewed by the principal at the end of each six-week reporting period.
  - ▶ Signatures are required each six-weeks OR each semester.
    - ▶ Signatures are required each six-weeks OR each semester.
    - ▶ Electronic signatures are acceptable.

# Campus Summary Reports

- ▶ Reviewing the reports ensures that the data being entered into the PEIMS on a particular campus is accurate.
  - ▶ Principals and campus clerks know their campuses best and are best equipped to spot anomalies in their data.
  - ▶ A strong review process at the campus level will ensure that the data the superintendent reviews is more likely to be accurate.

# Campus Summary Report Review Process





# Report Review Process - Campus Summary

- ▶ First Check - Total Refined ADA
  - ▶ This figure is the number of students who were present on an average day during the six-week period.
  - ▶ Anomaly? Check ineligible days first.
  - ▶ Ensure that your prekindergarten students are being reported as half-day students.

**Table I - Superintendents/Principals Semester Report of Student Attendance**

Sixweek Reporting Period: 1

Instructional Track: 1

A. Days Taught:	EE	PK	KG	1	2	3	4	5	
28									
B. Days Membership	0.0	0.0	2,651.0	2,744.0	2,921.0	2,621.0	3,071.0	2,551.0	
C. Total Days Absent	0.0	0.0	83.0	107.0	76.0	64.0	47.0	37.0	
D. Total Days Present	0.0	0.0	2,568.0	2,637.0	2,845.0	2,557.0	3,024.0	2,514.0	
E. Total Ineligible Days	0.0	0.0	0.0	28.0	0.0	0.0	0.0	0.0	
F. Total Eligible Days	0.0	0.0	2,568.0	2,609.0	2,845.0	2,557.0	3,024.0	2,514.0	
G. Elig Days Bilingual/ESL	0.0	0.0	420.0	463.0	403.0	596.0	467.0	366.0	
H. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
I. Elig Days SpecEd Main	0.0	0.0	0.0	27.0	25.0	24.0	27.0	28.0	
J. Biling/ESL Refined ADA	0.0	0.0	15.0	16.5	14.4	21.3	16.7	13.1	
K. SpecEd Main Refined ADA	0.0	0.0	0.0	1.0	0.9	0.9	1.0	1.0	
L. Preg Related Serv FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
M. Career & Technical Ed FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
N. Special Education FTE	0.0	0.0	1.5	3.3	2.2	4.6	6.3	3.5	
O. Regular Program Ref ADA	0.0	0.0	90.2	89.9	99.4	86.7	101.7	86.3	
P. Total Refined ADA	0.0	0.0	91.7	93.2	101.6	91.3	108.0	89.8	
Q. Percent In Attendance	0.0%	0.0%	96.9%	96.1%	97.4%	97.6%	98.5%	98.5%	
	6	7	8	9	10	11	12	Total	
B. Days Membership	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16,559.0	
C. Total Days Absent	0.0	0.0	0.0	0.0	0.0	0.0	0.0	414.0	
D. Total Days Present	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16,145.0	
E. Total Ineligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28.0	
F. Total Eligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16,117.0	
G. Elig Days Bilingual/ESL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2,715.0	
H. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
I. Elig Days SpecEd Main	0.0	0.0	0.0	0.0	0.0	0.0	0.0	131.0	
J. Biling/ESL Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	97.0	
K. SpecEd Main Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.7	
L. Preg Related Serv FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
M. Career & Technical Ed FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
N. Special Education FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21.4	
O. Regular Program Ref ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	554.2	
P. Total Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	575.6	
Q. Percent In Attendance	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	97.5%	

Note: Detail may not add to totals due to rounding.



