

Denton ISD Attendance Procedures Manual

Overview

The purpose of this procedures manual is to document the proper attendance and special programs procedures that must followed, so that the district ensures that complete and accurate data is reported to the TEA through the PEIMS reporting process. Also included in this manual is information documenting processes such as attendance entry into our software systems and procedures relating to compulsory attendance.

The following items will all be described in separate sections within this procedures manual.

- When is official attendance taken?
- How is official attendance taken?
- How is attendance entered into our student software?
- Which position(s) is/are responsible for the coding the various special programs?
- How are changes to special programs documented?
- How is student membership reconciled between teacher rosters and our student software?
- How are attendance and special program records, including historical records, maintained?
- What backup system(s) are in place to protect the attendance and special programs records?
- Which position(s) is/are responsible for the maintenance and security of the attendance and special program records?
- Required documentation as set by the TEA
- Forms mentioned within the procedures manual

When is official attendance taken?

Each school district in the state of Texas must set a specific time to take official attendance by law. Official attendance is reported to the TEA via PEIMS and constitutes a basis for funding and various Average Daily Attendance (ADA) statistics. There are two methods of taking official attendance and both are described below.

Campuses that use the daily attendance method:

The daily attendance method is used by all elementary, early education, and certain secondary level alternative campuses. The daily attendance method simply means that attendance is only taken once per day. In all cases, except PM Pre-Kindergarten, attendance is taken at 10:00am. If the student is not in the classroom at 10:00am then the student should be marked as absent by the teacher, regardless of any other factors.

Special note on PM Pre-Kindergarten classes: If the student only attends class during the afternoon then attendance should be taken at 2:00pm.

Campuses using the Daily Attendance Method			
Fred Moore HS	Sparks Campus	Blanton EL	Borman EL
Cross Oaks EL	Evers Park EL	Ginnings EL	Hawk EL
Hodge EL	Houston EL	Lee EL	McNair EL
Nelson EL	Paloma EL	Pecan Creek EL	Providence EL
Newton Rayzor EL	EP Rayzor EL	Rivera EL	WS Ryan EL
Savannah EL	Stephens EL	Wilson EL	Gonzalez SYC
Windle SYC	Gonzalez SYC	Cross Oaks	

Campuses that use the period attendance method:

The period attendance method is used by all secondary campuses, with the exception of some alternative campuses. The period attendance method simply means that attendance is taken in each class period of the day. However, for state reporting purposes, 2nd period is the official attendance period. Each 2nd period teacher should take attendance within the first 15 minutes of class. If the student is not in the classroom at the time attendance is taken the student should be marked as absent by the teacher, regardless of any other factors.

Campuses using the Period Attendance Method			
Denton HS	Guyer HS	Billy Ryan HS	Lester Davis
Calhoun MS	Crownover MS	Harpool MS	McMath MS
Navo MS	Strickland MS		

How is official attendance taken?

All teachers take attendance on the districts grade book software. Attendance must be taken at the time described in the “When is official attendance taken?” section. Once the attendance has been recorded in the grade book the teacher submits his/her attendance data. Upon submission of the attendance data a positive marker is set in the grade book software indicating the teacher has taken attendance. This marker is set even if all students are present.

Attendance office personnel, at each campus, should verify that all teachers have taken attendance for the day within 15 minutes of the official attendance time. This can be done by looking in the grade book software to see which teachers have a positive mark (meaning the teacher has submitted his/her attendance). If a teacher has not taken attendance within the 15 minute window the campus attendance personnel should contact the teacher and have them take attendance immediately.

Campus attendance personnel must ensure that all teachers take attendance each school day at the appropriate time.

If a substitute teacher is in the classroom at the time attendance is taken they will use a paper attendance sheet, which can be obtained from the campuses attendance office. In no case should a substitute teacher be given a teachers login and password for the districts grade book software. These paper attendance sheets should be turned into the campuses attendance office within a reasonable amount of time. The campuses attendance office personnel should then manually entered the attendance into the district’s student software system.

How the teacher enters attendance into our grade book software.

After logging into the grade book software using their login and secret password the teacher clicks on the Attendance icon to begin taking attendance. The following graphically illustrates the process each teacher follows in order to complete the attendance taking process.

Period: TimeCode: AM/PM:

Student	Code	Present	A	T
Adams, Billy		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bunny, Bugs		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jones, David		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oil, Olive		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rubble, Betty		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total Students: 5

Please note: After you submit, changes can only be made by the attendance clerk!

Attendance Codes

- A Unverified Absence
- T Tardy
- S Out Of School Suspension
- R Religious
- P Present
- G Medical Absence
- Z Req Screen Medical
- I In School Suspension
- H Homebound
- F Field Trip
- E Excused Absence
- M Emergency Removal
- X Extra-Curricular
- D Mentorship
- C College Visit
- UNV
- EXC

Reports

- Attendance this cycle
- Attendance Totals
- Attendance Change Request Form
- Class Roster

Select the period from the drop down menu and the list of students for that class should appear (as pictured above).

