



**Carrizo Springs Consolidated Independent
School District**

**Student Attendance Accounting Procedures
Manual**

Carrizo Springs Consolidated Independent School District

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Carrizo Springs Consolidated Independent School District

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INTRODUCTION

Carrizo Springs CISD developed a *Student Attendance Accounting Procedures Manual* to provide specific, detailed information on the District's school attendance accounting system. The manual is designed primarily for the use of Campus Leaders, Assistant Campus Leaders, Academic Deans, Counselors, Registrars, Office Managers, Student Information System (SIS) Coordinators and Special Program Coordinators for managing student attendance data.

THE TEA STUDENT ATTENDANCE ACCOUNTING HANDBOOK (SAAH)

The SAAH

- Describes the Foundation School Program (FSP) eligibility requirements of all students,
- Prescribes the minimum standards for all attendance account systems, whether manual or automated,
- Lists the documentation requirements for attendance audit purposes,
- Specifies the minimum standards for systems that are entirely functional without the use of paper, and
- Details the responsibilities of all charter personnel involved in student attendance accounting.

The PEIMS Coordinator will direct all SIS Coordinators and/or Registrars involved in attendance accounting to the source(s) document found on the TEA website; the Campus Principals will assign a professional staff member to serve as the campus contact to answer questions concerning each of the following program areas:

- 504
- At-Risk
- Bilingual/English as a Second Language/Limited English Proficiency
- Discipline
- Economic Disadvantage/Educational Disadvantage
- Foster Care
- General Attendance Requirements
- Homebound
- Homeless or Unaccompanied Youth
- Graduates, Leavers, Dropouts and Completion
- Migrant

- Military Connected
- Pre-Kindergarten
- Special Education
- STEM
- Dyslexia
- Foundation High School Program
- Early Reading Indicator

Carrizo Springs CISD *Student Attendance Accounting Procedures Manual* does not replace the SAAH. Campus staff should refer to the SAAH document for specific rules on Average Daily Attendance (ADA) accounting and coding for special program funding. Carrizo Springs CISD *Student Attendance Accounting Procedures Manual* was created to satisfy the SAAH Section §2.2.5: Attendance Accounting Procedures Manual, which states:

Carrizo Springs CISD must maintain a procedures manual that provided specific, detailed information on the district’s school attendance accounting system. This procedures manual must include the following information:

- How and when teachers are to take official attendance,
- How attendance is entered into the attendance accounting system,
- Which position(s) is/are responsible for the coding of Special Populations (such as BIL/ESL, At-Risk, Economic Disadvantage, etc.),
- How changes to Special Programs are to be documented,
- How student membership is to be reconciled between the teacher rosters and the attendance accounting database,
- How your district will maintain attendance accounting records (including computerized records, period absence slips, and official instructional calendar) after the completion of the school year,
- What backup systems are in place to protect the attendance accounting records, and
- Which position is responsible for the maintenance and security of the attendance accounting records?”

ATTENDANCE ORGANIZATIONAL STRUCTURE

- The length of the school day must be at least 7 hours and 10 minutes or 430 minutes each day including intermissions and recess to satisfy the 75,600-minute requirement. This is referred to Bell-To-Bell or Operation minutes.
- Official ADA must be taken at the specified time in the table below at the primary and secondary campuses. The official instructional day begins with the first-class period for which all students are scheduled. Please see below for official attendance taking time.

- When applicable, official ADA must be taken at the official attendance taking time specified in the table below for afternoon PK groups at the campus(s). The official instructional day begins with the first-class period for which all afternoon PK groups are scheduled.
- The official attendance taking time should be at the beginning or end of the period to avoid teachers submitting attendance too early or too late.

CARRIZO SPRINGS CISD: OFFICIAL ATTENDANCE TAKING TIMES

Campus	ADA Time
Carrizo Springs High School	10:08 am
Carrizo Springs Jr High School	10:00 am
Carrizo Springs Intermediate School	9:30 am
Carrizo Springs Elementary School	9:30am

The Superintendent of Schools has been given authority by the Board to approve campus ADA times prior to the first day of school for every school year. Once the school year has begun, campuses must wait until the state of the next school year to revise their official attendance taking time.

ACCOUNTABILITY, PEIMS, AEIS AND DATA INTEGRITY

PEIMS Database Include:	Other Databases Include:
Organizational	GED
Staff	TAKS Results
Finance	Certification
Student Special Program	Waivers
Student Identification	US Department of Education: Common Core
Student Demographic	College Board Testing Contractors
Student Enrollment	National Center for Education Statistics
Student Participation	National Education Association
Attendance	Southern Regional Education Board
Course Completion	The Bureau of the Census
Discipline	American Federation of Teachers
Physical Restraint	Teacher & College Testing Systems
Special Education	Texas Department of Human Services
Student Leavers	Texas Department of Public Safety

STUDENT ATTENDANCE

FIRST 3 DAYS OF SCHOOL PROCEDURES

Prior to the first day of school after the students' schedules have been created, the Counselor, Registrar or Office Manager will print a roster for the official attendance period and distribute a copy to each teacher of record. On the first day of school, the teacher will take attendance using the roster for the official attendance period. If the student is physically in the classroom when the official attendance is taken, place a "P" next to the student's name to indicate that the student is present. If the student is not physically in the classroom when the official attendance is taken (please see table above) the teacher will leave a blank next to the student's name. On the top right-hand-side of the roster, write the total number of students present, sign and date the roster. A campus staff member will come by your classroom and collect your rosters. All rosters will be delivered to the Registrar or Office Manager.

No Student is Considered absent until after the student is Present

In order to process No-Show students for grades PK – 12th, the Registrar or Office Manger must complete the following by reviewing the official attendance period rosters obtained after the official attendance hour:

- Confirm No-Shows by calling parents.
 - If student is confirmed as No-Show, proceed to review the attendance reconciliation documentation

Each signed official attendance period roster will be filed with the Daily Attendance Reports by date, teacher-of-record, and grade level.

Carrizo Springs CISD requires a morning count for ADA purposed during the official attendance period and afternoon count (if applicable) of students to determine enrollment figures. This count is commonly referred to as a *warm body count*. The Assistant Campus Leader will notify the campus staff of the time designation. Prior to each *warm body count*, the Assistant Campus Leader must make an announcement that no students are allowed to leave the classroom until the *warm body count* is completed and figures are reported.

The official attendance period rosters are an auditable report and is kept for a minimum of five years. The information obtained after the official attendance period is taken may not be used to change attendance records, unless specified in Section §3.6.3 of the SAAH.

The process above will be followed for the first 3 days.