**Table I - Superintendents/Principals Semester Report of Student Attendance**

██████████  
██████████  
██████████

Sixweek Reporting Period: 1

Instructional Track: 2  
A. Days Taught: 28

	EE	PK	KG	1	2	3	4	5	
B. Days Membership	0.0	694.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0
C. Total Days Absent	0.0	41.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0
D. Total Days Present	0.0	653.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E. Total Ineligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
F. Total Eligible Days	0.0	653.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G. Elig Days Bilingual/ESL	0.0	84.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
H. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
I. Elig Days SpecEd Main	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
J. Biling/ESL Refined ADA	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K. SpecEd Main Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
L. Preg Related Serv FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
M. Career & Technical Ed FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
N. Special Education FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
O. Regular Program Ref ADA	0.0	23.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
P. Total Refined ADA	0.0	23.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Q. Percent In Attendance	0.0%	94.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	6	7	8	9	10	11	12	Total	
B. Days Membership	0.0	0.0	0.0	0.0	0.0	0.0	0.0	694.5	
C. Total Days Absent	0.0	0.0	0.0	0.0	0.0	0.0	0.0	41.5	
D. Total Days Present	0.0	0.0	0.0	0.0	0.0	0.0	0.0	653.0	
E. Total Ineligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
F. Total Eligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	653.0	
G. Elig Days Bilingual/ESL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	84.0	
H. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
I. Elig Days SpecEd Main	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
J. Biling/ESL Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0	
K. SpecEd Main Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
L. Preg Related Serv FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
M. Career & Technical Ed FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
N. Special Education FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
O. Regular Program Ref ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	23.3	
P. Total Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	23.3	
Q. Percent In Attendance	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	94.0%	

Note: Detail may not add to totals due to rounding.



# Report Review Process - Campus Summary

- ▶ Second Check - Special Program ADA
  - ▶ Again, these figures should match the number of students in a particular special program who are present on an average day during the six-week period.
  - ▶ If you have special program coordinators on the campus you might want to enlist their help in the review process.

## Report Review Process - Campus Summary

- ▶ Second Check - Special Program ADA
  - ▶ Bilingual/ESL ADA
  - ▶ Special Education Mainstream ADA

# Report Review Process - Campus Summary

- ▶ Third Check - Special Education FTEs
  - ▶ FTEs are calculated differently than ADA.
  - ▶ You will need to look at the special education-specific portion of the campus summary report.
    - ▶ Take the eligible days for each instructional setting and divide by your days taught to get an “ADA” for each setting.
  - ▶ Trend analysis will be helpful (more on this later).



**Table III - Superintendents/Principals Semester Report of  
Special Education Eligible Days and Excess Hours**  
2014 - 2015 Summer Collection, Resubmission

██████████  
██████████  
██

Instructional Track: 1

Number of Days Taught: 28 24 24

Instructional Setting	Weight Factor	Elig Days	Sixweek 1 Excess Hrs	Contact Hrs	Elig Days	Sixweek 2 Excess Hrs	Contact Hrs	Elig Days	Sixweek 3 Excess Hrs	Contact Hrs
00 No Instructional Setting	0.250	1,400.0	.000	350.000	1,309.0	.000	327.250	1,261.0	.000	315.250
01 Homebound	1.000	23.0	.000	23.000	22.0	.000	22.000	21.0	.000	21.000
41 Res Rm < 21%	2.859	480.0	.000	1,372.320	439.0	.000	1,255.101	449.0	.000	1,283.691
42 Res Rm 21-50%	2.859	13.0	.000	37.167	.0	.000	.000	8.0	.000	22.872
43 Self Cont 50-60%	2.859	26.0	.000	74.334	13.0	.000	37.167	.0	.000	.000
44 Self Cont > 60%	2.859	607.0	.000	1,735.413	566.0	.000	1,618.194	524.0	.000	1,498.116
<b>Campus Total</b>		<b>2,549.0</b>	<b>.000</b>	<b>3,592.234</b>	<b>2,349.0</b>	<b>.000</b>	<b>3,259.712</b>	<b>2,263.0</b>	<b>.000</b>	<b>3,140.929</b>

