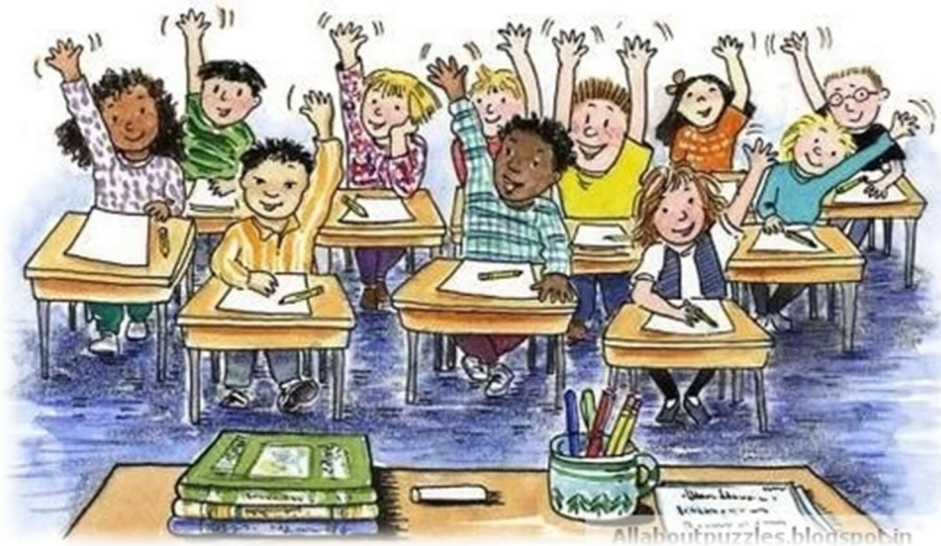


FIRST DAY ATTENDANCE PROCEDURES GUIDE

COUNT NUMBER OF STUDENTS IN CLASS



PREPARED BY:

DEPARTMENT OF STUDENT SERVICES

REV. 2019-2020

FIRST DAY ATTENDANCE COUNTS

GOAL:

To obtain an accurate first day ADA count of students for TEA attendance accounting purposes.

No student may be counted as absent on the first day of school. Absences do not begin until the student has attendance recorded for at least one day in school. A **student** that was rolled over in the accounting system and is **expected to be present** on the **first day of school**, but is **not physically present** at the time of official attendance is considered a **"NO-SHOW."**

General Overview:

To provide excellence in customer service to families, student enrollment/registration opportunities shall be offered throughout the course of every school day, including the first day. Both paper enrollment and online registration on the 1st day of school shall take place in a designated area on the campus. **However, for official TEA attendance accounting purposes:**

- **Only students who are documented to be present with the classroom teacher or another school official on campus at the time of the official attendance snapshot time shall be included in the 'first day' official ADA count for PEIMS reporting purposes.** These students shall be entered in the TEAMS SIS with an enrollment date effective for the first day of school.
- **Students who arrive after the campus' official attendance snapshot time may still enroll/register and should be offered the opportunity to participate in the general school day activities (classes, lunch, breaks, etc.), but will not be recorded in the 'first day' official ADA count or schedule. The district will not receive funding for these students.** These students will have an enrollment date in TEAMS effective on the next school day they are physically present at the attendance snapshot time and. *(Note: Be sure to explain to parents/ students who choose to stay and participate expectations for both lunch and transportation as students will not be activated in these databases).*
- Students who are listed on the **'first day'** class roster, but are not present at snapshot, shall be coded as a **'No-Show' (N/S)**.
- Unless it is an extreme emergency, there should be no movement of students between classes or to other locations at the official attendance time to ensure accuracy in the count. Teachers should not swap students or allow students to leave the classroom without approval from the administrator during the count period.
- Teachers will use the Class Roster and Class Tally Sheet to take roll and certify ADA attendance.
- Students out of class, but on campus with other school officials at the official time will be recorded on an attendance tracking log to reconcile with the class tally sheets. From this reconciliation, no-shows will be validated for exclusion in the official attendance count.
- The Campus Principal and attendance accounting team shall balance counts from the class rosters, class tally sheets and tracking logs to submit an official count to Student Services for PEIMS reporting.
- The Principal shall sign and fax the Campus Tally Sheet to ext. 5194 to certify the first day counts. **Remember: There is no contest for being the first campus to submit the tally sheet, so please take the time to verify all data for accuracy.**

EXPECT 100% ATTENDANCE ON DAY #1!

