MERCEDES
INDEPENDENT SCHOOL DISTRICT

# PEIMS MANUAL

Mercedes ISD…
Creating Confident, Innovative Leaders

October 2025

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# Checklists

Run the **Data Mining Reports** *(titled Checklist etc.)* and the **PrePEIMS** (Federal/State Reporting > Texas Student Data System) reports.

The checklist will be due a week from the last day of the six weeks. Each Six weeks contains a list of programs needing to be verified. Make sure to **mark** any necessary corrections on the reports with red ink Submit only those pages with corrections to the PEIMS department. Final reports with signatures will be due a week after the 1st Six weeks have ended. This will lessen your load at the end of the school year.

## 1st 6 weeks checklist

Gifted and Talented
Principal Contact Hour Report
PK Funding Codes (Elem)
Census Block
Dyslexia
Military-Connected
Leavers
Record of Program Activity
ECHS (MECA only)
IBC (Industry Based Certification)
Attendance
Master Schedule with Services IDs: Dual Credit
CTE (High Schools & Middle Schools): Vocational Hours/Articulated
Economic Disadvantage Code
Transfer Students
Bilingual Education: ESL/Monitor Yr 1/ Monitor Yr 2
Immigrants
Staff Roster
504
Pregnancy-Related Services
P-Tech
Discipline (includes Child Restraint)
Grade Level/Age Verification
Graduation: Military Enlistment
Foster

**Membership Reports**

ADA Summary Reports
Teacher Membership Verification (Reconciliation)
Funding Period Membership Form

## 2nd 6 weeks checklist

Gifted and Talented
Principal Contact Hour Report
Intervention Strategies
Section 504
Discipline (includes Child Restraint)
Unschooled Asylee/Refugee
Attendance
Bilingual Education: ESL/Monitor Yr 1/ Monitor Yr 2
Immigrants
Foster
Dyslexia
Grade Level/Age Verification
Leavers
Record of Program Activity

**Final Fall submission reports:**

At-Risk
Military-Connected
PK Funding (Elem)
Transfer Students
Calendar/Monthly Minutes
ECHS (MECA only)
Special ED Students Disability Code/Instructional Setting
Economic Disadvantage Code
CTE (Secondary): Vocational Hours/Articulated
Homeless
Pregnancy-Related Services
FHSP & PTech Code (High School)
Migrant

## 3rd 6 weeks checklist

Gifted and Talented
Principal Contact Hour Report
Dyslexia
Bilingual Education: ESL/Monitor Yr 1/ Monitor Yr 2
Military-Connected
Record of Program Activity
PK Funding (Elem)
CTE (Secondary): Vocational Hours/Articulated
Discipline (includes Child Restraint)
Grade Level/Age Verification
Foster
Immigrants
Leavers
Economic Disadvantage Code
Pregnancy-Related Services
FHSP Code (High Schools)
Transfer Students
Section 504
Truancy
Attendance

## 4th 6 week checklist

Gifted and Talented
Principal Contact Hour Report
Immigrants
Bilingual Education: ESL/Monitor Yr 1/ Monitor Yr 2
Section 504
Truancy
Pregnancy-Related Services
Grade Level/Age Verification
Transfer Students
Leavers
Master Schedule with Services IDs: Dual Credit
Record of Program Activity
Foster
Economic Disadvantage Code
Dyslexia
Military-Connected
PK Funding (Elem)
CTE (Secondary): Vocational Hours/Articulated
FHSP Code (High Schools)
Attendance
Discipline (includes Child Restraint)

**Membership Reports**

ADA Summary Reports
Teacher Membership Verification *(Reconciliation)*

## 5th 6 weeks checklist

Gifted and Talented
Principal Contact Hour Report
Foster
Discipline (includes Child Restraint)
Dyslexia
Economic Disadvantage Code
FHSP Code (High Schools)
CTE (Secondary): Vocational Hours/Articulated
PK Funding Code (Elem)
Attendance
Record of Program Activity
Military-Connected
Bilingual Education: ESL/Monitor Yr 1/ Monitor Yr 2
Immigrants
Section 504
Transfer Students
Graduation: FAFSA Application Code/Associate degree
Pregnancy-Related Services
Grade Level/Age Verification
Leavers

**Membership Reports**

ADA Summary Reports

## 6th Six weeks checklist

Gifted and Talented
Grade Level/Age Verification
Master Schedule with Services IDs: Dual Credit
Record of Program Activity
Pregnancy-Related Services
Principal Contact Hour Report

**FINAL**

Bilingual Education: ESL/Monitor Yr 1/ Monitor Yr 2
Section 504
PK Funding Code (Elem)
Dyslexia
Transfer Students
IBC (Industry Based Certification)
Discipline (includes Child Restraint)
Immigrants
CTE (Secondary): Vocational Hours/Articulated
Economic Disadvantage Code
Attendance
Military-Connected
Foster
FHSP Code
Truancy
Leavers
Dyslexia Risk
Graduation: Grad Code (High Schools), FAFSA Application Code, Associate degree, Military –Enlistment, Individual Graduation Committee Code

# PEIMS Career and Technical Education Indicator Calculation

## Responsibility (District Personnel to whom all CTE coding questions should be directed.)

Name: _____

Phone: _____

If you have any questions for the CTE staff, please contact them at CTE@tea.texas.gov

Beginning with the 2020-2021 school year, the Career and Technical Education Indicator is a calculated value based on the student's course completion data for all years in which the student could have taken a High School CTE course. The Career and Technical Education Indicator will be calculated by TEA for all students in grades 06-12.

The Career and Technical Education Indicator is calculated, once the PEIMS Summer Submission is in the Accepted status for all LEAs and once the PEIMS Extended-Year Submission is in the Accepted status for all LEAs. Reports that display the calculated value will be available approximately two weeks after each submission closes.

The possible calculated Career and Technical Education Indicator values are described below:

| **Code Table ID** | **Name** |
|---|---|
| C142 | Career And Technical Education Indicator- |
| **Code** | **Translation** |
| 4 | **Not CTE:**<br>A student who never completed any high-school CTE courses. |
| 5 | **CTE Program Participant:**<br>A student who completes either one high school CTE course for any number of credits or more than one high school CTE course for less than two credits (the student does not have to pass or receive credit). |
| E | **CTE Program Explorer:**<br>A student who completes two or more high school CTE courses for a total of two or more credits and not a Participant, Concentrator or Completer (the student does not have to pass or receive credit) or;<br>A student who completes, passes and receives enough credits to be coded as a Concentrator in a Regional Program of Study, but completes the year in a unapproved region. |
| 6 | **CTE Program Concentrator:**<br>A student who completes and passes two or more high school CTE courses for a total of at least two credits within the same Program of Study and not a Completer. |
| 7 | **CTE Program Completer:**<br>A student who completes and passes three or more high school CTE courses for a total of four or more credits, including one level three or level four course from within the same Program of Study. |

## Industry Based Certification (IBC)

POST-SECONDARY-CERTIFICATION-LICENSURE-CODE indicates a state, nationally or internationally recognized industry-based certification examination taken by a student.

[District Reporting Table for HB3 IBC Reimbursements]

The following tables illustrate when an IBC examination was taken and should be reported for a given school year.

| IBC Earned | | 2025-2026 |
|---|---|---|
| From | To | Fall |
| June 1, 2025 | August 31, 2026 | X |

| | IBC Earned | | 2025-2026 | 2025-2026 | 2026-2027 | 2026-2027 |
|---|---|---|---|---|---|---|
| | From | To | Summer | Extended Year | Summer | Extended Year |
| **Student Enrolled in the 2025-2026 School Year** | September 1, 2025 | May 31, 2026 | X | | | |
| **Student Enrolled in the 2025-2026 School Year** | June 1, 2026 | August 31, 2026 | | X | | |
| **Student Enrolled in the 2026-2027 School Year** | September 1, 2026 | May 31, 2027 | | | X | |
| **Student Enrolled in the 2026-2027 School Year** | June 1, 2027 | August 31, 2027 | | | | X |

# DISCIPLINE

## Responsibility (District personnel to whom all AEP and discipline question should be directed.)

Name: _____

Phone: _____

If you have any questions for the Office of Student Support staff, please contact them at studentdisciplinesupport@tea.texas.gov

*Under TEC 37.008(m-1), failure to report all disciplinary removal actions as required by state and federal law may result in a review by the commissioner of education and notice to the local school board of any problems noted in the district's data, or a violation of a law or other rule. This review may also result in a notification to the county attorney, district attorney, criminal district attorney, as appropriate, and the attorney general. This provision can apply to missing, inaccurate, and/or falsified information/data.*

For purposes of discipline, and data reported to TEA, the attendance/PEIMS data personnel are only responsible for entering information that has been provided to them by the Superintendent or their designee(s) who are responsible for applying the Student Code of Conduct to student behavior. In no case should attendance/PEIMS data personnel be responsible for determining a student's coding information for discipline actions taken.

## Reporting Requirements

Discipline records are reported at the end of the current school year, and are a part of Submission 3.

Discipline record data is required by TEC, Chapter 37, P.L. 114-95 - Every Student Succeeds Act (ESSA), and IDEA 2004, which includes students who are receiving special education and related services. TEA will maintain the privacy of this personally identifiable information in accordance with FERPA.

A PEIMS discipline record **must** be reported for each disciplinary action that results in the removal of a student from any part of their regular academic program as required by TEC, Section 37. 020. A single student will have multiple discipline records if removed from his classroom more than once.