Number of Days Taught: 28 32 39

Instructional Setting	Weight Factor	Elig Days	Sixweek 4 Excess Hrs	Contact Hrs	Elig Days	Sixweek 5 Excess Hrs	Contact Hrs	Elig Days	Sixweek 6 Excess Hrs	Contact Hrs
00 No Instructional Setting	0.250	1,447.0	.000	361.750	1,741.0	.000	435.250	2,115.0	.000	528.750
01 Homebound	1.000	26.0	.000	26.000	29.0	.000	29.000	33.0	.000	33.000
41 Res Rm < 21%	2.859	488.0	.000	1,395.192	755.0	.000	2,158.545	996.0	.000	2,847.564
42 Res Rm 21-50%	2.859	26.0	.000	74.334	32.0	.000	91.488	102.0	.000	291.618
44 Self Cont > 60%	2.859	646.0	.000	1,846.914	803.0	.000	2,295.777	950.0	.000	2,716.050
<b>Campus Total</b>		<b>2,633.0</b>	<b>.000</b>	<b>3,704.190</b>	<b>3,360.0</b>	<b>.000</b>	<b>5,010.060</b>	<b>4,196.0</b>	<b>.000</b>	<b>6,416.982</b>

Note: Eligible Contact Hours = (Eligible Days \* Weight) - Excess Hours

# Report Review Process - Campus Summary

- ▶ Fourth Check - Career and Technical Education FTEs
  - ▶ Again, FTEs are calculated differently than ADA.
  - ▶ Same as with the special education settings, you can take your total C&T days and divide by the days taught in the six-week period.
  - ▶ Trend analysis will be helpful here as well, especially with the V1-V6 multipliers used to calculate the FTE numbers that show up on your campus summary report.



**Table II - Superintendents/Principals Semester Report of Career  
and Technical Education Eligible Days**

2014 - 2015 Summer Collection, Resubmission

██████████  
██████████  
██████████

Instructional Track 1

CTE Code	Weight Factor	Elig Days Sixweek 1	Contact Hours	Elig Days Sixweek 2	Contact Hours	Elig Days Sixweek 3	Contact Hours	Elig Days Sixweek 4	Contact Hours	Elig Days Sixweek 5	Contact Hours	Elig Days Sixweek 6	Contact Hours
V1	1.0	30,118.0	30,118.0	25,938.0	25,938.0	25,803.0	25,803.0	27,827.0	27,827.0	31,613.0	31,613.0	38,021.0	38,021.0
V2	2.0	13,999.0	27,998.0	12,015.0	24,030.0	11,995.0	23,990.0	14,479.0	28,958.0	16,201.0	32,402.0	19,344.0	38,688.0
V3	3.0	4,372.0	13,116.0	3,653.0	10,959.0	3,733.0	11,199.0	5,115.0	15,345.0	5,596.0	16,788.0	6,632.0	19,896.0
V4	4.0	1,082.0	4,328.0	880.0	3,520.0	844.0	3,376.0	940.0	3,760.0	1,007.0	4,028.0	1,261.0	5,044.0
V5	5.0	158.0	790.0	96.0	480.0	94.0	470.0	116.0	580.0	123.0	615.0	131.0	655.0
V6	6.0	11.0	66.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Note: Eligible Contact Hours = ELIGIBLE DAYS \* WEIGHT





# Report Review Process - Campus Summary

- ▶ Final Check - Pregnancy Related Services FTEs
  - ▶ Once again, FTE's are calculated differently than ADA.
  - ▶ However, most PRS eligible days are found on the main page of the campus summary report.
    - ▶ Can take the eligible days and divide by days taught to get an "ADA" figure.
    - ▶ ADA figure might be difficult to get a read on.
    - ▶ Might be best to just ensure this number is zero if you know you don't have any students in the PRS program (and vice versa).
  - ▶ Can use trend analysis, but it may not be helpful.

