



August 05, 2019

**ACTION
REQUIRED**

PEIMS DATA CLERKS:

The following student attendance accounting reports should be sent to the Student Services Department – ATTN: Attendance Auditor Clerk, each week **along with the acknowledgement form on page 2 of this communication**. They **should be received in the office by 4:00 pm every Tuesday**, even if there are potential discrepancies in the data. Campuses will receive a compliance sanction if reports are not received by the deadline and an approval for a temporary extension has not been granted.

1.	STUDENT ENROLLMENT REPORT - for the week (must be run on Friday after balancing so that the student counts are correct.)
2a.	CAMPUS WEEKLY PERCENTAGE OF ATTENDANCE REPORT – for the current week. This should balance with your grid sheet. Use ‘No’ for Display Dates individually and All for the absence group.
2b.	CAMPUS CUMULATIVE PERCENTAGE OF ATTENDANCE REPORT – from the first day of school thru the Friday of the current week. Use NO for Display Dates individually and All for absence group.
3.	DAILY ATTENDANCE REPORT – for the week. These are the absences. You must sort this by absence group ALL or you will not get the correct counts. Do Not USE the ‘ALL DEDUCT AND NO-DEDUCT ABSENCES GROUP’.
4.	COPY OF GRID SHEET – Filled out for the current week. We will all use the computer grid this year. Send the computer copy to Student Services. Elementary and Middle schools will need to also keep the pencil copy accurate.
5.	DISCIPLINE VS. ATTENDANCE REPORT – run from the first day of school thru the Friday of the current week. Ideally, this report should be reconciled on a daily basis and should be submitted blank or should be signed noting the status of the errors. (<i>pending, verified, no action initiated, etc.,</i>)

OTHER IMPORTANT REMINDERS:

- **Leaver Reason Codes** - These codes must be accurate for each student. If you do not have documentation, use a 98 until you get the correct documentation for the code. Be sure to update the code in the computer.
- **Schedule Changes** – We must correct absences due to schedule changes as soon as possible. Be sure to get a listing of schedule changes from the campus counselor for supporting documentation.
- **Discipline** – Every Friday run the BISD DSCP vs ATT under discipline so that we will be able to catch errors before running your reports.
- **Sign & Date** – Remember to sign and date your report and have your administrator sign and date the report.

Thank You,

Student Services Dept.
Contact: ext. 5109 for assistance

STUDENT ATTENDANCE REPORTS



WEEKLY ATTENDANCE ACCOUNTING REPORTS ACKNOWLEDGEMENT

Instructions: Campus PEIMS Data Clerks & Administrators shall submit this signed acknowledgement form with copies of required weekly/six-weeks attendance reports as outlined..

Campus Name:			
Six Weeks Cycle:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th <input type="checkbox"/> 6 th
Current Week:	Start Date:	End Date:	
Current Week's Campus Percentage of Attendance:	Current Week's Total # Days Absent:	Current Week's Total # Student Enrollments:	Current Week's Total # Student Withdrawals:
List/explain any factors that significantly impacted campus attendance this week: <i>(i.e. illness, holidays, special events, incentives, high rate of disciplinary incidents, etc.,)</i>			

REQUIRED WEEKLY REPORTS

<input type="checkbox"/> 1.	STUDENT ENROLLMENT REPORT - for the current week
<input type="checkbox"/> 2a.	CAMPUS WEEKLY PERCENTAGE OF ATTENDANCE REPORT – for the current week. Note: This should balance with your grid sheet.
<input type="checkbox"/> 2b.	CAMPUS CUMULATIVE PERCENTAGE OF ATTENDANCE REPORT – from the first day of school thru the last day (Friday) of the current week.
<input type="checkbox"/> 3.	DAILY ATTENDANCE REPORT – for the current week.
<input type="checkbox"/> 4.	COPY OF COMPUTER GRID SHEET – filled out for the current week. .
<input type="checkbox"/> 5.	DISCIPLINE VS. ATTENDANCE REPORT – run from the first day of school thru the Friday of the current week. Ideally, this report should be reconciled daily but at a minimum weekly. The report should be submitted blank or should be signed noting the status of the errors. <i>(i.e. pending AP, verified, no action initiated, etc.,)</i>
COMMENTS: <i>(Briefly explain any report discrepancies or why reports/data are missing)</i>	

ACKNOWLEDGEMENT

I acknowledge that I have reviewed and verified all reports listed for the indicated reporting period and believe all attendance records to be true and accurate to the best of my knowledge, or as otherwise explained. All required documentation is on file to support the coding of attendance records found in these reports.

Signature of PEIMS DATA Clerk/Alternate:	Date:
Signature of PEIMS DATA Clerk/Alternate:	Date:
Signature of PEIMS DATA Clerk/Alternate:	Date:
Signature of Campus Principal/Administrative Designee:	Date:

For Official Use By Student Services

Date Rec'd	<input type="checkbox"/> Verified/Balanced. <input type="checkbox"/> Corrections Required	Signature:
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