## Disciplinary Action Reason Codes and Definitions

| Discipline Reason Code | Translation/Definition |
|---|---|
| 01 | **Permanent removal by a teacher from class** – TEC §37.002(c) A teacher may permanently remove a student, based on a single incident, from the classroom who:<br>(1) repeatedly interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn;<br>(2) demonstrates behavior that is unruly, disruptive, or abusive toward the teacher, another adult, or another student; or<br>(3) engages in conduct that constitutes bullying, as defined by TEC §37.0832. |
| 02 | Engages in Conduct Punishable as a Felony - TEC §37.006(a)(2)(a) - Includes all felony activities that are not otherwise more specifically defined or included as a behavior that requires a mandatory expulsion action. |
| 05 | **Alcoholic Beverage** – TEC §§37.006(a)(2)(D) and 37.007(b) sells, gives, or delivers to another person, possesses, uses, under the influence of an alcoholic beverage, as defined by Alcoholic Beverage commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage.<br><br>TEC 37.006 (a)(2)(d) defines alcoholic beverage conduct as:<br>(1) sells, gives, or delivers to another persona n alcoholic beverage, as defined by Alcoholic Beverage Code, §1.04<br>(2) commits a serious act or offense while under the influence of alcohol; or<br>(3) possesses, uses, or is under the influence of an alcoholic beverage.<br>Alcoholic Beverage Code Section 1.04 defines an alcoholic beverage as alcohol, or any beverage containing more than one-half of one percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted. |
| 06 | **Abuse of a Volatile Chemical** - engages in conduct that contains the elements of an offense relating to an abusable volatile chemical (glue, aerosol paint, etc.) under Sections 485.031 through 485.034, Health and Safety Code, or relating to volatile chemicals under Chapter 484, Health and Safety Code.<br><br>Chapter 485.031, Health and Safety Code, defines the offense abuse of a volatile chemical as when a person inhales, ingests, applies, uses, or possesses a volatile chemical with the intent to inhale, ingest, apply, or use a volatile chemical (glue, aerosol paint, etc.) in a manner contrary to the directions for use, cautions or warnings appearing on a label of a container of chemical and is designed to affect the persons central nervous system, create or induce a condition of intoxication, hallucination, or elation or change or distort or disturb the person's eyesight, thinking process, balance or coordination.<br><br>"Abuse of a Volatile Chemical" *violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.* |

| | |
|---|---|
| 07 | **<u>Public Lewdness/Indecent Exposure</u>**- TEC §37.006(a)(2)(F) engages in conduct that contains the elements of the offense of public lewdness under Penal Code Section 21.07 or indecent exposure under Section 21.08, Penal Code.<br><br>Penal Code Chapter 21.07 defines public lewdness as when a person knowingly engages in any of the following acts in a public place or, if not in a public place, is reckless about whether another is present or will be offended or alarmed by:<br>(a) an act of sexual intercourse;<br>(b) act of deviate sexual intercourse;<br>(c) act of sexual contact; or<br>(d) act involving contact between the person's mouth or genitals and the anus or genitals of an animal or fowl.<br>Penal Code Chapter 21.08 defines indecent exposure as an offense when a person exposes his anus or any part of his genitals with intent to arouse or gratify the sexual desire of any person, and he is reckless about whether another is present who will be offended or alarmed by his act. |
| 09 | **<u>Title 5 Felony Committed Off Campus</u>**- A student who commits an off-campus felony **must be removed from their regular education program and placed** in a DAEP if:<br>(a) the student receives deferred prosecution for conduct and the conduct is defined as a felony under Title 5 of the Penal Code;<br>(b) a court or jury finds that the off-campus conduct engaged in by the student constitutes delinquent conduct and is defined as a felony under Title 5 of the Penal Code; or,<br>(c) the superintendent or the superintendent's designee has a reasonable belief that the student engaged in conduct defined as a felony under Title 5 of the Penal Code.<br><br>**Title 5 felonies include but are not limited to:** murder; capital murder; manslaughter; criminally negligent homicide; unlawful restraint, kidnapping; aggravated kidnapping; smuggling of persons, continuous smuggling of persons, operation of stash house, trafficking of persons, continuous trafficking of persons, continuous sexual abuse of a young child or disabled individual, bestiality, indecency with a child, invasive visual recording, unlawful disclosure of promotion of intimate visual material, sexual coercion, felony assault, sexual assault, aggravated assault, aggravated sexual assault, injury to a child, elderly individual, or disabled individual, abandoning or endangering a child, deadly conduct, terroristic threat, and tampering with a consumer product.<br><br>A student who is at least 10 years of age **may be expelled** if the student engages in conduct that contains the elements of any offense listed in Subsection (a)(2)(A) or (C) (**murder**, **capital murder**, **criminal attempt to commit murder** or **capital murder**; **aggravated assault** under Penal Code §22.02; **sexual assault** under Penal Code §22.011 or **aggravated sexual assault** under Penal code §22.021), **against another student from the same campus**, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.<br><br>"The provision for a *discretionary expulsion under for these offenses* is *dependent on the local Student Code of Conduct."* |

| Discipline Reason Code | Translation/Definition |
|---|---|
| 10 | **Non-Title 5 Felony Committed Off Campus**- A student **may be removed** from class and placed in a DAEP under TEC §37.008 based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if;<br>(a) the superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in Title 5, Penal Code; and<br>(b) the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.<br>A student who is at least 10 years of age **may be expelled** if the student engages in conduct that contains the elements of **aggravated robbery** under Penal Code §29.03, **against another student from the same campus**, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.<br>"The provision for a *discretionary expulsion under this offense* is *dependent on the local Student Code of Conduct."* |
| 12 | **Unlawful Carrying of a Location Restricted Knife** - TEC 37.007(a)(1) Defined under Penal Code Section §46.01(6) as a **blade length longer than 5.5 inches.**<br>Penal Code 46.02, Unlawful Carrying of Weapon, defines this offense as<br>(1) intentionally, knowingly, or recklessly carries on or about a person a location-restricted knife;<br>(2) is younger than 18 years of age at the time of the offense; and<br>(3) is not:<br>(a) on the person's own premises or premises under the person's control;<br>(b) inside of or directly en route to a motor vehicle or watercraft that is owned by the person or under the person's control or<br>(c) under the direct supervision of a parent or legal guardian.<br>**Note:** This is the only "knife" mentioned in TEC, Chapter 37. Make sure all other knives are covered under TEC, §37.001, if the district will apply disciplinary actions for carrying any other kind of knife on campus or to school activities. |
| 14 | **Elements of Offense Relating to Prohibited Weapon** - Conduct Containing the Elements of an Offense Relating to Prohibited Weapons Under Penal Code 46.05 – TEC 37.007(a)(1).<br><br>Penal Code Section 46.05 defines a **prohibited weapon** as one of the following:<br>(1) an explosive weapon (Penal Code 46.01(2)),<br>(2) a machine gun (Penal Code 46.01(9)),<br>(3) armor-piercing ammunition (Penal Code 46.01(12)),<br>(4) a chemical dispensing device (Penal Code 46.01(14)),<br>(5) a zip gun (Penal Code 46.01(16)),<br>(6) a tire deflation device (Penal Code 46.01(17)), or<br>(7) an improvised explosive device (Penal Code 46.01(19)). |
| 16 | **Arson** - Penal Code Section 28.02 defines **arson** as when a person starts a fire or causes an explosion with intent to destroy or damage any vegetation, fence, structure, open-space land, building or vehicle knowing that it is within the limits of an incorporated city or town, it is insured, it is subject to mortgage or it is located on property belonging to another. |

| Discipline Reason Code | Translation/Definition |
|---|---|
| 17 | **Murder, Capital Murder, or Criminal Attempt to Commit Murder/Capital Murder** – Penal Code Section 19.02 defines **murder** as when a person intentionally or knowingly causes the death of another person, intends to cause serious bodily injury and commits an act clearly dangerous to human life that causes the death of an individual or commits or attempts to commit a felony, other than manslaughter, and in the course thereof he commits an act clearly dangerous to human life that causes the death of an individual.<br>Penal Code Section 19.03 defines **capital murder** as when a person commits an offense defined under Section 19.02 and the person murders a peace officer or fireman who is acting in the lawful discharge of an official duty, the person intentionally commits murder during the course of committing or attempting to commit kidnapping, burglary, robbery, aggravated sexual assault, arson, or obstruction or retaliation. A person also commits capital murder if the person commits murder for remuneration or the promise of remuneration or employs another to commit murder for remuneration.<br>Section 15.01, Penal Code, defines **criminal attempt** as when a person if, with specific intent to commit an offense, does the act amounting to more than mere preparation but fails to effect the commission of the offense intended. |
| 18 | **Indecency with a Child** - Penal Code Section 21.11 defines **indecency with a child** as when a person, with a person younger than 17 years, engages in sexual contact with student or exposes his anus or any part of his genitals knowing the student is present with intent to arouse or gratify the sexual desire of any person. |
| 19 | **Aggravated Kidnapping** – Penal Code Section 20.04 defines **aggravated kidnapping** as when a person intentionally or knowingly abducts another person with intent to hold him for ransom, use him as a hostage, facilitate the commission of a felony, afflict bodily injury on him or abuse him sexually, terrorize him or a third person, or interfere with the performance of any governmental or political function. |
| 21 | **Violation of Student Code of Conduct** - This category includes bullying, harassment, and making hit lists (TEC §37.001) and reasons not specifically identified in TEC Chapter 37 that are adopted by the local school board and itemized and identified in the local Student Code of Conduct.<br><br>**Note:** Behavior Code '21' should be used for a Court Ordered JJAEP or DAEP |
| 22 | **Felony Criminal Mischief**- A student may be expelled under Section 37.007(f) for conduct that contains the offense of criminal mischief **if that conduct is punishable as a felony**. Otherwise, the most severe action that may be taken would be placement in a DAEP.<br><br>Penal Code Section 28.03 defines criminal mischief as when a person intentionally or knowingly damages or destroys the tangible property of the owner, intentionally or knowingly tampers with the tangible property of the owner and causes a pecuniary loss or substantial inconvenience to the owner or a third person. A felony under this section occurs when damage exceeds $1,500. For example, this section would apply to cases of graffiti if the total cost of repair and cleaning exceeds $1,500.<br><br>Penal Code, §28.03(h) states criminal mischief is a state jail felony if the amount of the pecuniary loss to real property or to tangible personal property is $750 or more but less than $30,000 and the damage or destruction is inflicted on a public or private elementary school, secondary school, or institution of higher education. |