FIRST DAY ATTENDANCE COUNTS PREPARATION AND BALANCING PROCEDURES

Because of the importance of the 1st day count for safety/security, funding, resources, budgeting, staffing decisions, state reporting and more, please take time to read and thoroughly understand the information in this and other guides to ensure an accurate 1st day count is carried out. Remember - Plan, Prepare, Practice and Execute! **P³ + E**

1. PLAN - ASSEMBLE CAMPUS ATTENDANCE COUNT TEAM

Assign a team of staff members to assist in all activities that are part of the 1st day counts including registration, no-showing, scheduling data entry, assisting students to their locations, counting, balancing and verifying. The team should include at minimum administrators, counselors, registrars, PEIMS clerks, and other additional staff as applicable. Discuss hot spots and hot topics they may affect your campus on the first day. Ensure every team member understands their role/responsibility and has the tools, security access & skillset necessary to carry out their specific assignment. Plan, Prepare, Practice and Execute! **P³ + E**

2. PREP - GATHER FIRST DAY COUNT DOCUMENTS/ITEMS REQUIRED

- First Day Count Teacher Instruction Sheet
- 1 printed Set of First Day Class Rosters for the 1st Day ADA period Teachers (*tip: print on colored paper for easy tracking*)
- 1 printed Set of Class Rosters for Attendance Accounting Staff
- Classroom Tally Sheet
- Campus Enrollment Tally Sheet
- Student Class Schedules (*for secondary campuses only*)
- BISD Attendance Verification/Tracking Log Sheets
- BISD Student Check-In/Check-Out Sheets
- Large Manila Envelopes (at least 1 for each ADA Teacher)
- Several Black/Blue Pens
- Several Colored Highlighters
- Scratch Paper/Sticky Notes
- Stapler/Paper Clips/Rubber Bands

3. PREP - ASSEMBLE TEACHER PACKETS FOR FIRST DAY COUNTS

Every 1st Day ADA teacher/authorized substitute who will certify the official attendance count shall receive a manila envelope containing the following:

- 1 copy of the First Day Count Teacher Instruction Sheet
- 1 printed roster with the names of students enrolled as of the first day of school
- 1 Classroom Tally Sheet.
- Student Class Schedules* (*for secondary campuses only*)
- Black/Blue Pen
- Paper Clips

*Secondary teachers may receive a set of printed class schedules to distribute to each student listed on the first day class roster. Teachers should retain the schedules of any students not physically present in the classroom at the time of the official count. These schedules should be placed back in the manila envelope and collected by the administrator with the roster and tally sheet to assist in balancing the first day attendance count. **REMIND TEACHERS: DO NOT ALLOW OTHER STUDENTS TO COLLECT SCHEDULES FOR THEIR FRIENDS OR HOLD ON TO SCHEDULES IN ANTICIPATION THAT THE STUDENT WILL ARRIVE LATER!**

4. PREP - PLACE TRACKING LOGS IN DESIGNATED LOCATIONS

Prior to the students arriving on the 1st day, several copies of tracking logs should be placed in auxiliary campus locations (*i.e. registration area, principal's office, counselor's office, registrar's office, nurse's office, attendance office, etc.*) to document the whereabouts of all students who were present with a school official at the official snapshot time. Likewise, a

Check-In/Check-Out sheet should be used to document the late arrival or early release of students to and from the campus. (Anticipate late arrivals and early releases). The form should be signed by the appropriate school official and collected by the Attendance Office Staff at the snapshot time. The forms will be used by the Data Clerk to reconcile counts and to code no-shows.

The attendance code OOC, shall be entered in TEAMS to indicate those students who were on campus, not in the classroom at the official count time, but were with a school official.

(★ TEA Best Practice Tip: Use one set of colored forms to denote tracking times before and at the official attendance snapshot. Replace with a different color of forms to indicate arrival/departure times after the official attendance snapshot).

5. PRACTICE – CONDUCT A MOCK FIRST DAY COUNT!

Review the 1st day count process with all staff during back-to-school campus training. Assign a team of staff members to role play the 1st day count encountering different scenarios to revise and firm up plans. (*i.e. – late arrivals, relocating classes, illness of students/staff, fire alarm, etc.*) Be sure to communicate any changes with relevant personnel.

