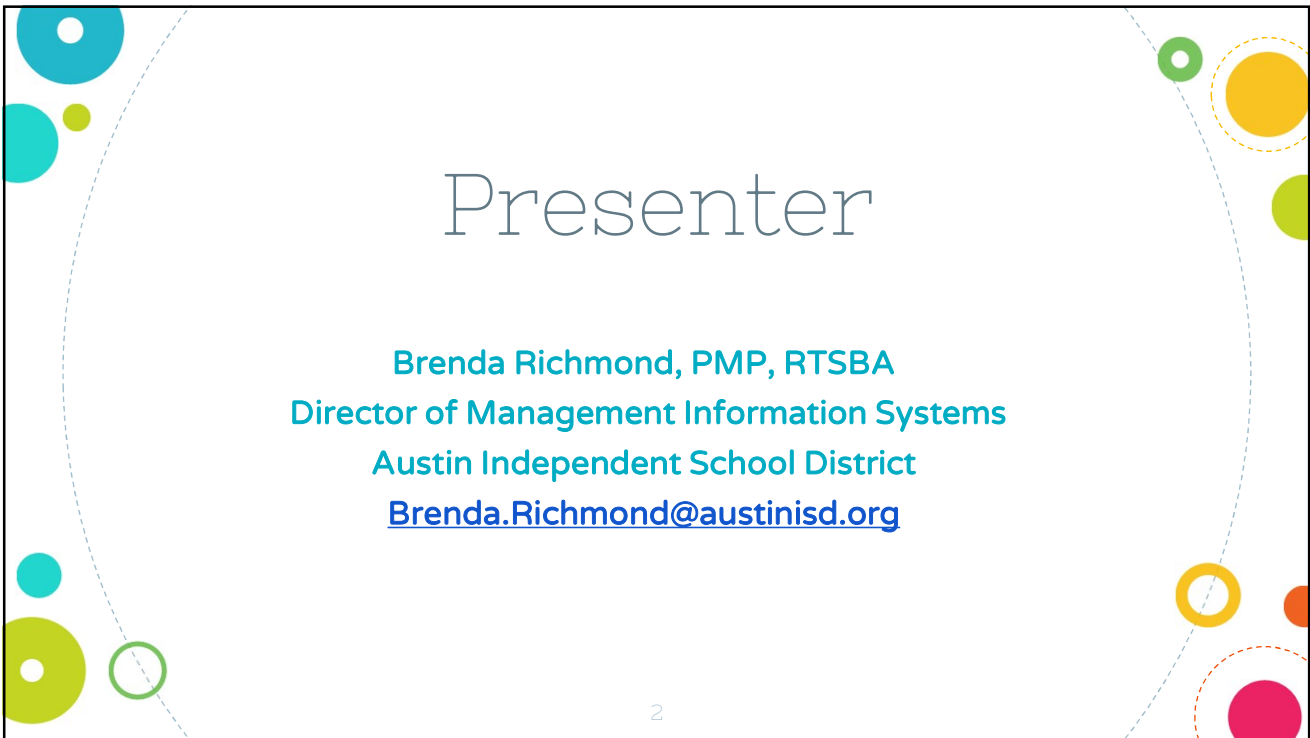



# Student Attendance Accounting

Including COVID-19 Updates



## Presenter

**Brenda Richmond, PMP, RTSBA**  
Director of Management Information Systems  
Austin Independent School District  
[Brenda.Richmond@austinisd.org](mailto:Brenda.Richmond@austinisd.org)

