

**ATTENDANCE SYSTEM**  
**ATTENDANCE PROCEDURES**

*PLEASANT GROVE ISD*

*2019-2020*

# **Attendance System Procedures Manual**

## **PURPOSE**

The purpose of this policies and procedures manual is to provide guidance and direction to District personnel charged with the maintenance and accuracy of student records for the purposes of attendance accounting according to the Texas state law (Texas Education Code (TEC), §42.006(b)) which states that every Texas school district is required to adopt an attendance accounting system, whether manual or automated, that includes procedures that ensure the accurate taking, recording, and reporting of attendance accounting data. District staff must report attendance information through the Public Education Information Management System (PEIMS) to the Texas Education Agency (TEA). The TEA then uses this attendance data to determine the allocation of Foundation School Program (FSP) funds to the district.

*The Student Attendance Accounting Handbook* provides districts and charter schools with the Foundation School Program (FSP) eligibility requirements of all students and the minimum requirements of all student attendance accounting systems.

## **Daily Attendance Procedures**

### **Teachers**

- **9:30 a.m. is the official “Attendance” time for Pleasant Grove Elementary School.**
- **9:30 a.m. is the official “Attendance” time for Pleasant Grove Intermediate School.**
- **9:30 a.m. is the official “Attendance” time for Pleasant Grove Middle School.**
- **9:30 a.m. is the official “Attendance” time for Pleasant Grove High School.**
- All teachers will submit attendance promptly in Skyward grade book for the ADA period and for all other class periods during the day (usually secondary campuses).
- Substitute teachers will be provided class rosters and they shall mark absent students at the appointed time and sign/date the form. The roster will be retrieved by the attendance office and posted for the teacher by the attendance clerk. This document will be filed for audit purposes.

## **Daily Attendance Procedures**

### **Attendance Clerks**

- Pre-Post attendance (ISS, DAEP, a parent called in, UIL absences, Field trip absences (non-UIL), etc...)
- Monitor attendance submitted by all teachers; input attendance for substitutes
- ***Elementary and Intermediate***
  - Print & verify **ADA Report**
  - Print & verify **Daily Funding Absence Report**
- ***Secondary campuses***
- Monitor student attendance throughout the day
- Verify questionable absences submitted by teachers
- Make necessary corrections
- Print & verify **ADA Report**
- Print & verify **Daily Funding Absence Report**
- Correct errors in Skyward and re-print reports as necessary
- File all reports and absence notes and documentation in an orderly manner and in a secure location.

Other reports may be run according to your needs. Examples include:

- **Day Summary**
- **Unrecorded Class Attendance**
- **Recorded Class Attendance**
- **Daily Balancing Summary**

## **Daily Backups**

Nightly Skyward backups are performed by ISCorp and they send encrypted backups to an off-site facility daily Monday through Friday. At the District's request, ISCorp can provide backups for client retention purposes.

## ***End-of-Cycle Procedures***

*Attendance Clerk, Teachers, Counselors, Principals, Special Program Directors*

- *Special Program Verification:*
  - For Special Education, Bil/ESL, G/T, CTE, and PRS, print the **Record of Program Activity Report**.
  - For At Risk, print the **At Risk Student Report**.
  - For Title 1, print the **Title 1 Report**.
  - Career & Technology should also be reviewed using the **Career and Technology Transaction Report**.
  - The **Entry/Withdrawal Report** is to be printed at the end of each six weeks for each campus.
  - The **Daily Register** is to be printed at the end of each six weeks for each campus, as well as for the District.
  - The **Contact Hours Report** is to be printed at the end of each six weeks for each campus, as well as for the District. This report will also be printed at the end of both first and second semester.
  - Update Skyward data as necessary prior to the last day of the cycle.
- *Enrollment Verification:*
  - Follow the Attendance Reconciliation Balancing Instructions provided by Region 8 each year.
  - During the last week of the 1<sup>st</sup> grading cycle and 4<sup>th</sup> grading cycle, High School, Middle School, Intermediate School, and Elementary School attendance clerks print **Attendance Verification Report** for the funding period and distribute to teachers with instructions for them to verify enrollment of students in their funding period or homeroom class. (note: AEP/ISS students may still be enrolled in their classes.)
  - The teachers must sign and date the class list and return to the attendance clerk.
  - Attendance clerk will verify that all class lists have been returned and verified (signed) by the teacher.
  - Reconcile the numbers per grade level with the Enrollment Report for the As of Date that you will run the Attendance Verification Report.
  - Adjust your total on this page to the total you received after processing your errors and have the appropriate staff sign.
  - File Membership Summary with end-of-cycle reports.

## ***End-of-Year Procedures***

*Attendance Clerk, Principal*

- Print the **Daily Register** for all 6 reporting periods.
- Print the **Contact Hours Report** by semester for each campus (obtain Principal's signature).

- Print the **Contact Hours Report** by semester for the District (obtain Superintendent's signature).
- **Entry/Withdrawal** Report for the year.
- **All reports for the entire year should be filed together with an official calendar, medical notes, written notes by parents/guardians and any other documentation related to attendance. All forms and reports will be verified by each campus principal and stored in the records room.**

## **PEIMS Coding Responsibilities**

<b><u>Program</u></b>	<b><u>Position(s) Responsible</u></b>
General Attendance Maintenance and Security	Attendance Clerk(s)
Special Education	Diagnosticians
Career and Technology Ed	CATE Coordinator
Bilingual/ESL	Bilingual/ESL Coordinator
Pre-Kindergarten	Elementary Principal
Gifted and Talented	Counselors
Pregnancy Related Services	Counselors
At-Risk	Counselors