



Attendance Procedures Manual

2021-2022

In accordance to Texas Education Code (TEC) 42.006(b), 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.

The goal of the McAllen ISD Student Operations Department is to insure the accuracy and integrity of all PEIMS data reported to TEA. Accurate reporting impacts state funding and accountability as well as many other areas within the school district. The Student Operations Department will provide district and campus level staff the appropriate resources in order to achieve this goal.

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All material contained in this manual is based on Texas Education Code, Texas Administrative Code, the Student Attendance Accounting Handbook, the PEIMS Data Standards, district policy and best practices. An updated copy of this manual will be issued to all ADA/Registrars at the beginning of each school year.

At the beginning of each school year the person(s) in charge of enrollment and/or attendance at the campus must download and/or print a copy of the latest Student Attendance Accounting Handbook. The PEIMS Department will send an email notification when it is ready – it will be available at:

http://tea.texas.gov/Finance_and_Grants/Financial_Compliance/Student_Attendance_Accounting_Handbook/

On-site campus attendance reviews will be performed each year by the Student Operations Department to ensure uniformity of procedures. Schedules and documentation requirements will be sent to the campuses two weeks prior to the visits.

IMPORTANT INFORMATION

The Student Operations Department will strive to ensure that all data collected for reporting (accountability and compliance) purposes is true and accurate. Public Education Information Management System (PEIMS) is defined as a data collection system for gathering student, staff, financial, and organization data from school districts and education service centers.

Recent Changes

McAllen ISD is currently under the Return to School 2021-2022 Plan. Additional changes may be added to this manual throughout the 2021-2022 school year after the release of the Student Attendance Accounting Handbook (SAAH) and ongoing changes due to the COVID-19 pandemic. The latest TEA COVID-19 guidance is available on the TEA COVID-19 webpage at:

<https://tea.texas.gov/texas-schools/health-safety-discipline/covid/coronavirus-covid-19-support-and-guidance>.

Campus Compliance Responsibilities

All public school districts in Texas are required to provide certain data to the Texas Education Agency at set times during the year.

These data involve staff and student information at the campus level.

To insure McAllen ISD campus data is timely, accurate, and reliable, campus responsibilities include:

- 1) Identify campus staff responsible for PEIMS data elements
- 2) Ensure campus staffs receive the required training.
- 3) Adhere to input and verification timelines.
- 4) Review PEIMS reports for accuracy.

- 5) Sign off on reports as final verification of accuracy.
- 6). The Data Processing PEIMS department provides training and support for all campus PEIMS reporting requirements.

Uses of PEIMS Data

Submission 1 (Prior Year / Current Year)	Submission 2 (Prior Year)	Submission 3 (Year End)	Submission 4 (Extended Year)
Snapshot	Financial Audit Data	Allocation of Foundation School Program Funds	Allocation of Foundation School Program Funds – Summer Programs
Federal Accountability Reporting	Federal Accountability Reporting	Federal Accountability Reporting	Federal Accountability Reporting
State Accountability Reporting	State Accountability Reporting	State Accountability Reporting	State Accountability Reporting
School Report Card	Administrative Cost Calculation	School Report Card	General Statistical Uses
Annual Dropout Rate	Legislative Modeling	Annual Dropout Rate	General Statistical Uses
District Effectiveness and Compliance Monitoring	General Statistical Uses	District Effectiveness and Compliance Monitoring	General Statistical Uses
Textbook Allocations		Legislative Modeling	General Statistical Uses
Certification-to-Assignment Checks		General Statistical Uses	
Legislative Modeling			
General Statistical Uses			

Common PEIMS errors

We all make mistakes and it is easy to make them. The following is a list of common PEIMS errors. Even though these may seem harmless, these errors can cause big problems for your campus and for PEIMS accuracy.

Review the following list and make an extra effort to avoid these common errors:

- 1) Placing the generation code in the last name field.

Example: Last Name Vasquez Jr

ALWAYS place the generation code value in the correct generation code field.

NEVER place the generation code value in the last name or middle name field unless that is the way it appears on the birth certificate.

- 2) Using the current year as the birth year for the student

Example: DOB 08/23/2010

ALWAYS double-check the year you input on a date of birth.

- 3) Incorrect ADA Eligibility Code is used for a student.

Example: A PK student does not qualify for state funding but is enrolled with an ADA code of "2"

– Eligible half day student.

ALWAYS double-check the ADA Eligibility code for accuracy.

- 4) Approved transfer student without a campus ID of Residence or Student Attribution Code completed.

Example: Student is an employee's child and lives in Edinburg but the Campus ID of Residence and Attribution Code are blank.

- 5) Student is placed on homebound through Special Education via an ARD meeting.

Example: Student breaks a leg and is confined to bed for 2 months. An ARD committee places the student in the instructional setting of Homebound.

Make sure you establish contact with the homebound teacher to receive documentation of the homebound contact the student is receiving.

ENROLLMENT PROCEDURES

Measures should be taken to verify, on enrollment, that a student is entitled to enroll in the district under Texas Education Code (TEC), §25.001. If the student's entitlement is contingent on the residency of a person, examples of methods of verifying residency include requiring utility bill receipts (water), checking tax records, or verifying with responsible district personnel that the applicable residence is within the boundaries of your district, see McAllen ISD policy FD-LEGAL, FD-LOCAL, FD-R.

Any students who are entitled to enrollment under the TEC, §25.001 must be served, even if they are expected to reside in the district for a short time. Students must be served in regular education in addition to other programs (special education, etc.) if the students are eligible and all documentation is on file. **The district cannot refuse to serve a student who is entitled to enroll.**

A student's entry date is the first day the student is physically or virtually present during the official attendance time on a particular campus or if the student met the engagement requirements under the District's Asynchronous Engagement Methods.

Verifying Eligibility

Under the TEC, §25.001(b), a student must be admitted who meets age eligibility requirements if the student:

- and either parent reside in the school district;
- does not reside in the school district but has a parent who does and that parent is a joint or the sole managing conservator or possessory conservator of the student;
- and the student's guardian or other person having lawful control of the person under a court order reside within your school district;
- has established a separate residence under the TEC, §25.001(d);
- is homeless, regardless of the residence of the student, of either parent, or of the person's guardian or other person having lawful control of the person;
- is a foreign exchange student placed with a family that resides in the district by a nationally recognized foreign exchange program;
- resides at a residential facility that is in the district;
- resides in the district and either is 18 years old or older or has had the disabilities of minority removed; or
- does not reside in the school district but has a grandparent who does and who provides a substantial amount of after-school care for the student.

Also, a student must be admitted, tuition-free, who meets age eligibility requirements if the student has been placed in foster care and the foster parents reside in your district. A high school student in Grades 9–12 who has been placed in temporary foster care at a residence outside the district but was enrolled at a school in the district at the time of placement is entitled to complete high school at that school without payment of tuition.

If the district determines that a student is homeless, as defined by the McKinney-Vento Homeless Assistance Act, then at the time of that determination, the child must be allowed to either remain in the district in which he or she was enrolled before becoming homeless or enroll in the district where he or she is now located. A homeless student is entitled to enroll in any district. Proof of residence is not required.

Immunization Requirements

Except as provided by the TEC, §38.001(c), a student is required to be fully immunized against certain diseases. However, the district may admit a student provisionally if the student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as

medically feasible. Except as provided by the TEC, §38.001(c), a student who is not fully immunized and has not begun the required immunization may not attend school. A homeless student may be admitted for 30 days pending initiation of vaccinations or receipt of vaccination documentation. A student who is a military dependent or any student transferring from another Texas school district may be enrolled for 30 days pending transfer of immunization records.

During enrollment, any questions regarding immunizations should be addressed to your campus nurse. See below for the passage from the Student Attendance Accounting handbook concerning immunization requirements:

(3.3.5) Subject to the exceptions in TEC, §38.001(c), a student is required to be fully immunized against disease as required by the Texas Board of Health. (Section 38.001(a), TEC.) However, 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. (Section 38.001(e), Texas Education Code.) Except as provided by TEC, §38.001(c), a student who is not fully immunized and has not begun the required immunizations may not attend school. For further information regarding immunization requirements, immunization exemptions, and immunization documentation, please contact the Department of State Health Services.

On a student's enrollment in the district, a bona fide effort should be made to secure all records and required documentation pertaining to the student from the previous district (and/or the parent, if applicable). When a student transfers from one Texas public school district or charter school to another, the student record must be transferred via the Texas Student Records Exchange (TRES) within 10 working days of receiving a request. The student record must include the following information at a minimum:

Social security number or state-approved alternate ID last reported through PEIMS
First, middle, and last name and generation code, if applicable
Date of birth
Gender
Ethnicity and race
Current grade level
Immunization information
Receipt of special education services and individual education plan, if applicable
Academic year
Course completion
Final grade average
Teachers of record
Assessment instrument results
District ID
Campus ID
Campus name
Campus phone number

For a high school student transferring from one Texas public school district or charter school to another, the following additional information is required to be sent via TRES for the student's high school transcript:

- Student's address, including city, state, and zip code
- District name
- Exit level assessment and date the exit level requirement was met

- Advanced measures completed for the distinguished graduation program, if applicable
- Texas Grant indicator code required by the end of the student's junior year
- Graduation program type required by the end of the student's junior year
- College Board campus code
- Certification of coursework completion date, if applicable
- Current and previous coursework including
 - Academic year
 - Session type
 - Campus awarding credit
 - Course category, name, number, abbreviation, semester, grades and credit
 - Course grade average and/or final grade average
 - Special explanation codes, if applicable
 - Pass/fail credit indicator codes, if applicable

Enrollment by a student in another school district constitutes authority for your district to release the education records of that student, regardless of whether parental authority has been received.

Verifying PK Eligibility

MISD operates a 3 & 4 year PK program. To be considered eligible, a child must be 3 or 4 years of age on September 1 of the current school year and must:

1. be unable to speak and comprehend the English language; or
2. be educationally disadvantaged^ψ (eligible to participate in the National School Lunch Program [NSLP]); or
3. be homeless; or
4. be the 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; or
5. be the 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; or
6. have ever been in the conservatorship (foster care) of the Department of Family and Protective Services (DFPS) following an adversary hearing.
7. Is a child of person eligible for the Star of Texas Award for First Responders

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. For example, a student who qualifies for PK because the student is eligible to participate in the NSLP (is economically disadvantaged) is eligible for PK the entire school year even if the family's annual income increases above the subsistence level during the school year.

A child who is 5 years of age on September 1 of the current school year is **not** eligible for enrollment in a PK class. It is the position of the Texas Education Agency (TEA) that children who reach age 5 on September 1 are most appropriately served in kindergarten, and that the law specifically established the PK program to serve students who have not reached age 5. Given the intent of the law, if your district enrolls a 5-year-old student in the PK program, the student must

be reported as ineligible for ADA (ADA eligibility code 4 or 5).

Students under 5 years of age who do not meet eligibility requirements but are still served in the PK program do not generate attendance funding and should be coded ineligible full-day (ADA eligibility code 4). Serving students who are not eligible for the program should not interfere with serving students who are eligible for the program.

If a student qualifies for PK on the basis of being limited English proficient (LEP), is not receiving required services through the Bilingual/ESL program because of a parental denial, and then moves out of the district, the student remains eligible for PK if the student enrolls in the new district within 30 days provided documentation of the home language survey and testing are made available to the new district. However, the student must be re-qualified for PK if the student enrolls in the district after 30 days.

If a student qualifies for PK on the basis of being economically disadvantaged (eligible to participate in the NSLP), and then moves out of your district, the student must re-qualify for the PK program in the new district.

Appropriate PK staff determines PK eligibility based on a student's being homeless, regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child.

If a student qualifies for PK on the basis of being a child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, the student remains eligible for enrollment if the child's parent leaves the armed forces, or is no longer on active duty, after the student begins a PK class.

If a student qualifies for PK on the basis of having ever been in foster care, the student remains eligible for enrollment after the student begins a PK class even if that student is no longer in foster care.