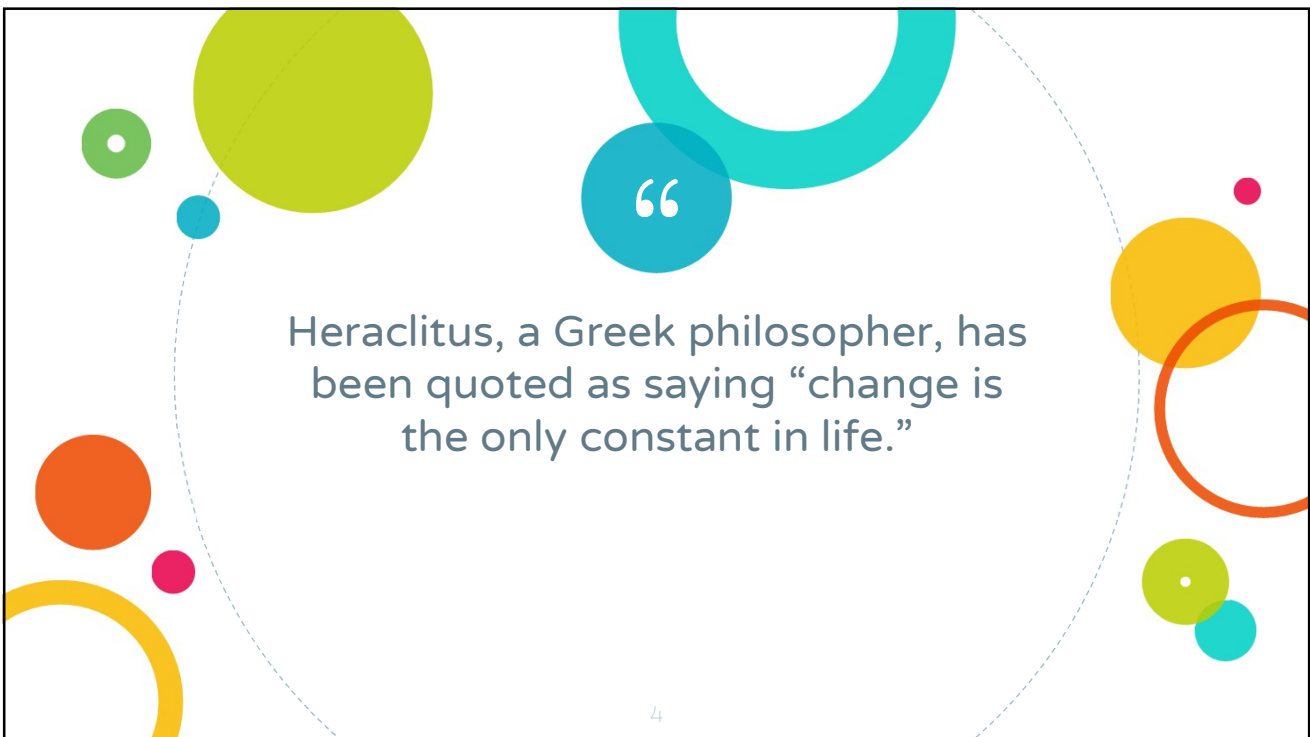


“

**Learning Objectives:**

- A. Identify rules, laws, and policies pertaining to student attendance
- B. Apply knowledge gained to develop district processes to properly report student attendance.

3



“

Heraclitus, a Greek philosopher, has been quoted as saying “change is the only constant in life.”

4

## Attendance

- Rules, Laws, and Policies
- Responsibilities
- General Attendance-Taking Rules
- COVID-19
- Time of Day for Attendance Posting
- Daily Attendance Procedures
- ADA vs Scheduling
- Funded Absences
- Monitoring
- Audit Requirements
- \*\* Bonus – Crisis Codes

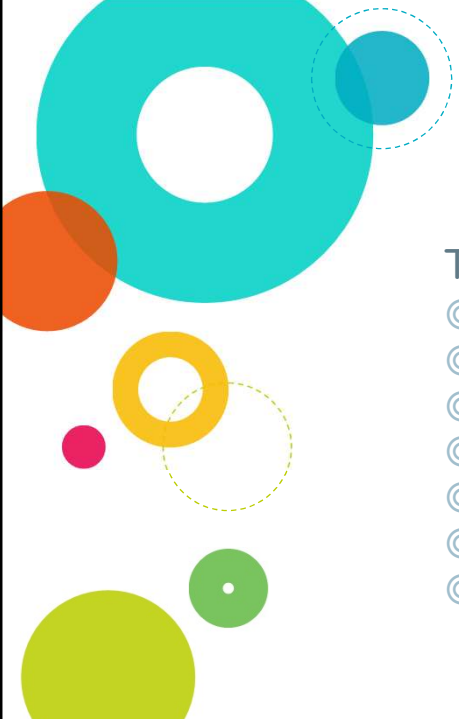
5

## Rules, Laws, and Policies

- ⊙ Texas Administrative Code
- ⊙ Student Attendance Accounting Handbook
- ⊙ Board Policies (FE series)
- ⊙ Administrative Procedures
- ⊙ New TEA FAQ due to COVID-19

<https://tea.texas.gov/sites/default/files/covid/SY-2020-21-Attendance-and-Enrollment.pdf>

6

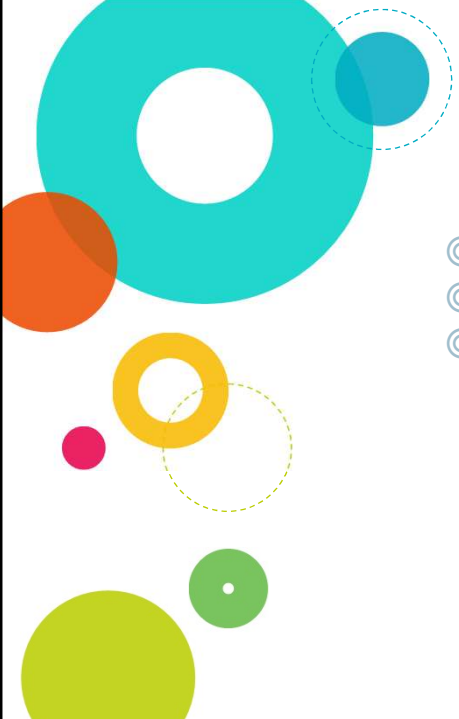


# Attendance Procedures Manual

## TEA Required

- ⦿ Copy of the SAAH
- ⦿ District procedures
- ⦿ Does not have to include software screen-shots
- ⦿ Documentation
- ⦿ Data Collection
- ⦿ Backups
- ⦿ Positions

7



# Other Manuals

- ⦿ Administrative Procedures
- ⦿ Board Policies
- ⦿ District Attendance Manual

8

# Responsibilities

Several roles are involved.