**Table I - Superintendents/Principals Semester Report of Student Attendance**

Sixweek Reporting Period: 1

Instructional Track: 1

A. Days Taught:	EE	PK	KG	1	2	3	4	5
B. Days Membership	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
C. Total Days Absent	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
D. Total Days Present	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E. Total Ineligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
F. Total Eligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G. Elig Days Bilingual/ESL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
H. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
I. Elig Days SpecEd Main	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
J. Biling/ESL Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K. SpecEd Main Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
L. Preg Related Serv FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
M. Career & Technical Ed FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
N. Special Education FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
O. Regular Program Ref ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
P. Total Refined ADA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Q. Percent In Attendance	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

	6	7	8	9	10	11	12	Total
B. Days Membership	0.0	0.0	0.0	20,625.0	18,742.0	16,068.0	13,971.0	69,406.0
C. Total Days Absent	0.0	0.0	0.0	567.0	568.0	555.0	522.0	2,212.0
D. Total Days Present	0.0	0.0	0.0	20,058.0	18,174.0	15,513.0	13,449.0	67,194.0
E. Total Ineligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
F. Total Eligible Days	0.0	0.0	0.0	20,058.0	18,174.0	15,513.0	13,449.0	67,194.0
G. Elig Days Bilingual/ESL	0.0	0.0	0.0	1,075.0	1,035.0	864.0	488.0	3,462.0
H. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	33.0	0.0	33.0
I. Elig Days SpecEd Main	0.0	0.0	0.0	1,457.0	881.0	560.0	503.0	3,401.0
J. Biling/ESL Refined ADA	0.0	0.0	0.0	38.4	37.0	30.9	17.4	123.6
K. SpecEd Main Refined ADA	0.0	0.0	0.0	52.0	31.5	20.0	18.0	121.5
L. Preg Related Serv FTE	0.0	0.0	0.0	0.0	0.0	0.3	0.0	0.3
M. Career & Technical Ed FTE	0.0	0.0	0.0	82.3	117.2	117.8	137.5	454.9
N. Special Education FTE	0.0	0.0	0.0	14.2	13.0	9.5	16.2	52.9
O. Regular Program Ref ADA	0.0	0.0	0.0	619.9	518.8	426.7	326.6	1,892.0
P. Total Refined ADA	0.0	0.0	0.0	716.4	649.1	554.0	480.3	2,399.8
Q. Percent In Attendance	0.0%	0.0%	0.0%	97.3%	97.0%	96.5%	96.3%	96.8%

Note: Detail may not add to totals due to rounding.



# Report Review Process - Campus Summary

- ▶ Trend analysis
  - ▶ Use ADA and FTE figures to compare data to prior periods.
    - ▶ I like to use a three-year period.
    - ▶ Can compare to prior six-week period(s).
  - ▶ Build a simple spreadsheet.
    - ▶ Enter your ADA and FTE figures and create a column with a formula that will show the % increase or decrease from the prior period.
  - ▶ Great and simple way to discover unexpected changes in your regular and special program enrollment.
    - ▶ Unexpected changes can then be investigated in the program area where they occurred.



# Limited Scope Attendance Audit Documentation Requirements



# Potential Attendance Desk Review Queries

- ▶ Dual attendance
- ▶ Early education students coded mainstream/speech only/no instructional setting
- ▶ Pregnancy related services
- ▶ Calendar tracks
- ▶ Kindergarten students under the age of 5
- ▶ Prekindergarten eligibility
- ▶ Bilingual/ESL eligibility
- ▶ Geographic boundaries (charter schools only)

## Survey of Dual Attendance

**Reference: *Student Attendance Accounting Handbook, Section 3, General Attendance Requirements, subsections 3.2 through 3.4***

Students listed in this survey are shown in the public education information management system (PEIMS) database to have been enrolled at your district and one or more other districts with a total of more than 40 days in membership in at least one six-week period during the school year.

**Please provide copies of the following data from the district's records regarding student enrollment. *Information printed from the student detail record is of limited value.***

- Documentation of the student enrollment date:
  - Documentation for computerized attendance should include a printout of the teacher taking attendance for the student for the official attendance period, or
  - Documentation for manual attendance should include period absence slips completed by the classroom teacher for the official attendance period, showing the student's attendance was being taken.
- Documentation of the student withdrawal date (Copy of signed withdrawal form)
- Documentation of all re-entry dates (Information similar to the documentation for the student enrollment date)
- Documentation of students that complete each semester should include grades
- A copy of the student's social security card (if available)
- Special program attendance