ATTENDANCE PROCEDURES AFTER THE 3RD DAY OF SCHOOL

On the 4th day of school and thereafter, teachers are required to log into **Teacher Access in Skyward** and post attendance for each student. The official attendance time for ADA funding purposes is illustrated in the table above. All teachers at Carrizo Springs CISD campuses must post their student attendance within 10 minutes of the official attendance taking time. **Teacher Access in Skyward** requires the teacher to post student attendance even though there are no students absent or tardy. Campus Registrars or Office Managers will review the attendance on a daily basis to ensure accuracy of the data.

- It is the responsibility of the front office staff to notify the Registrar or Attendance Clerk when a student arrives tardy to ensure attendance is updated accordingly in the SIS. (i.e., the student was properly identified as absent in the official attendance record by the teacher because the student was not in class.)
- It is the responsibility of the campus nurse/assist aide to provide an admittance slip or other documentation to support the student's visit during the official attendance period. The Registrar or Attendance Clerk must be notified to make the correction in the SIS.
- It is the responsibility of the counselor to provide an admittance slip or other documentation to support the student's visit during the official attendance period. The Registrar or Attendance Clerk must be notified to make the correction in the SIS.
- It is the responsibility of the Campus Leader's office staff to provide an admittance slip or other documentation to support the student's visit during the official attendance period. The Registrar or Attendance Clerk must be notified to make the correction in the SIS.
- It is the responsibility of the Administrative staff to notify and provide support documentation to the Registrar or Attendance Clerk prior to the student's first day of In-School or Out-Of-School suspension in order to appropriately code the absences.
- It is the responsibility of the teacher to provide documentation of a student's board approved field trip, extra-curricular event. Furthermore, if the student is tardy without an admittance slip, the teacher must send the student to the front office staff to receive a tardy slip.

All students must be present and in their seat at the time official attendance is taken to be present for the day. A student not actually on campus at the time attendance is taken may be considered in attendance for funding purposes if the student (see SAAH Section §3.6.3):

- Is enrolled in and attending off-campus dual credit program courses and is not scheduled to be on campus during any part of the school day.
 - Students who are enrolled in and attending an off-campus dual credit program course and are scheduled to be on campus during any part of the school day

should have their attendance recorded while they are on campus. See SAAH Section §3.6.2.2 Alternative Attendance Taking Time for Certain Student Populations. For instructions on how to record attendance for these students if they are not scheduled to be on campus during the official attendance taking time.

- Is enrolled full-time in TxVSN courses. See SAAH Section §12.2 Texas Virtual School Network (TxVSN) for information on recording daily attendance.
 - Students who are enrolled in one or more TxVSN courses but attend part of the day at a regular campus and who are not scheduled to be on campus during the official attendance taking time should have their attendance recorded during the part of the day they are on campus See SAAH Section §3.6.2.2 Alternative Attendance Taking Time for Certain Student Populations for instructions on how to record attendance for these students.
- Is participating in an activity that is approved by your local school board and is under the direction of a professional staff member, an adjunct staff member, or a paraprofessional staff member of Carrizo Springs CISD. The adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.
 - Students participating, in any activity that is not approved by Carrizo Springs CISD school board or without certified district personnel supervision must be counted absent. For attendance to qualify for funding purposes, the professional staff member, adjunct staff member, or paraprofessional staff member must be accompanying the students as an official of Carrizo Springs CISD for the specific purpose of supervising the students and must be approved by Carrizo Springs CISD board to supervise the activity. For example, students would be reported present if they are participating in 4H activities that are supervised by a county extension services agent who has been approved by the local school board as an adjunct staff member or a paraprofessional staff member of Carrizo Springs CISD.
 - Board approved extra-curricular activities include: College Signing Day and Soccer tournaments.
- Is participating, with local school board approval, in a short-term (i.e., 5-day class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD) at a location other than the student's campus). The student must not be considered in attendance for FSP purposes on any day the student is traveling between the student's district and the location of the class. (However, travel days may be excused for compulsory attendance purposes. See SAAH Section §3.6.4 Excused Absences for Compulsory Attendance Purposes.) Carrizo Springs CISD is responsible for obtaining documentation of the student's class attendance from the TSBVI or TSD.

- Is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 Texas Administrative Code (TAC) Chapter 74.
- Misses school for the purpose of observing religious holy days, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student will observe the holy days. Carrizo Springs CISD may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
 - Carrizo Springs CISD is responsible for determining what constitutes a religious holy day for purposes of excusing absences. The agency does not maintain a list of days that qualify as religious holy days for purposes of being considered in attendance for FSP purposes. However, we do provide the following guidance: To be considered a religious holy day, the day should be one generally recognized by the student’s religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, camps, and mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days.
- Is in grade 6 through 12 and misses school for the purpose of sounding “Taps” at a military honors funeral held in Texas for a deceased veteran.
- Misses school for the purpose of attending a required court appearance, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is required to appear in court. Carrizo Springs CISD may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
 - A court appearance is considered to be required if the law (federal or state) or the court mandates an appearance by the student in a criminal, civil, or traffic matter. Examples of required court appearances would be appearances in response to a jury summons in the name of the student, a subpoena in the name of the student, or a traffic ticket marked “You Must Appear” or “Court Appearance Required.” Additional examples would be a student’s appearance in court as a plaintiff or custody proceeding. Acceptance forms of documentation include a copy of a pleading or other document filed with the court, a notice from the court clerk regarding a hearing or trial date, a jury summons, a subpoena, etc.
 - **Important:** Absences to meet with probation officers and other absences related to court-ordered activities outside the courtroom do not qualify as required court appearances. However, see the next bullet, related to court-ordered activities for student in the conservatorship of the Department of Family and Protective Services (DFPS).

- Is in the conservatorship of the Department of Family and Protective Services (DFPS) and misses school:
 - To participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or 263, provided that scheduling the participation outside of school hours is not practical. Or
 - To attend an activity under a service plan under the Texas Family Code, Chapter 263, subchapter B.
 - The student may be considered in attendance for travel days for this purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is participating in the activity, appointment, or visitation.
- Misses school for the purpose of serving as a student early voting clerk, if Carrizo Springs CISD has a policy allowing for this type of excused absence, or misses school for the purpose of serving as an election clerk or student election clerk. Carrizo Springs CISD may excuse a student's absence for this purpose for a maximum of 2 days in a school year.
 - A student may be considered in attendance for travel days related to an absence to serve as an election clerk or student election clerk but not for travel days to serve as a student early voting clerk. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site where the student is serving as an election clerk. Carrizo Springs CISD may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes. Travel days do not count toward the 2-days-per-school-year maximum.
 - To serve as a student election clerk or student early voting clerk, a student must:
 - Be eligible to serve as an election clerk under the Texas Election Code, §32.051 (c);
 - Be at least 16 years of age;
 - Have the consent of the Campus Leader of the school the student attends;
 - Be a US citizen; and
 - Have completed any training course required by the entity holding the election.
 - To serve as an election clerk (as opposed to a student election clerk), a student must meet the requirements specified in the Texas Election Code, §32.051
- Misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for US citizenship, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site of the governmental office. Carrizo Springs CISD may elect to excuse additional

travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.