SAAH details specific responsibilities for each.

Position	Responsible
Superintendent	<input checked="" type="checkbox"/>
Principal	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Attendance Personnel	<input checked="" type="checkbox"/>
PEIMS	??

# General Attendance Taking Rules

- Paperless
- Manual Entries
- Signatures
- Change Procedures
- System Used

COVID-19

Changes in Teaching  
and Learning Methods

11

Student Engagement

= Attendance

12

# Attendance Types

## Face-To-Face (F2F)

Student attends school in-person

## Remote Learning

Student engages in learning from a remote location not on the campus.



## Remote Learning

Students can now earn attendance based upon course engagement while receiving remote instruction

## Remote Learning Types

### SYNCHRONOUS

Two-way, real-time/live, virtual instruction between teachers and students.

Examples: Attending a ZOOM or Microsoft TEAMS meeting, a telephone call, and texts

### ASYNCHRONOUS

Does not require having instructor and student engaged at the same time.

Examples: Email to teacher, submitting a LMS course, returning a paper packet, game-based learning tasks that students complete on their own, and prerecorded video lessons

15

## Time of Day

- Campus determination
- Locked for year
- Face-to-Face
- Synchronous
- N/A for Asynchronous
- Variances:
  - Delayed Start
  - Special Populations
  - Testing Days



16



### Campus Bell Schedules, Rotation Days, & Significant Time for 2017-2018

[PRINT](#)

Please provide Office of Student Services your campus Official Attendance Time, Bell Schedule (by day), and Rotation days by June 9, 2017.

Campus Name:  Significant (Official) Attendance Time:

Example of Bell Schedule for A day and rotation days below.

Period	Start Time	End Time
1st	8:25 AM	9:08 AM
2nd	9:11 AM	9:54 AM
3rd	9:57 AM	10:40 AM
4th	10:43 AM	11:26 AM
Lunch	11:29 AM	11:59 AM
5th	12:02 PM	12:45 PM
6th	12:48 PM	1:31 PM
7th	1:34 PM	2:17 PM
8th	2:20 PM	3:03 PM
ADV	3:06 PM	3:40 PM

Month	Mon	Tue	Wed	Thu	Fri
Aug 2016	22 A 23 B	24 A 25 B	26 A 27 B	28 A 29 B	30 A 31 B
Sep 2016	5 Holiday 12 A 19 B	6 A 13 B 20 A	7 B 14 A 21 B	8 A 15 B 22 A	9 B 16 A 23 B

Bell Schedules: Only fill out first group if traditional schedule (not rotating AB). Do not fill in 'passing period' time.

A Day or Traditional		B Day		C Day	
Period	Time	Period	Time	Period	Time

Rotation Schedule: Write/Type the appropriate day code in by day. If traditional, you do not have to fill in each day.

Month	Monday	Tuesday	Wednesday	Thursday	Friday
August 2017	21 <sup>st</sup> 28 <sup>th</sup>	22 <sup>nd</sup> 29 <sup>th</sup>	23 <sup>rd</sup> 30 <sup>th</sup>	24 <sup>th</sup> 31 <sup>st</sup>	25 <sup>th</sup>
September 2017	4 <sup>th</sup> Holiday 11 <sup>th</sup> 18 <sup>th</sup> 25 <sup>th</sup>	5 <sup>th</sup> 12 <sup>th</sup> 19 <sup>th</sup> 26 <sup>th</sup>	6 <sup>th</sup> 13 <sup>th</sup> 20 <sup>th</sup> 27 <sup>th</sup>	7 <sup>th</sup> 14 <sup>th</sup> 21 <sup>st</sup> 28 <sup>th</sup>	1 <sup>st</sup> 8 <sup>th</sup> 15 <sup>th</sup> 22 <sup>nd</sup> 29 <sup>th</sup>

# DAILY

Attendance should be documented DAILY regardless of instruction type.

## Face-To-Face Attendance by Campus Type

### Elementary\*

- ⦿ Present at the 'official attendance time' will be marked present for attendance for the day.
- ⦿ Attendance is not posted for all subjects - just Homeroom.

### Secondary

- ⦿ Present at the 'official attendance time' will be marked present for attendance for the day.
- ⦿ Attendance is also posted for all subjects based on student being present and in class.
- ⦿ \*If you schedule your elementary 'like' secondary, then disregard left column.

## Synchronous Attendance by Campus Type

### Elementary\*

- ⦿ Present at the 'official attendance time' will be marked present for attendance for the day.
- ⦿ Attendance is not posted for all subjects - just Homeroom.
- ⦿ Cannot use for PK-2

### Secondary

- ⦿ Present at the 'official attendance time' will be marked present for attendance for the day.
- ⦿ Attendance is also posted for all subjects too based on student being present and in class.
- ⦿ \*If you schedule your elementary 'like' secondary, then disregard left column (except 3<sup>rd</sup> bullet).