| Discipline Reason Code | Translation/Definition |
|---|---|
| 23 | **Emergency Placement/Expulsion** - The use of this code is limited to reasons for which placement in a DAEP or expulsion may be made on a non-emergency basis according to TEC, §37.019(c). Not later than the tenth day after the date of the placement or expulsion, the student shall be according to the appropriate due process as required under TEC, §37.009.<br>**Emergency DAEP Placement** Chapter 37 authorizes the **immediate placement** of a student in a DAEP if the principal or their designee reasonably believes that the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity.<br>**Emergency Expulsion** Chapter 37 authorizes the **immediate expulsion** of a student if the principal or their designee reasonably believes that the immediate expulsion of the student is necessary to protect persons or property from imminent harm. |
| 26 | **Terroristic Threat** – TEC §37.006(a)(1), TEC §37.007 (b)(1) Under Penal Code Section 22.07, a person commits an offense if he threatens to commit any offense involving violence to any person or property with the intent to:<br>(a) cause a reaction of any type to his threat by an official or volunteer agency organized to deal with emergencies; or<br>(b) place any person in fear of imminent serious bodily injury; or<br>(c) prevent or interrupt the occupation or use of a building; room; place of assemble; place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place; or<br>(d) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service.<br><br>A person who receives a terroristic threat must not only believe the threat but also believe that the person making the threat will carry it out.<br><br>"Terroristic Threat" *violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.* |
| 27 | **Assault of School District Employee or Volunteer** TEC §37.007 (a)(4)<br>Penal Code Section 22.01 (a) (1) defines **assault** as when a person intentionally, knowingly, or recklessly causes bodily injury to another person.<br><br>For purposes of this reason, an assault must involve a victim and a perpetrator(s) and the victim must receive bodily injury. If these criteria are not met, then the proper Discipline Action Reason Code would be Other Student Code of Conduct Violation (Action Reason Code 21). |
| 28 | **Assault of Someone other than School District Employee or Volunteer-**<br>Penal Code Section 22.01 (a) (1) defines **assault** as when a person intentionally, knowingly, or recklessly causes bodily injury to another person. **Two or more students cannot assault each other.**<br><br>For purposes of this reason, an assault must involve a victim and a perpetrator(s) and the victim must receive bodily injury. If these criteria are not met, then the proper Discipline Action Reason Code would be **Other Student Code of Conduct Violation** (Action Reason Code 21). |

| Discipline Reason Code | Translation/Definition |
|---|---|
| 29 | **Aggravated Assault against School District Employee or Volunteer-** TEC §37.007(a)(2)(A)<br>Penal Code Section 22.02 defines **aggravated assault** as an offense as defined in §22.01 if the person causes **serious bodily** injury to another, including the person's spouse, or **uses or exhibits a deadly weapon** during the commission of the assault.<br><br>For this Action Reason, there must be a victim(s) and a perpetrator(s). Two persons cannot commit aggravated assault against each other. |
| 30 | **Aggravated Assault against Non-School District Employee or Volunteer** – TEC §37.007(a)(2)(A)<br>Penal Code Section 22.02 defines **aggravated assault** as an offense as defined in §22.01 if the person causes **serious bodily** injury to another, including the person's spouse, or **uses or exhibits a deadly weapon** during the commission of the assault.<br><br>For this Action Reason there must be a victim(s) and a perpetrator(s). Two persons cannot commit aggravated assault against each other. |
| 31 | **Sexual Assault/Aggravated Sexual Assault against School District Employee or Volunteer**- TEC §37.007(a)(2)(A)<br>Penal Code Section 22.011 defines **sexual assault** as when a person intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means without that person's consent, causes the penetration of the mouth of another person by the sexual organ of the actor without the person's consent or causes the sexual organ of another person, without the person's consent, to contact, or penetrate the mouth, anus, or sexual organ of another person, including the actor.<br><br>**Sexual assault** is also defined as when a person intentionally or knowingly causes the penetration of the anus or sexual organ of a child by any means, causes the penetration of the mouth of a child by the sexual organ of the actor, causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor, or causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor.<br><br>Penal Code Section 22.021, , defines **aggravated sexual assault** as any of the offenses listed above in Penal Code, §22.011 if the person causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode, places the victim in fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person, by acts or words threatens to cause death or serious bodily injury or kidnapping of any person or who uses or exhibits a deadly weapon in the course of the same criminal episode. A person also commits the offense of aggravated sexual assault if they act in concert with another who engages in such conduct or commits the offense of sexual assault on a person who is younger than 14 or 65 years of age or older (Chapter 318, Section 9). |

| Discipline Reason Code | Translation/Definition |
|---|---|
| 32 | **Sexual Assault/Aggravated Sexual Assault against Someone other than a School District Employee or Volunteer TEC §37.007 (a)(2)(A)**<br>Penal Code Section 22.011 defines **sexual assault** as when a person intentionally or knowingly causes the penetration of the anus or female sexual organ of another person by any means without that person's consent, causes the penetration of the mouth of another person by the sexual organ of the actor without the person's consent or causes the sexual organ of another person, without the person's consent, to contact, or penetrate the mouth, anus, or sexual organ of another person, including the actor.<br>**Sexual assault** is also defined as when a person intentionally or knowingly causes the penetration of the anus or female sexual organ of a child by any means, causes the penetration of the mouth of a child by the sexual organ of the actor, causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor, or causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor.<br>Penal Code Section 22.021 defines **aggravated sexual assault** as any of the offenses listed above in Penal Code Section 22.011 if the person causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode, places the victim in fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person, by acts or words threatens to cause death or serious bodily injury or kidnapping of any person or who uses or exhibits a deadly weapon in the course of the same criminal episode. A person also commits the offense of aggravated sexual assault if they act in concert with another who engages in such conduct or commits the offense of sexual assault on a person who is younger than 14 or 65 years of age or older (Chapter 318, Section 9). |
| 35 | **False Alarm/False Report Involving a Public School TEC §37.006(a)(1), TEC §37.007 (b)(1)** –<br>Penal Code, 42.06, defines False Alarm or Report as knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:<br>(a) cause action by an official or volunteer agency organized to deal with emergencies;<br>(b) place a person in fear of imminent serious bodily injury; or<br>(c) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.<br><br>"False Alarm/False Report" *violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.* |
| 36 | **Felony Controlled Substance or Dangerous Drug Violation (excludes marihuana)**- TEC §37.007(a)(3), TEC §37.007 (b)(2)(A)<br>Health and Safety Code, §481.002(5), defines a as a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by §121.001, Agriculture Code, or the tetrahydrocannabinols in hemp.<br><br>Always get corroboration from law enforcement before using Behavior '36' to report a disciplinary incident. |
| 41 | **Fighting/Mutual Combat (excludes all assaultive offenses under Penal Code §22.01)** –<br>Fighting is defined as two or more students or persons that choose to mutually engage in physical combat using blows or force to strive to overcome the other student(s) or person(s). |

| Discipline Reason Code | Translation/Definition |
|---|---|
| 47 | **Manslaughter -** Penal Code §19.04 defines **manslaughter** as a person commits an offense if he recklessly causes the death of an individual. |
| 48 | **Criminally Negligent Homicide -** Penal Code §19.05 defines **criminally negligent homicide** as a person commits an offense if he causes the death of an individual by criminal negligence.<br>Penal Code, §6.03(d), defines **criminal negligence** as, with respect to circumstances surrounding the conduct or the result of the conduct when the person ought to be aware of a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of such nature and degree that the failure to perceive it constitutes a gross deviation from the standard of care that an ordinary person would exercise under all the circumstances as viewed from the actor's standpoint.<br>Penal Code, §6.03(d), defines **criminal negligence** as, with respect to circumstances surrounding the conduct or the result of the conduct when the person ought to be aware of a substantial and unjustifiable risk that the circumstances exist or the result will occur. |
| 49 | **Engages in Deadly Conduct–**<br>Penal Code §22.05 defines **deadly conduct** as when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, or a person commits an offense if he knowingly discharges a firearm at or in the direction of:<br>(1) one or more individuals; or<br>(2) a habitation, building, or vehicle and is reckless as to whether the habitation, building, or vehicle is occupied. Recklessness and danger are presumed if the actor knowingly pointed a firearm at or in the direction of another whether or not the actor believed the firearm to be loaded.<br>For purposes of this section, "building," "habitation," and "vehicle" have the meanings assigned those terms by Section 30.01. An offense under Penal Code §22.05(a) is a Class A misdemeanor. An offense under Penal Code §220.05(b) is a felony of the third degree. |
| 55 | **Student Is Required to Register as A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Under Court Supervision** - TEC §37.304.<br>Applicable to a student who registered as a sex offender on or after September 1, 2007, and is under any form of court supervision, including probation, community supervision, or parole. |
| 56 | **Student Is Required to Register as A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Not Under Court Supervision** - TEC §37.305.<br>Applicable to a student who registered as a sex offender on or after September 1, 2007, and is not under any form of court supervision. |
| 57 | **Continuous Sexual Abuse of Young Child or Disabled Individual Under Penal Code §21.02** - TEC §37.007(a)(2)(I)<br>Penal Code, §21.02, defines **Continuous Sexual Abuse of Young Child or Disabled Individual** as during a period of 30 or more days, the person commits two or more acts of sexual abuse, regardless of whether the sexual abuse is committed against one or more victims, and at the time the acts of sexual abuse is committed, the actor is 17 years of age or older and the victim is younger than 14 years of age, (regardless of whether the actor knows the age of the victim at the time of the offense) or the victim is a disabled individual. |
| 58 | **Breach of Computer Security Under Penal Code §33.02 – TEC 37.007(b)(4) -**<br>Penal Code, §33.02, defines **breach of computer security** by a person who knowingly, without consent, accesses a computer, computer network, or computer system owned by or operated by a school system. The person knowingly alters, damages, or deletes school district property or information, or commits a breach of any other computer, computer network, or computer system. |