- Missed school for the purpose of taking part in the student's own US naturalization oath ceremony, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than 1 day for travel to and 1 day for travel from the site of the ceremony. Carrizo Springs CISD may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
- Is temporarily absent because of a documented appointment for the student or the student's child that is with a health care professional licensed to practice in the United States. A documented appointment with a health care professional includes an appointment of a student diagnosed with autism spectrum disorder, with a health care practitioner to receive a generally recognized service for persons with that disorder. To be considered temporarily absent, the student must begin classes or return to school on the same day of the appointment. The appointment should be supported by a document, such as a note from the health care professional.
 - The appointment must be face-to-face consultation with a health care professional. A consultation over the phone or via video (telemedicine) is not considered an appointment with a health care professional.
- Is in his or her junior or senior year in high school and misses school for the purpose of visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution. Carrizo Springs CISD 1) must not excuse for this purpose more than 2 days during a student's junior year and 2 days during a student's senior year and 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a procedure for verifying the student's visits to institutions of higher education.
- Is absent to visit with a parent, stepparent, or legal guardian who is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resided. Carrizo Springs CISD is required to excuse up to 5 days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 day after the date of return from deployment.
- The student misses school for the purpose of visiting a driver's license office to obtain a driver's license or learner permit. The student must be enrolled in high school and 15 years of age or older. The district may not excuse the student for more than one day of school during the period the student is enrolled in high school. Documentation Required: Official documentation from the Texas Department of Public Safety.

A student absent for any of the previously listed reasons (with the exception of the first 5 reasons, for which this paragraph does not apply) will be allowed a reasonable amount of time

to make up school work missed during these days. If the student satisfactorily completes the school work, the day of absence is counted as a day of compulsory attendance. Upon receiving any attendance documentation, the Registrar or Office Manager have 24 hours to update the student's attendance record.

At the end of the official attendance period each day, the Registrar or Office Manager will print the **Recorded / UnRecorded Class Attendance**. Teachers appearing on this report have not posted attendance and will receive a visit from the Assistant Campus Leader to instruct the teacher to post attendance.

Teachers have a 10-minute window to post their official attendance; this can be 5-minutes before or 5-minutes after the official attendance taking time.

Parents, stepparents, or legal guardian have up to 5 days to submit a note for the absence of their child(ren).

Under no circumstances may a student be marked present if picking up or dropping off homework. Student must be marked absent for FSP purposed.

RECORDING "TARDIES"

Students who arrive late but before the official attendance taking time will be marked "Tardy (Present)" in our SIS *SKYWARD*. On the official attendance records, "Tardy (Present)" shall mean that a student arrived late but before the official roll call.

Students who arrive late but after the official attendance taking time will be marked "Tardy (Absent)" in our SIS *SKYWARD*. On the official attendance records, "Tardy (Absent)" shall mean that a student was absent at the time of the official roll call but otherwise attended classes throughout the day and was not covered by one of the exceptions identified above.

The Raptor and Student Admittance slip are approved systems for recording tardies. In the event of internet or power outage, the Student admittance slip must have a timestamp. Using the Student Admittance slip will suffice as documentation.

For example:

- A student walks in at 9:55am and receives a Student Admittance slip
- The Official Attendance Taking Time is 10:00am
- Student is marked absent to the teacher-of-record

In the example above, copy of the Student Admittance slip must be provided to the Registrar, Attendance Clerk or Office Manager. They will log into SIS *SKYWARD* and make the necessary changes.

TEACHER ACCESS - SKYWARD ATTENDANCE

Once all attendance has been posted for the day, the Registrar, Attendance Clerk or Office Manager will print and review the *SKYWARD Daily Balancing Summary*. The Registrar, Attendance Clerk or Office Manager will ensure accuracy by comparing class Admittance Slips, notes, and other documentation received from Carrizo Springs CISD staff and parents to the official attendance taken. If changes are made to the attendance posted for the day be aware that documentation is necessary. All documentation is auditable and must be stored in a secure environment for 5 years.

DATA REQUIREMENTS FOR ATTENDANCE DOCUMENTATION

When submitting attendance documentation, the following data parameters must be present to substantiate any attendance change.

- Date of the absence
- Start time
- End time
- Faculty/Staff Name
- Student name and local ID number
- Reason student was with the Faculty/Staff member
- Faculty/Staff signature

When a student is leaving early or arriver after the Official Attendance Taking Time for a medical appointment. There must be a sign out log to verify the student was on campus on or before the Official Attendance Taking Time. Raptor or the Sign Out log will be the required source for this situation. If a student arrives after the Official attendance Taking Time with a medical excuse, Raptor and the Student Admittance Slip will suffice as documentation.

Campus Leaders or designee will be required to check with Registrars, Attendance Clerks or Office Managers too review attendance changes weekly.

PAPER ATTENDANCE

Once attendance has been posted for the day. The Registrar, Attendance Clerk or Office Manager will review the paper attendance rosters and update attendance within 45 minutes after the Official Attendance period has ended, no exceptions. The Registrar, Attendance Clerk or Office Manager must ensure that the rosters are signed and dated.

The final reports are saved and stored for auditing purposes. All attendance documentation must be filed for each student in student attendance folders or by date (sorted by student). Only PEIMS personnel and Campus Administrators will have access to the final attendance reports/attendance documentation. The Registrar, Attendance Clerk or Office Manager will run the Campus Summary report to verify system and paper attendance and notify Campus Administration when the reports are available for review.

MEMBERSHIP AND ADA ELIGIBILITY

Both membership and eligibility to generate average daily attendance (ADA) are related to the amount of time that a student receives instruction each day. However, they are not the same.

A student is in membership in Carrizo Springs CISD if the student is enrolled in the district and is either:

- Scheduled to attend at least 2 hours of instruction each school day or
- Participating in an alternative attendance accounting program

A student who meets the criteria above is in membership regardless to whether the student is eligible to generate ADA.

A student is eligible to generate ADA, and thus FSP funding, only if the student is in membership and meets the ADA eligibility requirements described in the following subsections. A student's eligibility to generate ADA is reported with an eligibility code. Carrizo Springs CISD uses the following codes to report ADA when reporting student attendance.

Note: The two-through four-hour rule includes recess and in-class breakfast.

Note: For PK ONLY: the two-through four-hour rule includes recess, breakfast and lunch.