6. EXECUTE - CONDUCT THE FIRST DAY COUNT!

At the campus' official attendance time designated by the campus administrator, all student movement should cease – EVERY STUDENT FREEZES IN PLACE. Students arriving to register or check-in after this time, should be allowed to do so, but must be directed to a designated location for processing until the official count is complete.

▪ AUXILIARY LOCATION COUNTS:

The names and ID#'s of students who are with a campus staff member (*for registration, discipline, scheduling, health matters, etc.*) at the official attendance time should be printed on the tracking logs along with the official attendance time. The school official should sign and date the form to document the student's presence and certify the count of all student with him/her at this time. Students should not leave the area until the campus count is complete. **DO NOT INCLUDE PARENT'S/VISITOR'S NAMES ON THE TRACKING LOG!**

▪ TEACHER CLASS COUNTS:

The assigned ADA teachers will use the Class Roster and follow the printed First Day Instructions to conduct the official count of students physically present in the classroom and those students who are No-Shows. **Teachers should not count a student as present in anticipation that he/she may arrive later or because they think they know the students' whereabouts.** Further, teachers should not allow any student to exit the class or enter the class (*unless the student has a schedule or written authorization for entry/exit*) during this time. The teacher should take great care to double-check the accuracy of all counts of students on the roster. The teacher must sign and date the roster, in black or blue ink, to certify the accuracy of the count of students and potential no-shows. If an error is made, the teacher must draw a single line through the error, write the correction nearby in black or blue ink, and then initial the change to validate the correction. (*Best Practice TEA Audit Tip: Use a different color ink to make the correction*). **REMEMBER NO WHITE OUT OR PENCILS MAY BE USED ON THE OFFICIAL ATTENDANCE DOCUMENTS.**

Once counts on the roster are completed and the teacher has signed/dated and double-checked everything for accuracy, including any corrections, this information will be transferred to the teacher's First Day Class Tally Sheet. The teacher will complete the information required on the tally sheet using the information from the teacher roster. The tally sheet should be **REVIEWED, VERIFIED FOR ACCURACY AND SIGNED/DATED** by the **TEACHER** (*designated school official*) who attests for audit purposes as being the official eye-witness to the physical presence of each enrolled student.

7. EXECUTE - ADMINISTRATOR COUNT VERIFICATION

A campus administrator must visit each classroom and auxiliary location to perform a physical count of students to ensure the counts collected by teachers/other school officials is accurate. Once the counts are verified as accurate, the administrator should initial the forms to validate accuracy and collect to submit to the attendance office.

8. EXECUTE – 1st DAY BALANCING AND VERIFICATION

The Attendance Accounting Team shall gather student counts from teachers and all auxiliary locations. The documents collected must be sorted to initiate the balancing and verification process: The principal must oversee and facilitate this process. The principal must not leave the campus until the campus is balanced and the verification sheet is submitted to Student Services.