| Discipline Reason Code | Translation/Definition |
|---|---|
| 59 | **Serious Misbehavior, while expelled to/placed in a Disciplinary Alternative Education Program (DAEP) - TEC §37.007(c),**<br>TEC §37.007(c) defines "serious misbehavior in a DAEP" as:<br>(1) deliberate violent behavior that poses a direct threat to the health or safety of others;<br>(2) extortion, meaning the gaining of money or other property by force or threat;<br>(3) conduct that constitutes coercion, as defined by Penal Code §1.07,; or<br>(4) conduct that constitutes the offense of:<br>(A) public lewdness under Penal Code §21.07,<br>(B) indecent exposure under Penal Code §21.08;<br>(C) criminal mischief under Penal Code §28.03;<br>(D) personal hazing under Penal Code §37.152; or<br>(5) harassment under Penal Code §42.07(a)(1), of a student or district employee. |
| 61 | **Bullying – TEC 37.0052(b)**<br>TEC Sec.37.0052 (b) defines **bullying** behavior as:<br>(1) engages in bullying that encourages a student to commit or attempt to commit suicide;<br>(2) incites violence against a student through group bullying; or<br>(3) releases or threatens to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent. |
| 62 | **Possessed, Sold, Gave, Used, Delivered, Or Was Under The Influence Of Marihuana Or Tetrahydrocannabinol – TEC 37.006(a)(2)(C-1)**<br>Health and Safety Code, §481.002, defines **Marihuana** as the plant Cannabis sativa L., whether growing or not, the seeds of that plant, and every compound, manufacture, salt, derivative, mixture, or preparation of that plant or its seeds. The term does not include:<br>(1) the resin extracted from a part of the plant or a compound, manufacture, salt, derivative, mixture, or preparation of the resin;<br>(2) the mature stalks of the plant or fiber produced from the stalks;<br>(3) oil or cake made from the seeds of the plant;<br>(4) a compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, fiber, oil, or cake;<br>(5) the sterilized seeds of the plant that are incapable of beginning germination; or<br>(6) hemp, defined by Agriculture Code, §121.001, or tetrahydrocannabinol (THC), as defined by Health and Safety Code, §481.003 |
| 64 | **Possessed, Sold, Gave, Used, Delivered, Or Was Under The Influence Of Other Controlled Substance – TEC 37.007(b)**<br>§481.002 Health and Safety Code defines Controlled Substance as a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance.<br>Always get corroboration from law enforcement before using this Action Reason code. |
| 65 | **Threatens Immediate Health and Safety of Other Students in Classroom - TEC 37.005(c)(2)**<br>To be used when a student who is enrolled in a grade level below grade three or a student experiencing homelessness engages in conduct, while on school property or while attending a school-sponsored or school-related activity on or off of school property, that threatens the immediate health and safety of other students in the classroom.<br>**Note:** Used only with a student who is enrolled in a grade level below grade three or a student experiencing homelessness is assigned OSS. |

| Discipline Reason Code | Translation/Definition |
|---|---|
| 66 | **Documented Repeated or Significant Disruption to the Classroom - TEC 37.005(c)(3)**<br>To be used when a student who is enrolled in a grade level below grade three or a student experiencing homelessness engages in documented conduct, while on school property or while attending a school-sponsored or school-related activity on or off of school property, that results in repeated or significant disruption to the classroom.<br><br>**Note:** Used only with a student who is enrolled in a grade level below grade three or a student experiencing homelessness is assigned OSS. |
| 67 | **Possesses or Uses E-Cigarette – TEC §37.006(d)(1)(C)**<br>§161.081, Health and Safety Code, defines **E-Cigarette** as:<br>(1) an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device; or<br>(2) a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this subdivision<br>The term "e-cigarette" includes:<br>(1) a device described by this subdivision regardless of whether the device is manufactured, distributed, or sold as an e- cigarette, e-cigar, or e-pipe or under another product name or description; and<br>(2) a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.<br>**Note:** If a student who possesses or uses an e-cigarette is not placed in a DAEP for the first-time offense, the student must be placed in ISS for a period of at least 10 school days. TEC §37.001(a)(2) |
| 68 | **Sells, gives, or delivers to another person an E-Cigarette as defined by §161.081, Health and Safety Code (includes all electronic vaping devices) – TEC, §37.006(a)(2)(C-2)**<br>§161.081, Health and Safety Code, defines **E-Cigarette** as<br>(1) an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device; or<br>(2) a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this subdivision.<br>The term "e-cigarette" includes:<br>(1) a device described by this subdivision regardless of whether the device is manufactured, distributed, or sold as an e- cigarette, e-cigar, or e-pipe or under another product name or description; and<br>(2) a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device. |
| 69 | **Disorderly Conduct Involving a Firearm – TEC §37.006(c)(1)(D)**<br>The student receives deferred prosecution under Family Code, §53.03, for conduct defined as the offense of disorderly conduct involving a firearm under Penal Code, §42.01(a)(7) or (8).<br><br>Penal Code, §42.01(a)(7) or (8) defines disorderly conduct involving a firearm as intentionally or knowingly discharges a firearm in a public place other than a public road or a sport shooting range, as defined by Section 250.001, Local Government Code; or displays a firearm or other deadly weapon in a public place in a manner calculated to alarm. |

| Discipline Reason Code | Translation/Definition |
|---|---|
| 70 | **Disruptive Activities under TEC §37.123 – TEC, §37.006(d)(1)(A)**<br>A student alone or in concert with others, intentionally engages in disruptive activity on the campus or property of any private or public school.<br>TEC, §37.123, defines disruptive activities as:<br>(1) obstructing or restraining the passage of persons in an exit, entrance, or hallway of a building without the authorization of the administration of the school.<br>(2) seizing control of a building or portion of a building to interfere with an administrative, educational, research, or other authorized activity;<br>(3) preventing or attempting to prevent by force or violence or the threat of force or violence a lawful assembly authorized by the school administration so that a person attempting to participate in the assembly is unable to participate due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur;<br>(4) disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or<br>(5) obstructing or restraining the passage of a person at an exit or entrance to the campus or property or preventing or attempting to prevent by force or violence or by threats of force or violence the ingress or egress of a person to or from the property or campus without the authorization of the administration of the school. |
| 71 | **Disruption of Classes under TEC §37.124 – TEC §37.006(d)(1)(B)**<br>While on school property or on public property within 500 feet of school property, alone or in concert with others, intentionally disrupts the conduct of classes or other school activities.<br>TEC, §37.124, defines **disrupting the conduct of classes or other school activities** as:<br>(1) emitting noise of an intensity that prevents or hinders classroom instruction;<br>(2) enticing or attempting to entice a student away from a class or other school activity that the student is required to attend;<br>(3) preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend; and<br>(4) entering a classroom without the consent of either the principal or the teacher and, through either acts of misconduct or the use of loud or profane language, disrupting class activities.<br><br>TEC §37.124 defines **Public Property** as a street, highway, alley, public park, or sidewalk.<br><br>TEC §37.124 defines **School Property** as a public school campus or school grounds on which a public school is located and any grounds or buildings used by a school for an assembly or other school-sponsored activity. |
| 72 | **Kidnapping – TEC 37.007(a)(2)(E)**<br>Penal Code, §20.03 defines kidnapping as a person intentionally or knowingly abducts another person.<br><br>Penal Code, §20.01 defines abducts as to restrain a person with intent to prevent his liberation by:<br>(a) secreting or holding him in a place where he is not likely to be found; or<br>(b) using or threatening to use deadly force. |

| Discipline Reason Code | Translation/Definition |
|---|---|
| 73 | **Exhibits, Uses, or Threatens to Exhibit or Use a Firearm under TEC §37.125 – TEC §37.007(a)(5)**<br>A person, alone or in concert with others, intentionally engages in disruptive activity by exhibiting, using, or threatening to exhibit or use a firearm on the campus or property of any private or public school exhibiting.<br><br>TEC, §37.123(b), defines **disruptive activity** as:<br>(1) obstructing or restraining the passage of persons in an exit, entrance, or hallway of a building without the authorization of the administration of the school;<br>(2) seizing control of a building or portion of a building to interfere with an administrative, educational, research, or other authorized activity;<br>(3) preventing or attempting to prevent by force or violence or the threat of force or violence a lawful assembly authorized by the school administration so that a person attempting to participate in the assembly is unable to participate due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur;<br>(4) disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or<br>(5) obstructing or restraining the passage of a person at an exit or entrance to the campus or property or preventing or attempting to prevent by force or violence or by threats of force or violence the ingress or egress of a person to or from the property or campus without the authorization of the school admin. |
| 74 | **Engages in conduct that contains the elements of the offense of Retaliation under §36.06, Penal Code, against any school employee or volunteer - TEC, §37.006(b)(1)**<br><br>Penal Code, §36.06, defines the offense of retaliation as when a person intentionally or knowingly harms or threatens to harm another by an unlawful act in retaliation for or on account of the service of another as a public servant, witness, prospective witness, informant, or a person who has reported or who the actor knows intends to report the occurrence of a crime or to prevent or delay the service of another as a public servant, witness, prospective witness, informant, or a person who has reported or who the actor knows intends to report the occurrence of a crime. |

