



2012-2013 Student Attendance Accounting Handbook

PEIMS ESC Training

July 24, 2012

•2011-2012 Highlights

Student Attendance Accounting Handbook

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- General Audit Requirements
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- ADA Eligibility Coding
- Funding Eligibility-Certain Online Courses
- Enrollment Eligibility for Students with a GED
- Compulsory Attendance
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- Attendance During Testing Days
- Other Health Impairment
- Test Administration and GEH
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- Pregnancy Related Services
- Nontraditional Schools
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• Taking and Recording Student Attendance

Section 1.2

- Original attendance accounting documentation.
 - District personnel must create original attendance accounting documentation at the time of attendance.
 - If audited, original documentation that is not created at the time of attendance will **not** be considered eligible for funding.



• General Audit Requirements

Section 2.1

- TEA will retain up to **100%** of your district's Foundation School Program (FSP) allotment for undocumented attendance if it is not provided within 20 working days of a written request.
- The language last year stated that the agency 'could' retain up to **100%** of your district's FSP allotment for undocumented attendance.
- Undocumented attendance is attendance documentation that is either missing or so inadequate that a reasonable person could not conclude from the documentation that the attendance actually occurred.



• Required Audit Documentation

Section 2.3.5

- Period absence reports (e.g., slips, 6-week attendance cards, etc.), if used, from the official attendance hour/period, must be signed and dated within **one calendar week** of the attendance by the teacher.



•ADA Eligibility Coding

Section 3.2.1.1

- The ADA eligibility code '0' example for parentally placed private school students aged 5 through **25** years has been corrected to refer to parentally placed private school students aged 5 through **21** years.



•Funding Eligibility-Certain Online Courses

Section 3.2.2.4

- Time spent in an online course that is not provided through the TxVSN may be considered for FSP funding purposes **if**:
- A certified teacher is present in the room at all times.
- The student is regularly scheduled for and attending the online course; i.e., the course may not be designed to operate on a "drop-in" basis.
- Charter schools are not required to provide certified teachers, other than a special education or bilingual/ESL teacher, unless the school's charter requires that courses be taught by certified teachers.
 - **NOTE:** Certain teachers must be “highly qualified” if a charter school receives certain federal funds.



• Enrollment Eligibility for Students with a GED

Section 3.3.7

- A student who has received a GED certificate or who has been court ordered to obtain a GED certificate is still eligible to enroll in your district to complete the requirements for a high school diploma if the student chooses, provided all other eligibility requirements are met.



• Compulsory Attendance

Section 3.5

- The offense of failure to attend school applies only to an individual who is 12 years of age or older and younger than 18 years of age. The offense of parent contributing to nonattendance, however, is not limited to parents of students who fall within this age range.



• Absences Excused for Funding Purposes

Section 3.6.3

- The statement related to excused for Medicaid-eligible students participating in the Early and Periodic Screening, Diagnosis, and Treatment programs has been deleted because this information cannot be solicited because of confidentiality requirements.
- Participation in a short-term (e.g., 5-day) class that is provided by the Texas School for the Blind and Visually Impaired or the Texas School for the Deaf (approved by local board) will be considered excused for funding purposes, however travel days are not considered eligible for funding.
 - **Note:** Travel days may be excused for compulsory attendance purposes



• Attendance During Testing Days

Section 3.6.6

- A student exempted from taking final exams by local policy is not exempted from the 2-through-4-hour requirement.



•Other Health Impairment

Section 3.7

- The term 'other health impairment' has been removed from the General Education Homebound (GEH) section because it does not apply to regular education students.



• Test Administration and GEH

Section 3.7.4

- Time spent **on campus** taking required state assessments cannot count as hours of GEH service for eligible days present.



• Summer School and State Funding

Section 3.8.4

- The only program that can generate more than 180 days worth of attendance or 1 ADA per student in a school year is a program providing extended year services for eligible students. Programs such as the Optional Flexible School Day program do not allow for more than 1 ADA per school year.



• Special Education

Section 4 – Reorganized and Revised

- Section 4.5 – Special Ed Services for Private or Home School Students
- Section 4.6 – Interim Alternative Education Placements
- Section 4.7 – Instructional Arrangement/Setting Codes
- Section 4.8 – Speech-Language Pathology/Speech Therapy Indicator Codes
- Section 4.9 – Preschool Programs for Children with Disabilities
- Section 4.10 – Special Ed Services for Infants and Toddlers
- Section 4.11 – SSAs and RDSPDs
- Section 4.12 – Coding Chart – Exceptions to the Norm
- Section 4.13 – ESY
- Section 4.14 – Exiting LEP Students
- Section 4.15 – Eligible Days Present and Contact Hours
- Section 4.16 – Documentation
- Section 4.17 – Teacher Requirements
- Section 4.18 – Examples



• Career and Technical Education (CTE)

Section 5

- Section 5.2 – Requirements related to teacher certification/teacher of record have been clarified.
- Section 5.5.1 – Auditing is not considered CTE participation.
- Section 5.5.2 – Audited CTE courses are not reported in PEIMS.
- Section 5.8 – Written project plan is required within 15 days of enrollment in Problems and Solutions courses.
- Section 5.11 – Adequate documentation of student's entry, service or withdrawal from CTE: Grade books (one year retention), official schedule change documentation if student's schedule changed during the semester.
- Section 5.12 – CTE coding changes as soon as student's status changes.



• Bilingual/ESL

Section 6

- Section 6 – The terms "limited English proficient student," "English language learner," and "student of limited English proficiency" are interchangeable. The sections have been reordered.
- Section 6.5 – Required Curriculum section has been added.
- Section 6.9.2 – The exit criteria chart has been updated (STAAR).
- Section 6.11.1 – All staff serving limited English proficient students must receive training in sheltered instruction.
- Section 6.12.1 – Only one home language survey for each student.



• Prekindergarten (PK)

Section 7

- Section 7.2 – Prekindergarten eligibility based on automatic eligibility for the National School Lunch Program and homelessness has been updated and links added to resources for definitions.



• Gifted and Talented

Section 8

- No changes



• **Pregnancy Related Services (PRS)**

Section 9

- No changes



• Nontraditional Schools

Section 10

- All Sections – References to the Texas Youth Commission (TYC) have been updated to the Texas Juvenile Justice Department (TJJD). The subsections on **Compensatory and Accelerated Instruction for At-Risk Students and Alternative Education Campuses of Choice, Residential Facilities Evaluated Under Alternative Education Accountability (AEA) Procedures, and Disciplinary Alternative Education Programs (DAEPs)** have been removed.
- Section 10.7.4 – Information on evaluation of DAEPs and JJAEPs has been moved to the related subsections.
- Section 10.8 – Expulsion – link to *PEIMS Data Standards* added and updated Texas Education Code references.
- Section 10.9.1 – JJAEP Memorandums of Understanding (MOU) must be executed in writing annually.



• Nontraditional Programs

Section 11

- Section 11.3.1.2 – A subsection related to dual credit course eligibility requirements specific to students enrolled in Early College High Schools has been added.
- Section 11.3.4 – A subsection on this dual credit documentation requirements has been added.
- Section 11.9 – Student eligibility requirements to participate in TxVSN have been clarified, as has information on TxVSN funding and attendance accounting.
- Section 11.10 – A subsection on remote instruction has been added.



QUESTIONS

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