21

### SY 20-21 ATTENDANCE METHOD COMPARISON CHART

The attendance posted by instructional delivery type is 'per day'.  
A student could change between each of the attendance methods below by day depending upon the school's planned instructional models

	On Campus	Synchronous ONLY	Asynchronous ONLY	Mix of Synchronous AND Asynchronous (on the same day, if synchronous attendance requirements not met)
Code in PEIMS	Present	Present - Remote Synchronous	Present - Remote Asynchronous	Present - Remote Asynchronous
Available to Grade Levels PK-2	Yes	No	Yes	Yes
Available to Grade Levels 3-12	Yes	Yes	Yes	Yes
Minutes scheduled for full ADA funding	PK-5: 120 for half day (includes breakfast and recess) K-5: 240 for full day (includes breakfast and recess) 6-12: 120 for half day 6-12: 240 for full day	PK-2: N/A 3-5: 90 for half day (does not include breakfast or recess) 3-5: 180 for full day (does not include breakfast or recess) 6-12: 120 for half day 6-12: 240 for full day	N/A (but approved instructional plan should demonstrate how students are engaging with approximately the same amount of academic work as in a regular school day)	N/A (but approved instructional plan should demonstrate how students are engaging with approximately the same amount of academic work as in a regular school day)
How is attendance marked	Attendance marked based on student present at time given local policy	Attendance marked based on student present at time given local policy	Attendance is determined by student's documented daily instructional engagement as defined in instructional plan	Attendance is determined by student's documented daily instructional engagement as defined in instructional plan
Teacher required to be present for when student completing coursework	Yes	Yes	No, but regular teacher interaction and support is a requirement in the asynchronous instruction plan (just not a prescribed number of minutes)	No, but regular teacher interaction and support is a requirement in the asynchronous instruction plan and teacher would be present for any synchronous portions of instructional schedule (just not a prescribed number of minutes)
Minimum minutes of instruction required to be offered each day	Yes	Yes	No	No
Submission of instructional plan documents to TEA	No	Must file synchronous instruction attestation	Letter of Intent must be submitted and Asynchronous Instruction Plan must be approved	Letter of Intent must be submitted and Asynchronous Instruction Plan must be approved
Documentation Required to ensure students are receiving the appropriate amount of daily instructional time (examined during an attendance audit)	Campus bell schedule and student class schedule	Synchronous Instruction Attestation, student class schedule, and daily teacher schedule that documents the official attendance time	Approved Asynchronous Instruction Plan (which includes instructional schedule, materials design, student progress, and implementation) AND tracking of Daily Student Engagement	Approved Asynchronous Instruction Plan (which includes instructional schedule, materials design, student progress, and implementation) AND tracking of Daily Student Engagement

22

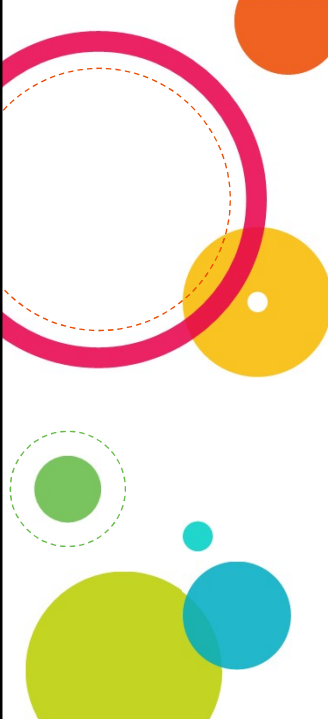
### Asynchronous Attendance

- ⦿ Daily progress in LMS; or
- ⦿ Daily progress via teacher-student interactions; or
- ⦿ Completion/Turn-in of assignments from student to teacher (potentially via email, on-line, or mail).

Posted using same protocols as previous slides for campus type.

### Official Attendance Recording by Teachers

	F2F	Remote Synchronous	Remote Asynchronous	Present
September 8	No	Yes	No	Yes
September 9	No	No	Yes	Yes
September 10	No	No	No	No
September 11	Yes	No	No	Yes



### Examples

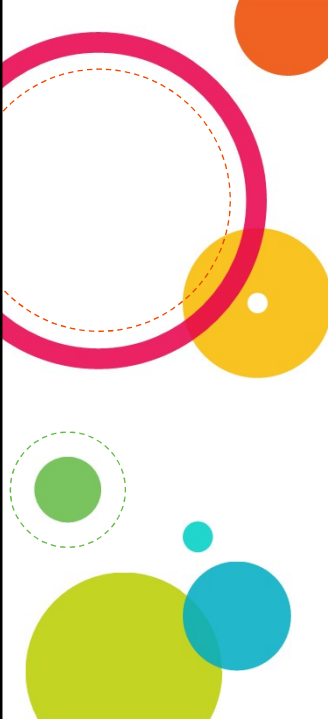
**on 9/9/20**

1 <sup>st</sup> period: Science – Section 1	Student attends F2F
2 <sup>nd</sup> period: Math – Section 2	Student participates in a ZOOM at 10am
3 <sup>rd</sup> period: Social Studies – Section 3	Student completes no work nor attends virtual or F2F
4 <sup>th</sup> period: English – Section 4	Student submits a LMS assignment that night

This student would be reported as Present/RS for 2<sup>nd</sup> period because he attended a virtual class.