Determining the ADA Eligibility (Entry) Code

Funding Eligibility: 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	ADA eligibility code 0
at least 4 hours (240 minutes) per day	is eligible for full-day attendance (is eligible to generate ADA)	ADA eligibility code 1
at least 2 hours (120 minutes) but fewer than 4 hours per day	is eligible for half-day attendance (is eligible to generate ADA)	ADA eligibility code 2
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 students who legally transfers from one Texas district to another Texas district and meets all eligibility criteria other than residency.	ADA eligibility code 3
at least 4 hours (240 minutes) per day but does not meet the eligibility requirements	is not eligible to generate ADA.	ADA eligibility code 4
at least 2 hours (120 minutes) per day but does not meet the eligibility requirements	is not eligible to generate ADA.	ADA eligibility code 5
at least 2 hours (120 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 half-day attendance (is eligible to generate ADA). This status applies to a student who transfers from one Texas district to another Texas district and meets all eligibility criteria other than residency.	ADA eligibility code 6

Examples of Students coded as “0” ADA eligibility code:

- 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 **if the student is scheduled for and attending fewer than 2 hours** of study program instruction each day (see [3.2.2.5 Funding Eligibility of Students Who Have Met All Graduation Requirements Except Passing Required State Assessments](#))

- children who attend a nonpublic school but receive some services from the district (e.g., speech therapy services only);
- students who are served totally in a federal Head Start program;
- students who have graduated but returned to school (for less than two hours **of instruction** per day) to further their education;
- students who receive all of their service through a special education non-public contract;
- parentally placed private school students with disabilities, ages 5 through 25, receiving special education and related services through a services plan (see 4.3.5 – SAAH); and
- 13 children who receive child care through the Pregnancy, Education, and Parenting program at a district on-site child care center.

Compulsory Attendance Age:

Unless specifically exempted by TEC §25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child’s 18th birthday shall attend school. TEC §25.085(b)

A person who is 18 or older and is enrolled in public school is required to attend school each day. If the person has more than five unexcused absences in one semester, a school district may revoke the person's enrollment for the remainder of the year. TEC §25.085(e)

Age Eligibility:

Eligible	Ineligible
a student who is at least 5 years old on September 1 of the current school year but is less than 21 years old by the same date	a student who is not at least 5 years old on September 1 of the current school year or is not less than 21 years old by the same date, unless the student meets some other eligibility requirement listed in the "Eligible" column
a student who is at least 21 years of age but less than 26 years of age and who has been admitted by your school district to complete the requirements of a high school diploma	a student who has previously graduated from high school
a student who has a disability and who 1) has reached his or her third birthday and 2) meets other special education eligibility requirements	a student who does not reside in Texas (even if the student's parent or grandparent does)
from date of birth through age 2, a child who has serious visual and/or hearing impairments and who meets other special education eligibility requirements	a student with disabilities who has graduated with a high school diploma under 19 TAC §89.1070(b)(1) or (2) (student is no longer eligible to receive services or generate ADA)
A student receiving special education services who is 21 years of age on September 1 of a scholastic year shall be eligible for services through the end of that scholastic year or until graduation, whichever comes first.	
A student with a disability who graduated as determined by an IEP by meeting the requirements of 19 TAC §89.1070(c) and who is still in need of special	

education services may be served through age 21 inclusive.	
a student who is eligible for state-funded PK classes and meets the age requirement by September 1 of the current school year (eligible only for half-day attendance)	

****Notes on Maximum Eligible Age**

Students who are at least 21 years of age and under 26 years of age, who have been admitted for the purpose of completing the requirements for a high school diploma, and who have not attended school in the three preceding school years may not be placed with a student who is 18 years of age or younger in a classroom setting, cafeteria, or other district-sanctioned school activity. However, these students can attend a school-sponsored event that is open to the public as a member of the public. Also, students receiving special education services who are at least 22 years of age and under 26 years of age on September 1 admitted for the purpose of completing the requirements for a high school diploma are **not** eligible for special education weighted state funding, but are eligible for other weighted state funding.

Students who graduate under 19 TAC §89.1070(c) may return to school as eligible students until the age of 22.

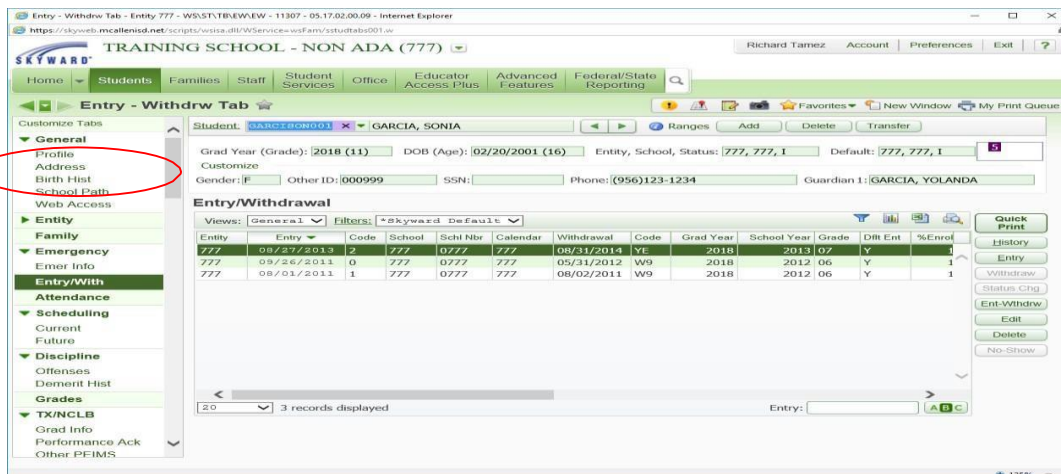
Your school district may provide instruction to a student who has already graduated with a regular high school diploma. However, the student is **not** eligible for funding and must be recorded with an ADA eligibility code of 0. Exceptions are students who are eligible to graduate but who continue their education to meet the requirements of a higher high school diploma standard to graduate with their class if graduation will occur by the end of the school year in which the student completes graduation requirements. These students must still meet eligibility requirements for funding.

***** Notes on PK and Eligibility**

Eligible students who attend PK for half of the day and a self-contained Preschool Program for Children with Disabilities (PPCD) for the other half of the day (at least 2 hours) are eligible for full-day attendance (ADA eligibility code 1), provided all eligibility requirements for both programs are met. The student's grade level should be recorded as PK.

Note: School districts/campuses that apply and are approved for the PK Early Start Grant Program may report PK-eligible students as ADA Eligibility Code 1 - Full Day if the students are scheduled for at least 6 hours (360 minutes) of instruction each day.

Once the correct eligibility code has been determined, it will be entered into the Entry/Withdrawal page of Skyward:



Click the Edit button and verify that the Entry code has been entered correctly for the student:

The screenshot shows a web browser window displaying the 'Entry/Withdrawal Maintenance' form for student GARCIA, SONIA. The form is divided into two main sections: 'Entry Information' and 'Withdrawal Information'. In the 'Entry Information' section, the 'Entry Code' field is highlighted with a red circle and contains the value '2'. Other fields include 'Entry Date' (08/27/2013), '% Enrolled' (100), 'Grade/Grad Yr' (07/2018), 'School' (PRIVATE SCHOOL - NON ADA), 'Calendar' (777), 'Student Type' (REG/Regular), and 'Res Dist' (108906/MCALLEN INDEPENDENT SCHC). The 'Withdrawal Information' section includes 'School Yr' (2013), 'Date' (08/31/2014), 'Advanced' (No), 'Retained' (No), 'Default Entity' (Yes), and 'Code' (YE/YEAR END). A 'Delete' button is visible in this section. A legend at the bottom left states 'Asterisk (*) denotes a required field'. The browser address bar shows the URL: https://skyweb.mcalleisd.net/scripts/wsisa.dll/WService=wsFam/sstudewhedit001.w?vProcess=u&isPopup=true.

If a change needs to be made to the Entry code, consult the Skyward Demographic manual to make a status change in the student's entry/withdrawal history.

Coding Out of District Transfer Students

There are two types of transfer students – intra-district (within) and inter-district (out of district). For PEIMS purposes, only students in grades PK-12 that have been approved by district administration as out of district transfers are reported. Each out of district student should have a transfer form provided by the Student Outreach Department – Elizabeth Cavazos is the current contact. There will be three fields in Skyward that need to be updated for all out of district transfers

– Entry/ADA eligibility code, Student Attribution Code and Campus ID of Residence (the 9 digit county/district/campus code assigned to each school campus by TEA).

The default entry/ADA code in Skyward is usually 1 – Eligible for Full Day Attendance. The correct entry code for a transfer student is either: 3 – Eligible Transfer Student-Full Day or 6 – Eligible

Transfer Student-Half Day. From the Student Entry Withdrawal Tab page in Skyward, click the Edit button to change the Entry Code:

11307 - WS\ST\TB\EW\EW - Entry/Withdrawal Maintenance - Entity 777 - 05.12.06.00.10 - Windows Internet Explorer
https://skyweb.mcallenisd.net/scripts/cgiip.exe/WService=wsEApplus/sstudewhedt001.w?vProcess=v8&isPopup=true

Entry/Withdrawal Maintenance

Expand All Sections Collapse All Sections

Save History Defaults Back

Entry Information

Student: GARCIA, SONIA Current Entity: 777

* Entry Date: 08/27/2012 % Enrolled: 100

Grade/Grad Yr: 07 2018 GLO:

* Entry Code: 1 ELIGIBLE FULL DAY ATTENDAN

Comment:

* School: 777 PRIVATE SCHOOL - NON ADA Nbr: 0777

* Calendar: 777

* Student Type: REG Regular

* Res Dist: 108906 MCALLEN INDEPENDENT SCHO

Withdrawal Information

Asterisk (*) denotes a required field

The default attribution code in Skyward is 00 – No Attribution. The correct attribution code for a transfer student is 06 – Transfer between Districts.

This information will be entered in Skyward on the STU ATTR under Special Programs Tab. Click the Begin STS button to enter the correct Student Attribution code and save.

27209 - WS\ST\TB\SP\TB\ST - Special Prgms / Student Attribution - Entity 777 - 05.12.06.00.10 - Windows Internet Explorer
https://skyweb.mcallenisd.net/scripts/cgiip.exe/WService=wsEApplus/sstudnclb2edit021.w?vFilterDataType=TXSTUATTR&vStatusAction=Bi

Special Prgms / Student Attribution

Save Back

* Start Date: 08/27/2012 * Start School Year: 2013

Add an End Date

End Date: End School Year: 0000

Program Details

* Student Attribution: 06 TRANSFER

Entrance Comment:

Exit Comment:

Asterisk (*) denotes a required field

Campus ID of Residence is entered under the Student Details section of the same tab. Contact the Student Outreach Department for assistance for the correct district / campus code.

The screenshot shows the 'Stu Attr' software interface. On the left is a navigation menu with 'Stu Attr' selected. The main area displays student information for 'NASH, AUSTIN'. Fields include Grad Year (2014), DOB (05/24/2007), Entity, School, Status (777, 777, A), and Default (777, 777, A). Below this is the 'Student Attribution' section, where the 'Student Details' sub-section is highlighted with a red oval. It contains a 'Campus ID of Residence' field with an 'Edit' button. At the bottom, there is a table with columns for Start Date, School Year, End Date, School Year, Student Attribution, and Years. The table is currently empty, displaying the message 'There are no records to display; check your filter settings.'

REMINDER: when a student moves from an elementary to middle school or middle to high school, the Campus ID of Residence must be updated to reflect the campus number of the school the student should be attending based on where they sleep.

Verifying Identity

Acceptable forms of identity include any of the following:

1. Birth Certificate
2. Driver's License
3. Passport
4. School ID Card, Records, or Report Card
5. Military ID
6. Hospital Birth Record
7. Adoption Records

The legal name of the student will be the one shown on the proof of identity provided at the time of enrollment. If the parent advises there is a mistake in the legal document used for identification, the parent must provide a corrected copy of the identification document before any changes are made to the student's records. Double last names on the birth certificate or other identifying document are recorded exactly as shown. Do not use an initial for the first or middle name unless an initial is actually the legal name.