If the student is absent click the radial button under the A column next to the student name, which should place dot in the middle of the circle.

If all students are present click the Mark All Present button.

Once the appropriate absences have been marked, or the Mark All Present button has been clicked, click the Submit button.



After clicking the Submit button the teacher is prompted with the confirmation box pictured above. If the teacher clicks cancel he/she may then go back and make adjustments or corrections before clicking the Submit button again. If the teacher clicks the OK button then his/her attendance is submitted.

This will complete the teacher’s end of the attendance entry process.

After the official attendance time, each day, the attendance clerk needs to verify that each teacher has taken his/her attendance. The following screen illustrates what the attendance clerk will see.

Teacher Progress

Return District: Denton ISD School: McMath Middle School

Date: 09/01/2011 Period: 1 Ok Email

Progress: 34/38 (89.47%)

ID	Name	Finished	Note	Send Email
12	[Redacted] onna			<input checked="" type="checkbox"/>
23	[Redacted] nua	8:28 AM		
23	[Redacted] ey	9:10 AM		
21	[Redacted] hael	8:29 AM		
14	[Redacted] stutz, Jana	8:38 AM		
20	[Redacted] cy	8:25 AM		
11	[Redacted]	8:28 AM		
22	[Redacted]	8:51 AM		
13	[Redacted] a	8:32 AM		
23	[Redacted] s	9:14 AM		
15	[Redacted] erri	8:25 AM		
25	[Redacted] ey	9:08 AM		
18	[Redacted]	8:24 AM		
15	[Redacted] ckie	8:36 AM		
22	[Redacted] manda			<input checked="" type="checkbox"/>
24	[Redacted] y	9:05 AM		
19	[Redacted] ndrew	8:26 AM		
23	[Redacted] ga	8:25 AM		
22	[Redacted] n	8:31 AM		
18	[Redacted] n	8:44 AM		
14	[Redacted] n	8:21 AM		

For teachers that haven’t submitted their attendance an email is sent to the teacher asking them to take attendance immediately.

How is attendance entered into our student software?

Attendance is entered into our student software in two ways. The first is an automated transfer of the data from the grade book software into the student system software. The second is manual entry into the student system software.

Automated transfer of attendance data from grade book software to student system software:

Each school day at the top of each hour an automated transfer process copies the attendance data, as entered by the teachers, from the grade book software to the student system software. The process only takes a few minutes so that attendance data is available in our student system software within an hour of teacher entry.

All teacher marked absences are transferred into the student system software with an absence code of UNV – Unverified. The UNV absence, along with others, is a state reporting absence. State reporting absences are not funded by the state and will count negatively towards ADA – Average Daily Attendance. Any coding changes to the original teacher entry are done in the student system software. These changes are transferred back to the grade book software each night. This ensures that the teachers are aware of any changes, and what those changes are, to their original entry.

Manual attendance entry into the student system software:

Attendance can be manually entered into the student software at any time. This is done when there is a substitute for the day or the teacher is having some type of technical problem and is unable to submit his/her attendance using the grade book software.

Any and all changes to the teacher's original attendance should be done by personnel in the campuses attendance office. Before making any changes to the teacher's original attendance entry the attendance office personnel must have the appropriate supporting documentation.

The attendance entry and any changes that may subsequently be made are tracked in the audit trail. The audit trail contains the user name, date, and time entry/change was made. This is true in both the grade book software as well as the student system software.

Attendance Codes			
Code	Description of Code	State Absence	Excused or Unexcused
EXCRT	<ul style="list-style-type: none"> • Juvenile court proceedings or participation in activities as assigned by a juvenile judge that is documented by a probation officer. (This includes truancy court.) • Non-juvenile court related absences. (This includes truancy court for students who are 17 years of age or older.) 	Y	Excused
EXFNR	Funeral of an immediate family member.	Y	Excused
EXPRN	<ul style="list-style-type: none"> • Serious illness of a family member • Personal illness: <ul style="list-style-type: none"> ○ If a student is out for personal illness for less than five consecutive days, you may accept a note from the parent for your documentation. If the student's absences for personal illness are five consecutive days, or more, the student shall present a statement from a physician or 	Y	Excused