Period 1:	Present - posted by Ms. Smith
Period 2:	Present/RS - posted by Mr. Jones (official attendance)
Period 3:	Absent - posted by Ms. Thomas
Period 4:	Present/RA - posted by Mr. Jackson

25



### Examples

**on 9/9/20**

1 <sup>st</sup> period: Science – Section 1	Student attends F2F
2 <sup>nd</sup> period: Math – Section 2	Student attends F2F
3 <sup>rd</sup> period: Social Studies – Section 3	Student completes no work nor attends virtual or F2F
4 <sup>th</sup> period: English – Section 4	Student submits a LMS assignment that night

This student would be reported as Present/RS for 2<sup>nd</sup> period because he attended a virtual class.

Period 1:	Present - posted by Ms. Smith
Period 2:	Present - posted by Mr. Jones (official attendance)
Period 3:	Absent - posted by Ms. Thomas
Period 4:	Present/RA - posted by Mr. Jackson

26

### Examples

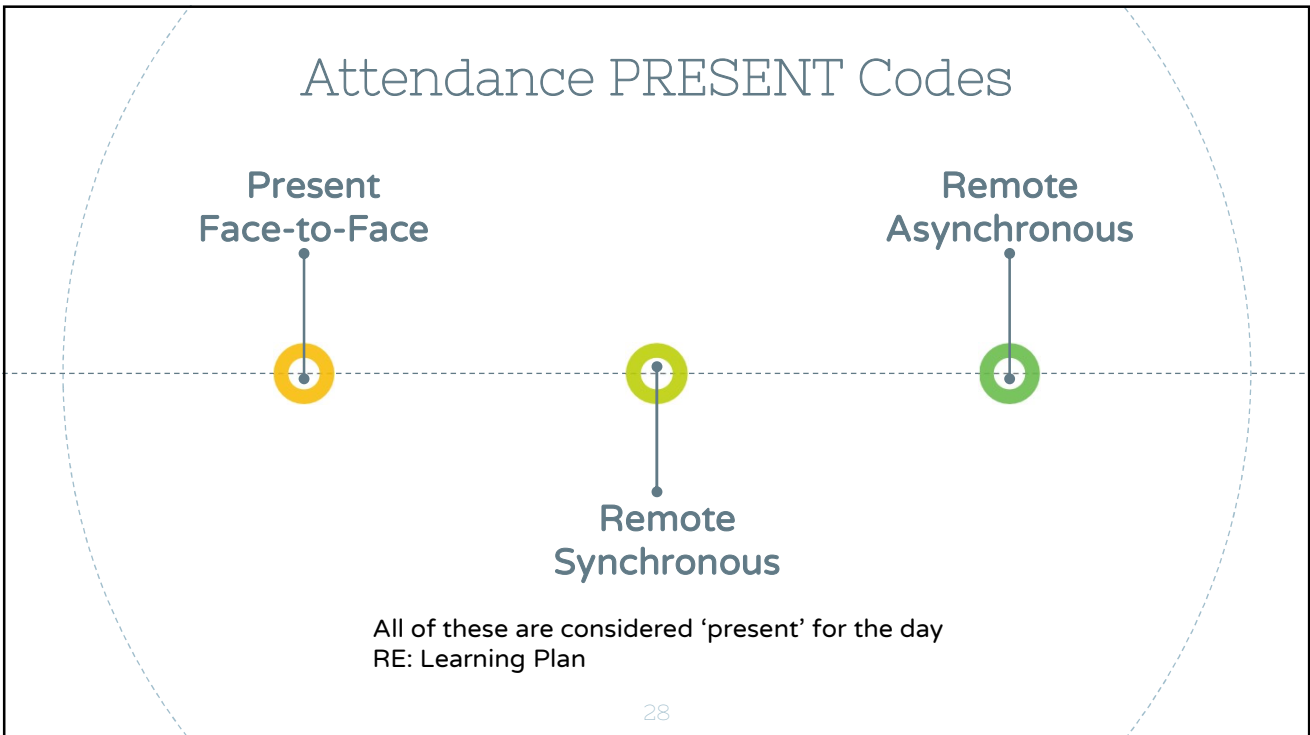
**on 9/14/20**

1 <sup>st</sup> period: Science – Section 1	Student does no work nor attends virtual or F2F
2 <sup>nd</sup> period: Math – Section 2	Student does no work nor attends virtual or F2F
3 <sup>rd</sup> period: Social Studies – Section 3	Student does no work nor attends virtual or F2F
4 <sup>th</sup> period: English – Section 4	Student is absent but submits a LMS assignment

This student would be reported as Present/RL for 2<sup>nd</sup> period because evidence of engagement was found in LMS during the day.