Determining Social Security Number / State ID

If a student presents a copy of the social security card at the time of enrollment:

1. Make a clear, readable copy of the SSN card for the student's permanent folder – enlarge the photocopy as much as possible to increase readability.
2. Enter the SSN in the Student Profile page of Skyward:

The screenshot shows the Skyward Student Profile page for student GARCIA, SONIA. The SSN field is circled in red. The page includes sections for General Information, Profile, and General Information. The SSN field is located under the Profile section, next to the Primary Language field.

Field	Value
Grad Year (Grade)	2018 (07)
DOB (Age)	02/20/2001 (11)
Entity, School, Status	777, 777, A
Default	777, 777, A
Other ID	000999
Phone	(956)122-1234
Advisor	
Grade/Grad Yr	07 / 2018
Advance	No
Retain	No
NY Grad Year	2018
Graduated	No
Grad Req Base Yr	2018
Graduation Date	
Entered 9th Grade	
Date of Birth	02/20/2001
Age	11
Gender	Female
Special Ed	No
Local Race	
Ethnicity	Hispanic/Latino Ethnicity?
Federal Race	1-American Indian or Alaskan Native 2-Asian 3-Black or African American 4-Native Hawaiian or Other Pacific Islander 5-White
Resident	Yes
Student qualifies for provisional enrollment	
Mom's Maiden	
Transported	No
Other ID	000999
Conv. Key	000999
Race/Eth Verif	Not Verified
On	
Library Card	
Primary Language	98 ENGLISH
Other Name	
SSN	
School Email	
Home Email	
District Entry Date	01/01/1900
Home Language	
Crsd Lang	
Second Phone	
Third Phone	
Off-Campus Lunch	No - Not Eligible
Override Student's Off Campus Lunch Eligibility	
Distribute Student Demographic Information For	
Military	Yes
Higher Ed	Yes
Public	Yes
District	Yes
Local	Yes

3. Double check the number for accuracy before the information is saved.

If the student does not present a copy of the social security card at the time of enrollment:

1. Request a PET/PID Search for the student in TEA Edit+ to determine if the student has been previously enrolled in a public school in Texas. Submit your request through a Helpdesk request.
2. If a student is found to have a state ID in the PID database, the Student Operations Department will communicate with campus personnel to update the data.

The screenshot shows the TEA Alternate ID Maintenance web application. The name SONIA GARCIA is entered in the Name field. The SSN field is empty. There are buttons for Save, Back, Assign ID, and Update IDs. The Current State ID field is also empty.

Field	Value
Name	SONIA GARCIA
SSN	
Use State Assigned ID	<input type="checkbox"/>
Current State ID	
Last PEIMS Submission 1 ID	
Last PEIMS Submission 3 ID	
Last PEIMS Submission 4 ID	

Withdrawal of a Student

A student should be withdrawn from the attendance accounting system on the date your campus becomes aware the student is no longer a member of the district. With proof of enrollment in a different district/campus, retroactive withdrawals are permitted to the day a student enrolled in another school. Prior to withdrawal, campus staff will complete the McAllen ISD LEAVER DOCUMENTATION form. The purpose of filling out this form is to have follow up contact information and in case the parent/student has not enrolled at another school district. Once the forms are completed, the will be uploaded into the Skyward Entry/Withdrawal Tab for reference. All attendance accounting records affected by such a change must be updated.

If a student withdraws before attendance is taken, the withdrawal date is that day. If a student withdraws after attendance is taken, the withdrawal date is the next school day.

A student who is at least 18 years old and is voluntarily enrolled in school may be withdrawn when he or she accumulates more than 10 consecutive unexcused absences in a semester. The enrollment of such a student may be revoked for the remainder of the school year. A student who is removed from school under this provision will be considered a dropout for accountability purposes unless the student returns to school during the school-start window the following fall. This authority to revoke enrollment does not override the responsibility to provide a free appropriate public education to a student who is eligible for special education services. Do not withdraw a student who is temporarily absent (e.g. as a result of illness or suspension) but still a member of the district.

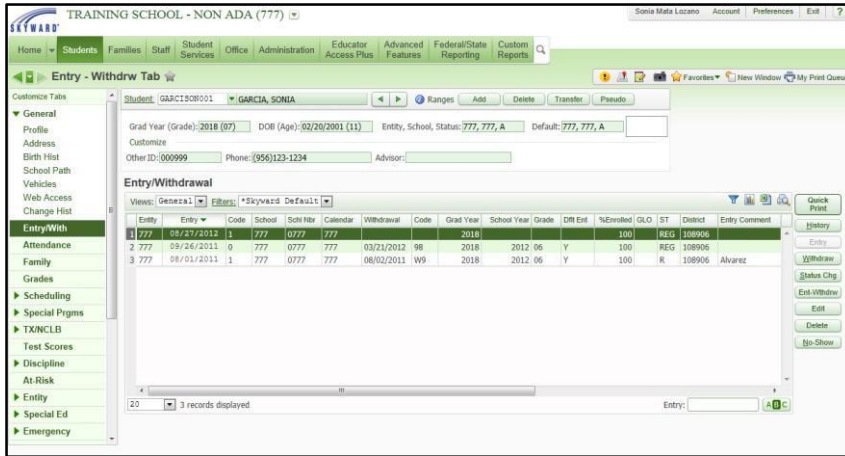
Minor students may withdraw from school by presenting a request signed by the student's parent or guardian and stating the reason for the withdrawal.

The District may initiate withdrawal of a student under the age of 18 for nonattendance under the following conditions:

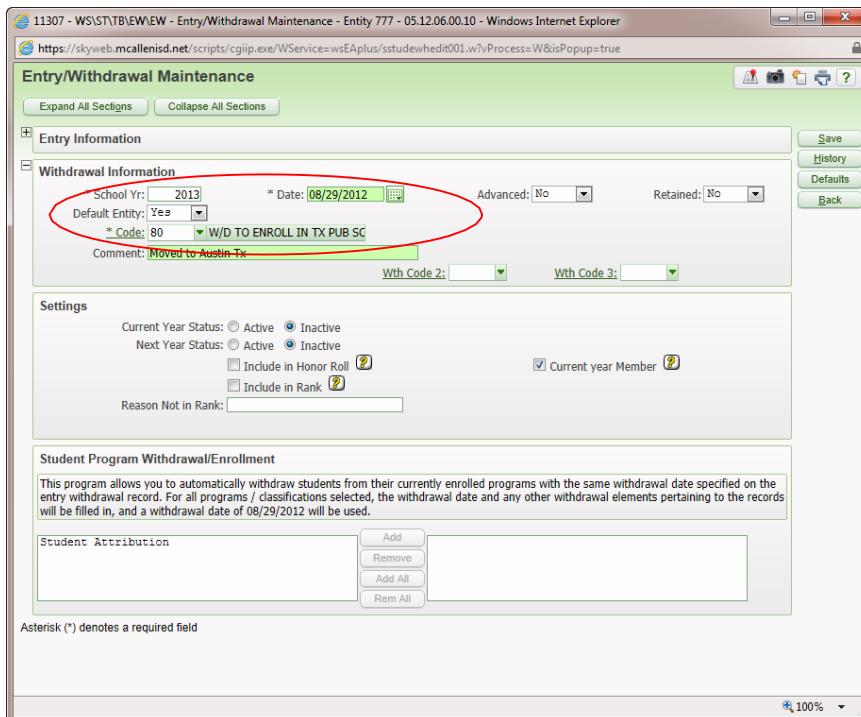
1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

By law, each district is required to transfer student records within 10 working days of receipt of a request by the receiving district, and the student record must be transferred via the Texas Student Records Exchange (TREx).

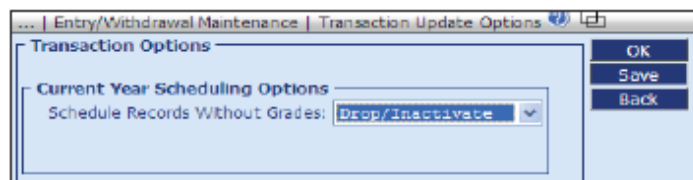
To withdraw a student after school starts, go to the Entry/With tab of the Student Profile page in Skyward and click on the Withdraw button:



Verify the withdrawal date is the first day of non-attendance for the student - it will default to the current date – change if necessary. Select the correct withdrawal code by clicking the dropdown arrow or the Code link. Enter a comment if appropriate. Leave all Settings as they are defaulted.



On the next screen, select Drop/Inactivate for current year scheduling options and click the OK button:



Because there is history attached to many of the old withdrawal codes, they cannot be deleted out of Skyward – they have been identified with ‘Not Valid’ in the short descriptions. Do not use these withdrawal codes for current students – only use the ones that are the current leaver codes as specified by the PEIMS Data Standards. A complete list and definitions of available codes is as follows:

PEIMS Leaver Codes 2021-2022



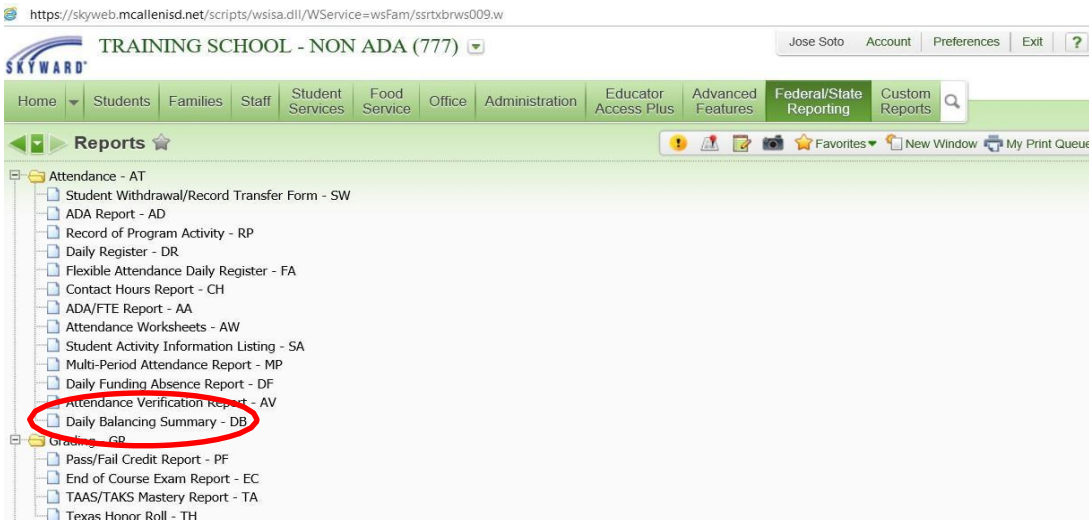
Valid PEIMS Leaver Withdrawal Codes	
L E A V E R S	01 Graduated From a Campus in the District or Charter
	03 Student died
	08 Pregnancy, student (female or male) withdrew from/left school because of pregnancy
	16 Returned to Home Country, student withdrew from/left school to return to family's home country
	20 Medical Injury, student has suffered a condition, injury, or illness that requires substantial medical care and leaves the student unable to attend school and assigned to a medical or residential treatment facility
	24 College, Pursue Associate's or Bachelor's Degree
	60 Home Schooling
	66 Removed by CPS- Child Protective Services
	78 Expelled, (Under TEC37.007), Cannot Return
	81 Enroll in TX Private School
	82 Enroll in School Outside of TX
	83 Withdrawn By District Because Not Entitled To Enrollment, review with Student Operations Dept. staff
	85 Graduated Outside TX Before Entering A TX Public School-Entered A TX Public School-Left Again
	86 High School Equivalency Certificate Outside TX
	87 Enroll in University High School Diploma Program
88 Court-Ordered To A High School Equivalency Program, Has Not Earned A Texas Certificate Of High School Equivalency (TxCHSE)	
89 Incarcerated in state jail or federal penitentiary as an adult	
90 Graduated from another state under provisions of the Interstate Compact on Educational Opportunity –Military children	
98 Other (unknown or not listed) All withdrawal codes that are not from the above list of valid leaver codes will get converted to a leaver reason code of 98 which will result in the student being counted as a drop out!	
<u>Local District Codes</u>	
L O C A L	If entered as a main withdrawal code it will be converted to a 98 unless student has a new enrollment record at McAllen ISD or at another Texas school district and is recorded in the PID Enrollment Tracking System (PET)
	80 Confirmed enrollment in another TX public school district
	GR Grade Level Change
	RE Retained
	STC Status Change
	W9 No Show
	WA In District
	YE Year End

It is very important that supporting documentation is uploaded into the Skyward Entry/Withdrawal screen to document and justify each code. Always contact the Student Operations Department about any coding questions.