	health clinic verifying the illness or other condition requiring the student's extended absences from school. If the student's parents cannot provide this documentation, then the absences remain unverified (UNV).		
EXHLT	<ul style="list-style-type: none"> Family/individual counseling or therapy Student's health related services Participation in a substance-abuse rehabilitation program 	Y	Excused
EXADM	<ul style="list-style-type: none"> Absence required by state or local welfare authorities due to the student being referred on the basis of being abused or neglected that is documented by the student's case worker. Family emergencies or unforeseen instances requiring immediate attention. Authorized school sponsored activities not under the direction of a member of district's professional staff. Weather and road conditions making travel dangerous. Quarantine 	Y	Excused
UNX	An unexcused absence occurs when the parent produces any document that explains the absence, but doesn't meet the criteria listed for "temporary excused", or they do not present the documentation within the prescribed period of time, which is three school days upon the student's return to school.	Y	Unverified
ATC	Student missed the bus to the ATC and remains on campus for the specified class time.	N	n/a
COL	College campus visitation for seniors, which is limited to two college visits per year. Students need to obtain a form from their campus counselor's office and get the form signed by a college administrator. These absences count against the school's ADA, but do not count against the student who seeks exemptions for finals, Renaissance, perfect attendance, etc.	Y	Excused
DAP	The student is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in TAC 74.12(a)(3). Campus must have supporting documentation to use this code.	N	n/a
EC	The student is participating in a board approved extracurricular activity, public performance or UIL competition, which is under the direction of a member of the district's professional staff or a board approved adjunct staff member who has at least a bachelor's degree and is eligible for participation in TRS. Campus must have supporting documentation to use this code.	N	n/a
EMR	Emergency removal	Y	Excused
EXC	Excused absence	Y	Excused
FT	The student is participating in a campus-approved field trip. The field trip must be for an activity for a state-approved course and the activity must be designed to encompass one or more TAKS objectives for the course. Campus must have supporting documentation to use this code.	N	n/a

HOM	Homebound students – Students who qualify for instructional services from a certified teacher at home or in a hospital setting are counted present based on the amount of service they receive at home or in a hospital setting each week. The homebound teacher will provide the student’s home campus with the number of hours of service that the student receives at the end of each week. The number of hours that the student is served each week will determine the number of days present for ADA eligibility. <ul style="list-style-type: none"> • Served two hours = two days present • Served three hours = three days present • Served four hours = five days present For the days the student is present use this code (HOM). For the number of days the student is absent use the EXC absence code.	Y	Excused
ISS	Student is serving in-school suspension	N	n/a
MDC	Required screening, diagnosis, and/or treatment for Medicaid-eligible students. Such students may be excused for up to one day at any time if the absence is documented by the agency providing the service.	Y	Excused
MED	Documented health care appointments. If the student begins classes or returns to classes on the same day as the appointment and the student has the necessary documentation from the attending physician or the clinic attended.	N	n/a
NA	Old code, no longer in use, but must be kept for historical records	N	n/a
PRE	<ul style="list-style-type: none"> • Student was incorrectly marked as absent by the teacher • Student was with the nurse, counselor, assistant principal, or other school official at the time attendance was taken. • Student was on campus, in a school related event, outside of his/her normal classroom 	N	n/a
REL	The student is observing religious holy days including travel for that purpose. Verified days for travel shall be limited to not more than one day of travel to and one day of travel from the site where the holy day is observed. The student does not have to give prior notice.	N	n/a
SUS	Student is serving out-of-school suspension	Y	Excused
UNV	An unverified absence occurs when the parent cannot produce any document that explains, they present documentation that doesn’t meet the criteria listed for “temporary absence”, or they do not present the documentation within the prescribed period of time, which is three school days (72 hours) upon the student’s return to school.	Y	Unverified
TAR	Student was late to class, but was in class when attendance was taken.	N	n/a
ZAB	All absence codes marked with a “Y” in the state absence column are converted to this code for state reporting. This code is only used when reporting absences to the state as the state just wants to know if the student was present or absent on each day of enrollment.	Y	n/a

Direct Entry into the Student Software System

Menu path: Attendance Center > Entry by Class

This can be used in situations where the teacher doesn't take attendance and a substitute is in the classroom for the day/period. The attendance clerk should fill in the prompts appropriately:

Building: the building number where absences are to be entered

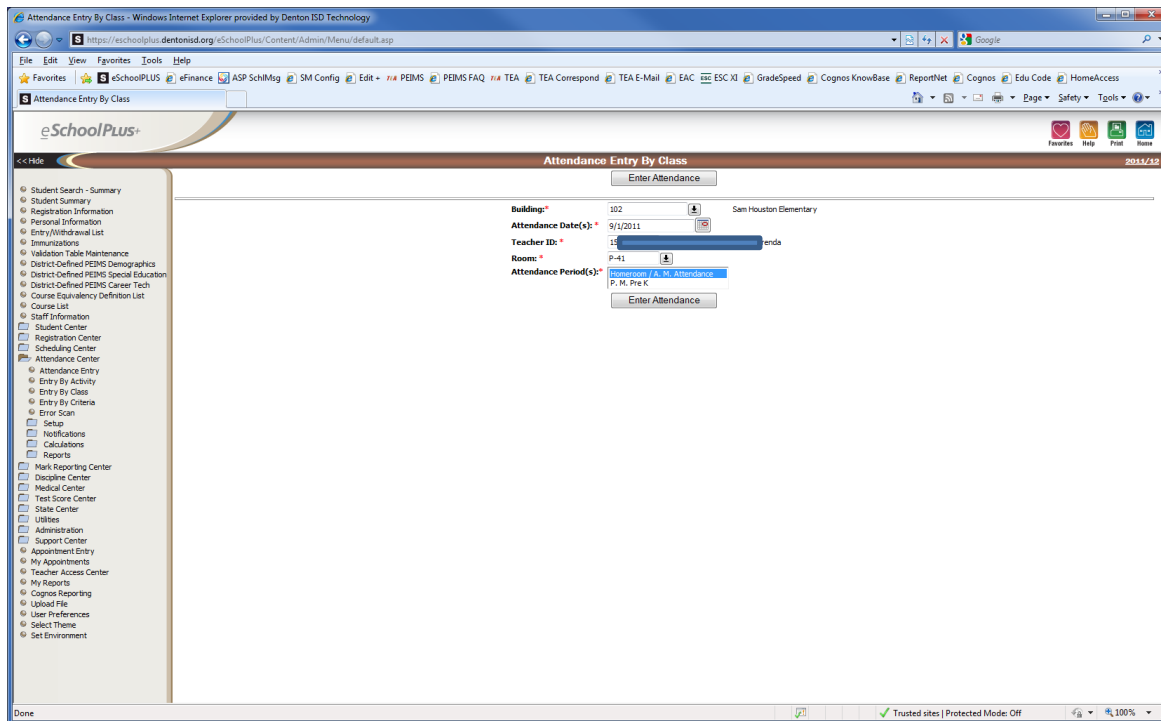
Attendance Date: date to add attendance

Teacher Id: teacher Id attendance being entered for

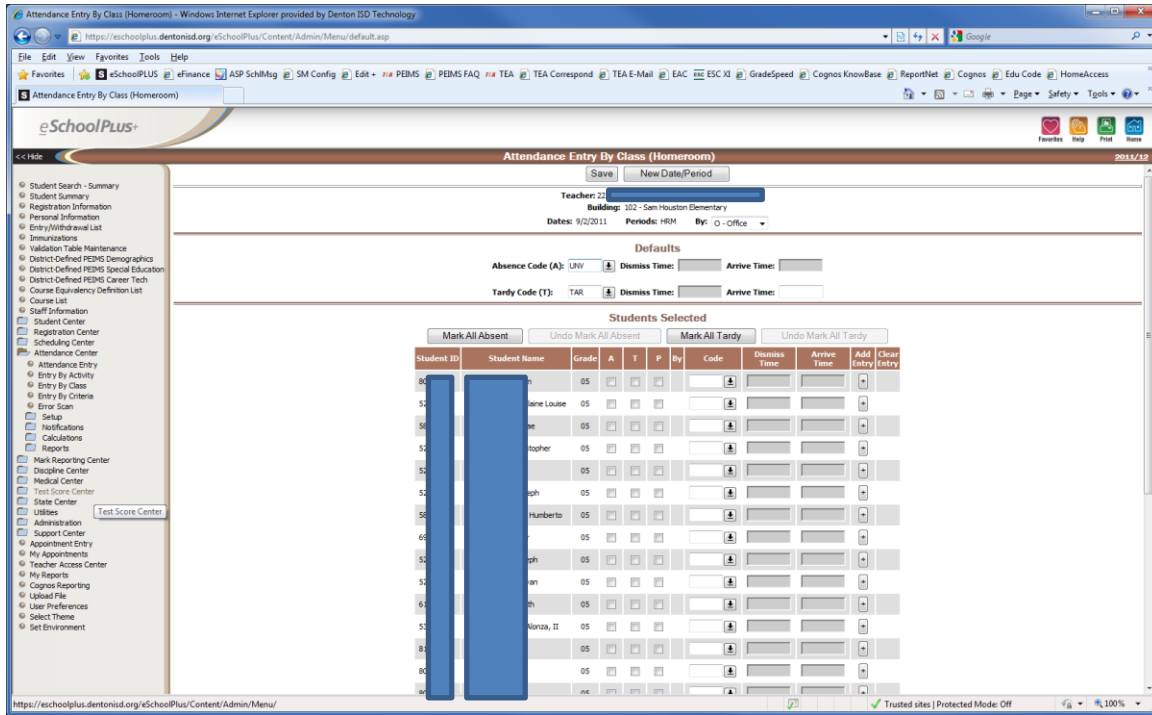
Room: the room will automatically fill in based on above prompts

Attendance Period: the period where attendance is being entered

Once the prompts are completed click the Enter Attendance button.