| Discipline Reason Code | Translation/Definition |
|---|---|
| 75 | **Engages in conduct that contains the elements of the offense of Harassment Against An Employee or Volunteer Of The School District - TEC, §37.006(b)**<br><br>Penal Code, §42.07, defines this behavior as a person, with intent to harass, annoy, alarm, abuse, torment, or embarrass another:<br>(1) initiates communication and in the course of the communication makes a comment, request, suggestion, or proposal that is obscene;<br>(2) threatens, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;<br>(3) conveys, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;<br>(4) causes the telephone of another to ring repeatedly or makes repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;<br>(5) makes a telephone call and intentionally fails to hang up or disengage the connection;<br>(6) knowingly permits a telephone under the person's control to be used by another to commit an offense under this section;<br>(7) sends repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;<br>(8) publishes on an Internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern;<br>(9) tracks or monitors the personal property or motor vehicle of another person, without the other person's effective consent, including by:<br>(a) using a tracking application on the person's personal electronic device or using a tracking device; or<br>(b) physically following the other person or causing any person to<br>(c) physically follow the other person.<br>(10) makes obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an Internet application or other technological means. |

| Discipline Reason Code | Translation/Definition |
|---|---|
| 76 | **Engages in conduct that contains the elements of the offense of Burglary, Robbery, Aggravated Robbery under Penal Code, §29.03 – TEC, §37.007(a)(2)(F)**<br>Penal Code, §30.02, defines **burglary** as a person, without the effective consent of the owner:<br>(1) enters a habitation, or a building (or any portion of a building) not then open to the public, with intent to commit a felony, theft, or an assault; or<br>(2) remains concealed, with intent to commit a felony, theft, or an assault, in a building or habitation; or<br>(3) enters a building or habitation and commits or attempts to commit a felony, theft, or an assault.<br><br>Penal Code, §29.02, defines **robbery** as a person in the course of committing theft as defined in Penal Code, Chapter 31, and with intent to obtain or maintain control of the property:<br>(1) intentionally, knowingly, or recklessly causes bodily injury to another; or<br>(2) intentionally or knowingly threatens or places another in fear of imminent bodily injury or death.<br><br>Penal Code, §29.03, defines aggravated robbery as a person commits robbery as defined in Penal Code, §29.02, and:<br>(1) causes serious bodily injury to another;<br>(2) uses or exhibits a deadly weapon; or<br>(3) causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:<br>(a) 65 years of age or older; or<br>(b) a disabled person. |

Safe Supportive School Program Team Review:

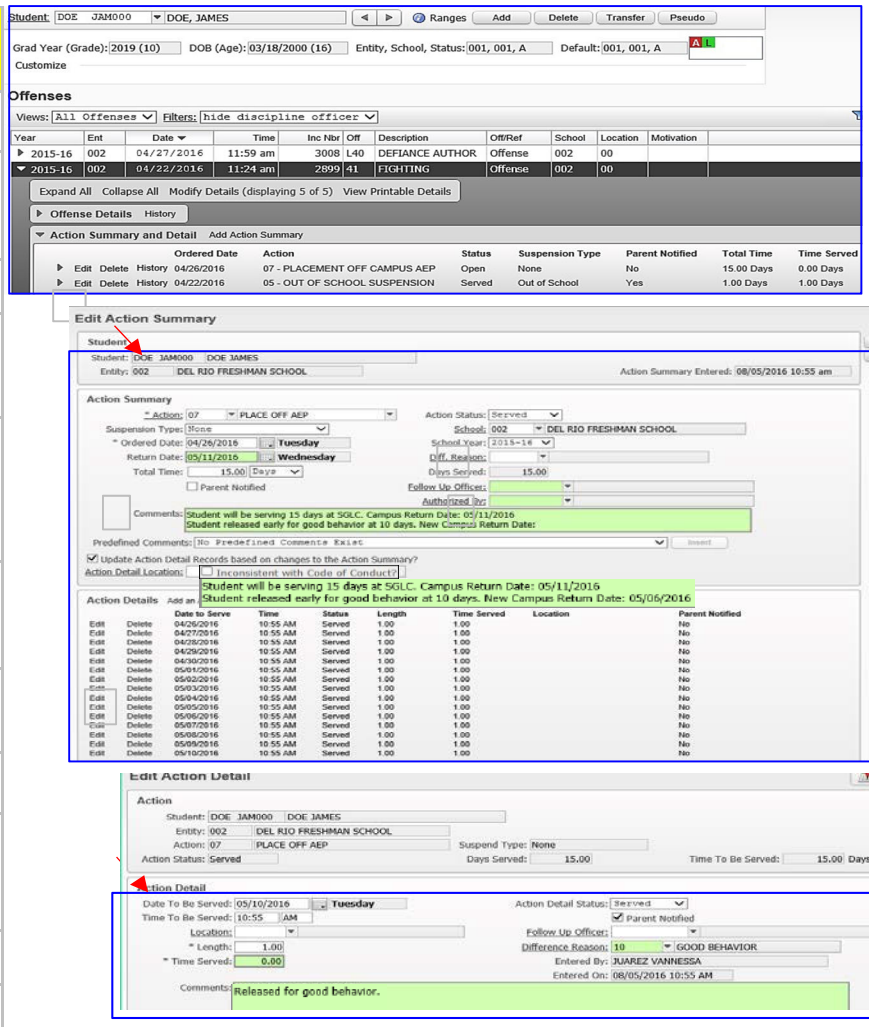
SAFE-SUPPORTIVE-SCHOOL-PROGRAM-TEAM-REVIEW indicates whether the Safe and Supportive School Program (SSSP) team conducted a threat assessment related to a reported disciplinary incident.

| Code Table ID | Name |
|---|---|
| **C088** | Participation-Indicator-Code |
| Code | **Translation** |
| 0 | Not Receiving Services, Or Condition Or Situation Not Applicable to This Person Or Campus |
| 1 | Participant In Program Or Services, Or Condition Or Situation Applicable To This Person Or Campus |

## Difference Reason Codes

| Code C166 | *Difference Reason: Enter the appropriate reason when serving more or less days than orginally assigned.* | | |
|---|---|---|---|
| | **Short Description** | **Long Description** | **PEIMS Equivalent** |
| **00** | OFF/ACTUL SAME | NO DIF BTWN OFFICIAL & ACTUAL | No difference Between Official And Actual Lengths Of Disciplinary Assignments |
| **01** | DIST. MODIFY | TERM MODIFIED BY DISTRICT | Term Modified By District |
| **02** | MOD.CRT ORDER | TERM MODIFIED BY COURT ORDER | Term Modified By Court Order |
| **03** | MOD/DIS/STU/PAR | MODIFIED AGGREE DIST/STUD/PAR | Term Modified By Mutual Agreement Of District, Student, And/or Parents |
| **04** | COMP. SOON EXP | COMPLETED SOONER THAN EXPECTED | Student Completed Term Requirements Sooner Than Expected |
| **05** | INCARCERATED | STUDENT INCARCERATED | Student Incarcerated |
| **06** | TRM DEC.HEALH | TERM DECREASED HEALTH REASONS | Term Decreased Due To Extenuating Health-Related Circumstances |
| **07** | STU WITHDREW | STUDENT WITHDREW FROM SCHOOL | Student Withdrew From School |
| **08** | SCH YR ENDED | SCH YR ENDED BEFORE COMPLETE | School Year Ended Before Completion Of Disciplinary Action Assignment |
| **09** | CONT PRE YR | CONTINUE PREVIOUS YEAR DISC | Continuation Of Previous Year's Disciplinary Action Assignment |
| **11** | DAEP CAPACITY | TERM MODIFIED BY DISTRICT – DAEP CAPACITY | Term Modified By District – Disciplinary Alternative Education Program Capacity |
| **12** | PARENTAL INVOLVEMENT | PARENTAL INVOLVEMENT BEHAVIORAL AGREEMENT | Parental Involvement Behavioral Agreement |
| **99** | **Other** | **Other** | Other |

| Steps: in the following order | |
|---|---|
| 1 | EDIT action |
| 2 | Set Action Status to SERVED |
| 3 | Select DIFF. REASON |
| 4 | Enter new RETURN DATE |
| 5 | Go to Action Details and EDIT each day the student served or didn't serve |
| 6 | Enter 0.00 or 1.00 in Time Served |
| 7 | Select PARENT NOTIFIED |
| 8 | Enter COMMENT |
| 9 | Select DIFFERENCE REASON |
| 10 | SAVE |
| * | *Repeat steps 5 - 10 for the days the student will not serve* |
| 11 | SAVE |




**ORIGINAL STATUS**




**STATUS WITH DIFFERENCE**



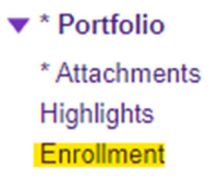
# FOSTER CARE

FosterCareType indicates whether a student is in the conservatorship of the Department of Family and Protective Services (DFPS) currently, or for a prekindergarten student that was previously in the conservatorship of DFPS, or for a prekindergarten student that is or ever has been in foster care in another state or territory if the student resides in this state (Texas).

| Code Table ID | Name |
|---|---|
| C196 | FosterCareType |
| **Code** | **Translation** |
| 1 | Student is currently in the conservatorship of the Department of Family and Protective Services |
| 2 | Pre-kindergarten student was previously in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Section 262.201, Family Code |
| 3 | Pre-Kindergarten student is or ever has been in foster care in another state or territory if the child resides in this state (Texas). TEC, §29.153(b). |

To ensure that the student's status is up-to-date, the form (CPS Permanency K-908-2085-E) needs submitted annually.

to be




The forms must be uploaded to the student's Portfolio > Enrollment in Skyward.