Code (0) Enrolled, Not in Membership

Code (0) indicates that a student is enrolled but is not in membership. Code (0) applies to students who are scheduled for and provided fewer than 2 hours of instruction by Carrizo Springs CISD each school day and are not participating in an alternative attendance accounting program. This code is used for the following:

- A child who is scheduled to attend for fewer than 2 hours of instruction each school day, including a high school student who has met all graduation requirements other than passing required state assessments and who continues to attend school to participate in a study program for those tests.
- A child who attends a nonpublic school but receives some services from Carrizo Springs CISD (for example, speech therapy services only)
- A student who is provided instruction totally in a federal Head Start Program

- A student who has graduated but returns to school (for fewer than 2 hours of instruction per day) to further his or her education.
- A student who receives all his or her special education and related services through an approved nonpublic school
- A parentally placed private school student with a disability, 5 – 21 years of age, who receives special education and related services through a services plan (see 4.5 of the Student Attendance Accounting Handbook).

A student coded with an ADA eligibility code of (0) is not eligible to generate ADA or FSP funding.

Code (1) Eligible for Full-Day Attendance

Code (1) indicates that a student is eligible to generate full-day attendance. Code (1) applies to all students entitled to enroll under the Texas Education Code (TEC), §25.001, who are scheduled for and provided instruction for at least 4 hours each day.

Note: Districts that offer half-day Prekindergarten or Kindergarten programs must not count students who attend both the morning and afternoon half-day sessions for eligible full-day attendance.

Code (2) Eligible for Half-Day Attendance

Code (2) indicates that a student is eligible to generate half-day attendance. Code (2) applies to all students entitled to enroll under the TEC, §25.001, who are scheduled for and provided instruction for at least 2 hours but fewer than 4 hours each school day. These students include Prekindergarten (PK) student who meet the eligibility requirements in Section 7 (see Section 7.5 of the Student Attendance Accounting Handbook). Additionally, districts providing a full-day PK program to eligible four-year old would need to provide 75,600 operational minutes unless they have received a waiver from TEA.

Code (3) Eligible Transfer Students Full Day

Code (3) indicates that a student is a transfer student who is eligible to generate full-day attendance. Code (3) applies to a student who is a nonresident, legally transferred into Carrizo Springs CISD, and scheduled for and provided instruction at least 4 hours each school day. This code applies only to a student who transfers from one Texas school district to another. Such a student must meet all eligibility criteria other than residency.

Note: Carrizo Springs CISD is only approved to serve students in the geographic boundary authorized by the Texas Education Agency and City of Carrizo Springs, unless the student is a child of an employee of the school and regardless of whether the child resides in the geographic boundary served by Carrizo Springs CISD. Reporting a student with ADA eligibility Code (3) would demonstrate that Carrizo Springs CISD is serving students outside of its approved geographic boundary and may constitute a material violation if the appropriate Inter-District forms are not completed and approved.

Code (4) Ineligible Full-Day

Code (4) indicates that a student is provided with instruction for at least 4 hours each school day but is ineligible to generate ADA. The students that Code (4) applies to include any student who is scheduled

for and provided full-day instruction but does not meet the eligibility criteria for the services he or she receives. The type of students who are coded ineligible are listed below.

Underage:

- Children provided instruction in an Early Childhood Special Education (ECSE) services program who are under the age of 3, except for children with serious visual or hearing impairments or both
- Children provided instruction in PK who are under the age of 3 on September 1 of the current school year
- Children provided instruction in any grade (K-12) who are under age 5 on September 1 of the current school year and ineligible for full-day funding (see the notes under the table in 3.2.3 Age Eligibility for Exceptions). However, a 4-year-old who is eligible for PK is eligible for half-day funding even if the student is provided instruction in the Kindergarten classroom. The student must be code with a grade level of PK.

Overage:

- Students who are 26 years old on September 1 of the current school year.

Other:

- Nonresident students who have not been transferred into Carrizo Springs ISD
- Students who reside outside the boundaries of the State of Texas
- Students served by a Juvenile Justice Alternative Education Program (JJAEP) on the bases of an expulsion under the TEC, §37.001 (a), (d), or (e), unless specifically authorized in writing by the TEA.
- Students placed in residential facilities within Carrizo Springs CISD whose maintenance expenses are paid in full or in part by another state or the United States.
- Students who are required, as a condition of obtaining or holding the appropriate United States (US) student visa, to pay tuition to Carrizo Springs CISD to cover the cost of their education.

Code (5) Ineligible Half-Day

Code (5) indicates that a student is scheduled for and provide instruction for at least 2 hours but fewer than 4 hours each school day but is ineligible to generate ADA (for any of the reasons listed in the preceding subsection on Code (4)). The student that Code (5) applies to include any student who is provided half-day instruction but does not meet the eligibility criteria for the services he or she receives.

Examples include the following:

- Students enrolled only in PK who do not meet the PK eligibility requirements in Section 7
- Students enrolled in locally funded PK programs offered by Carrizo Springs CISD
- Students provided instruction by a JJAEP on the basis of an expulsion under the TEC, §37.007(a), (d), or (e), unless specifically authorized in writing by the TEA
- Students who are required, as a condition of obtaining or holding the appropriate US student visa, to pay tuition to Carrizo Springs CISD to cover the cost of their education.

Code (6) Eligible Transfer Student Half-Day

Code (6) indicates that a student is a transfer student who is eligible to generate half-day attendance. Code (6) applies to a student who is nonresident, legally transferred into Carrizo Springs CISD, and scheduled and provided instruction at least 2 hours but fewer than 4 hours each day. The student must meet all eligibility criteria other than residency.

The information on transferring students included in the previous subsection on Code (3) applies for Code (6) as well. Carrizo Springs CISD should not use ADA eligibility Code (6).

FUNDING ELIGIBILITY

To be eligible to generate FSP funding for attendance, a student must either:

1. Be scheduled for and provided instruction at least 2 hours (half-day attendance) or at least 4 hours (full-day attendance) each day (referred to as the “2-through-4-hour rule”) or
2. Be eligible for, enrolled in, and scheduled for and provided instruction in an alternative attendance accounting program (such as the OFSDP).

The following table explains more fully the requirements a student must meet to be eligible to generate ADA and thus FSP funding:

If the student is scheduled for and provided instruction:	Then the student:	and should be reported with:
Fewer than 2 hours (120 minutes) per day	Is not eligible to generate ADA	Eligibility Code (0) <i>(Ineligible)</i>
At least 4 hours (240 minutes) per day	Is eligible for full-day attendance (is eligible to generate ADA)	Eligibility Code (1) <i>(Full-Day ADA)</i>
At least 2 hours (120 minutes) but fewer than 4 hours per day	Is eligible for half-day attendance (is eligible to generate ADA)	Eligibility Code (2) <i>(Half-Day ADA)</i>
At least 4 hours (240 minutes) per day and meets the requirements for an eligible student other than residency or an alternative basis for eligibility under the TEC, §25.001	Is eligible for full-day attendance (is eligible to generate ADA). This status applies to a student who legally transfers from one Texas district to another Texas district and meets all eligibility criteria other than residency	Eligibility Code (3) <i>(Transfer Full-Day ADA)</i>
At least 4 hours (240 minutes) per day but does not meet the eligibility requirements	Is not eligible to generate ADA (see 3.2.1.5 of the SAAH for more information)	Eligibility Code (4) <i>(Ineligible Full-Day)</i>
At least 2 hours (120 minutes) per day but does not meet the eligibility requirements	Is not eligible to generate ADA (see 3.2.1.6 of the SAAH for more information)	Eligibility Code (5) <i>(Ineligible Half-Day)</i>
At least 2 hours (120 minutes) per day and meets the requirements for an eligible student other than residency or	Is eligible for half-day attendance (is eligible to generate ADA). This status applies to a student who legally	Eligibility Code (6) <i>(Transfer Half-Day ADA)</i>

an alternative basis for eligibility under the TEC, §25.001	transfers from one Texas district to another Texas district and meets all eligibility criteria other than residency	
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The Two-through-Four-hour rule eligibility Chart:

Includes:	Does not Include:
Instruction	Study Hall
In-Class breakfast	Sign-In
Breakfast and lunch (PK Only)	Repeated courses (if a student has already received credit for that course)
Recess	
Work-Based Learners	
Study programs for state assessments (if the student has met all graduation requirements)	

RECORDING ATTENDANCE FOR STUDENTS SERVED THROUGH GENERAL EDUCATION HOMEBOUND (GEH)

Any student served through the GEH program must meet the following three criteria:

1. The student is expected to be confined at home or hospital bedside for a minimum of 4 weeks. The weeks need not be consecutive.
2. The student is confined at home or hospital bedside for medical reasons only.
3. The student’s medical condition is documented by a physician licensed to practice in the United States.

A student served through GEH program must be served by a certified general education teacher. Over the period of his/her confinement, the student must be provided instruction in all courses, including elective courses, in which the student is enrolled pursuant to the policy and procedures adopted by the board for GEH instruction and after placement in the GEH program by GEH Committee.

A student who is served through the GEH programs retains the same ADA eligibility code he or she had before receiving GEH services, regardless of how many hours the student will be served through the GEH program.

At the end of each week, the teacher providing services to the student must supply the district PEIMS Coordinator and/or campus Registrar, Attendance Clerk, or Office Manager with the teacher’s homebound instructional log. The log must include:

- Homebound teacher’s name and signature
- The student’s name and local Id number
- The dates the homebound teacher visited the homebound student

- The specific time per visit the student was received instructional services
- The subject(s) covered per visit and
- The name and signature of the Campus Leader.

The District PEIMS Coordinator or the campus Registrar, Attendance Clerk or Office Manager will review and update the student’s attendance according to the following GEH Funding Chart:

General Education Homebound Funding Chart:

Amount of Time Served Per Week	Eligible Days Present Earned Per Week
1 hour	1 Day Present
2 hours	2 Days Present
3 hours	3 Days Present
4 hours Or More than 4 hours	4 Days Present (if the week is a 4-day week) 5 Days Present (if the week is a 5-day week)

Hours are not “rounded up” to complete a day or a week. For example, if a teacher provided 3.75 hours of homebound instruction, the student is eligible for THREE days of attendance. If the student receives 1.5 hours of instruction, the student is eligible for ONE day of attendance. The full hour(s) referenced in the GEH funding Chart must be met for the corresponding days of attendance. Additionally, a teacher cannot “make-up” time for funding purposes. The services must be provided within the school week in order for the student to receive credit for funding purposes. I.E., Ms. Smith became ill and only served student 3 hours within the week. She cannot provide 5 hours of instruction the following week to “make-up” the previous week’s missed hours (for funding purposes).

See Appendix A for the Homebound Log.

Eligible days present are determined each week. For GEH purposes, a week starts on Sunday and ends on Saturday. GEH service hours must not be accumulated and carried forward from one week to another and service hours must not be applied to a previous week.

Once the Districts PEIMS Coordinator or the campus Registrar, Attendance Clerk or Office Manager has updated the student’s attendance according to the chart above, the Homebound Log must be provided to the Special Programs Director or Assistant Director for signature. A copy of the original with all signatures will be provide to the Registrar, Attendance Clerk of Office Manager to file with all attendance documents. This document is auditable and must be stored in a safe environment for 5 years.

TRANSITIONING STUDENTS WITH CHRONIC ILLNESS FROM HOMEBOUND TO THE CLASSROOM

A student with a chronic illness or acute health problem that requires the student to be in the GEH program for at least 4 weeks will generate contact hours based on the following:

- Students transitioning back to a school-based placement may continue to be coded homebound during the transition period subject to the GEH funding chart.
- The length of the transition period must be determined by the GEH committee based on current medical information.

During the transition period, students are to be served through the GEH program for the period of time each week as specified by the GEH committee. Any student attendance in the classroom that is generated during the transition period will not be reported for funding purposes because funding will be based on the GEH funding chart.

Once the student has completed the transition period as determined by the GEH committee, the student no longer generates eligible days present according to the GEH Funding Chart but instead generates attendance based on whether the student is present at the Official Attendance Taking Time.

STUDENTS WITH A RECURRING CHRONIC OR ACUTE HEALTH CONDITION

A student with a chronic illness or acute health problem that is a recurring condition that requires the student to be in the GEH program for a period of time (which may be in daily or weekly increments) totaling at least 4 hours throughout the school year will generate contact hours based on the following:

- Student moving back and forth between the GEH program and a school-based placement generates eligible days present for those days they are served through the GEH program subject to the GEH Funding Chart.
- Student with a recurring condition generally do not require a transition period.
- Use the following chart to determine how to record attendance information for students with a recurring condition.

**Attendance Accounting Information Related to
Students with a Recurring Chronic or Acute Health Condition**

For any week in which the student with the recurring condition:	The student earns contact hours or attendance:
Is served solely at home or hospital bedside through the GEH program,	According to the requirements of the GEH funding chart.
Is served for at least 4 hours at home or hospital bedside through the GEH program and attends school at his or her campus	According to the requirements of the GEH funding chart.
Is served from 1 to 3 hours at home or hospital bedside through the GEH program and attends school at his or her campus	<ul style="list-style-type: none"> ➤ According to the requirements of the GEH funding chart for those days the student is provided instruction at home or hospital bedside through the GEH program and ➤ According to whether the student is present at the Official Attendance Taking Time for those days the student attends school at his or her campus.

Regardless of how many hours of GEH instruction a student is provided or how many days that student is in attendance at his or her campus, the student must not generate more than the equivalent of one ADA.

Please see Section 3.7.7 of the Student Attendance Accounting Handbook for more information on Chronic Illnesses.

Recording Attendance for Students Served through Special Education Homebound or Compensatory Education Home Instruction (CEHI/PRS)

The same attendance procedures are followed for CEHI and Special Education Homebound; however, review the appropriate section of the SAAH to determine the student's eligibility for each program.