A screen similar to the following will now be displayed.



For each absent student select the appropriate attendance code by either entering the code directly, or clicking the drop-down arrow and selecting the code from the list.

Once all attendance has been entered click the Save button.

Which position(s) is/are responsible for the coding the various special programs?
How are changes to special programs documented?

All special programs are date tracked within our student accounting system. If, for example, a student's instructional setting code changes from 41 to 44, then an exit date is entered for code 41 and a start date is entered for code 44. All changes made create a change record with the time, data, and user making the change.

EXPO / Gifted & Talented

The coding for the G/T program is entered and updated by the G/T department. A committee reviews each student's G/T testing documents. The committee then decides whether the student qualifies for the G/T program based on his/her test results. If a student is furloughed or exits the program a form is filled out and signed by the parent and teacher making the request as well as the student's G/T teacher. This is then reviewed by the program committee.

LEP/ESL/Bilingual

The coding for the bilingual/ESL program is entered and updated by the bilingual/ESL program supervisor. That person puts all of the data into the student system software for all campuses. Changes are documented through the LPAC process. If a student exits the program, a form is filled out and signed by the parent making the request, and the LPAC chairperson on that campus. Copies of the LPAC forms, which include changes and new data to be entered, are sent to the bilingual/ESL program supervisor for updating in the student system software. The originals are in each ELL's blue folder on the campuses for documentation.

Special Education

An admission, review and dismissal committee reviews evaluation information and determines that a student is eligible to receive special education services. This decision is documented in paperwork completed by the campus case manager who is either an educational diagnostician or a speech pathologist.

The case manager submits the paperwork to PEIMS clerks within 10 days of the meeting.

Using this paperwork, the PEIMS clerk enters the required information into the program.

When the ARD committee determines that a student is no longer eligible for special education services, a meeting is held and paperwork indicating that he should be dismissed is completed. This paperwork is completed by the case manager and submitted within 10 days to the PEIMS clerks. Using this paperwork, the PEIMS clerk enters this information into the program as well.

Career Technology Education

The student accounting system codes students in vocational technology courses with a CTE Reason Code of 1 automatically. The CTE counselors at the high school campuses update the CTE Reason code to a 2 or 3 if applicable. The student accounting system automatically calculates contact hours based on the information entered in the course catalog and scheduling system. The course catalog is maintained by the districts PEIMS Coordinator. Documentation supporting any additions or updates is kept by the CTE department.

Pregnancy Related Services

The Social Services department is responsible for the documentation and data entry into the student system software with regards to PEP, CEHI, PRS, and GEH. The following outlines procedures in coding the following areas:

PEP: Pregnancy, Education and Parenting

CEHI/PRS: Compensatory Education Homebound Instruction through Pregnancy Related Services

GEH: General Education Homebound Instruction

Pregnancy, Education and Parenting (PRS)

The Denton ISD provides a program for our teen parents. Students, male and female, pregnant and parenting, have services to provide childcare through Child Care Services; transportation for themselves and their children to school and daycare; referrals and help to receive community and governmental assistance; and individual, group and peer support and counseling when the social workers are at their individual campuses.

- These students, male and female, pregnant and parenting, once identified, will complete an intake and services can begin at the time the intake is completed and agreements are completed.
- The entry date will be recorded by the social workers and those students names, ID numbers and entry date will be sent to the Social Services department and updated on a regular basis.
- When those students withdraw from DISD, graduate, or no longer wish to participate in the program or receive services, the social workers will document their withdrawal (exit date) and send it to the Social Services department who then exits them in the student system software.
- The Social Services department remains in contact with the district PEIMS Coordinator for questions or concerns.

PRS

When a student is identified as pregnant, her information is kept on an audit form (provided). She must provide documentation of the pregnancy, which is attached to the audit form. The entry date for PRS begins the date the pregnancy is confirmed.

- A student remains in PRS until she returns back to school 6-10 weeks following the birth of her baby; terminates the pregnancy; miscarries; withdraws or graduates from the Denton ISD.
- The social workers provide the case management of these students until the time they began CEHI.
- The student name, ID and entry date are sent to the Social Services department and updated on a regular basis.
- The Social Services department enters them into the student software system.
- When those students return back to full time instruction following the birth of their baby; withdraw from the Denton ISD; graduate; terminate the pregnancy; or miscarry they are exited from PRS in the PRS indicator.
- The Social Services department remains in contact with the district PEIMS Coordinator for questions or concerns.

CEHI

Once the need for homebound is determined, the Coordinator of CEHI takes over the case management of the student. The coordinator remains in that position until the time the student returns to full time instruction and the social worker on the student's campus resumes his/her role with the student.

- A student who requires prenatal CEHI must have the appropriate documentation from her physician before CEHI can begin.