# GRADUATION

DiplomaType indicates the type of plan under which the student graduated.

## Grad Code

| Code Table ID | Name |
|---|---|
| **C062** | DiplomaType |
| Code | **Translation** |
| 04 | Completion Of IEP And Full-Time Employment With Sufficient Self-Help Skills To Maintain Employment Without Public School Services<br>TAC §89.1070(f)(3)(A)*, revised to be effective March 14, 2021 [46 TexReg 1466] |
| 05 | Completion Of IEP And Demonstrated Mastery Of Specific Employability And Self-Help Skills That Do Not Require Public School Services<br>TAC §89.1070(f)(3)(B)*, revised to be effective March 14, 2021 [46 TexReg 1466] |
| 06 | Completion Of IEP And Access To Services, Employment, Or Education Outside Of Public Education<br>TAC §89.1070(f)(3)(C)*, revised to be effective March 14, 2021 [46 TexReg 1466] |
| 07 | Completion Of IEP And Reached Age 22<br>TAC §89.1070(f)(3)(D)*, revised to be effective March 14, 2021 [46 TexReg 1466] |
| **The following codes will apply only to students receiving special education and related services.** | |
| 18 | Completion Of Minimum Curriculum And Credit Requirements For Graduation Applicable To Students In General Education And Participated In The Exit-Level Assessment Instrument Identified In The IEP – Minimum High School Program<br><br>TAC §89.1070(b)(2)* [27 TexReg 3103] (for students who entered grade 9 in 2001-2002 through 2006-2007) |

| | |
|---|---|
| | TAC §89.1070(f)(2)*, revised to be effective March 14, 2021 [46 TexReg 1466] (for students who entered grade 9 in 2007-2008 through 2013-2014) effective January 1, 2015 [39 TexReg 10446] |
| 19 | Completion Of Minimum Curriculum And Credit Requirements For Graduation Applicable To Students In General Education And Participated In The Exit-Level Assessment Instrument Identified In The IEP – Recommended High School Program<br>TAC §89.1070(b)(2)*, revised August 1, 2002. [27 TexReg 3103]<br>(for students who entered grade 9 in 2001-2002 through 2006-2007 only)) |
| 20 | Completion Of Minimum Curriculum And Credit Requirements For Graduation Applicable To Students In General Education And Participated In The Exit-Level Assessment Instrument Identified In The IEP – Distinguished Achievement Program<br>TAC §89.1070(b)(2)*,<br>revised August 1, 2002. [27 TexReg 3103]<br>(for students who entered grade 9 in 2001-2002 through 2006-2007 only)) |
| **The following code applies to students entering grade 9 in 2014-2015 and thereafter, or who entered grade 9 prior 2014-2015 school year and opted to graduate under the Foundation High School Program. These students will graduate under TAC Chapter 74, Subchapter b.** | |
| 34 | Foundation High School Program<br>TAC Chapter 74.1021, revised December 16, 2013. [38 TexReg 9021]. TAC 74.12, revised July 8, 2014. [39 TexReg 5149]; revised January 1, 2015 [39 TexReg 10446], including TAC §89.1070(b)(1).<br>(For students who entered grade 9 in 2014-2015 and thereafter or entered grade 9 prior to the 2014-2015 school year and opted to graduate under the Foundation High School Program). The student completed curriculum requirements for graduation under the Foundation High School Program, including satisfactory performance as established in TEC, Chapter 39, on the required state assessments.) |
| **The following code applies only to students reveiving speial education and related services who entered grade 9 in 2014- 2015 and thereafter or who entered grade 9 prior to the 2014-2015 school year and opted to graduate under the Foundation High School Program. These students will graduate under TAC Chapter 89.** | |
| 35 | Completion of Minimum Curriculum and credit requirements for graduation applicable to students in general education and participated in the End-OF-Course assessment instrument identified in the IEP-Foundation High School Program TAC 89.1070(b)(2), revised effective March 14, 2021. |
| **The following code will apply only to students who graduate by completing the Texas First Early High School Completion Program under Title 19, Part 1, TAC Chapter 21, subchapter D.** | |
| 40 | Texas First Early High School Completion Program<br>TAC Chapter 21.52, adopted to be effective August 21, 2022, [47 TexReg 4850] |
| **The following codes will apply only to students receiving special education services on the Foundation High School Program under TAC Chapter 74 with curriculum content modifications through the student's individualized education program (IEP).** | |
| 54 | Completion Of IEP And Full-Time Employment With Sufficient Self-Help Skills To Maintain Employment Without Direct And Ongoing Educational Support Of The Local School District<br>TAC §89.1070(b)(3)(A), revised effective March 14, 2021 [46 TexReg 1466] |
| 55 | Completion Of IEP And Demonstrated Mastery Of Specific Employability And Self-Help Skills Without Direct And Ongoing Educational Support Of The Local School District<br>TAC §89.1070(b)(3)(B), revised effective March 14, 2021 [46 TexReg 1466] |
| 56 | Completion Of IEP And Access To Services, Employment, Or Education Outside Of Public Education<br>TAC §89.1070(b)(3)(C), revised effective March 14, 2021 [46 TexReg 1466] |
| 57 | Completion Of IEP And No Longer Meets Age Eligibility Requirements<br>Foundation: TAC §89.1070(b)(3)(D), revised effective March 14, 2021 [46 TexReg 1466] |

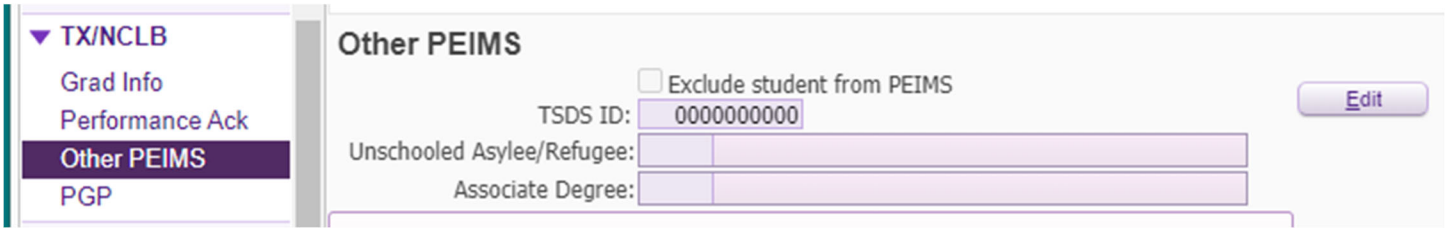
## Associate Degree

AssociateDegreeIndicator indicates that the student earned an associate degree by August 31, immediately following graduation.

An associate degree is defined as an award that normally requires at least 2 but less than 4 years of full-time equivalent college work in a grouping of courses designed to lead the individual directly to employment in a specific career or to transfer to an upper-level baccalaureate program. This specifically refers to the associate of arts, associate of science, associate of applied arts, associate of applied science, associate of arts in teaching, and associate of occupational studies degrees. The term "applied" in an associate degree name indicates a program in which the content is primarily technical. (Source: Texas Higher Education Coordinating Board Glossary of Terms)
The district where the student received the associate degree will be the district to report this information. Schools should not wait to report the associate degree information at the point of graduation if the student earns the associate degree prior to graduation. It should be reported in the next PEIMS Submission after the degree is earned. A student may be reported as having an associate degree at any point while in 11th or 12th grade, or by August 31 immediately following graduation.

| Code Table ID | Name |
|---|---|
| **C235** | ASSOCIATE-DEGREE-INDICATOR |
| Code | **Translation** |
| 2 | Associate of Arts (AA) |
| 3 | Associate of Applied Arts (AAA) |
| 4 | Associate of Applied Science (AAS) |
| 5 | Associate of Arts in Teaching (AAT) |
| 6 | Associate of Science (AS) |

Click on TX/NCLB > Select Other PEIMS > Select EDIT then enter information under the Associate Degree tab

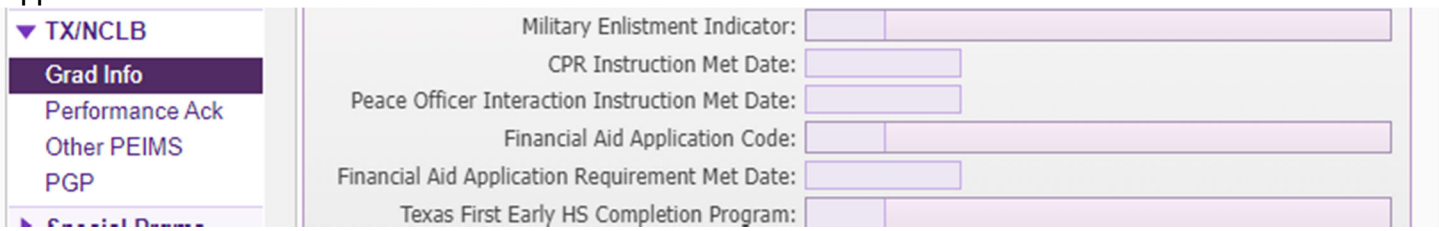



## FAFSA

The **FinancialAidApplication** indicates the manner in which the student completed the graduation requirement of either completing a financial aid application (Free application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA)) or submitting an exemption.

| Code Table ID | Name |
|---|---|
| **C230** | FinancialAidApplication |
| Code | **Translation** |
| 01 | Financial application form completed |
| 02 | Exception submitted/Opt-Out |

Click on TX/NCLB > Select Grad Info > Select EDIT then enter information under the Financial Aid Application Code.