RECONCILING STUDENT MEMBERSHIP AND ATTENDANCE RECORDS

The Assistant Campus Leader in coordination with the campus Registrar, Attendance Clerk or Office Manager at each campus will run the **Skyward Report ADA/FTE Report** at the end of each 6 Weeks period. The confirmation message below should be emailed to their respective Campus Leaders:

"By sending this email I, <Assistant Campus Leader Name> at <enter campus name here> confirm that I have completed the following items and will not make any attendance changes until notified by the District PEIMS Coordinator.

- *I have coded all excused absences authorized in the Student Attendance Accounting Handbook and the Attendance Accounting Procedures Manual*
- *Entered all attendance changes in SKYWARD*
- *Ensured all discipline records (ISS/OSS) are up to date*
- *Aligned homebound coding with documentation provided by Administration, Staff.*

*I have also reviewed the **Skyward Report ADA/FTE Report** to ensure:*

- *There are no Campus Summary errors for the current 6 Weeks period*
- *All students are assigned to the correct attendance track*
- *ADA percentage and enrollment numbers look reasonable.*

I will contact the Districts PEIMS Coordinator should any attendance changes need to be made and provide documentation to support any change.

Final affidavit signature from the Attendance Record Keeper and Campus Leader will be collected after final approval from TEA."

To help reconcile the **Skyward Report ADA/FTE Report** the Campus Registrar must run the **Student YTD Attendance Report**. This report will contain the following:

1. District name and campus name
2. County-District-Campus number
3. Reporting Period (Which 6 Weeks)

4. Total Number of Days of Instruction in the 6 Weeks
5. Instructional Track
6. All identification data elements belonging to the student
 - a. Legal First, Middle and Last Name
 - b. Generation Code if applicable
 - c. Gender
 - d. Date of Birth
 - e. Age
 - f. Social Security Number of State Issued Alternative Number
 - g. Ethnicity
 - h. Texas Unique Identification Number
 - i. First and last name & address of parent/guardian with whom the student resides
 - j. Campus ID of Residence for student
7. Student's original entry date and all subsequent withdrawal and re-entry dates including Special Programs
8. Student's Grade Level
9. Student's
 - a. ADA Code
 - b. Special Education Instructional Arrangement/Setting Code
 - c. Speech Therapy Indicator Code
 - d. Career and Technology Education Indicator Code
 - e. Bilingual Program Type Code or ESL Program Type Code
 - f. Gifted and Talented Indicator Code
10. Student's absences (from the Official Attendance Taking Time) for the 6 Weeks being reviewed
11. By 6 Weeks Reporting Period:
 - a. Student's Total Days Membership
 - b. Total Days Absent
 - c. Total Days Present
 - d. Total Eligible Days Present
 - e. Total Ineligible Days Present
12. Student's total eligible days present in each special program by 6 Weeks Period
13. Student's number of excess contact hours earned in one day, where applicable
14. Student's total excess contact hours by instructional setting code by 6 Weeks period, where applicable
15. Attendance data totals for all students, summary by grade. These totals include the following:
 - a. Days in Membership (eligible and ineligible students)
 - b. Days Absent (eligible and ineligible students)
 - c. Total Days Present (eligible and ineligible students)
 - d. Ineligible Days Present
 - e. Eligible Days Present
 - f. Eligible Days Bilingual/ESL
 - g. Eligible Days Special Education Mainstream
16. Campus Total for all grades for all data required in item 15 above.

Signature page for **Skyward Report ADA/FTE Report** must be signed by staff member recording the data and approving data for each 6 Week period. These staff members include:

- Campus Leader
- District PEIMS Coordinator
- Registrar

FIRST AND FOURTH 6 WEEKS TEACHER RECONCILIATION REPORT

Student Rosters will be reconciled at the end of every First and Fourth 6 Weeks by initiating the Teacher Reconciliation process. Please review the First and Fourth 6 Weeks Teacher Reconciliation Report document prior to every First and Fourth 6 Weeks Teacher Reconciliation report for instructions. See Appendix B

The Teacher Membership Roster by Period report: **Attendance>Reports>Attendance Reports>All>SAT-0671: Teacher Membership Roster by Period Report**, is reviewed at the end of the First and Fourth 6 Weeks to reconcile student enrollment.

These reports are auditable reports and must be kept in a safe environment for 5 years.

ENROLLING STUDENTS IN PRE-KINDERGARTEN (PK)

According to the SAAH, Section 7.2, to be eligible for enrollment in a PK program, a child must be 3 or 4 years of age on September 1 of the current school year and must:

- Be unable to speak and comprehend the English language
- Be educationally disadvantaged (eligible to participate in the National School Lunch Program (NSLP),
- Be homeless
- Be a child of an active-duty member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, who is ordered to active duty by proper authority
- Be a child of a member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, who was injured or killed while serving on active duty,
- Have ever been in the conservatorship of the Texas Department of Family and Protective Services (foster care) following an adversary hearing,
- Is a child of a person eligible for the Star of Texas Award such as:
 - A peace officer under Texas Government Code, §3106.002
 - A firefighter under Texas Government Code, §3106.003
 - An emergency medical first responder under Texas Government Code, §3106.004

Once a student is determined to be eligible for PK, the student remains eligible for the remainder of the current school year in the district in which he or she resides or is otherwise entitled to attend for Foundation School Program benefits, with the exception described in 7.2.2 PK eligibility based on a Student being Limited English Proficient (LEP/English Learner (EL).

If a student withdraws and enrolls in another district, the district from which the student withdrew must provide the documentation which determined that the student is LEP/EL to the receiving school.

Pre-K students will have an ADA eligibility code of 2: Eligible for Half-Day attendance.

ENROLLING STUDENTS IN SPECIAL PROGRAMS

Under no circumstances may a campus Registrar or Office Manager make decisions regarding the coded of students in special programs. Documentation from the Special Programs Director or designee will be provided to the campus Registrar or Office Manager to code students in special programs. Data integrity is verified by Registrar or Office Manager providing Special Programs reports from our SIS and comparing them to the Documentation provided to them. The Special Programs Director or designee will sign and date the documentation to confirm the accuracy of the data entered.

CHANGING DATA TO STUDENTS IN SPECIAL PROGRAMS

It is the responsibility of the Special Education staff assigned to the special program to notify the Special Education Department when changes are to be made to a student's record. The professional staff will submit the appropriate form to the Special Education Department with the changes clearly indicated. If the Special Education Department is uncertain of the changes needed; the Special Education Department staff will return the form to the professional staff for clarification.