- The audit form clearly allows documentation of entry and exit dates for both pre-natal and post natal CEHI.
- The audit form clearly allows documentation of date of baby's birth.
- The audit form clearly allows documentation of end of CEHI.
- The audit form clearly allows documentation on entry and exit dates for those students receiving ESL, CATE or Special Education.
- The Social Services department exits the student from PRS when she returns to full time instruction; graduates or withdraws from DISD. CEHI must end 10 weeks following the birth of the baby.
- Attendance is recorded weekly by the CEHI teacher and turned in to the attendance office at the student's campus weekly (attendance form provided).

CTE Students Served through CEHI

Students in CATE classes are exited from those vectors at the time they begin CEHI and re-entered when they return to full time instruction. The Social Services department sends this list of students and their entry and exit dates to the district PEIMS Coordinator at the end of each school year.

Special Education Students Served through CEHI

When a student is identified as pregnant, who is also served through Special Education, the Social Services department immediately requests a contingency ARD (form attached) so that a plan can be developed when homebound occurs, with no gaps in services to the students.

The Social Services department exits the student from PRS until Special Education begins to provide homebound instruction for that student.

Once Special Education begins instruction, if CEHI will be providing an additional two (2) hours of instruction determined by the ARD, the student remains coded PRS but is exited at 6-10 weeks following the birth of their baby, dependent upon the circumstances of the labor and delivery and on the documentation from her medical provider. A Special Education student cannot receive CEHI longer than 10 weeks following the birth of her baby.

Special Education remains responsible for turning in attendance sheets to the home campus, as CEHI hours are additional.

The Social Services department requests copies of the Contingency ARD and Change of Placement back to full time instruction, as well as all attendance logs from Special Education and those are kept on file with the student who received PRS services. A student not served through Special Education for attendance cannot receive PRS hours.

General Education Homebound Instruction

Upon receipt of the GEH Condition of Eligibility (provided) the student is entered into homebound.

Attendance is sent to the attendance office at the home campus weekly and the person in charge of attendance enters the absences, if applicable.

Student is served until an exit from homebound is received from the physician.

Students in CATE classes are exited from that vector while in homebound and re-entered at the time they return to full time instruction. The Social Services department sends those names and entry and exit dates to the district PEIMS Coordinator.

Title I

The Title I coding is a combination of manual and automated entry and update. If the campus is a school wide Title I campus a daily process is run to flag all students in a Title I campus as Title I. If the campus is a targeted assistance campus then the entry and updates are done by the Federal Programs department. Documentation supporting any additions or updates is kept by the Federal Programs department. Detailed documentation on these procedures is available on the Denton ISD website.

How is student membership reconciled between teacher rosters and our student system software?

During the 1st and 4th six weeks each school year the district is required by law to reconcile the student membership. This simply means that we must verify that all of the students that are enrolled in the student system software are actually enrolled at a Denton ISD campus.

A membership reconciliation report will be run out of our student system software during the 1st and 4th six weeks and sent to each campus. The report is broken down by teacher and each teacher must verify that the students listed under his/her name are actually enrolled in his/her classroom. These reports are run for a specific date, so when verifying the data teachers must remember that the reconciliation is for that specific date and not necessarily the date they are verifying the member reconciliation report.

If a student is listed on the teachers report and is not enrolled in his/her class then the teacher needs to draw a line through the students name and indicate that the student isn't in his/her classroom. On the other hand if a student is enrolled in the teacher's class, but is not shown on the report, the teacher needs to write in the student's name. After the teacher finishes this verification they should sign and date the membership reconciliation and return all their forms to the registrar's office.

The registrar's office must then go through the reports and make any necessary changes, as indicated on the report by the teachers, in the student system software. Once the registrar's office has verified that all teachers have completed the verification process, the total number of students shown to be enrolled in there building is correct, and all of the necessary changes have been made, the registrar and principal sign the cover signature page. The signed report and signed cover sheet is then sent to the PEIMS Coordinator.

The PEIMS Coordinator and his/her supervisor then reconcile the number of students shown on the reports to the number shown in the student system software. If everything is correct he/she signs off that all data is correct. If errors are found the campuses with discrepancies will be contacted and asked to re-verify their data. These reports are filed and stored with a 5 year retention period.

How are attendance and special program records, including historical records, maintained?

Attendance accounting records are maintained within the student system software. Denton ISD retains all attendance data within the software for 5 years. In addition the Student Detail, Campus Summary, District Summary, Membership Reconciliation, and Attendance Verification reports are all maintained for 5 years.

The data contained within the teacher's grade book software is maintained for at least 1 year after all grades have been finalized.

Student Detail Report - this report is sent electronically to the campus and the campus is responsible for retaining it for 5 years. The district PEIMS Coordinator receives the signature sheet from the campus indicating the verification process is complete and retains for 5 years.