Period 1:	Absent - posted by Ms. Smit
Period 2:	Absent - posted by Mr. Jones (official attendance) and then changed to Present/RL because engagement found during the day for another course. (official attendance)
Period 3:	Absent - posted by Ms. Thomas
Period 4:	Present/RL - posted by Mr. Jackson

27



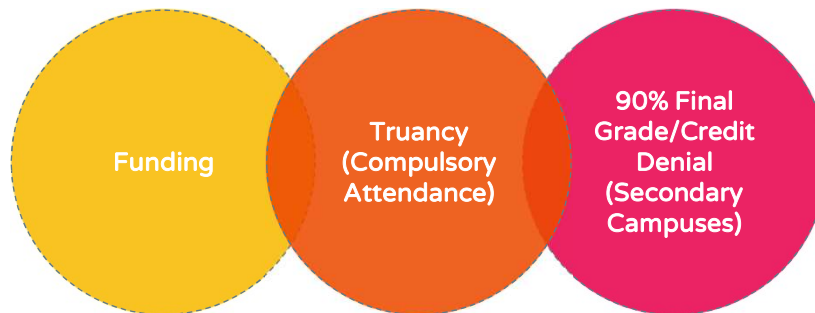
### MINIMUM DAILY ATTENDANCE PROCEDURES

1. Teacher's post daily.
2. Substitute rosters are dated, signed, and returned.
3. In-School/Out-of-School suspensions reconciled.
4. Sign In/Out logs reconciled.
5. Student absent notes entered.

#### Extra procedures (daily/weekly/monthly/etc)

1. Homebound rosters reconciled
2. Remote Asynchronous reconciled
3. Student schedules reviewed/compared to ADA codes
4. Dual Credit courses set up properly for attendance

### Attendance Uses





# Attendance Drives Funding

## ADA Coding vs Scheduling (Secondary)

- ⊙ Multiple positions involved
- ⊙ ADA coding
- ⊙ Scheduling
- ⊙ Instructional Hours

<del>Study Halls</del>	<del>Already earned credit</del>
Dual Credit	<del>Off Periods</del>
<del>Met Grad Req's</del>	2-4 Hour Rule

31

# Present for Funding when Absent

- ⊙ Dual Credit
- ⊙ Internships
- ⊙ TxVSN
- ⊙ Field Trip or School Activity
- ⊙ TSBVI/TSD
- ⊙ Distinguished Achievement Advanced Measures
- ⊙ Playing TAPS
- ⊙ Required Court Appearance
- ⊙ Election Clerk

32



## Present for Funding when Absent

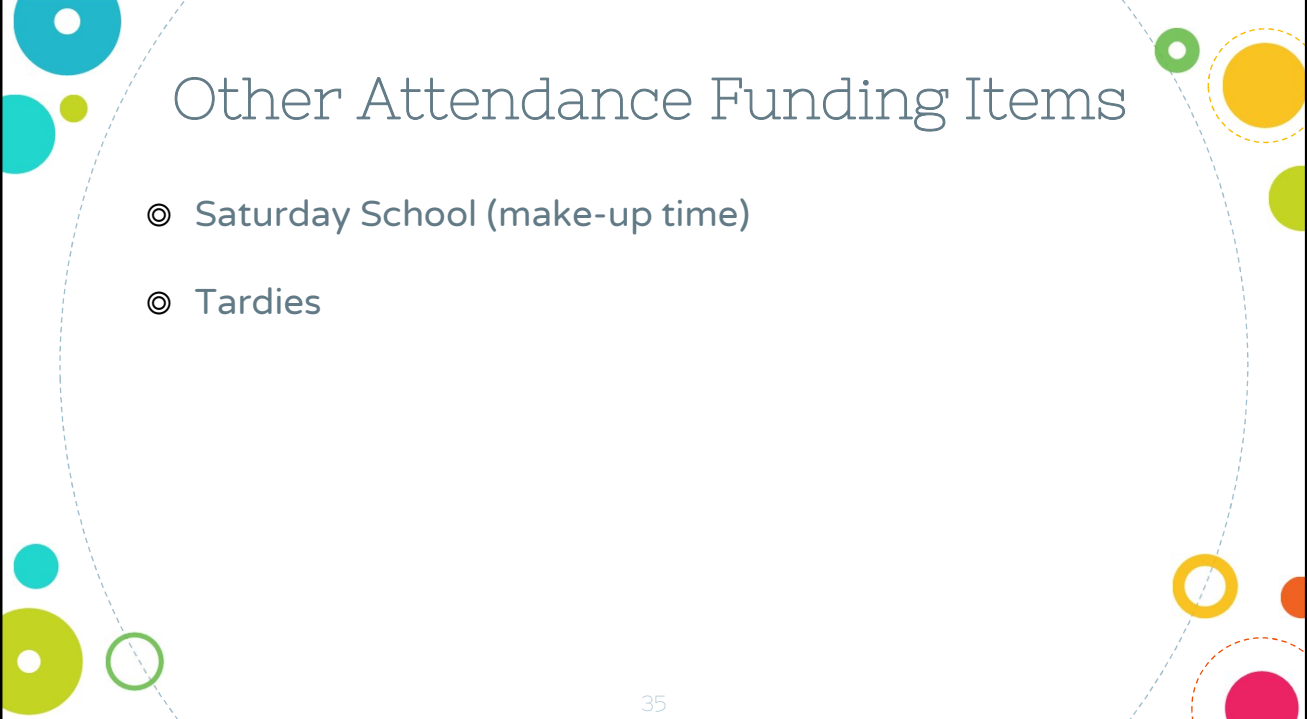
- ⦿ Department of Family and Regulatory Services (CPS/DFPS)
- ⦿ US Naturalization Oath Ceremony
- ⦿ Temporary Absence/Medical Health Professional
- ⦿ Enlistment
- ⦿ Parent/Step/Guardian in Military
- ⦿ College Visits
- ⦿ US Citizenship
- ⦿ Religious Holy Days
- ⦿ Remote Asynchronous....