The Special Education Department staff will log into *SKYWARD* and will locate the correct student and enter the correction to be made. The method to make the correction is as follows:

- Enter the exit date on the existing row
- The Reason for the exit will be "33"
- Add a row and enter the correct entry date and the corresponding information.
- Click "Save" on the top-left-hand-side of the screen
- A message "Data Saved" will be displayed in green

BILINGUAL/ENGLISH AS A SECOND LANGUAGE/LIMITED ENGLISH PROFICIENCY

Funding for LEP students is calculated daily beginning on or after the first day of enrollment each year if the student meets ALL the criteria listed below:

The campus staff has 20 school days to complete the following procedures and convene as a Language Proficiency Assessment Committee (LPAC) to determine the English Language Learner (ELL) status of each student. The time line begins on the first day of school or the first day of enrollment for new students.

The campus Bilingual Education Specialist, Registrar or Office Manager will maintain the campus documentation for PEIMS Data Integrity. As changes are made by the campus teams, the spreadsheet will be updated, provided to the campus Registrar or Office Manager, and they will enter data provided to them on the spreadsheet. After each 6 Weeks reporting period and within the last week in October of the current school year, the District PEIMS Coordinator will provide a list of students coded as LEP and all appropriate information to the Bilingual Education Specialist to review for accuracy. If corrections are to be made, the Bilingual Education Specialist will provide those corrections to the campus Registrar and the process will continue until all data is accurate. The final step will include a signed and dated student listing from the Bilingual Education Specialist.

RECENT IMMIGRANTS

An eligible Recent Immigrant student is a student 1) born outside of the United States or any of its territories, 2) student is between 3 and 21 years of age, 3) and has attend schools in the United States for fewer than 3 full academic years, (the years need not be consecutive). A complete academic year for PEIMS purposes is a PEIMS year which is defined by student enrollment from one Fall PEIMS Snapshot date to the subsequent Fall PEIMS Snapshot date. Years are calculated beginning with the student's initial year in a US school and cumulatively calculated regardless of gaps in enrollment during any of those years.

In order for Carrizo Springs ISD to receive Title III, Part A funding for Recent Immigrant students, the following information must be completed on the appropriate *SKYWARD* screen and reported via PEIMS to the TEA in the Fall PEIMS submission:

- *SKYWARD*>Student Profile>Migrant
- *SKYWARD*> Student Profile>Bilingual/ESL

Students who are identified as Recent Immigrants and who may be eligible for Title III, Part A funding, will be identified by a PEIMS Immigrant indicator code of "1" in *SKYWARD*. The total number of eligible immigrant years will be calculated once the date the student first completes and the campus Registrar or Office Manager enters the appropriate completed number of years in the United States. The Bilingual Education Specialist for each campus will review this data after each 6 weeks for accuracy and completeness. A student's PEIMS eligibility status shall be reviewed annually prior to the Fall PEIMS Snapshot date.

MIGRANT PROGRAM

If a student has indicated on the Family Survey Form, they are enrolling as a Migrant Student, the Family Survey must be sent to Carrizo Springs CISD Region 20 Migrant Education Specialist contact person. Our Memorandum of Understanding with Region 20 states that their staff will contact the family, complete the Certificate of Eligibility (COE), sent the completed COE to our District contact person. Our contact person will communicate with the campus Registrar or Office Manager so they may enter the appropriate Migrant indicator in *SKYWARD*.

➤ *SKYWARD*>Student Profile>Migrant

The district Migrant Education Specialist will review this data after each 6 weeks for accuracy and completeness. A student's PEIMS eligibility status shall be reviewed annually prior to the Fall PEIMS Snapshot date.

SPECIAL EDUCATION PROGRAM

PEIMS Reconciliation: Carrizo Springs CISD requires that all special education campus and district personnel balance PEIMS records on an ongoing basis and particularly during PEIMS snapshot period. At present the district Special Education personnel use a report from eSPED IEP program that is balanced with the PEIMS reports generated from *SKYWARD* to audit for 100 percent accuracy rate. Both the Special Education Data Clerk and the Special Education District personnel review all Special Education Coding. If there is a discrepancy, records are re-verified until the information in PEIMS matches that of the eSPED IEP program.

Under no circumstances will the campus Administrative Staff, Registrar or Office Manager make any decisions regarding the identification of special education students. It is the responsibility of the Special Education Department staff to code Special Education students with the correct PEIMS indicator codes. The District PEIMS Coordinator will reconcile with the Special Education Department staff at the end of each 6 Weeks to ensure the accuracy of the data entered in *SKYWARD*.

AT-RISK STUDENT PROCEDURES

If the records received from the previous district indicate the student was considered At-Risk, a copy of the previous district's withdrawal records are provided to the counselor. The counselor will determine the At-Risk status and provide copies to the campus Registrar or Office Managers. The campus staff will determine the necessary actions for the student according to state and federal law/policy. The following data elements will cause the student to be coded as At-Risk of dropping out of School.

- Unsatisfactory performance on readiness test (PK-03) grade
- Did not maintain an average of 70 in 2 or more subjects (07-12) grade
- Not Promoted for one or more school years
- Unsatisfactory Performance on assessment instrument

- Student is pregnant or is a parent
- *Previously Placed in a DAEP
- *Previously Expelled from School
- On parole, probation, deferred prosecution or other conditional release
- Previously reported as Dropout in PEIMS
- Student is currently Identified as LEP
- Custody or Care of the Department of Protective and Regulatory Services
- Student is Homeless or Unaccompanied minor
- Student is in a Residential Treatment
- Student/Parent has ever been incarcerated

Campus Registrar or Office Manager will update student At-Risk Indicator and any or all data elements that correspond to the students At-Risk Indicator. Reports will be generated by the Registrar or Office Manager and reviewed for accuracy by a Campus Counselor. This process will be completed each 6 Weeks and during the PEIMS Fall submission period.

The Campus Counselor will certify that the data is correct by signing and dating the At-Risk List of students. These documents are auditable and must be kept in a secure environment for 5 years.

ECONOMIC DISADVANTAGE STUDENTS

After each 6 Weeks reporting period and during the last week in October, the campus Registrar or Office Manager and the Child Nutrition Coordinator will use the Titan and *SKYWARD* reports to audit the Economic Disadvantage Student Indicator for auditing purposes. The accuracy of this data is crucial because it imparts the following departments: Child Nutrition, Accountability and Finance (State Compensatory) funding.

STUDENT DISCIPLINE PROCEDURES

All student coding decisions regarding discipline will be made by the campus administration. Under no circumstances will a paraprofessional determine codes to report student discipline.

The campus administrator assigning student discipline for a student will complete a discipline referral form completed with all PEIMS related discipline codes. The completed referral form will be provided to the campus administrator for data entry purposes. If a discipline referral requires a conference, the campus administrator will send a certified letter to the parents/guardian requesting their attendance. According to district policy FOC (LEGAL), valid attempts to contact the parent/guardian must be documented. If the parent/guardian waive the right for due process, a copy of the waiver must be obtained.

All documentation regarding the student's discipline must be maintained in the student's discipline folder for auditing purposes for 5 years.

At the end of each 6 Weeks, the campus administrator in charge of student discipline will review the following *SKYWARD* discipline reports for accuracy: **Report Monthly Action Total**. If errors are found, the appropriate actions must be taken to make all necessary corrections.