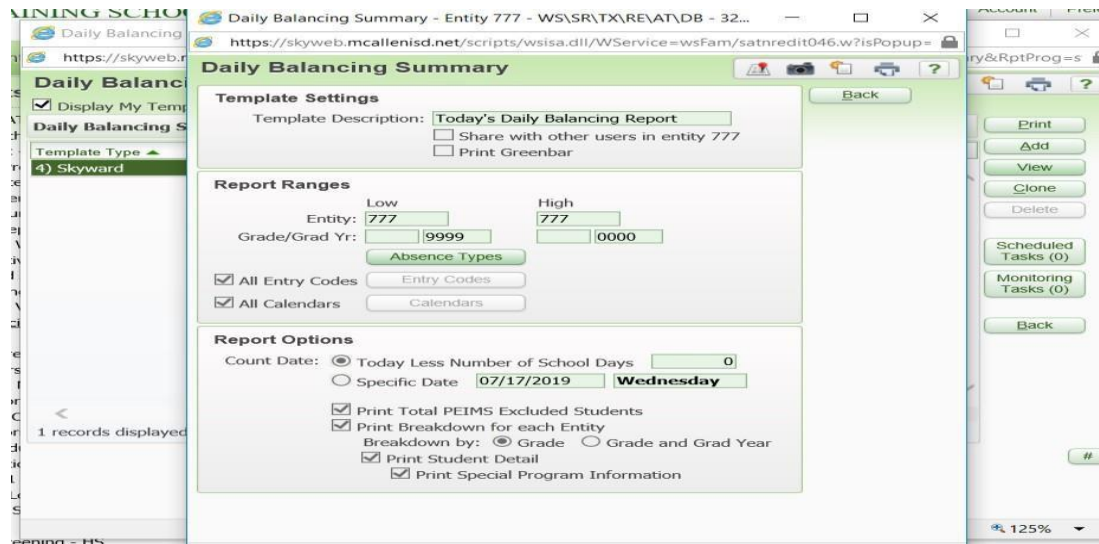
Six Week District Attendance Audit & Reports

Every six-week period the attendance clerk will review the Daily Attendance and Membership Summary and related reports to ensure data accuracy. These reports will be reviewed with the Student Operations Department personnel on a six-week period basis.

On a daily basis print out the Daily Balancing Summary Report & manually fill out with the Daily Attendance and Membership Summary form.



Ensure absence types and date of report are filled in accurately.



ATTENDANCE PROCEDURES

Prior to First Day Check List and Guidelines

1. Verify that all students enrolled at your campus (through Enrollment Report) have an entry date of **08/23/2021**.
 - a. Review the Skyward Entry Report
 - b. Investigate and reconcile any differences prior to the 1st day of school. (Student Browse tab)
2. Make sure all students that are enrolled at your campus have been scheduled.
 - a. **Elementary Schools** must have students scheduled into the Homeroom Class in order for teachers to be able to take electronic attendance.
 - b. **Secondary Schools** – students must have a full schedule on Monday (but most importantly make sure they have a scheduled class during your 2nd period.
3. Every school will be determining who is '**present / in membership**' and who is a No Show on that first day / week. For this task, use Attendance Worksheets (WS\SR\TX\RE\AT\AW). Sample below.

1txatn08.p 10-2 05.12.06.00.00	Attendance Worksheet by Classes	08/08/12	Page:1 12:40 PM
-----------------------------------	---------------------------------	----------	--------------------

Teacher: _____	Room: _____	Signature: _____ Date: _____
Course/Sec: 1HR /12B Period: 02	Month: Aug	
Student Key Name	Date:	27 28 29 30 31 M T W T F

1. ABRAJNOR00	01	
2. AREATMAR00	01	
3. CARDOARA00	01	
4. FLORESOP03	01	
5. GARCIVAR00	01	
6. GARCIMIRO18	01	
7. GARZAJES05	01	
8. GONZAJUA09	01	
9. HERNAAMY00	01	
10. HERNAAND02	01	
11. NAVARLES002	01	
12. PEREZNIC005	01	
13. QUINTEST00	01	

4. Review 'How to Code' with teachers prior to 1st day of school. Remind teachers that we are not allowed to use pencils nor whiteout.

First Day Guidelines

1. In Texas, **no student** is absent the first day of school. A student cannot be marked/reported as absent until they have attended one day and have been counted 'in membership'.
2. During the 1st week of school, teachers will record attendance in Skyward. Enrolled students will be either Present or Absent on the first day of school. **This is a TEA Auditable Document.**
3. Teachers will mark students who are absent from class during the significant attendance time beginning the 2nd day of school. Prior to the 1st day, do have teacher access their grade books to ensure they can log on with their username and password.
4. The Attendance Office will determine if any of the students marked absent were present in any other classroom or school related activity during the official attendance posting time. The Attendance Office will change the absent codes for these students to the appropriate school related code. (reconcile sign in sheets with the Day Summary Report)
5. After the Attendance Office finishes correcting any necessary absent codes, a list will be provided in order to begin processing No Show students. Retain this list. We will use this list during the DAMS book reconciliation for the 1st six weeks.
6. All No-Shows will be coded and enrollment counts reconciled by the end of the 1st day of school.
7. Print schedules for any No Show students in case they return to the campus.
8. Mass delete absences from Skyward to facilitate the No Show Process.

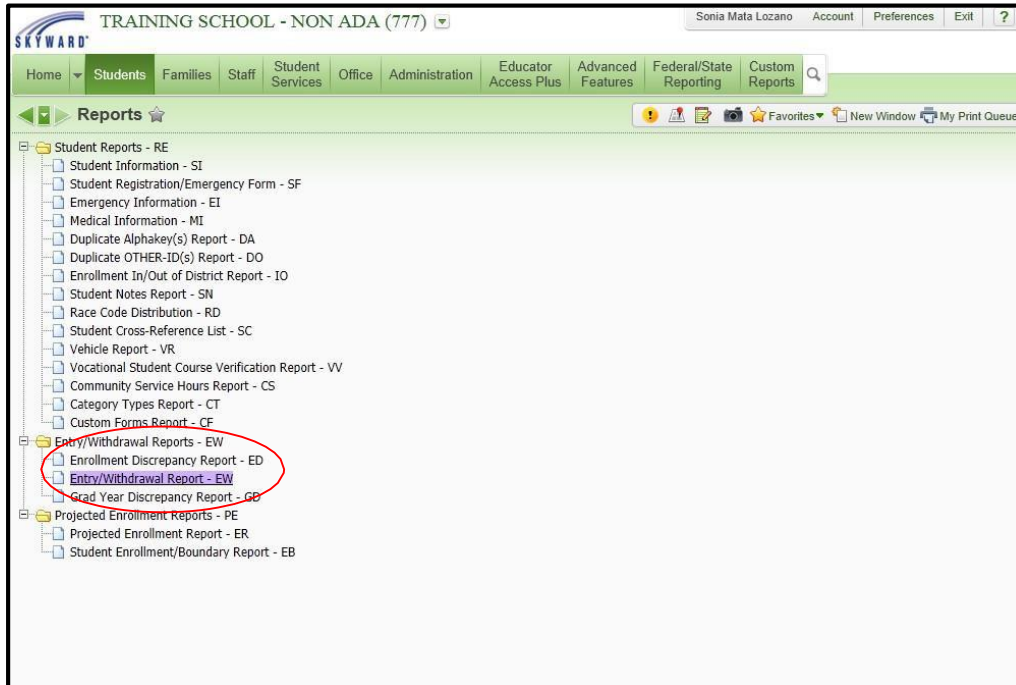
No Show Report:

9. From the Entry/With tab of the Student Profile page in Skyward, click the No-Show button:

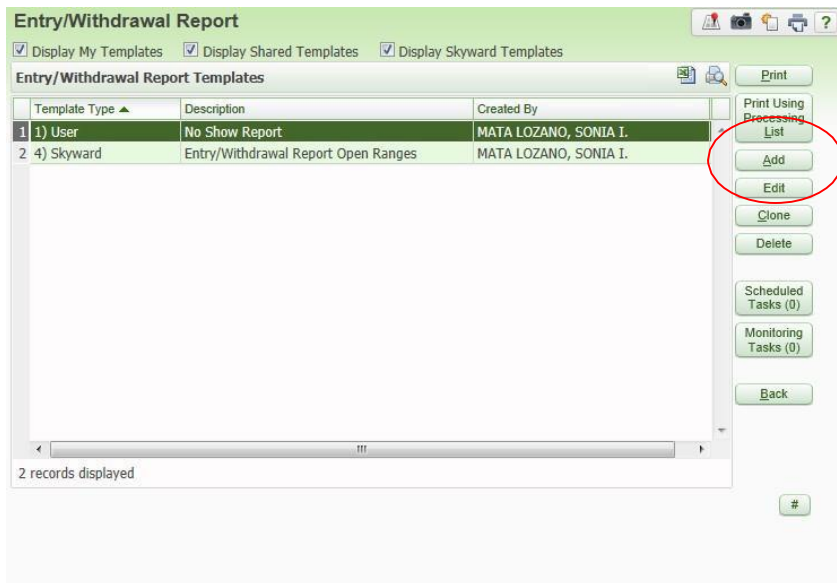
The screenshot shows the Skyward software interface for a student named Frank Lozano. The 'Entry/Withdrawal' tab is active, displaying a table of attendance records. A yellow callout box with a red arrow points to the 'No-Show' button in the right-hand sidebar.

Entity	Entry	Code	School	Schl Nbr	Calendar	Withdrawal	Code	Grad Year	School Year	Grade	D/E Ent	%Enrolled	GLO	ST	District	Entry Comment
777	09/21/2018	1	777	0777	777			2020				100	REG	108906		YEAR START 777
777	09/22/2016	1	777	0777	777	06/01/2017	YE	2020	2017	09	Y	100	REG	108906		
777	09/12/2013	0	777	0777	777	04/10/2015	30	1999	2015	GD	Y	100	REG	108906		

- No changes need to be made on the next screen, click Save and the enrollment record will show an Entry record of 8/1 and a Withdrawal record of 8/2 (so that all no-show students can quickly be determined on reports).
- In order to run a report that shows all students who have been coded as No-Shows, choose the Students and Reporting options from the main Skyward window.
- Choose the Entry / Withdrawal report.



- Click the Add button:



Name the template No Show Report – choose whether to share this template with other users on your campus by checking the box or leaving it unchecked – choose Student Status of Inactive.

Click on the + signs beside Entry/Withdrawal Selections and Print Options to have access to these areas:

Set the Analyze E/W Records to Withdrawal Only on the Entry/Withdrawal Selections and Withdrawal Only on the Detail Lines to Print Options:

Click on the E/W Codes button to access the next screen.

Select all the Entry Code options. Select only the W9 – No Show on the Withdrawal Codes. Click the Save button.

Next, Click the Save and Print option. When the report is available for viewing, the pop up screen will appear – click the Display Report button.