STEP	ACTIONS/PROCEDURES
1.	<ul style="list-style-type: none"> ▪ Data Clerks/Registrars input and confirm active enrollment 'E' status in TEAMS of all students present by the official count time. Counselors schedule the student(s) into the appropriate courses with an effective start day reflecting the first day of school.
2.	<ul style="list-style-type: none"> ▪ Data Clerks/Registrar or other 'No-Shows' students as requested from other district campuses ONLY! NOTE: DO NOT 'NO-SHOW' STUDENTS FROM YOUR TEACHER'S ROSTERS AT THIS POINT! You must first double-check the tracking logs, check in/check out sheets, etc., to make sure students were not actually present with another campus staff member somewhere else on campus at snapshot count time.
3.	<ul style="list-style-type: none"> ▪ Data Clerk enters appropriate attendance codes* in TEAMS using tracking logs and check-in/check-out sheets for scheduled students who were not with the teacher of record at the count time. (<i>*only those codes that denote the student as legally present may be used as no student can be absent on his/her first day of school.</i>)
4.	<ul style="list-style-type: none"> ▪ Data Clerk prints the Daily Attendance Report to verify entry of any proper attendance codes and to ensure no teacher has marked a student as absent. <i>Note: if a teacher has marked a student absent in the computer, the PEIMS Data Clerk must send an email to the teacher to obtain written approval to remove the absence and cc: the campus principal that a correction is required. This is necessary for audit purposes!</i> ▪ Counselor's Clerks/Counselors/Registrars generate and print the 'Students With Missing Periods' Report to ensure all enrolled students have an official attendance period scheduled with the correct start date entered.
5.	<ul style="list-style-type: none"> ▪ The Attendance Accounting Team should locate any discrepancies in Steps 1-4 and repeat the processes until all students are enrolled, scheduled and no teacher marked absences are shown on the Daily Attendance Report.
6.	<ul style="list-style-type: none"> ▪ Data Clerks/Registrar/Attendance Accounting TEAM now compare any 'No-Shows' listed on the Teacher Class Tally Sheets to the Daily Attendance Report, (<i>tracking log and check-in/check-out sheet</i>). ▪ Highlight the name of any student listed as a No-Show on the Teacher Class Tally Sheet that also appears with a legally present attendance code on the Daily Attendance Report (<i>as coded from tracking logs and check-in/check-out sheets</i>). Because these students were documented as present with another campus staff member, they must not be 'No-Showed.'
8.	<ul style="list-style-type: none"> ▪ Once all tally names are reviewed and highlighted as applicable, Data Clerks/Registrars 'No-Show' students in TEAMS listed on the Teacher Class Tally sheet only if the student was not physically accounted for in another location. <i>Secondary campuses may use returned student schedules to also double-check No-Show status.</i>
9.	<ul style="list-style-type: none"> ▪ Calculate a preliminary warm body count by adding the count of students marked present and all the highlighted names of No-Shows on the Teacher Class Tally Sheet
10.	<ul style="list-style-type: none"> ▪ Data Clerks run an enrollment report in TEAMS and compares the report totals to preliminary physical warm body count. If numbers match, the campus is balanced. If numbers do not match, the campus is not balanced, repeat the process until balanced.
11.	<ul style="list-style-type: none"> ▪ Once balanced, the Campus Principal should complete and sign the Campus Tally Sheet and ensure the sheet is faxed to Student Services at ext. 5194 prior to leaving the campus for the day. DATA CLERKS must complete the Daily Workfolder Checklist and retain all First Day Count documents for Audit Purposes!
REMEMBER TEACHERS TAKE ONLINE ATTENDANCE BEGINNING ON DAY TWO!	

**FIRST DAY COUNT
FORMS**



FIRST DAY OF SCHOOL STUDENT ATTENDANCE

Teacher Instruction Sheet

OFFICIAL ATTENDANCE SHALL BE RECORDED BY PAPER ROSTER ON THE FIRST DAY OF SCHOOL. TEACHERS SHOULD NOT MARK STUDENTS AS ABSENT IN THE COMPUTER ON THE FIRST DAY OF SCHOOL!

The *Teacher Class Roster and Class Tally Sheet* are all used to obtain the official first day ADA counts and must be signed, dated and kept on file in the attendance office for TEA audit purposes. Please follow these instructions carefully to ensure data accuracy:

1. Each ADA teacher (*authorized substitute*) shall be issued a printed paper first day class roster and a Class Tally Sheet. (*secondary campuses may also issue student schedules*)
 - a. If a student enters the classroom prior to the official attendance time and his/her name is **NOT** on the printed class roster, the student must present a signed admit slip/or class schedule from the Counselor/Administrator. Once this documentation is presented, then and only then, should the teacher write (in black or blue ink) the name, ID#, gender, date of birth and grade level of the student on the bottom of the printed **Student Class Roster**.
 - b. If no admit slip/or class schedule is presented, the teacher shall route the student to the appropriate school official for assistance.
 - c. **DO NOT 'TRADE' STUDENTS** with other teachers. Speak with your campus administrator about official changes to your class roster.
2. At the campus' designated official attendance time, (*not before/not after*) the teacher will take roll by calling the names of the students listed on the roster and witness students respond to their name being called by lifting their hand and replying "*present*". Using a black or blue pen, the teacher shall use the following indicators on the roster:
 - **Mark a (✓) check to the left of the name** of students that are **physically present** in the classroom.
 - **Circle the student name only and write 'N/S' to the left of the name** of students who are **not physically present**, indicating they are no-shows.
3. The teacher will then take a physical body count of all students in the class and reconcile the count to the number of students marked as present (✓) on the roster.
4. After the physical count and listing of students present on the roster balance, the teacher will certify the attendance by signing the paper roster and completing and signing the Class Tally Sheet.
5. The teacher shall follow the campus' instruction for submission of the attendance forms to the proper location/school official for additional processing.
6. Campus administrator's **MUST** pick up the First Day Counts Tally Sheets (rosters and schedules as applicable) from **EVERY** classroom and verify that all information is correct by the initialing the form.

