



Hutto ISD Official Attendance Time 2018-2019 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 students are in elementary specials, the specials teachers would be the one responsible for the attendance. We want to capitalize on the best time to record attendance for all students. Please ensure that your official attendance time is **NOT** during a passing period on your master schedule or during recess.*

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 2018-2019 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.



Daily Attendance Coversheet

Campus Name: _____

Date: _____ Bell Schedule: _____

Check all:

Attached Online

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Recorded Class Attendance |
| <input type="checkbox"/> | <input type="checkbox"/> | Substitute Attendance |
| <input type="checkbox"/> | <input type="checkbox"/> | Teacher Attendance |
| <input type="checkbox"/> | <input type="checkbox"/> | Field Trip/UIIL Attendance |
| <input type="checkbox"/> | <input type="checkbox"/> | Nurse Log |
| <input type="checkbox"/> | <input type="checkbox"/> | Notes from Campus Staff Changing Attendance |
| <input type="checkbox"/> | <input type="checkbox"/> | Discipline Attendance Notification |
| <input type="checkbox"/> | <input type="checkbox"/> | Official Attendance Time During Testing Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Attendance Taken at Alternate Time Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Tardy Log |
| <input type="checkbox"/> | <input type="checkbox"/> | Early Release Log |
| <input type="checkbox"/> | <input type="checkbox"/> | Homebound Log |
| <input type="checkbox"/> | <input type="checkbox"/> | Alternate Bell Schedule (Pep Rally etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

Attendance Signature: _____

Date: _____



Daily Attendance Coversheet

Campus Name: _____

Date: _____ Bell Schedule: _____

Check all:

Attached Online

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Recorded Class Attendance (WS/OF/AT/RE/AR/DR/DR/RC) |
| <input type="checkbox"/> | <input type="checkbox"/> | Substitute Attendance (WS/SR/TX/RE/AT/AW) |
| <input type="checkbox"/> | <input type="checkbox"/> | Teacher Attendance (Only when the computers go down) |
| <input type="checkbox"/> | <input type="checkbox"/> | Field Trip/UIIL Attendance (Signed roster of students on field trip) |
| <input type="checkbox"/> | <input type="checkbox"/> | Nurse Log (WS/ST/DM...I created a data mining report for the nurses) |
| <input type="checkbox"/> | <input type="checkbox"/> | Notes from Campus Staff Changing Attendance |
| <input type="checkbox"/> | <input type="checkbox"/> | Discipline Attendance Notification (WS/OF/DI/RE/RS/PN) |
| <input type="checkbox"/> | <input type="checkbox"/> | Official Attendance Time During Testing Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Attendance Taken at Alternate Time Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Tardy Log (Elementary keep tardies on paper each day) |
| <input type="checkbox"/> | <input type="checkbox"/> | Early Release Log (We have an electronic log that is in google docs) |
| <input type="checkbox"/> | <input type="checkbox"/> | Homebound Log |
| <input type="checkbox"/> | <input type="checkbox"/> | Alternate Bell Schedule (Pep Rally etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

Attendance Signature: _____

Date: _____



Alternate Attendance Memo

Campus: _____

Date: _____

Alternate Time for Attendance: _____

Reason: _____

Method of Attendance:

Computer

Paper

“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. This provision does not apply to a delayed start of the school day for a reason unrelated to health or safety (for example, the funeral of a student or teacher). If your district delays the start of the school day and your campus uses an alternative attendance-taking time, your campus must maintain documentation of the alternative time, the attendance recorded at that time, and the official reason for the delayed attendance taking.”

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



Official Attendance Time During Testing

During official state testing, the campus principal will determine how daily attendance will be taken at the campus. If any school follows a special bell schedule that changes the traditional ADA period, this form must be completed, signed, emailed to the PEIMS Coordinator, and a copy uploaded to the PEIMS department drive. The form will be maintained as an audit document for attendance reporting. The PEIMS department will make the necessary changes in the attendance software to ensure that ADA is reported appropriately and notify the campus when this task has been completed.

Important: Attach a copy of the bell schedule for the day which includes periods and times.

Check one option below for CAMPUS _____ and for DATE _____ :

OPTION 1:

All students will report to their assigned testing rooms. The teacher in each testing room will take attendance on paper based on their test room roster. Paper attendance roster must be signed and dated by the administering teacher. The Clerk will enter attendance. If students in other grade levels are not on an alternate schedule due to testing, teachers of those students will take attendance on the computer at the official attendance time.

OPTION 2:

All students will report to their regular home room or attendance period for the first 15 minutes of the regular school day so the teacher can take attendance on the computer; students will then move immediately to their assigned testing room. (Can only be used if ALL students in a grade level are testing.) If students in other grade levels are not on an alternate schedule due to testing, teachers of those students will take attendance on the computer at the official attendance time.