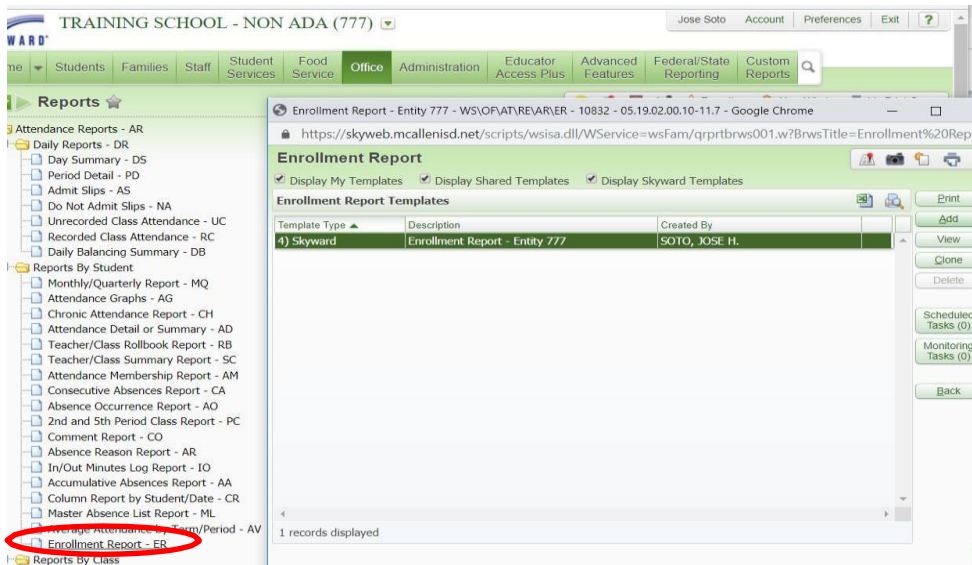
04.10.06.00.00 ENTRY/WITHDRAWAL REPORT

STUDENT KEY	NAME	ID NBR	DPT	ENT	GR	GD	YR	QS	YR	GENDER	STATUS	BIRTHDATE	RACE	CAL	SCHL
TY	DATE	CRS	DESCRIPTION	COMMENT	DIST#	DSTY	AID	SPE	LAL	STY	SEN	PSRO	STE	ATDAYS	MERDAYS
ENT	SCHL	CAL	SCHL	YR	GRAD	YR	GR	SLO	ADVANCED	RETAINED	DFLT	ENT			
AMADOFFA000	[REDACTED]	[REDACTED]		003	12	2011				Male	Inact.	[REDACTED]		003	003
W	08/02/2010	NS	NO SHOW	No-Show record. Original 101920						R	100	0	0	0	0
003	003	003	2011	2011	12	NO	NO	YES							
ANTUNHUG000	[REDACTED]	[REDACTED]		003	12	2011				Male	Inact.	[REDACTED]		003	003
W	08/02/2010	NS	NO SHOW	No-Show record. Original 101920						R	100	0	0	0	0
003	003	003	2011	2011	12	NO	NO	YES							
GARCIJEN001	[REDACTED]	[REDACTED]		003	12	2011				Female	Inact.	[REDACTED]		003	003
W	08/02/2010	NS	NO SHOW	No-Show record. Original 101920						R	100	0	0	0	0
003	003	003	2011	2011	12	NO	NO	YES							

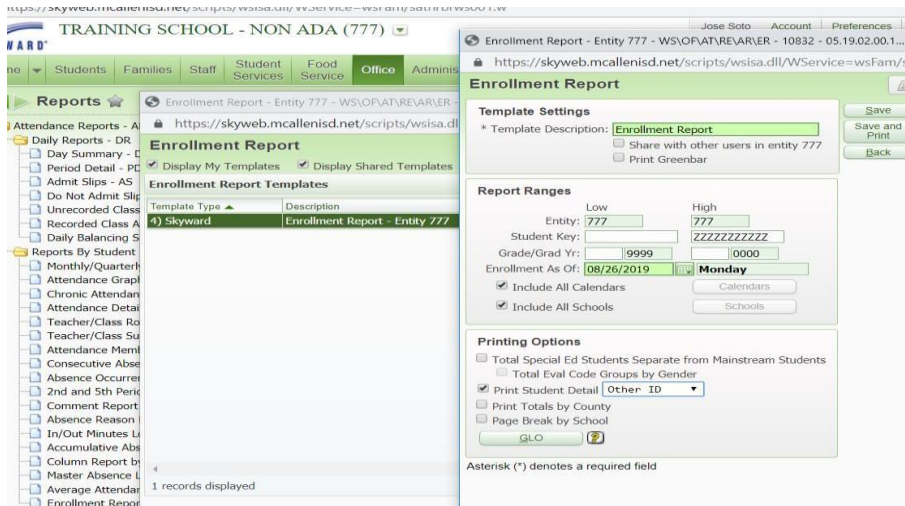
Once the No Show template has been built, the options do not have to be addressed again unless something changes (in which case the Edit button would be accessed, options changed and saved. Highlight the No Show Students template and click the Print button.

Enrollment Report (WS/OE/AT/RE/AR/ER)

Once the “No-Show” students have been identified and coded, then print the Enrollment Report.



Once you get to the report “Add” new report and ensure that enrollment date is first day of school also check off Print Student Detail and select “Other ID” from Drop down menu.

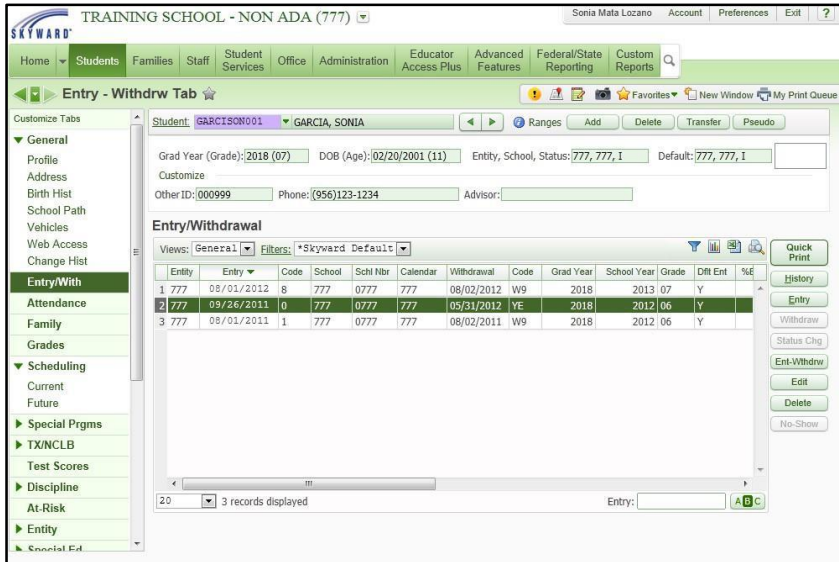


After First Day Guidelines

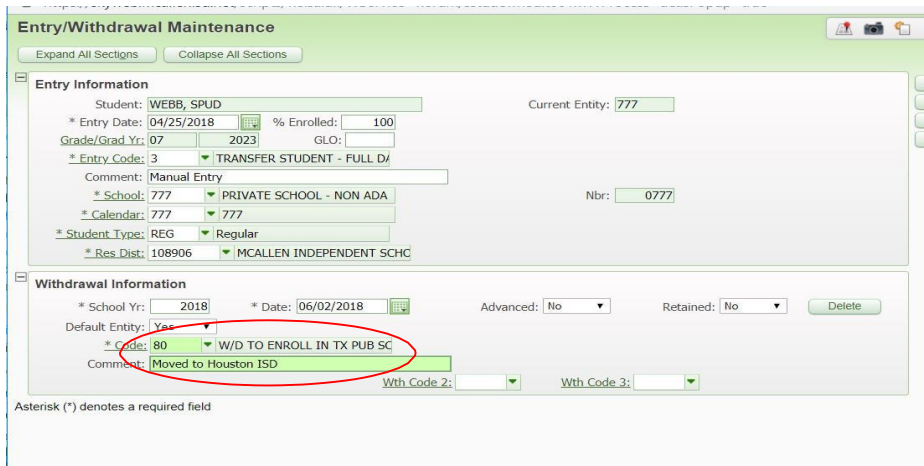
Updating No-Show Student Withdrawal Codes

It will be the responsibility of the campus where the student last attended to update the No Shows to the actual withdrawal codes as information and documentation is received. For example, 9th grade students will have to be changed by the middle school they last attended and 6th grade students will have to be changed by the elementary school they last attended. The PR folders for these students need to be sent back to the campus last attended as well as any documentation the campus who marked them as No Shows has received as to where the student moved, etc.

To update a no-show withdrawal code to the appropriate leaver code in Skyward – highlight the prior year history line on the Entry/With tab of the Student Profile page – click the Edit button:



In the Withdrawal Information area, change the Withdrawal code to the actual withdrawal code and click Save:



Taking Daily Attendance

1) How and when official attendance is to be taken by teachers

McAllen ISD uses an electronic attendance system (Skyward) for the management of attendance accounting. Technology staff provides Skyward training to lead staff who then trains all their campus teachers. The following are the Official Attendance Posting Times for the 2021-2022 school year during Face to Face In-person Instruction:

09:45 am	Elementary Schools
09:45 am	Middle Schools + De Leon IB / Achieve ECHS / I & G
10:00 AM	Comprehensive High Schools + IB Lamar / STRIDES
11:00 am	Lamar Academy Options

2) How attendance is entered into Skyward

Teachers submit attendance as close to the official attendance time as possible. Reasons for not taking attendance in a timely manner should be communicated as quickly as possible to the campus Attendance Office. The Attendance Office will run the Unrecorded Class Attendance Report within 15 minutes of the official attendance time and will notify teachers who have not yet taken attendance and follow up with them until all attendance has been submitted. Once all teachers have submitted attendance, the Attendance Office will run the Recorded Class Attendance Report and keep for auditing purposes.

For substitute attendance, use the Attendance Worksheets option in the Federal/State Reporting, Texas State Reporting area of Skyward. Attendance Office will enter absences for teachers who are not able to electronically submit their attendance and for substitute teachers.

3) Coding of Special Program eligibility

The initial coding and any changes to special program status is documented and entered through the campus data processing offices and verified by each of the special programs (Bilingual/ESL, Career Technical Education, Federal Programs, Gifted and Talented, Homeless, Immigrant, Migrant, Pregnancy Related Services, Pregnancy and Parenting Education, Special Education, Title 1). In some situations, the Special Programs will code their own data.

4) How attendance is reconciled on a daily basis

The Attendance Office runs the Day Summary Report showing all students who were reported absent during the campus official attendance time. Secondary campuses who take period attendance should run the Suspect or Questionable Attendance report to make sure there are no inconsistencies in the reporting of a student's absences (i.e. the student is reported as absent 2nd period but not 1st or 3rd). These instances need to be investigated to make sure funding is not affected by incorrect coding.

The Attendance Office can also run the Daily Balancing Summary to check at a glance all of the students that were absent, entered and withdrew everyday school day.

The Attendance Office will use Sign-in, Sign-out sheets, Tardy/Admit slips, Nurses' logs, notes from teachers, administrators, etc. to double check against the Day Summary Report to make sure all absent codes are legitimate. If the Attendance Office finds that a student was marked absent by the teacher but was actually in the school building during the official attendance time, the absent code will be changed to Present.

Once all codes have been updated and are correct, a final Day Summary Report will be run for auditing purposes and all that day's attendance documentation will be attached, kept with, filed, etc. along with it. A checklist is provided on the last two pages of this manual outlining the items that need to be retained for auditing purposes and the required order of documentation. The Attendance Office will qualify the absence and make any necessary corrections or updates based on appropriate documentation. All documentation having to do with the campus official attendance time is kept for auditing purposes. Any errors occurring during the recording of attendance by the teacher should be communicated to the campus ADA in writing. An example could be a student marked absent or present by mistake. The ADA will correct the error and keep the teacher's note for documentation showing why the original code was altered.