STUDENT WITHDRAWALS/LEAVERS

Leavers are students who were provided instruction and are in grades 7th – 12th during the prior year but not enrolled in the Carrizo Springs CISD during the school start up window. The school Start Up Window begins on the First Day of School and ends on the Last Friday of September of the current academic year. This includes graduates, dropouts, and other leavers such as those students enrolled in a private school or a home-schooling setting.

Withdrawal for Non-Attendance

It is the policy of Carrizo Springs CISD that Campus Principals may initiate withdrawal of a student under the age of 19 for non-attendance under the following conditions:

- The student has been absent for ten consecutive school days: AND
- Repeated documented efforts by the attendance officer and/or Campus Leader or designee have been made to locate the student have gone unsuccessful.

Begin the district's Leaver Tracking procedure. Every attempt to locate a student must be made. If the student cannot be located; the student will be recorded as a dropout for student in grades 7th – 12th.

In accordance with TEC, Section §25.095 (a), (b), (c) and Section §25.087, students that fail to attend school without excuse for 3 or more days or (parts of days) within a 4 week period are to be informed regarding the following:

- Student absences
- Parent duty to monitor student school attendance and require the student to attend school
- Student is subject to truancy prevention measures
- Must request conference between school officials and parents.

Carrizo Springs CISD must take at least one of the following truancy prevention measures:

- Refer the student to counseling, mediation, mentoring, a teen court program, community-based services, or other in-school or out-of-school services aimed at preventing student's truancy.

If the student fails to attend school on 18 or more days (or parts of days) within a 9-month period in the same school year and the occurrences are not a result of 1) pregnancy, 2) being in the state foster program, 3) Homeless or unaccompanied youth, or 4) being the principal income earner for the student's family. The student may be referred to meet with the campus attendance committee to determine the student's enrollment status in lieu of truancy court. Parents will have an opportunity to appeal any infraction that they deem irrelevant to the student's attendance report.

REGARDING LEAVER CODE “83”

Student was enrolled and was withdrawn from school by the district when the district discovered that the student was not entitled to enrollment in the district because a) the student was not a resident of the district, b) was not entitled under other provisions of the TEC, Section §25.001 or as a transfer student, or c) was not entitled to public school enrollment under TEC, Section §38.001 or a corresponding rule in the Texas Department of State Health Services because the student was not immunized. Definition and use: The Leaver Code is for students in which the district discovers when verifying enrollment information that the student is not entitled to enrollment in the district because the student is not a resident of the district or is not entitled under other provisions of TEC, Section §25.001 or is a transfer student. It is NOT for a student who was a resident of the district and who stops attending because the family has moved. This Leaver Code is also for rare situations in which the student has not met the requirement under TEC, Section §38.001 or corresponding rules of the Texas Department of State Health Services for immunization, provisional enrollment, or exemption. Subject to the exceptions in TEC, Section §38.001 (c), a student is required to be fully immunized against diseases as required by the Texas Department of State Health Services (TEC, Section §38.001 (a)). A student may be provisionally admitted if the student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible. (TEC, Section §38.001 (e)). Except as provided by TEC, Section §38.001 (c), or by rule of the Department of State Health Services, a student who is not fully immunized and has NOT begun the required immunizations may not attend school.

Documentation Requirement: Due process documentation supporting the withdrawal. All district actions to withdraw a student must be documented OR the documentation for use to this leaver reason code may be considered insufficient. For purposes of Leaver Reason Code 83, due process is defined as completion of the following steps:

- District provides oral or written notice, appropriately documented, to the student’s parent, guardian, or qualified student him or herself of the intent to withdraw the student. Reasons for the withdrawal, effective date of withdrawal, and date of hearing or conference at which the parent, guardian or qualified student will have an opportunity to respond to the allegations that the student is not entitled to be enrolled in the district. The next steps are NOT required for cases in the which the parent, guardian or qualified student agrees that student is not entitled to enrollment in the district.
- District provides a hearing or conference at which the district presents the reasons for withdrawal, and the parent, guardian or qualified student is given an opportunity to respond to the reason for withdrawal.
- District provides a written report to the parent, guardian or qualified student that contains the findings of fact and district decision following the hearing or conference. The written report shall include notice of the parent’s, guardian’s or qualified student’s right to appeal the district’s decision.

LEAVER TRACKING PROCEDURES

As students are withdrawing, a list of these students must be kept to verify that the student has enrolled in another educational institution. Registrars or Office Managers will log into TREx, review requests,

fulfill, Reject or Hold a TReX request if necessary. A Leaver Folder for every student that withdraws is a requirement. All withdrawal appropriate documentation shall be kept in the students Leaver Folder. Once a week, the Campus designee will review the Leaver Tracking list to assure that appropriated Leaver Code has been entered in SKYWARD.

GRADUATES

Graduates include all students who graduated during the previous academic school year. This includes students that graduated during the previous summer. Student student's graduation status must be documented in their AAR record. The cumulative record must have a graduation seal, graduation type plan, State Testing scores and sufficient credits.

Designated personnel must review the additional PEIMS data elements (Special Education Indicator Economic Disadvantage, Graduation date and college entry).

RESPONSIBILITIES

The Campus Principal or designee of each school is charged with the responsibility for verifying and assuring the accurate Leaver Data is reported in the PEIMS Fall Submission. The Campus Leader or designee will ensure the procedures outline in the PEIMS Data Standards Code Table C162 are followed. See Appendix C.

DESIGNATION OF STAFF

The Campus Principal shall at the beginning of each academic school year, designated an administrative team member who will be responsible for each of the following student areas:

- Attendance
- Discipline
- Leaver/Withdrawal
- Special Programs including but not limited to: Special Education, CTE, Bilingual/ESL, Migrant, PRS, GEH, etc.
- Enrollment
- Graduation Plans
- Gifted and Talented

In the event that the campus staff member is not available, the responsibility will fall back on the Campus Principal. This information will be published to staff and made a part of campus procedures. The designated staff members will act as the authorized representative of the Superintendent of Schools for signing all appropriate forms and filing appropriately all documentation for auditing purposes. Those individuals assigned to these areas of responsibility must thoroughly familiarize themselves with modules in *SKYWARD* and attend all workshops presented by the Districts PEIMS Coordinator. Campus

administrators must assure not only their own proficiency in their area of responsibility, but also assist and monitor all involved in the process.

RECORDS RETENTION AND SAFEGUARDS

The Superintendent of Schools is ultimately responsible for the maintenance and security of all records. The Superintendent of Schools is the Carrizo Springs CISD's Record Retention Officer. If any issues arise the Records Retention Officer shall report this issue to the Superintendent of Schools immediately.

For the Records Retention Schedule, please refer to the Carrizo Springs CISD: Records Handbook.