OPTION 3:

All students will report to their assigned testing rooms. The teacher in each testing room will take attendance on the computer. If students in other grade levels are not on an alternate schedule due to testing, teachers of those students will take attendance on the computer at the official attendance time.

Testing day official attendance period and time will be: ____ (period) ____ (time)

Attendance Clerk Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Note: If no changes are needed for your campus on the testing day, then this form does not need to be submitted. Substitutes will use paper signed and dated attendance rosters regardless of method chosen above.

A change to attendance time can only be done on days where state testing will take place. On days with local testing, attendance must be taken at the official attendance time.



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: _____





Hutto Independent School District
 PEIMS Special Program Reports
 School Year: 2018-2019

Special Population	Administrator in Charge of Program
At-Risk	
CTE-Students/Courses	
Dyslexia	
Early Reading Indicator	
Economic Disadvantage	
Foster Care	
General Education Homebound	
Gifted & Talented	
Graduated	
Homeless/Unaccompanied Youth	
Immigrant	
Limited English	
Migrant	
Military Connected	
Pregnancy Related Services/CEHI	
Pre-Kindergarten	
Section 504	
Response to Intervention	
Special Education	
Title I	
Transfer Students	
Leavers	

Administrator Signature: _____ Date: _____



Six Weeks Attendance Coversheet

Campus Name: _____

Six Weeks Dates: _____

Check all:

Attached Online

- | | | |
|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Absence Occurrence Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Discipline Summary Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Average Daily Attendance |
| <input type="checkbox"/> | <input type="checkbox"/> | Daily Register |
| <input type="checkbox"/> | <input type="checkbox"/> | Daily Register Signature Page |
| <input type="checkbox"/> | <input type="checkbox"/> | Contact Hours Report |

Signed by Registrar, Attendance & PEIMS Coordinator

- | | | |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Six Weeks Program Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | PEIMS Six Weeks Signed Checklists |
| <input type="checkbox"/> | <input type="checkbox"/> | Daily Attendance Packets |
| <input type="checkbox"/> | <input type="checkbox"/> | Entry/Withdraw Log Updated |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

Registrar Signature: _____

Date: _____

Attendance Clerk Signature: _____

Date: _____

PEIMS Specialist Signature: _____

Date: _____

PEIMS Coordinator Signature: _____

Date: _____



Hutto Independent School District PEIMS Special Program Reports School Year: 2018-2019

Special Population	
Section 504	Student/Data Mining/Six Weeks 504 Students
At-Risk	Student/Data Mining/Six Weeks At Risk
Bilingual	Student/Data Mining/Six Weeks Bilingual
Discipline Report	Student/Data Mining/Six Weeks Discipline Report
Attendance Report	Office/ Attendance/Reports/Absence Occurrence Report
Dyslexia	Student/Data Mining/Six Weeks Dyslexia
Early Reading Indicator	Student/Data Mining/Six Weeks Early Reading Indicator
EE/PK/PPCD	Student/Data Mining/Six Weeks EE/PK/PPCD
Entry	Student/Data Mining/Six Weeks Entry
ESL	Student/Data Mining/Six Weeks ESL
Foster Care	Student/Data Mining/Six Weeks Foster Care
Gifted and Talented	Student/Data Mining/Six Weeks Gifted and Talented
Graduated	Student/Data Mining/Six Weeks Graduated
Homebound	Student/Data Mining/Six Weeks Homebound
Homeless/Unaccompanied	Student/Data Mining/Six Weeks Homeless
Immigrant	Student/Data Mining/Six Weeks Immigrant
Intervention Strategies	Student/Data Mining/Six Weeks Intervention Strategies
Leaver (Grades 7-12)	Student/Data Mining/Six Weeks Leavers
LEP	Student/Data Mining/Six Weeks LEP
LEP Monitor	Student/Data Mining/Six Weeks LEP Monitor
Migrant	Student/Data Mining/Six Weeks Migrant
Military Connected	Student/Data Mining/Six Weeks Military Connected
Pregnancy and Related Services	Student/Data Mining/Six Weeks PRS
Special Education	Federal/State Reporting/PEIMS/Pre-PEIMS/163 Special Education Record
Title I	Student/Data Mining/Six Weeks/Title I
Transfer	Student/Data Mining/Six Weeks Transfer



2018-2019
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
- _____ 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
- _____ Intervention Strategies
- _____ 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-2nd 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.
- ☐ **Intervention Strategies** – Verify all students listed on this report at some point during the school year have received intervention strategies.
- ☐ **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. 2nd 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.