33

## Absent for Funding when Absent

- ⦿ Just plain absent
- ⦿ Graduates before last day

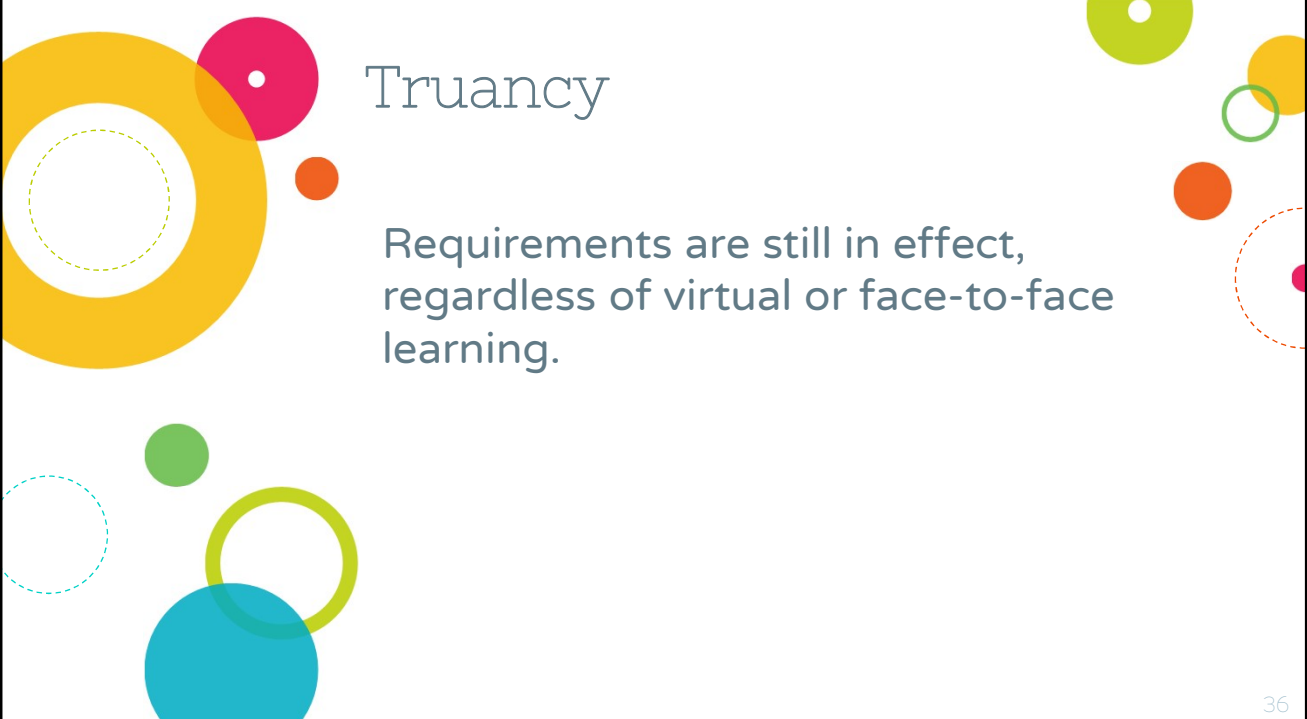
34



## Other Attendance Funding Items

- ⦿ Saturday School (make-up time)
- ⦿ Tardies

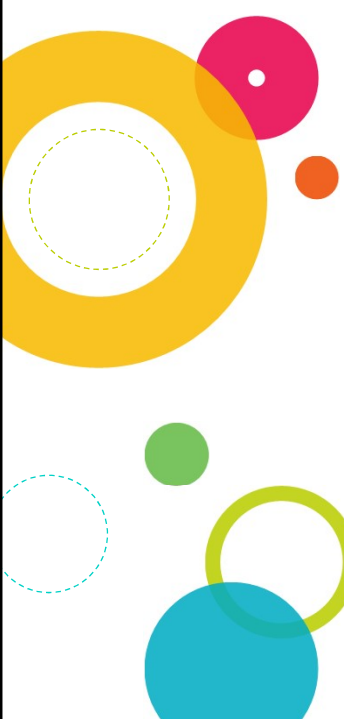
35



## Truancy

Requirements are still in effect, regardless of virtual or face-to-face learning.