Campus Summary Report - this report is sent electronically to the campus and the campus is responsible for retaining it for 5 years. The district PEIMS Coordinator receives the signature sheet from the campus indicating the verification process is complete and retains for 5 years.

District Summary Report - this report is sent to the superintendent and the district PEIMS Coordinator is responsible for retaining it for 5 years. The district PEIMS Coordinator receives the signature sheet from the campus indicating the verification process is complete and retains for 5 years.

Membership Reconciliation - this report retained it for 5 years by the district PEIMS Coordinator.

Attendance Verification - this report is sent to the campus and the campus is responsible for retaining it for 5 years. The district PEIMS Coordinator receives the signature sheet from the campus indicating the verification process is complete and retains for 5 years.

What backup system(s) are in place to protect the attendance and special programs records?**Backup System for the Student System Software**

The data contained in the student system software is stored in a student database. Each night the student database is copied to a file on disc. After the database is copied to disc the disc file is copied to a removable media backup tape. This constitutes a full backup of all student software system data. With these backups it is possible to fully restore all data back to the point of when the backup was performed.

At 1:00am, after each school day, a full backup of all student data is written to a removable media backup tape. These nightly backups are maintained on a 4 week rotation.

On the first day of each month a monthly full backup of all student data is written to a monthly removable media backup tape. These monthly backups are maintained on a 14 month rotation.

At the end of each school year a full backup of all student data is written to a removable media backup tape. This backup is done after the final Summer PEIMS submission. These yearly backups are maintained on a 5 year rotation.

The Data Processing staff is responsible for the security of the electronic media within their charge. All backup tapes are stored in a fire proof safe. The safe has a combination lock and access to the combination is strictly limited.

Backup System for the Grade Book Software

The data contained in the grade book software is stored in a grade book database. Each night the grade book database is copied to a file on disc. After the database is copied to disc the disc file is copied to a removable media backup tape. This constitutes a full backup of all grade book software data. With these backups it is possible to fully restore all data back to the point of when the backup was performed.

The schedule and retention of the grade book removable media backup tapes is the same as that for the student system software.

Both the student system software and grade book software disc files are stored on the same removable media backup tape.

Security of Backup Data

All removable media tapes are stored in a fire-proof combination safe. The combination of this safe is strictly limited.

All access to the server room where all of the servers and storage devices are housed is strictly limited.

Which position(s) is/are responsible for the maintenance and security of the attendance and special program records?

Maintaining Attendance Accounting Records:

The campuses are responsible for maintaining documentation supporting any attendance coding changes that may have occurred since the original teacher entry. This documentation should be kept not only for the current year, but for the previous year as well.

The campuses are responsible for maintaining the attendance verification reports, student detail reports, and campus summary reports for a period of 5 years. The attendance verification reports are a paper copy which is sent to the respective campuses each six weeks. The student detail report and campus summary reports are sent electronically and can either be store on electronic media or printed and stored in a file cabinet.

The district PEIMS Coordinator is responsible for maintaining the membership reconciliation report and the district summary report for a period of 5 years. Both of these reports are paper copies and must be stored in a secure environment.

The district PEIMS Coordinator is also responsible for maintaining the signature cover sheets from the attendance verification reports, student detail reports, and campus summary reports. These signature pages are retained for a period of 5 years, and are what is used to insure the campuses are completing the required duties with regards to the student accounting system and attendance reporting.

Maintaining Security for Accounting Records

Requesting Access to the Student and/or Grade Book Software System

In order to have access to view, add, or change data in any of the software systems under Data Processing oversight, which includes the student system software and grade book software, the principal must request the access in writing. The request from the principal must state the name, position, and what access level is needed for each employee access request. All access requests must be addressed to the Director of Data Processing.

Data Processing will then review the access request and make sure the level of access being requested matches the employees job responsibilities. If an issue arises during this review the principal will be contacted and a solution worked out.

If the access is approved then the employee will be setup in the software system(s). Once the security setup is complete the employee will be contacted and appropriate training scheduled and delivered. After the training is complete the individuals account will be active and ready for their use.

At no time, or for any reason, should an employee share or give his/her secret password to anyone else. If it is determined an employee did share or give his/her secret password to another person the password will immediately be reset. Furthermore this could result in permanent loss of access to the student system and/or grade book software. Additional punishments as described in the Employee Handbook under the Acceptable Use Policy may also be enforced.

Modify/Remove Access from the Student and/or Grade Book Software

Human Resources send a notification to the Network Department when an employee has left the district. This notification is forwarded to Data Processing from the Network Department. Data Processing will then remove the individual's access to all systems under Data Processing's oversight, which include the student system software and grade book software.

At times an employee may be moved from one position to another. In these cases it is the principal's responsibility to notify Data Processing of this change. If it is determined, between the principal and Data Processing that the access needs to be modified or revoked those modifications are put in place.

