

Tidehaven Independent School District
Student Attendance Accounting System
Procedures Manual

Tidehaven ISD

Attendance Accounting Policies & Procedures

(Using WinSchool eclass Attendance)

Tidehaven ISD recognizes the importance of consistent and accurate reporting of attendance. The following procedures must be adhered to in order to ensure the accuracy of attendance records.

The following positions at each campus are responsible for accurate attendance at Tidehaven ISD:

1. Campus Principals
2. PEIMS Secretaries
3. Teachers
4. District Technician

Software

All designated teacher computers have the eclass attendance module software and the campus secretaries/PEIMS clerks have computers with eclass attendance and WinSchool software installed on them for input of student attendance data documentation. It is the responsibility of the District Technician to make the necessary software updates to these computers for accurate student attendance data documentation.

General Rules

- All entries and or corrections must be made in **ink**, no pencils allowed.
- **Under no circumstances should any student or substitute teacher be allowed to take computerized attendance on behalf of the teacher.**
- For official attendance accounting purposes, Tidehaven ISD will use second period of the school day to record attendance for FSP purposes.
- Tidehaven ISD will adhere to the TEA Student Attendance Accounting Procedures Manual and the TEA PEIMS Data Standards Manual.

Teacher Procedures

1. Daily attendance will be taken by each teacher at the appointed snapshot time of 10:00 a.m. for elementary campuses and 9:25 for intermediate and high school campuses, which is during the second period of the school day.
2. Each teacher will input this daily attendance information into his/her designated computer. The teacher will print a hard copy of their second period attendance, sign and date this copy and turn it in to the campus secretary.
3. The campus attendance clerk will take the attendance sheets turned in by each teacher and check it against the WinSchool Attendance Module for verification. It is the campus secretary's responsibility to input the correct absence code on each student marked absent.

4. The teacher is responsible for maintaining the security of his/her username and password for access to the eclass module.
5. The teacher must only enter and exit the eclass attendance program when taking attendance or reviewing attendance data. Under no circumstances should the teacher leave the eclass attendance module "**open**" and/or "**accessible**" when the teacher is not present in their classroom.

If a student arrives after attendance is taken, the student may only be allowed into class if he/she has reported to the office and signed in. The teacher should not alter or change the original attendance entry in eclass.

PEIMS Secretary

The campus PEIMS Secretary will verify that attendance for all classes has been taken. Attendance from rosters will be verified and changes made, if appropriate, based on the student check in/out sheet in the office. The campus PEIMS secretary will be responsible for providing the following auditable attendance reports:

- First Day Principal's Report
- Daily Attendance Reports
 - 1) Daily Absence Register Summary
 - 2) Comment Register
 - 3) Daily Absence Summary #15 w/ student lists
 - 4) Daily Attendance Summary Submitted/Printed By Teacher
 - 5) Unsubmitted Attendance Reports
- Six Weeks Reports
 - 1) Cycle/Semester Attendance Summary
 - 2) Principal's Semester Report of Student Attendance and Contact Hours (printed by six weeks and semester)
 - 3) School Calendar
 - 4) Membership Verification Report
- Student Registrations Forms (signed by parent/guardian)

Campus Principal

The campus principal will review the Six Weeks Student Reports. The reports are to be reviewed for inconsistencies and or any data totals with exceptionally high values will be investigated for accuracy. Current year totals will be compared to prior year totals for reasonableness.

The campus principal will sign and date the reports after reviewing and submit them to the campus PEIMS secretary for proper records retention.

District Technician

It is the responsibility of the District Technician to assist in making the necessary software updates to the computers of all staff with attendance recording/reporting responsibilities.

Data Backups

Nightly backups are automatically performed on the network server located on each campus.

A beginning of year backup, a yearend backup, and an end of each six weeks backup will be made of the computer data files for the student accounting software. One copy should be kept at the TISD Administration Office and one copy at each campus. Each backup will be made on a CD-ROM and the appropriate school year must be clearly indicated on the CD. A copy of the eclass attendance program, the WinSchool program, and the Texas Reports program will be included on the CD-ROM.

Records Retention

Attendance records and data backups will be maintained for 5 years. One complete copy of the hard copy attendance records and the data backup CDs will be sent to the TISD administration office; one copy of all will be kept at each campus. Student attendance reports will be bundled and stored in appropriate boxes. Also included with the reports should be the student check in/out sheets, special program changes documentation, and a printed copy of the TISD calendar for the school year.

All printed reports will be grouped by six weeks cycle and school year and boxed accordingly. Also included should be a beginning of year backup, a yearend backup, and an end of six weeks backup of the computer data files. Each backup will be made on a CD-ROM and the appropriate school year must be clearly indicated on the CD. A copy of the eclass attendance program, the WinSchool program, and the Texas Reports program will be included on the CD-ROM. Each box will be clearly marked with the school year and the destroy date of 5 years afterward.

Records Security

The student attendance accounting software will only be accessible to authorized personnel. Access will be limited by individuals with proper user ID's and passwords. A master list of user ID's and passwords of all users on each campus will be maintained in a secure location at each campus. A copy of all reports and electronic backup media will be kept in a secure location at the TISD Administration office and on each campus.

Student Attendance Accounting System Procedures Manual Adoption

The Tidehaven Independent School District adopted the District's Student Attendance Accounting System Procedures Manual at the March 10, 2003, School Board Meeting.

Superintendent Signature

School Board President Signature

Student Attendance Records Verification Form

I _____, the campus secretary have placed a complete set of the
(campus secretary)
entire school year's student attendance reports for the _____ school year in
the designated storage area on our campus. Our campus' storage area is located in

_____.

Campus Secretary Signature

Campus Name

Campus Principal Signature

Date