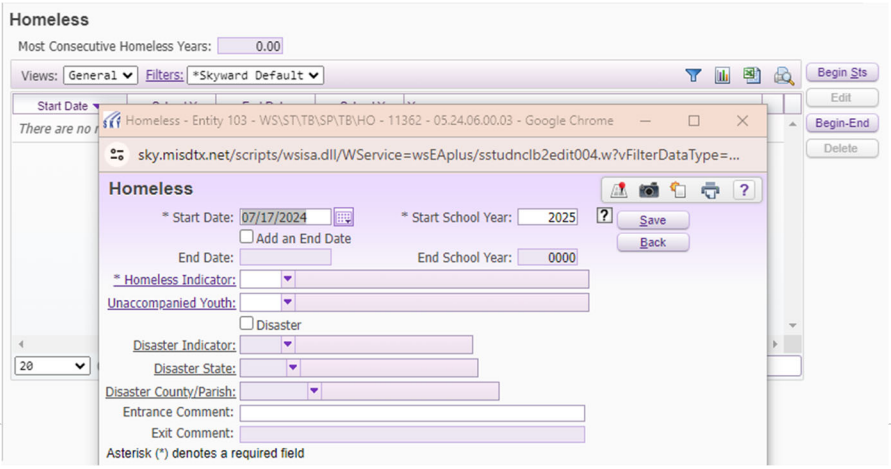

## Individual Graduation Committee Graduate Indicator

**IndividualGraduationCommitteeGraduateIndicator** indicates whether a student for whom an Individual Graduation Committee (IGC) was established has graduated based on an IGC decision.

# HOMELESS

As defined by 42 U.S.C. Section 11434(a), the term "homeless children and youths" —
(A) means individuals who lack a fixed, regular, and adequate nighttime residence [within the meaning of section 11302(a)(1)]; and
(B) the term includes —
(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters
(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings [within the meaning of section 11302(a)(2)(C)];
(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
(iv) migratory children (as such term is defined in section 6399 of title 20) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

| Code Table ID | Name |
|---|---|
| **C189** | HomelessStatus |
| Code | **Translation** |
| 2 | Student lives temporarily **doubles-up** (sharing residence with a family or individual) at any time during current school year.: |
| 3 | Student is **unsheltered** (i.e., lives on the street, lives in cars, parks, campgrounds, temporary trailers (including FEMA trailers), or abandoned buildings))or at any time during current school year: |
| 4 | Student lives in **motel or hotel** at any time during current school year: |
| 5 | Student lives in a **shelter**, transitional housing at any time during current school year: |




Click on Special Programs > Select Homeless> Select Begin Sts (Status) then enter the Homeless Indicator and Unaccompanied Youth Code.

Note: Unaccompanied Youth Code is required if Homeless Status is added.

# MILITARY-CONNECTED

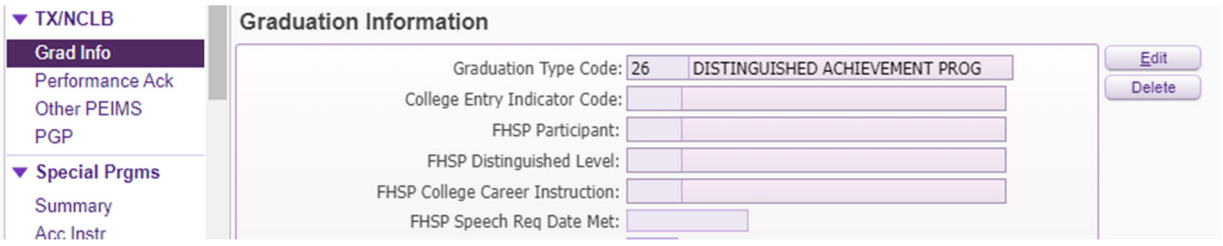
MilitaryConnectedStudent indicates a student enrolled in a school district or open-enrollment charter school who is a dependent of an active duty or former member of the United States military, the Texas National Guard, or a reserve force of the United States military, or who is a dependent of a member of the United States military, the Texas National Guard, or a reserve force of the United States military who was killed in the line of duty.

| **Code Table ID** | **Name** |
|---|---|
| C197 | MilitaryConnectedStudent |
| **Code** | **Translation** |
| 1 | Student in grade KG – 12 is a dependent of an active duty member of the United States military |
| 2 | Student in grade KG – 12 is a dependent of a current member of the Texas National Guard (Army, Air Guard, or State Guard) |
| 3 | Student in grade KG – 12 is a dependent of a current member of a reserve force in the United States military |
| 4 | Pre-kindergarten student is:<br>1) a dependent of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority, or<br>2) is the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty.<br>*Note: A student remains eligible for enrollment if the child's parent leaves the armed forces or is no longer on active duty after the child begins a prekindergarten class.* |
| 5 | Student in grade KG – 12 is a dependent of a former member of one of the following:<br>- the United States military<br>- the Texas National Guard (Army, Air Guard, or State Guard)<br>- a reserve force in the United States military |
| 6 | Student in grade KG – 12 was a dependent of a member of a military or reserve force in the United States military who was killed in the line of duty. |

# FHSP

**FHSPDistingLevelParticipant** indicates the student is currently pursuing the distinguished level of achievement under the Foundation High School Program as provided by TEC §28.025 (b-15).

Go to TX/NCLB > Select Grad Info> Then select Edit > enter information



# PASS/FALL CREDIT INDICATOR CODE

CourseAttemptResult indicates the outcome for a course taken by a particular student.

| Code Table ID | Name |
|---|---|
| C136 | CourseAttemptResult |
| **Code** | **Translation** |
| The Following codes are used for High School Courses | |
| 01 | Course was passed and credit was received |
| 02 | Course was failed and no credit was received – first occurrence this school year |
| 03 | Course was failed and no credit was received – second occurrence this school year |
| 04 | Course was passed, but credit was not received due to excessive absences -first occurrence this school year |
| 05 | Course was passed, but credit was not received due to excessive absences – second occurrence this school year |
| 06 | Course was passed, but credit was not received (other parts of the course have not been taken) |
| 07 | Course was passed, but credit was not received (other parts of the course have been taken but not passed) |
| 08 | Course was failed, but credit was received (other parts of the course have been passed and credit was awarded based on the grades in those parts) |
| 09 | Course work incomplete and no credit has been awarded |
| 10 | Course was passed, but credit was not received (course had previously been passed, and was repeated for better mastery) |
| 11 | Course was failed and no credit was received – third occurrence this school year |
| 12 | Course was passed, but credit was not received due to excessive absences – third occurrence this school year |
| **The following codes are used for Non-High School Courses** | |
| 13 | Non-High School Course Passed |
| 14 | Non-High School Course Failed |

# SPECIAL CHARACTERISTIC (E3063)

## At-Risk (At-Risk Indicator Code) (E0919)

The AT-RISK-INDICATOR-CODE indicates whether a student is currently identified as "at-risk" of not meeting standards or dropping out of school using state-defined criteria (TEC §29.081, Compensatory and Accelerated Instruction). Local criteria are not included in this indicator code. A student "at-risk of dropping out of school" is under 26 years of age and who:

1. was not advanced from one grade level to the next for one or more school years; [excludes prekindergarten or kindergarten students who were not advanced as a result of a documented request by the student's parent under TEC §29.081 (d-1).]
2. is in grade 7, 8, 9, 10, 11, or 12 and did not maintain an average equivalent to 70 on a scale of 100 in two or more subjects in the foundation curriculum during a semester in the preceding or current school year or is not maintaining such an average in two or more subjects in the foundation curriculum in the current semester;
3. did not perform satisfactorily on an assessment instrument administered to the student under TEC Subchapter B, Chapter 39, and who has not in the previous or current school year subsequently performed on that instrument or another appropriate instrument at a level equal to at least 110 percent of the level of satisfactory performance on that instrument;
4. is in prekindergarten, kindergarten or grade 1, 2, or 3 and did not perform satisfactorily on a readiness test or assessment instrument administered during the current school year;
5. is pregnant or is a parent;

6. has been placed in an alternative education program in accordance with TEC §37.006 during the preceding or current school year;
7. has been expelled in accordance with TEC §37.007 during the preceding or current school year;
8. is currently on parole, probation, deferred prosecution, or other conditional release;
9. was previously reported through the Public Education Information Management System (PEIMS) to have dropped out of school;
10. is an emergent bilingual student, as defined by Section 29.052;
11. is in the custody or care of the Department of Family and Protective Services or has, during the current school year, been referred to the department by a school official, officer of the juvenile court, or law enforcement official;
12. is homeless, as defined by 42 U.S.C. Section 11434 (a), and its subsequent amendments;
13. resided in the preceding school year or resides in the current school year in a residential placement facility in the district, including a detention facility, substance abuse treatment facility, emergency shelter, psychiatric hospital, halfway house, cottage home operation, specialized child-care home, or general residential operation;
14. has been incarcerated or has a parent or guardian who has been incarcerated, within the lifetime of the student, in a penal institution as defined by Section 1.07, Penal Code; or
15. is enrolled in a school district or open-enrollment charter school, or a campus of a school district or open-enrollment charter school, that is designated as a dropout recovery school under TEC §39.0548.
16. is a chronically absent student, as defined by TEC, 48.009;
17. is required to attend school under TEC, 28.085, is not exempt under TEC, 25.086, and fails to attend school without excuse for 10 or more days or parts within a six-month period in the same school year.

or, regardless of the student's age, each student who participates in an adult education program provided under a high school diploma and industry certification charter school program under Subchapter G, Chapter 12.