36



## 90% Final Grade or Credit Denial

- ⦿ Requirements are still in effect, regardless of virtual or face-to-face learning.
- ⦿ DOI exemptions

37



## Monitoring Attendance and Absences

- ⦿ Posting is happening and on-time
- ⦿ Daily Attendance Reports
- ⦿ In-School Suspension Reconciliations
- ⦿ Out-of-School Suspensions
- ⦿ Schedules match ADA Code
- ⦿ Bell Schedules
- ⦿ Funded Reason Reconciliation
- ⦿ Dual Credit Courses/Attendance taking
- ⦿ Remote Asynchronous Recovery

38

## Audit Requirements

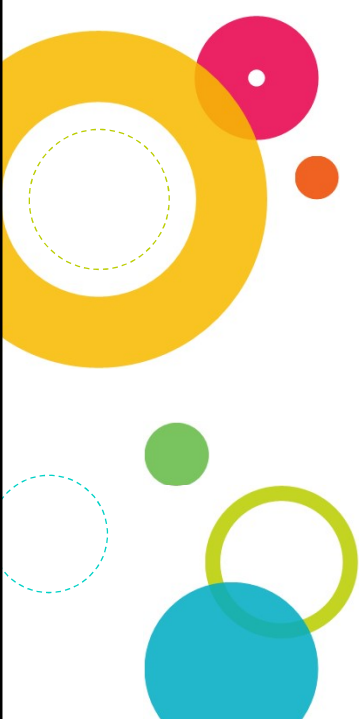
- ⦿ Availability of Reports/Data
- ⦿ Paperless
- ⦿ 5 Years
- ⦿ Electronic Requirements
- ⦿ Documentation Requirements
- ⦿ Proof of Engagement
- ⦿ Synchronous/Asynchronous Attestations and Plans

39

## MONITORING ATTENDANCE

- ⦿ Follow suggestions for DAILY attendance
- ⦿ Print absence roster and review absence reasons:
  - ⦿ Are only 11<sup>th</sup> and 12<sup>th</sup> graders coded with reason 'college visit'
  - ⦿ Are only 6<sup>th</sup> through 12<sup>th</sup> graders coded with 'Taps'
  - ⦿ If college days were entered for 11<sup>th</sup> and 12<sup>th</sup> graders and are there more than 2 for any student?
  - ⦿ Are there doctor notes that truly substantiate the use of local doctor note code that gets ADA?
- ⦿ Print daily attendance/absence reports and look for 'holes' or anomalies.


40



## AUDIT REQUIREMENTS

- ⦿ Taking and Recording Student Attendance
- ⦿ Documentation Requirements
  - ⦿ District Reports
  - ⦿ Campus Reports
  - ⦿ Teacher Reports
- ⦿ Storage for 5 years
- ⦿ Attendance Posting:
  - ⦿ Discreet login
  - ⦿ Timing out
  - ⦿ Date/time/identity of entries and changes
  - ⦿ Positive confirmation for 100% of attendance

41



## District Attendance Manual

Audit Requirement

- ⦿ Attendance recorded
- ⦿ How changes are made
- ⦿ Backups
- ⦿ Responsibilities

42

## BONUS!!! Crisis Codes

Reported for all students attending school in the 2020-2021 school year.

- ⦿ Report the students that were enrolled in your LEA on September 28, 2020.
- ⦿ Report the students that were enrolled in your LEA on October 30, 2020.

<https://tea.texas.gov/sites/default/files/SY-2020-2021-COVID-19-Crisis-Code-Reporting-Guidance.pdf>

43

Crisis Code Values Reported through ODS due October 5, 2020



Enrolled in your LEA **on September 28, 2020.**

- 8A student is being instructed on-campus.
- 8B student is being instructed through the remote synchronous method.
- 8C student is being instructed through the remote asynchronous method.

44

Crisis Code Values Reported through ODS due November 6, 2020



Enrolled in your LEA **on October 30, 2020.**

- 9A student is being instructed on-campus.
- 9B student is being instructed through the remote synchronous method.
- 9C student is being instructed through the remote asynchronous method.
- PLUS code student was reported with for the October 5<sup>th</sup> submission.
- **Includes** TREX value obtained from other district if student was reported by another for October 5<sup>th</sup> submission.

45

Crisis Code Values Reported through Fall PEIMS Submission



Report codes for student based on October 5 AND November 6 attendance.


46

# Let's review

<b>TEA Changes</b> Due to COVID-19, TEA published new mandates for attendance reporting.	<b>Remote Learning</b> Remote learning is measured by student engagement when not F2F and earns attendance for the day.	<b>F2F</b> Traditional learning method where students are present at school and in a classroom with a teacher.
<b>District Policies</b> Updated policies and practices to comply with legislative mandates for attendance reporting.	<b>New Codes</b> Code for attendance clerk to enter to show differentiation between teacher posted and recovered for funding due to other evidence.	<b>Engagement</b> <u>Daily</u> requirement. Must have evidence (assignment, phone call, etc.)

47

# Thanks!



## Any questions?

48