**Copy of revised school calendar(s) including bad weather days and make-up days.**

**Incomplete or inaccurate data will result in attendance not being allowed.**



# Dual Attendance Query

- ▶ Query objective:
  - ▶ Identify students who are being claimed simultaneously by two or more LEAs
    - ▶ Students appear on this query when they have 40 or more days membership in a six-week reporting period
  - ▶ LEA objective is to prove the student was enrolled for the number of days claimed
    - ▶ It is possible that all LEAs are entitled to the days claimed

# Dual Attendance Query

- ▶ Documentation requirements (entry and re-entry):
  - ▶ Entry form
    - ▶ Usually need to have a completed “entry date” field
    - ▶ Signature date only shows when parent completed form, not when student attended their first day of school
  - ▶ Roll sheet from student’s official attendance period
  - ▶ Signed withdrawal form
  - ▶ Grades/report card/AAR
    - ▶ Good way to show student was enrolled for entire school year
  - ▶ Copy of social security card
    - ▶ Generally used when PID errors are suspected

# Early Education Queries

- ▶ Query objective:
  - ▶ Ensure early education students are coded with the proper instructional setting(s)
  - ▶ Ensure students reported with a grade level of EE are entitled to the funding claimed by the LEA
    - ▶ Remember: 3 and 4 year old students who are not eligible to receive special education services or who only receive speech therapy are not eligible for funding as EE students



# Early Education Queries

- ▶ Documentation requirements:
  - ▶ ARD committee documentation that covers the entire school year
    - ▶ Don't forget to send prior year ARDs
    - ▶ Auditors usually don't need the entire ARD
  - ▶ If the student's grade level was miscoded:
    - ▶ Prekindergarten eligibility documentation

# Pregnancy Related Services Query

- ▶ Query objective:
  - ▶ To ensure that attendance data was properly reported for students participating in your pregnancy related services (PRS) program
    - ▶ PRS days, refined days, and other special program days

# Pregnancy Related Services Query

- ▶ Documentation requirements:
  - ▶ Dates, dates, and more dates:
    - ▶ PRS entry date
    - ▶ Pregnancy end date
    - ▶ Beginning and ending dates of compensatory education home instruction (CEHI)
    - ▶ PRS program end date
    - ▶ Return to school date
  - ▶ CEHI Logs
    - ▶ Daily log, completed by CEHI teacher, showing how much daily instructional time was provided
  - ▶ Doctor's Statement
    - ▶ Justify prenatal CEHI or extension of postpartum CEHI



# Pregnancy Related Services Query

- ▶ Documentation requirements (cont.):
  - ▶ Special education students
    - ▶ Contingency ARD for period of time student is confined to her home
    - ▶ Daily log, completed by the special education teacher, showing how much daily instructional time was provided
  - ▶ PRS students enrolled in career and technical education (CTE) classes:
    - ▶ Students must receive the same type and amount of CTE services during home confinement that they were receiving on campus

# Calendar Tracks - 75,600 Minutes

- ▶ 75,600 minutes
  - ▶ Standard program calendar track
    - ▶ Includes early education students
  - ▶ Operational Minutes + Waiver Minutes = 75,600 Minutes
    - ▶ Operational minutes: All time between first and last instructional bells
    - ▶ Document your waiver minutes
      - ▶ Staff Development: Agenda showing actual staff development provided
      - ▶ Bell schedules to support minutes claimed for missed school days and low attendance days

# Calendar Tracks - 32,400 Minutes

- ▶ 32,400 minutes
  - ▶ Prekindergarten calendar track
    - ▶ Full-day and half-day programs
  - ▶ Instructional Minutes + Waiver Minutes = 32,400 Minutes
    - ▶ Instructional minutes: Classroom time, meal time, and recess
    - ▶ Document your waiver minutes
      - ▶ Staff Development: Agenda showing actual staff development provided
      - ▶ Bell schedules to support minutes claimed for missed school days and low attendance days



# Calendar Tracks - 43,200 Minutes

- ▶ 43,200 minutes
  - ▶ Dropout recovery program
  - ▶ DAEP
  - ▶ Correctional facility
  - ▶ Residential treatment facility
  - ▶ Day treatment facility
  - ▶ Psychiatric hospital
  - ▶ Medical hospital
  - ▶ Excel Academy charter school