On paper copies of auditable documents, always use ink to make manual entries or corrections in the attendance records, on daily absence slips, on 6-week absence reports, and/or on daily summary sheets. Never record manual entries in pencil, use liquid correction fluid, or use a signature stamp. If errors are made on any official attendance document, strike through the error, enter corrections nearby, and initial. A list of all available Skyward attendance codes is as follows:

2021-2022 Attendance Absence Type & Reason Codes

Absence Type Codes		Absence Reason Codes		Count In	
				Report	Funding
<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Absence Type <input style="width: 40px; height: 20px; margin-left: 5px;" type="text"/> </div>		<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Absence Reason <input style="width: 40px; height: 20px; margin-left: 5px;" type="text"/> </div>			
E	Excused	H	Head Start Program	Yes	Yes
		EE	Excused for Exemption Purposes		
		EF	Family Related		
		EH	Hospital Stay		
		EI	Personal Illness		
		EC	COVID-19 Related		
S	School Related	CV	College Visit* (2 days per year)	No	No
		OA	On Campus Assistant		
		OF	Field Trip		
		OE	UIL Field Trip		
		OH	Homebound Services		
		OM	Miscellaneous Activity		
		OP	On Campus AEP Placement		
		OT	Testing		
		OV	Office Visit		
		RC	Remote Conferencing		
C	Court	CT	Court Truancy	No	No
		CO	Court Other		
M	Medical	OD	Medical Absence w/ doctor note (Student must have attended a portion of the school day)	No	No
R	Religious	OR	Religious Absence	No	No
I	In School Suspension	IS	In School Suspension	No	No
O	Out of School Suspension	ES	Out of School Suspension	Yes	Yes
A	Web Absence			Yes	Yes
U	Unexcused Absence			Yes	Yes
L	Web Tardy (student arrived late to class before official attendance posting) *Students who arrive late to class after official attendance posting must be marked absent (use codes A, U, or E).			Yes	No
T	Tardy (student arrived late to class before official attendance posting) *Students who arrive late to class after official attendance posting must be marked absent (use codes A, U, or E).			Yes	No
P	Missed Academic Time (teacher sees MAT) student arrives more than 5 minutes after class start time or the student leaves school/classroom after district official attendance posting. For secondary campuses, teachers post MAT in the classroom during attendance posting time. During official attendance posting time, if the student is not in the classroom, teacher marks the student absent .			Yes	No

How the student membership is reconciled between the teacher rosters and Skyward?

We will balance **twice** a year during the last week of the **1st and 4th six weeks'** attendance cycles on a date to be determined by the Student Operations Department. Reminders will be sent to all campuses as the last week of the attendance cycle begins along with a copy of the forms and detailed instructions regarding this process.

High Schools may want to work with your data processing office on this project. Each campus will need to work out a routine to accomplish this task given your unique campus setup (IB, STC).

The reports to be used to complete this process in Skyward are the following:

Attendance Verification Report (To produce total number of students enrolled at campus on the selected date)

Average Daily Attendance (ADA) Report (To identify enrollment for specific day)

Class Rosters (To attach to each teacher's enrollment balance sheet)

***See Skyward Attendance Manual for instructions on how to run these 2 reports.

- Use the **Teacher Class** form to have teachers report to you how many students are ENROLLED (not in attendance) on the selected day of the cycle. This is – **not a count from Skyward**.
- Complete a **Campus Enrollment Balance** form listing each classroom that takes attendance during the official attendance period with the number of students reported by the teacher (use totals from each Teacher Class form). Add the total number of enrolled students from this form and place total in the campus total column at the end of the form.
- Confirm that the total from the **Campus Enrollment Balance** form matches the total number of students on your **Skyward Enrollment Report**. If it does not match, research and keep working until your totals match. Compare the total number of students on the **Teacher Class** form to the teacher's scheduling roster for that day. They should all match.
- When the total from your Campus Enrollment Balance Form matches the Skyward Enrollment Report total, staple together your **Campus Enrollment Balance** form, the **Skyward Enrollment Report**, and each **Teacher Class Form (with scheduling rosters attached) (IN THIS ORDER!)** . Have the campus Principal sign and date the top sheet (Campus Enrollment Balance Form).
- Send the signed packet to the Student Support Services Department by the established deadline via inner office mail. Originals will be returned once the district enrollment balance has taken place.

The backups in place to protect the attendance accounting records

The Skyward database is backed up into a virtual cloud each night. There are backup snap shots taken every 4 hours that are copied to another server. All backups are managed by the Technology Department. Test for backup files are routinely checked for reliability in the event of the need to reload.

Other Auditable Reports

Teacher Attendance Verification

When teachers take attendance from their electronic grade book, absences come into Skyward as Unverified. The Attendance Office qualifies and investigates each absence and updates them according to proper documentation. In order to maintain the accuracy of the records for the campus official attendance time, teachers will receive a Teacher Attendance Verification Report every week. If errors are found, teachers will communicate with the Attendance Office in order to make necessary corrections in Skyward.

The following is a sample of instructions to be given to the teachers regarding this process: Teacher needs to review the weekly Teacher Verification sheets. Please follow the instructions below to complete this process:

1. Receive Teacher Verification of Attendance Reports.
 2. Look through the sheets and verify if attendance recorded is correct. If you find errors, please make the change in ink on the sheet and initial next to the change.
 3. Once you have verified attendance and made necessary corrections, please print, then sign the sheets in ink and date them.
 4. Return sheets to the attendance office no later than two days after the teacher receives the verification.
 5. Attendance office will proceed to record documented changes.
- *Substitutes or teacher aides should not sign the sheets. The teacher of record must be the one to sign the sheets.

If you have any questions, please contact the attendance office (provide name and contact info.). Thanks for your assistance in completing this process.

Instructions for the Attendance Office in the teacher absence verification process:

1. Make sure you complete this process one week after the end of the six weeks.
2. All teachers of record that have students during the official attendance period must complete the verification process.
3. Don't give the teachers a long window to get the forms back to you.
4. Make sure you collect all forms.
5. If a teacher is out for an extended leave during this time, an administrator must sign the forms.
6. If corrections are marked by the teacher, investigate the discrepancy, and then if necessary make the changes in skyward. If after investigating the change will not be made please mark in ink why the change is not being made and always sign and date or initial and date changes.
7. This is an auditable document. Do not use pencil.
8. Keep all corrected teacher verification forms according to the audit box checklist shown at the end of this manual.

Campus Summary and Student Detail Reports (Daily Registers)

The Campus Summary and Student Detail Reports will be run by the Student Operations Department and given to the campus for verification during the six weeks balancing process. The Principal should –

- Scrutinize regular attendance totals and special program attendance totals based on approximate membership.
- Investigate all data totals that have an exceptionally high value or a value of zero.
- Compare current-year totals to prior-year totals to detect unreasonable differences.

The reports will be given to each campus the week following the end of each six weeks' attendance accounting period (during the six weeks balancing process). The affidavit will be signed by the Principal or designee in case of their absence and the Attendance personnel. A copy of the signed affidavit will be returned to the Student Operations Department according to a published schedule.

End of Year Audit Box

At the end of each school year, all auditable documents will be uploaded into the Skyward System and into the McAllen ISD Online Daily Attendance & Membership Summary Book at the One Drive. Student absence excuses will be uploaded into the Attendance Tab in Skyward. These documents will be checked by the Student Operations Department and stored for 5 years virtually and will then be destroyed in accordance with the Texas Library Retention Schedule. The Skyward Information System reports used to reconcile daily attendance and membership will be held electronically for a period of 5 years after which they will be deleted.

A schedule and set of instructions for the end of year Online digital audit box process will be made available before the end of school. A checklist is provided at the end of this manual to assist the Attendance Office to prepare throughout the school year in order to be compliant with the auditing requirements.

Attendance Reconciliation Process Checklist

Attendance is posted by teachers in Skyward as close to the campus official attendance time as possible
Absences show in the Office as Unexcused

Office runs Unrecorded Class Attendance Report within 15 minutes of the campus official attendance time

Teachers who have not taken attendance are notified and followed up with until all attendance has been submitted

After all teachers have taken attendance, Office runs Recorded Class Attendance Report for documentation purposes

Office will note on the report if the Office took attendance for any teacher during the official attendance time

OFFICE collects teacher substitute attendance documents for recording of attendance and keeps for auditing purposes

Unverified absences are updated to correct codes (Excused, Unexcused, Medical, etc.) as documentation is turned in - copies of the following need to be kept for any Absence Type S, C, M, R, I, T (Absent but Considered Present):

- Sign-in / Sign-out sheets / reports (if applicable)
- Tardy / Admit Slips (if applicable) with time the student arrived noted
- Attendance rosters used by substitute teachers
- Nurses log showing students in the Clinic during the official attendance time
- Medical notes from doctor, dentist, psychologist, etc.
- Religious Holy Day notes from parents
- Teacher Emails documenting any changes in student attendance coding
- Administrator Emails documenting any alterations in student attendance coding
- List of students in ISS, DAEP, etc.
- Court Appearance (state or federal) document with necessity noted for criminal, civil or traffic matter
- Citizenship / Naturalization records
- Field Trip and Extracurricular Activity Lists
- List of students participating in testing, AARD meeting, etc.
- College visit properly signed by official representative of higher learning institution
- Medicaid Early and Periodic Screening, Diagnosis, and Treatment program documentation
- List of 6-12 grade students missing school for the purpose of sounding Taps at a Texas military honor funeral
- List of students participating in mentorship as part of requirement for completion of DAP graduation
- List of students taking off-campus dual credit program courses
- List of students 16 years or older serving as an election clerk
- ** Any and all other notes submitted to the attendance office not listed above.

Day Summary Report is run and retained showing all students absent during the official attendance time
Secondary campuses who take period attendance should run the Suspect or Questionable Attendance report to be sure there are no inconsistencies for the official attendance time (absent 2nd period but not 1st or 3rd, etc.)

All documentation affecting the official attendance time is kept with the daily attendance report
Homebound logs used to enter attendance for special education, general education or pregnancy related services students must be signed and dated by teacher of record

At the end of the 1st & 4th six weeks, the Membership Verification Report and Scheduling Class Rosters are compared and the attendance reconciliation process performed to purge any remaining no-show students still being carried in the database

At the end of each two weeks, the Teacher Attendance Verification Report is run for teachers to sign and date in ink

Before running this report, make sure all remaining unverified absences have been changed to Unexcused

Teacher Attendance Verification Reports are returned to the OFFICE for corrections and to be retained for auditing purposes

At the end of each six weeks, the Campus Summary Report and Student Detail Report are generated by the Student Operations Dept.

The information is verified and the affidavit signed by the Campus Principal and ADA. A copy of the affidavit is returned to the Student Operations Department

All auditable documents are placed in audit boxes at the end of the year, checked by the Student Operations S Department and stored for 5 years at the district's warehouse (off-site location) after which they are destroyed. These documents are also stored at the McAllen ISD One Drive.

Documentation for Transfer to End of Year Audit Boxes

The following items will be kept in chronological order by date:

School Calendar

Student Enrollment Forms

Daily Attendance and Membership Summary (DAMS book)

Recorded Class Attendance Report - will show all teachers who have taken attendance during the official campus time. Office will note on the report if the Office took attendance for any teacher during the official attendance time

Substitute documentation - Attendance Worksheets printed from Skyward

Day Summary Report - shows all students absent during the official attendance time

All documentation for Absence Type S, C, M, R, I, T (Absent but Considered Present) will be attached / filed / kept with the Day Summary Report - examples are:

- Sign-in / Sign-out sheets or reports (if applicable)
- Tardy / Admit Slips (if applicable) with time the student arrived noted
- Attendance rosters used by substitute teachers
- Nurses log showing students in the Clinic during the official attendance time
- Medical notes from doctor, dentist, psychologist, etc.
- Religious Holy Day notes from parents
- Teacher Emails documentation any changes in student attendance coding
- Administrator Emails documenting any alterations in student attendance coding
- List of students in ISS, DAEP, etc.
- Court Appearance (state or federal) document with necessity noted for criminal, civil or traffic matter
- Citizenship / Naturalization records
- Field Trip and Extracurricular Activity Lists
- List of students participating in testing, AARD meeting, etc.
- College visit properly signed by official representative of higher learning institution
- Medicaid Early and Periodic Screening, Diagnosis, and Treatment program documentation
- List of 6-12 grade students missing school for the purpose of sounding Taps at a Texas military honor funeral
- List of students participating in mentorship as part of requirement for completion of DAP graduation
- List of students taking off-campus dual credit program courses
- List of students 16 years or older serving as an election clerk
- ** Any and all other notes submitted to the attendance office not listed above

Homebound logs used to enter attendance for special education, general education or pregnancy related services students. Must be signed and dated by teacher of record

Teacher Membership Verification packets for the designated day of the 1st & 4th six weeks. Will include Membership Balance Sheet, Membership Balance for Entity Count Sheets and teacher documents

Teacher Attendance Verification Reports for all 2 week reporting periods. Before running this report, make sure all remaining unverified absences have been changed to Unexcused

Changes made in the Office will reflect the teacher's official record of student attendance. Must be signed and dated in ink.