TEA AUDIT NOTE: Auditors must be able to read the names and ID numbers of all students listed on the First Day Roster, including No Shows. **Do not mark through names or use white-out or other ink removal elements. Further, pencil and rubber stamps must not be used to certify signatures on the attendance forms.**

BE SURE TO ASK CLARIFYING QUESTIONS AS NECESSARY!

BEAUMONT INDEPENDENT SCHOOL DISTRICT FIRST DAY COUNT - CLASS TALLY SHEET

CAMPUS NAME:		SCHOOL YEAR: 2019-2020
PRINT TEACHER/SUBSTITUTE NAME:		MARK AN 'X' TO INDICATE TEACHER ROLE: <input type="checkbox"/> Teacher of Record <input type="checkbox"/> Substitute
COURSE #:	COURSE NAME:	SECTION #:

OFFICIAL CLASS COUNT:

TOTAL NUMBER OF STUDENTS MARKED PRESENT (✓): <i>(This count should include any students added to the bottom of the roster)</i>	<input style="width: 80%; height: 40px;" type="text"/>	ADMINISTRATOR'S SIGNATURE CONFIRMING COUNT:
TOTAL NUMBER OF STUDENTS MARKED NO-SHOW (N/S):	<input style="width: 80%; height: 40px;" type="text"/>	ADMINISTRATOR'S SIGNATURE CONFIRMING COUNT:

NO-SHOWS:

Please write the names of students marked as No-Show (N/S) from the Class Roster.
This listing should match the count listed above.

Last Name	First Name	ID#	Grade
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

I attest the information listed above is accurate for TEA official attendance audit purposes.

_____ Date _____
 Teacher/Substitute Signature

ATTENDANCE OFFICE ONLY	
Received by - PEIMS Data Clerk Signature:	Date:

BEAUMONT INDEPENDENT SCHOOL DISTRICT

**FIRST DAY OF SCHOOL
CAMPUS ENROLLMENT TALLY SHEET**

SCHOOL YEAR:	2019-2020
CAMPUS NAME:	
CAMPUS PRINCIPAL:	

OFFICIAL ATTENDANCE COUNT:

TOTAL CAMPUS COUNT OF STUDENTS MARKED PRESENT (✓):	<input type="text"/>	
TOTAL CAMPUS COUNT OF STUDENTS MARKED NO-SHOW (N/S):	<input type="text"/>	

I attest the above information is true, accurate and correct to the best of my knowledge AND all official first day attendance documentation is signed and properly filed for TEA Audit Purposes.

SIGNATURE OF CAMPUS PRINCIPAL

DATE

**When campus enrollment counts are verified and balanced
on the FIRST DAY of school,
FAX THIS FORM TO STUDENT SERVICES
@ 409-617-5194**

- STUDENT SERVICES OFFICIAL USE -		
REC'D BY:	DATE/TIME:	NOTES:

Beaumont Independent School District

Student Attendance Verification / Tracking Log

In accordance with TEA SAAH 3.6, **Students who are on campus at the time attendance is taken but who are not in their assigned classroom are considered in attendance for FSP purposes provided they are documented to be with a campus official (nurse, counselor, principal, teacher, other staff, etc.).** This form will serve as documentation to support that a student was with a campus official at the time of official attendance when all fields of the form are completed, including a signature and date by a school official to certify the attendance event.

Campus:	Location: <i>(i.e. nurse, principal's office, counselor's office, etc.,)</i>
---------	------------------------------------------------------------------------------

	Date	Grade Level	Student ID	Student Name (Print First Name and Last Name)	Time In	Time Out	Reason (Optional)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

*****I certify the student(s) listed above were present with me on the date and times as indicated. *****

Campus Official's Printed Name:	Campus Official's Title:
Campus Official's Signature:	Date:

RETAIN IN DAILY ATTENDANCE FOLDER FOR 5 YEARS FOR TEA AUDIT