# Calendar Tracks - 43,200 Minutes

- ▶ 43,200 minutes (cont.)
  - ▶ Instructional Minutes + Waiver Minutes = 43,200 Minutes
    - ▶ Instructional minutes: Classroom time, in-class breakfast, and recess
    - ▶ Document your waiver minutes
      - ▶ Staff Development: Agenda showing actual staff development provided
      - ▶ Bell schedules to support minutes claimed for missed school days and low attendance days

# Calendar Tracks - 180 Days

- ▶ 180 days
  - ▶ Charter schools in operation prior to 1/1/2015 who either choose days over minutes or are obligated to provide at least 180 days by their charter contract
  - ▶ JJAEP
  - ▶ Days Taught + Waiver Days = 180 Days



# Kindergarten Students Under Age 5 Query

- ▶ Query objective:
  - ▶ Identify kindergarten students who were not 5 years old on September 1st

# Kindergarten Students Under Age 5 Query

- ▶ Documentation requirements:
  - ▶ Birth certificate
  - ▶ Local policy for admitting students who are not yet 5 years old on September 1st
    - ▶ Proof that the student met your local requirements (3rd grade STAAR test results)
  - ▶ If student's grade level was misreported:
    - ▶ Prekindergarten eligibility documentation
    - ▶ ARD committee paperwork, if student is special education

# Prekindergarten Eligibility Query

- ▶ Query objective:
  - ▶ Identify students reported with a grade level of PK who do not have an eligibility indicator in the PEIMS



# Prekindergarten Eligibility Query

- ▶ Documentation requirements:
  - ▶ Eligibility based on student being limited English proficient (LEP):
    - ▶ Language proficiency assessment committee (LPAC) recommendation
  - ▶ Eligibility based on student being economically disadvantaged:
    - ▶ Certified PK eligibility form or national school lunch program (NSLP) form
  - ▶ Eligibility based on homelessness:
    - ▶ Statement from the district's homeless education liaison

# Prekindergarten Eligibility Query

- ▶ Documentation requirements (cont.):
  - ▶ Eligibility based on a parent's membership in the armed forces:
    - ▶ Military ID: Student or parent (if student does not have ID)
      - ▶ District employee verification: Do not make copies of DoD IDs
    - ▶ Statement of service
    - ▶ Copy of death certificate
    - ▶ Purple heart citation
    - ▶ MIA documentation

# Prekindergarten Eligibility Query

- ▶ Documentation requirements (cont.):
  - ▶ Eligibility based on a child's having been in foster care:
    - ▶ Letter from DFPS
  - ▶ Eligibility based on a child's parent receiving Star of Texas Award
    - ▶ Awarded to peace officers, firefighters, and first responders



# Bilingual/ESL Eligibility Query

- ▶ Query objective:
  - ▶ Identify students reported with bilingual/ESL attendance who are not reported with a proper parental consent indicator in the PEIMS
    - ▶ Parental denial/no response/parent not contacted

# Bilingual/ESL Eligibility Query

- ▶ Documentation requirements:
  - ▶ Home language survey
    - ▶ Must contain a language other than English
  - ▶ LPAC recommendation
    - ▶ Proof of qualifying score
    - ▶ Recommendation for placement (annual)
  - ▶ Parental consent
    - ▶ Signed and dated by parent

# Geographic Boundaries - Charter Schools Only

- ▶ Query objective:
  - ▶ Ensure that charter schools are in compliance with their charter contract and only serving students from within their approved geographic boundaries
    - ▶ Charter schools are only approved to serve students from school districts to whom they have submitted impact statements
    - ▶ Amendments to a charter contract must be processed through TEA's Charter School division



# Geographic Boundaries - Charter Schools Only

- ▶ Documentation requirements:
  - ▶ Registration form
    - ▶ Ensure form contains a physical address
  - ▶ Printout from County Appraisal District (CAD) showing taxing authorities, including ISD

Questions?

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