At the end of each six weeks, the Campus Summary Report (Principals Contact Hours) and Student Detail Report (Daily Register) are generated by the PEIMS Dept.

The auditable attendance reports are verified and the affidavit signed by the Campus Principal and Head Attendance.

A copy of the affidavit is returned to the PEIMS Department. These reports along with the original signed affidavit will be retained for auditing purposes

ATTENDANCE PROCEDURES QUICKSHEET

Official Attendance Recording Time sheet: Turn in to us by Aug. 23th

1st day in attendance:

- Print out Attendance Worksheets (**WS/SR/TX/RE/AT/AW**)
- Review with teachers how to code during Staff Development
- Suggest that teachers turn them in to office 15 minutes into 2nd period for counts.
- Based off of attendance worksheets start no-showing
If manual counts are off from computer counts, refer to 'Balancing First Day' Document. We suggest that campus reviews students to make sure Default is set to YES; Status is ACTIVE; Current Year Member is YES
- Print out 'Student Registration / Emergency Form' [**Enrollment Form – (WS/ST/RE/SF)**] (Friday – 30th?). Reminder, these forms must be kept under lock and key. Also, an enrollment form must be printed for every new student coming in after the 30th. Must have 'For Office Use Only' filled out on all forms.

Daily Attendance Membership and Summary (DAMS)

- DAMS (Daily Attendance Membership Summary) Manual Form – TEA Auditable Source Document
- Unrecorded Attendance Report (**WS/OF/AT/RE/AR/DR/UC**)
- ADA Report (**WS/SR/TX/RE/AT/AD**)
- Enrollment Report (**WS/OF/AT/RE/AR/ER**)
- Entry Report (**WS/ST/RE/EW/EW**)
- Withdrawal Report (**WS/ST/RE/EW/EW**)
- Daily Funding Abs Report (**WS/SR/TX/RE/AT/DF**)
- Daily Summary (Morning Report) (**WS/OF/AT/RE/AR/DR/DS**)
- Recorded Attendance Report (**WS/OF/AT/RE/AR/DR/RC**)
- Daily Balancing Summary (**WS/FSR/RE/DB**)

Miscellaneous

- PEIMS ID Report (**WS/SR/TX/RE/OT/PI**) to see who is missing socials - If requesting State ID's must make sure you submit a Helpdesk request with Students Full Legal Name as written on Birth Certificate; DOB; GR; ID#; Country of Birth
- Print Attendance Worksheets for Substitutes (**WS/SR/TX/RE/AT/AW**)

- Post manually
- Filing excuses (File folder per student to include name/ID/grade level)
- Monthly/Qtrly report for perfect attendance (**WS/OFF/AT/RE/AR/MQ**)
- Teacher Attendance Verifications (**WS/SR/TX/RE/AT/AV**) – Run them on weekly basis, have a teacher list printed for teachers to initial as they turn them in.

Additional Procedures to go over:

- Add Student
- Transfer Student
- Withdrawals
- Re-Enter
- Grade-Level changes – steps for changes from 1st day and steps for changes during school year.
- Eligibility Status Change

TEACHERS, WE WILL BE USING THE **ATTENDANCE WORKSHEETS** FOR ATTENDANCE REPORTING THE FIRST WEEK OF SCHOOL.

PLEASE READ AND FOLLOW THESE DIRECTIONS CAREFULLY.

1ST DAY IN ATTENDANCE

Monday, August 23, 2021

1. **Use ONLY a black pen.**
2. On the first day, using your class roster verify that the student is present in your class and mark an “E” under 8/24. (Only for the students that are in your class).
3. If a student is not on your list double check the student’s schedule and add student on your roster only if the student is in the proper class and place an “E” under 8/24.
4. **NO ONE IS ABSENT ON THE FIRST DAY OF SCHOOL.**

Tuesday, August 24, 2021 – Friday August 27, 2021

1. If a **newly enrolled student** enters your class after the first day, enter an “**E**” on the date the student came in or write the student’s name at the bottom of the list. Check the student’s schedule to make sure the student is in the proper class.
2. If a **student is absent**: write an “**A**” on the date the student is absent. You will only mark students absent if the student has been entered (E) in your class. Do not mark student absent if he/she has not enrolled in your class.
3. If a **student gets a schedule change** into your class add him/her at the bottom of the list and write “**SC**” under the date on which the student made the change.

4. If a **student withdraws** write **“WD”** on the date the student withdrew.
5. Accurate attendance on the sheets and in the grade book is vital. Our school will be fined if the State finds errors.
6. **All Attendance Worksheets are due in the Attendance Office daily.**

*******2nd Period attendance needs to be turned in by _____*******

If you have any questions, please stop by the Attendance Office.

***Teachers, it is important when you add a student to the roster that you include the student’s ID Number.**

Attendance Worksheet by Classes						
Name of Student		8/22	8/23	8/24	8/25	8/26
EXAMPLE: Gutierrez, Maria Carmen						

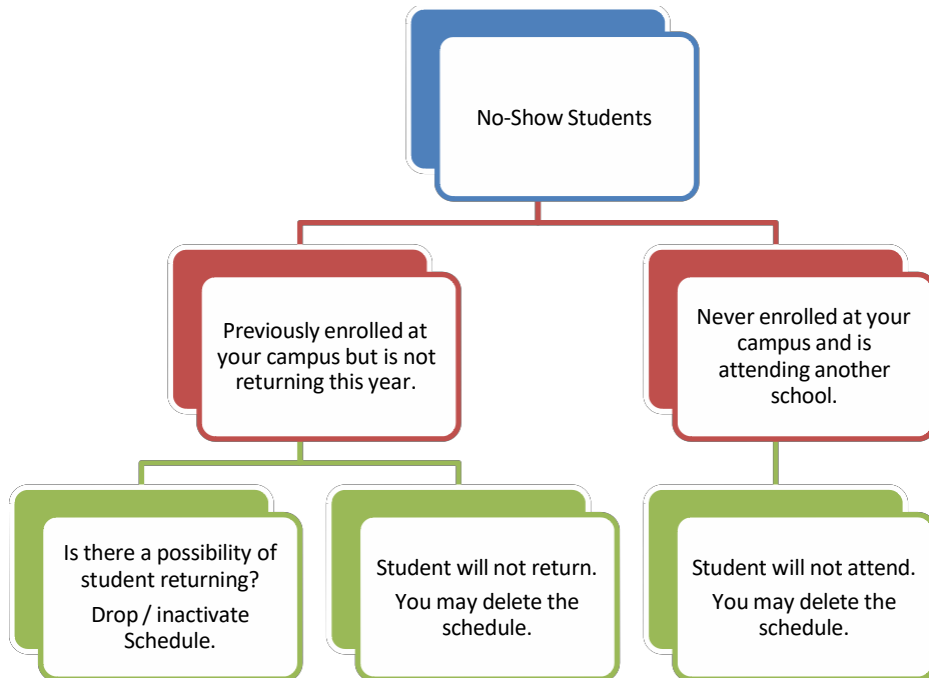
First Day Attendance

In Texas, **no one** is absent the first day of school. A student cannot be marked/reported as absent until they have attended one day and been counted “in membership”.

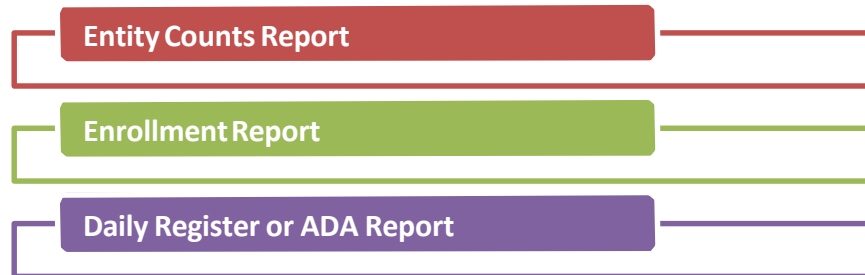
Every school will be determining who ‘present/in membership’ is and who is a no show on that first day. For this task, use Attendance Worksheets (SM/SR/TX/AT/AW). Instructions for printing the worksheets are included in the packet.

No-SHOW STUDENTS

1. Use the No Show button on the Entry / Withdrawal screen.
 - a. This can be done for anyone that will not return to your entity/school for 2021-2022. PDF instructions are included in your packet.



BALANCING SCHOOL COUNTS



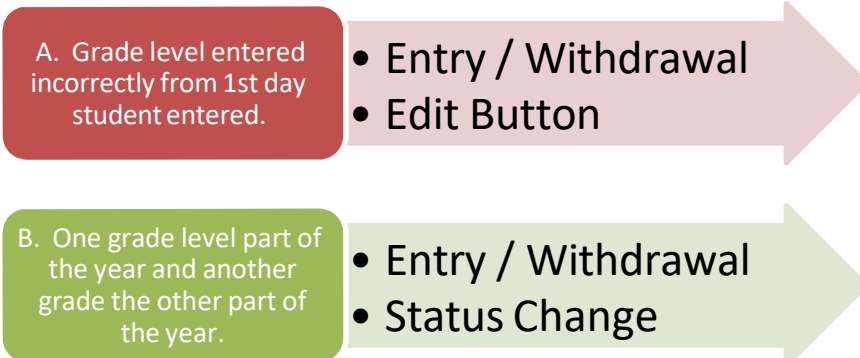
Once all No Show students are processed, the school will need to “balance” their counts of students from what they manually tallied to what is left in the software. Several options to work on this balancing project include:

1. Review the counts under the SM/EN/Entity Counts area. Recommend you use the utility to Recount Students prior to using these numbers.
 - a. This area **ONLY** reads the number of Active students on that entity and reads that from the SM/ST/**Entity** tab – Current Status. This area **DOES NOT** read any enrollment information from the E/W tab.
2. Print an Enrollment Report (SM/OF/AT/RE/AR/ER) for the first day of school 8-23-21 be sure to select all schools & calendars – do not click total special ed students separate - but **DO** print the student detail. This will give you counts of students at the top (by grade

level, race and gender) that can be used to balance back to the Entity Counts from step #1.

- a. Even if the counts match exactly.... I would suggest you verify the names of the students' present/in membership from the rosters against the names on this enrollment report. Counts could match.... but with the wrong students being counted. IF the counts DO NOT match – the school will need to verify the names of the students' present/in membership from the rosters against the names on this enrollment report.
 - b. Possible **reasons** the counts would be different:
 - i. Student not entered in the software or has the wrong grade level in the software.
 - ii. Student does not have an enrollment date of the first day of school – possibly the date on the E/W tab is before or after the first day.
 - iii. Student is not marked active.
3. If not able to determine the students that are causing the school not to balance, you can print a Daily Register (SM/SR/TX/AT/DR) which lists the students by grade level and ADA Eligibility code.
- a. Possible issues may include:
 - i. Student has the wrong ADA Eligibility Code – such as “0” for not in membership – when they should be a “1” for membership.
 - ii. EE / Speech only students with wrong ADA Code – such as “1” for full day membership when should be “0” for not in membership.
4. Will may also need to print an ADA Report (SM/ST/TX/AT/AD) – to verify the membership counts for the school and to verify 100% attendance.
- a. If less than 100% attendance on ADA report – need to print a Daily Attendance Report (SM/OF/AT/RE/AR/DR) – to get a list of the students marked absent on the first day.
 - b. REMINDER – since some students are coded as ADA Eligibility Code “3” for half day.... they will count on the ADA report as “.5” therefore, that count will end up half of the actual “warm bodies” in the building. Other kids that are coded special ways such as “0”, “4”, “5” may also cause the ADA report counts to not match exactly the “warm bodies” count from the other reports above.