Securing Paper Copies of Student Records

The campuses are responsible to appropriately maintain a secure environment for all of the student records in their possession.

The district PEIMS Coordinator is responsible for the safe keeping of all documents in his/her possession.

Required documentation as set by the TEA

In the case of an audit by the TEA the district must be able to produce the following documentation. Failure to provide the documentation could negatively affect funding for the district.

- Student Detail Report – these are sent to the respective campuses each six weeks and must be maintained on a 5 year retention schedule.
- Campus Summary Report – these are sent to the respective campuses each six weeks and must be maintained on a 5 year retention schedule.
- District Summary Report – this is sent to the superintendent and must be maintained on a 5 year retention schedule.
- Membership Reconciliation Report – these are sent to the respective campuses during the 1st and 4th six weeks and must be maintained on a 5 year retention schedule.
- Grade books must be maintained for 1 year after entering grades into the AAR.
- Attendance Verification Report – these are sent to the respective campuses each six weeks and must be maintained on a 5 year retention schedule.

Forms Mentioned within the Procedures Manual

The following pages contain the forms mentioned in the previous pages. These forms are used as part of the documentation process for the various special programs and attendance.

Copy of the Contingency ARD Document

STUDENT ATTENDANCE ACCOUNTING HANDBOOK

PREGNANCY RELATED SERVICES 9.14.1

To be held during the student's pregnancy prenatal period to develop or update an IEP that addresses the pregnant and or parenting SPED student's needs. This is a well-planned and specialized ARD that allows Denton ISD to address and plan for all possible prenatal and postpartum pregnancy issues, in advance of them occurring, to ensure that the student is continuously served. The Teen Parent Program's notification and documentation of the pregnancy is all that is necessary to request this ARD.

Dear _____ (Name of Campus Diagnostician or Secretary),

The Teen Parent Program at (Campus) _____ is requesting a Contingency ARD for (Student Name) _____ (ID) _____.

The student is pregnant and her due date is _____. A copy of her pregnancy documentation is provided.

The student's teen parent social worker is: _____.

The ARD should be scheduled within the next month.

Persons that must be notified when the ARD is set:

Fara Bostic fbostic@dentonisd.org or 369-0559 Coordinator of Special Education Homebound

Barb Haflich bhaflich@dentonisd.org or 369-0599 Teen Parent Coordinator

Maria Harris mharris@dentonisd.org Teen Parent Homebound Instructor

Thank you so much for your attention to this matter.

Barb Haflich Teen Parent Coordinator

Audit Sheet

PREGNANCY RELATED SERVICES

DISTRICT: DENTON ISD CAMPUS: _____

REFERENCE: Texas Education Agency Student Attendance Accounting Handbook, Section IX. Use of this form will satisfy TEA requirements.

THIS FORM SHOULD BE RETAINED IN THE STUDENTS PRS FILE FOLDER FOR A PERIOD OF NOT LESS THAN 5 YEARS.

STUDENT NAME: _____ STUDENT ID# _____

PROGRAM ENTRY

VERIFICATION OF PREGNANCY DATE: _____ DUE DATE: _____

TEEN PARENT SOCIAL WORKER: _____

INDIVIDUALIZED PRS PLAN CONSTRUCTED: _____

PREGNANCY RELATED SERVICES ENTRY DATE: _____

COMPENSATORY EDUCATION HOME INSTRUCTION RECORD

PRENATAL

POSTPARTUM

CEHI ENTRY DATE: _____

CEHI EXIT DATE: _____

SPED AND CATE HOMEBOUND RECORD

CONTINGENCY ARD DATE: _____ RETURN ARD DATE: _____

SPED ENTRY DATE: _____ SPED EXIT DATE: _____

CATE ENTRYDATE: _____ CATE EXIT DATE: _____

ESL ENTRY DATE: _____ ESL EXIT DATE: _____

PROGRAM EXIT

PREGNANCY END DATE: _____

DATE STUDENT RETURNED TO FULL TIME INSTRUCTION: _____

PRS PROGRAM EXIT DATE: _____ CEHI DAYS SERVED: _____

SIGNATURE OF CEHI COORDINATOR DISD

Barb Haflich 940-369-0599

Attendance Log

Weekly attendance (in a five day week) is based on the following instructional hours the student is served: 4 or more hours=5 days present, 3 hours=3 days present, 2 hours=2 days present, 1 hour=1 day present

Student Name	Homebound Start Date	Homebound Teacher Name
Student Id Number	Homebound End Date	Campus

Day	Date	Attendance	Arrival Time	Departure Time	Instructional Time (Hours)	Teacher (Initials)	Student (Initials)	Adult (Initials)
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Teacher Signature / Date: _____

Supervisor Signature / Date: _____

Attendance Key: HOM – present, EXC – excused, UNV – unverified absence