GRADE LEVEL CORRECTIONS



SCENARIO A: How to correct a student's grade level – on or before the first day of school or in case student was entered incorrectly:

SM/ST – Entry/Withdraw tab

1. Select student
2. Entry & Withdrawal tab
3. Highlight the line with 8-23-10 entry (or the line for this year)
4. Click Edit
5. Click Grade/Grad Year
6. Message box appears – Grad Yr Changes – Are you correcting student? – Select Yes
7. Made the grade correction in 1st box – **Also make correction to 2nd & 3rd boxes grade years**
8. Click OK
9. Click OK

SCENARIO B: Correcting a student's grade level – after the first day of school or if student should be reported in one grade part of the year and another grade the other part of the year:

SM/ST – Entry/Withdraw tab

1. Select student
2. Entry & Withdrawal tab
3. Highlight the line with 8-23-10 entry (or the line for this year)
4. Click Status Change
5. Enter the date of the change
6. Enter a withdrawal code – most likely something like GR for Status/Grade Change
7. Click OK
8. Another screen comes up
9. Enter the date of the change
10. Enter the NEW grade/grade year
11. Click OK

Attendance Matters

McAllen ISD strives to provide parents and students the best experience possible and want everyone to feel welcomed in our schools. McAllen ISD wants to work together with parents and students to ensure student success. Below you will find some of the ways that we promote student attendance in all of our schools.

- Make students and parents feel welcome.
- Make your school a place where students feel safe and respected
- Create a positive environment which celebrates success
- Make same-day person-to-person contact when a student is absent.
- Work with MISD PD and monitor community areas where truant youth may congregate
- Secure and supervise campus entry and exit points
- Design a morning announcement to highlight the top grade level attendance percentage every six weeks period
- Schedule weekly Callouts to families and guardians to share grade level attendance percentages
- Conduct outreaches before and after school, during lunch to promote great attendance practices
- Celebrate great attendance before Holiday, Winter, or Spring Breaks
- Reward and recognize good and improved attendance, not just perfect attendance
- Classroom presentations from Counselor, Campus Officer, Attendance Clerk, Administrators
- Download resources from Fed and State Attendance website to promote great attendance at Open House, Family Literacy/Math nights, parent meetings, etc.
- Create Pledge Cards for Parents and students to agree, sign, and save to promote to great daily attendance
- Post Attendance flyers and posters in classroom and school
- Have teachers offer classroom incentives in recognition of great attendance
- Post daily or weekly student attendance inside each Teacher classroom
- Post Perfect YTD, semester and 6 weeks attendance recognitions in main hallway or other main areas
- Attendance Incentives
- Schedule a monthly attendance meeting with campus personnel who work mostly with attendance (Attn. Clerk, Attendance Administrator, Counselor, Social Worker, Parent Liaison, and Nurse)

Student and parent participation is crucial to student success. Below you will find some essential roles and responsibilities that both students and parents have in good attendance habits.

Student Role

- Attend all classes each day and be on time in conformity with the compulsory attendance laws of the State of Texas
- Know and obey all rules in the *Student Code of Conduct*
- Regular attendance and punctuality

Parent Role

- Participate in decisions related to the education of their children
- Adhere to school rules and procedures
- Ensure that their children attend school everyday
- Send students to school on time and prepared to learn
- Read, acknowledge, and understand the rules applicable to their children's conduct while they are at school
- Emphasize the value of education
- Remain involved with their children from preschool through high school
- Read all communications from the school
- Supply accurate, updated information (including current address and when available, current telephone numbers) to the school promptly
- Monitor children's progress and communicate with the school
- Become informed about the school's policies and programs
- Confer with their child's teacher

Campus personnel play a pivotal role in a student's attendance. Below you will find some roles and responsibilities different campus personnel have to promote good attendance.

Campus Administrator Role

- Establish & implement a School Attendance Committee.
- Communicate with parents throughout the year.
- Set and implement discipline management procedures and develop appropriate professional development to support teachers in those areas.
- Inform parents regularly about campus attendance policies and procedures.
- Monitor classrooms to observe student engagement, the lack of which is an important factor in truancy.
- Receive and process attendance referrals.
- Conduct or arrange home visits by campus personnel.
- Ensure the publication and issuance of the Compulsory Attendance Law to all students at the beginning of the school year, and to all new enrollees thereafter.
- Collaborate on attendance issues with key personnel.
- Arrange conference opportunities for parents and students.
- Document results of contact with parents.
- Document any information received from parental contact.
- May include other school personnel to intervene prior to court referral.
- Conduct student conferences
- Refer students with unresolved unexcused absences to campus attendance clerk or attendance committee.
- Develop interventions and/or service referrals.
- Supervise the attendance office and campus attendance procedures for timeliness, efficiency, and compliance.
- Coordinate with the campus Attendance Clerk on possible cases of withdrawal due to non-attendance.
- Determine the PEIMS discipline coding of returned court case results.
- Supervise the monitoring of court orders related to student attendance.

- Approve ADA and Instructional Attendance correction forms.
- Review corrective action regarding the attendance of students receiving special education services.

Classroom Teacher Role

The classroom teacher is assigned the responsibility of recording attendance in our student information system (Skyward) for every student in his/her classroom and ensuring it is entered in accordance to the Student Attendance Accounting Handbook. Teachers and front office staff provide the first intervention when students are absent.

Campus Attendance Clerk Role

- Manage campus attendance data, including the prompt posting of absence codes, and the processing and storage of attendance documents such as ADA slips, excuse notes, exemption documents and attendance correction sheets.
- The attendance personnel generating absence summaries and/or transcribing the absences or coding information into the computer are responsible for adhering to all laws and regulations pertaining to student attendance accounting.
- Generate and mail out Attendance Warning Letters to parents.
- When a completed attendance referral is returned, the Attendance Clerk makes copies available for teachers, and maintains a record of the referral.
- Send follow-up referrals in order to resolve problems, monitor sanctions, or if necessary to develop a valid court case.
- Coordinate with the administrator on cases of possible withdrawal due to non-attendance.
- Communicate with campus administration regarding concerns about classroom attendance accounting, non-compliant attendance accounting, and any special situations.
- Generate daily absence reports, six weeks' excessive absences report and identify chronically absent students.
- Generate and examine Student Detail Reports.
- Generate and examine Campus Summary Reports.
- Coordinator for Student Enrollment and Attendance must reconcile all attendance reports with the District Summary Reports.

Attendance Officer Role

- Receive referrals from campus personnel and process them
- Investigate cases to ensure the case is a violation of the compulsory school attendance requirements
- Enforce compulsory school attendance requirements by applying truancy prevention measures adopted under Texas Education Code 25.0915.
- Conference with parents and students about attendance.
- Conduct home visits as needed.
- If all interventions fail, refer the student to truancy court if the student has unexcused absences

Truancy Prevention Measures and Procedures

Student attendance is very important for academic success. McAllen ISD has several policies that address student attendance and truancy prevention. The policies that address attendance are FEA Local & Legal, FEB Local & Legal, FEC Local & Legal, and FED Local & Legal policies. We are committed to working with working together with our parents and students to ensure success.

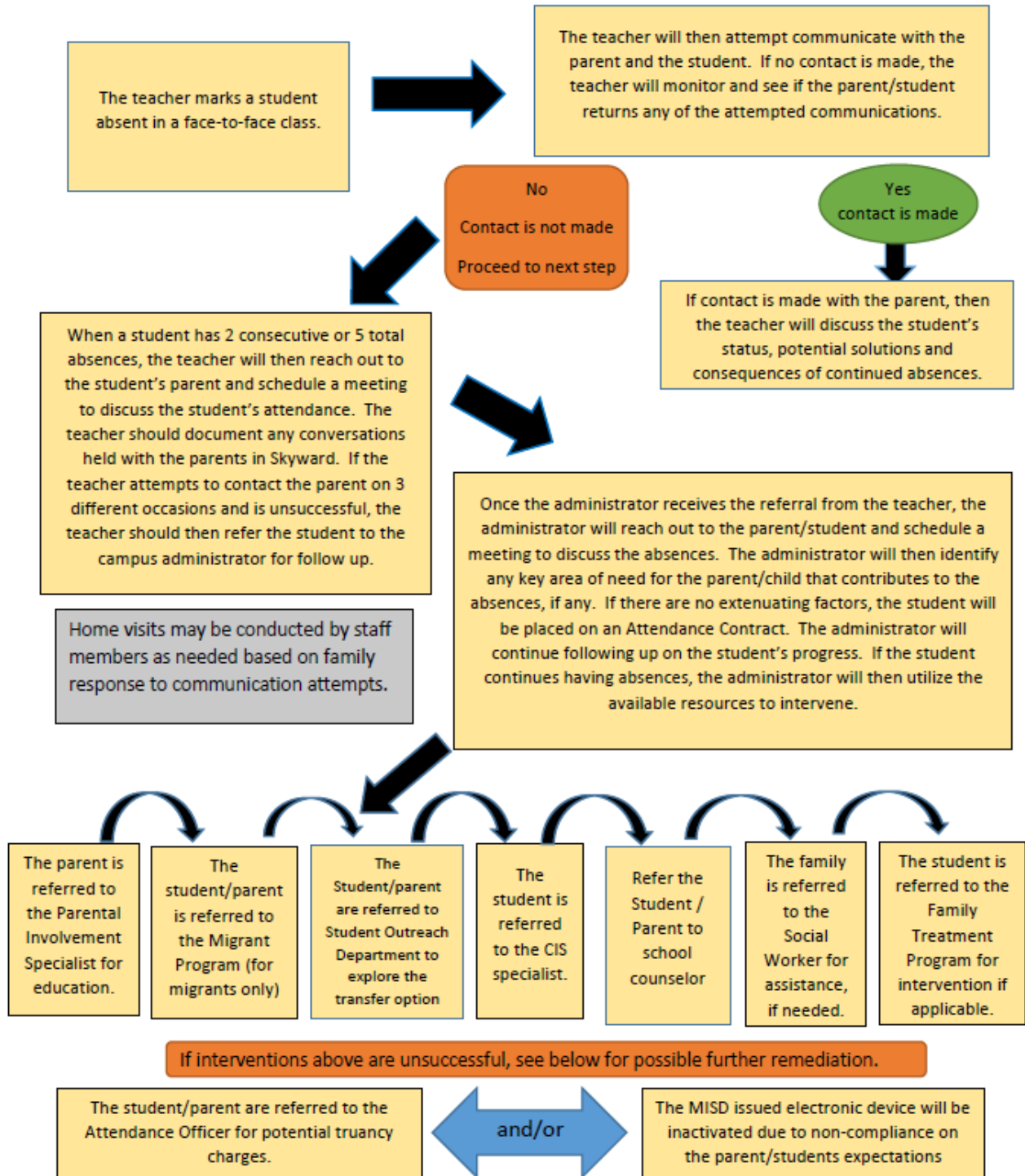
McAllen ISD has several interventions in place to assist students/parents that are having unexcused absences. Some of the interventions we have in place are below:

1. Once a student starts having unexcused absences from a class, the student's teacher will follow up with the parent/guardian and figure out a way to assist the student.
2. Parents will get an attendance "warning letter" once a student has a total of 3, 6, and 10 unexcused absences.
3. Student/parent may be placed in an attendance contract, it entails a commitment by the student and the parent to ensure the student succeeds and improves his/her attendance.
4. McAllen ISD also has several incentives tailored to elementary and secondary school students to motivate them attend school every day.
5. Once a campus administrator or an attendance officer place the student on an attendance contract and the student continues having unexcused absences the student may be referred to other programs or services available throughout McAllen ISD.
6. McAllen ISD has several services and/or departments that can assist students and their families that have excessive absences. Below you will find some of the resources McAllen ISD has to offer, but not limited to:
 - a. Campus Administrators
 - b. Parental Involvement Specialists
 - c. Migrant Program (for migrant students only)
 - d. Student Outreach Department
 - e. Communities in School Specialists
 - f. Campus Counselors
 - g. Social Workers
 - h. Family Treatment Program
 - i. Attendance Officer
7. If those interventions are unsuccessful, then a student may be referred to the Hidalgo County Justice of the Peace, Precinct 2, Place 2 Court for truancy charges.

Below you will find a flow chart on Student absence follow up procedures



Student absence follow up procedures



**MCALLEN INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
2021-2022**

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