TEC 29.081 (d-1) Notwithstanding TEC 29.081 (d)(1)(A), a student is not considered a student at risk of dropping out of school if the student did not advance from prekindergarten or kindergarten to the next grade level only as the result of the request of the student's parent.

## Immigrant

IMMIGRANT-INDICATOR-CODE indicates whether the student is an identified immigrant under the definition found under Title III of the No Child Left Behind Act of 2001 (NCLB), where the term 'immigrant children and youth' is defined as, "individuals who are aged 3 through 21; were not born in any state; and have not been attending one or more schools in any one or more states for more than 3 full academic years. The term 'State' means each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico. (See P.L. 107-110 Title III, Part C, § 3301(6)).

## Migratory

MIGRANT-INDICATOR-CODE indicates whether the student (ages 3-21) is a child who in the preceding 36 months made a qualifying move as a migratory agricultural worker, including a migratory dairy worker, or migratory fisher; or moved with or to join a parent, spouse, or guardian who is a migratory agricultural worker or fisher. "Qualifying move" means a move due to economic necessity from

1) one residence to another; and
2) has moved from one school district to another; or
3) resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence and have either (1) engaged in a new qualifying work soon after the move, or (2) if the worker did not engage in new qualifying work soon after the move, actively sought such employment and had a history of moves for qualifying work.

## Dyslexia

The Dyslexia student characteristic indicates whether a student is identified as having dyslexia or related disorder as defined in TEC §38.003.

## Early College High School (ECHS)

The Early College High School (ECHS) student characteristic indicates whether a student is enrolled in an Early College High School (ECHS) as defined in TAC §102.1091. Only students in grades 9-12 are eligible to enroll in an ECHS.

## P-TECH

The (Pathways in Technology Early College High School (P-Tech)student characteristic indicates that a student in grades 9-12 is participating in the Pathways in Technology (P-TECH) Early College High School program. P-Tech campuses are approved through an application process and are limited to students in grades 9-12.

## IEP Continuer

Per Texas Education Code TEC §39.053(g-2), the **IEP Continuer** student characteristic indicates whether a student:

a) is at least 18 years of age as of September 1 of the school year as reported for the Fall semester PEIMS submission of the current year and has satisfied the credit requirements for high school graduation,
b) has not completed his or her individualized education program under 19 TAC §89.1070 (b)(2) or (b)(3) and the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.), and
c) is enrolled and receiving individualized education program services.

A student who is reported as an IEP Continuer should not also be reported as a graduate.
A student who returns after graduating and receiving a diploma and reenrolls, as eligible, should not be reported as an IEP Continuer

## Star of Texas

The Star of Texas student characteristic indicates that the student is eligible for free public prekindergarten because they are the child of a person awarded the Star of Texas Award.
Eligibility is defined as a person who has been awarded the Star of Texas Award and has presented as proof, one of the following pieces of documentation:

- Resolution Certification
- Letter from the Governor
- Letter from local representative (State representative from the Texas House or Senate)

## PK Eligible Prior Year

The PK Eligible Prior year student characteristic indicates whether a student is eligible for enrollment in a prekindergarten class because:

- A four-year-old student was eligible for enrollment at the age of three in the previous school year, but are not eligible through other criteria, or
- A five-year-old student was eligible for enrollment at the age of four in the previous school year, and the parent requested they be retained in prekindergarten.

## Section 504

The Section 504 student characteristic indicates that a student received assistance through either an aid, accommodation, or service under Section 504 Rehabilitation Act of 1973 at any time during the school year. (TEC §48.009(5))

## Intervention Strategy

The **Intervention Strategy** student characteristic indicates that a student enrolled at the campus participated in an intervention strategy at any time during the school year. (TEC §26.004)

## Pregnancy Related Services

The **Pregnancy Related Services** student characteristic indicates whether a female student was eligible to receive pregnancy related services.

Male students are not eligible for pregnancy related services. Students receiving pregnancy related services may be incorrectly identified as male on various TEA reports if their sex demographic information is incorrect in the Unique ID Application. Demographic information for students on reports is extracted from the Unique ID Application, not from the LEA reported data. LEAs should ensure the information is accurate in the Unique ID Application.

## Gifted and Talented

GiftedTalentedProgram indicates a gifted and talented program the LEA has established that is consistent with the state plan developed under TEC 29.123.

| Code Table ID: **C223** | Name**: GiftedTalentedProgram** |
|---|---|
| **Code** | **Translation** |
| 00 | Does not provide a program for gifted and talented students. |
| 01 | **Pull-out:** Part-time services in a classroom, other than the student's regular class, that take place on a regular schedule provided by a gifted/talented 30-hour foundational and 6-hour update trained teacher. |
| 02 | **Push-in:** A gifted/talented 30-hour foundational and 6-hour trained teacher provides occasional services to a student while the student is in their regular classroom. |
| 03 | **Full-time gifted only**: The student receives the majority of their core subjects from teachers with gifted/talented 30-hour foundational and 6-hour update training with peers who are all identified as gifted/talented. |
| 04 | **Full-time inclusion:** The student receives a majority of their core subjects from a specific teacher or teachers with gifted/talented 30-hour foundational and 6-hour update training, but the classes may include peers who are not identified as gifted/talented. |
| 05 | **Special day school:** A special school which is administratively separate from regular schools and is organized to serve gifted/talented students with gifted/talented 30-hour foundational and 6-hour update trained teachers. |

## General Education Homebound

The **General Education Homebound** student characteristic indicates that a student was provided services through the General Education Homebound (GEH) program at any time during the current school year

## Parent Request Retention

The **Parent Request Retention** student characteristic indicates an enrolled student was retained at the request of the parent or guardian under Texas Education Code Section 28.02124.

Beginning in the 2023-2024 school year:

1. Report any student in grades prekindergarten through eighth grade retained at the request of the parent or guardian.
2. For courses taken for high school credit, report a student repeating any course in which the student was enrolled in during the previous school year at the request of the parent or guardian.

## Middle School Advanced Mathematics Participation

The **Middle School Advanced Mathematics Participation** student characteristic identifies a student who is in either sixth, seventh, or eighth grade and participates in an advanced mathematics program.

The middle school advanced mathematics program is designed to enable students to enroll in Algebra I in eighth grade. (TAC §74.2101)

School districts and open-enrollment charter schools are required to automatically enroll in a middle school advanced mathematics program each Grade 6 student whose performance was either:

(1) in the 60th percentile or higher on statewide scores for the Grade 5 mathematics assessment instrument administered under Texas Education Code, §39.023(a); or

(2) in the top 40% on a local measure that includes the student's Grade 5 class ranking or a demonstrated proficiency in the student's Grade 5 mathematics coursework.

The parent or guardian of a student who will be automatically enrolled in a middle school advanced mathematics program may opt the student out of automatic enrollment in an advanced mathematics program.

## PK Child of Local Education Agency Classroom Teacher

The **PK Child of Local Education Agency (LEA) Classroom Teacher** student characteristic identifies that the student is eligible for free public prekindergarten because they are the child of a classroom teacher at a public primary or secondary school in the LEA.

A *classroom teacher* is an educator who is employed by an LEA and who, not less than an average of four hours each day, teaches in an academic instructional setting or a career and technology instructional setting. The term does not include a teacher's aide or full-time administrator (Texas Education Code (TEC), §5.001).

The child of a classroom teacher who works at a school in an LEA that offers prekindergarten is eligible for prekindergarten in the LEA where the teacher/parent is employed

# SPECIAL EDUCATION

## Responsibility (District Personnel to whom all special education coding question should be directed.)

Name: _____

Phone: _____

If you have any questions for the Department of Special Education staff, please contact them at sped@tea.texas.gov.

EligibilityDeterminationDate indicates the month, day, and year the LEA held the admission, review, and dismissal (ARD) committee meeting regarding the child's initial eligibility determination for special education and related services. An individualized education plan (IEP) would be developed and implemented for a child admitted into special education on this same date.

## Instructional-Setting

InstructionalSetting identifies the setting used in providing instruction to students.

| Code Table ID | Name |
|---|---|
| C035 | InstructionalSetting |
| **Code** | **Translation** |
| **Detailed definitions of Special Education Instructional Setting Codes are located in Section IV of the Student Attendance Accounting Handbook.**<br><br>**The following Instructional Setting Codes are for students 0 – 2 years of age receiving services in ECI Programs operated by school districts.** | |
| 31 | Home-based Instruction |
| 32 | Center-based Instruction |
| 34 | Other environment |
| **The following Instructional Setting Codes are generally for students 3 years of age or older. Refer to Section IV of the Student Attendance Accounting Handbook for information on coding students 0 – 2 years of age, with auditory or visual impairments, receiving services by the district under the Memorandum of Understanding between TEA and ECI.** | |
| 00 | No instructional setting (such as Speech Therapy) |
| 01 | Homebound |
| 02 | Hospital Class |
| 08 | Vocational Adjustment Class/Program |
| 30 | State Supported Living Centers |
| 40 | Mainstream |
| 50 | Residential Nonpublic School Program |
| 60 | Nonpublic Day School |
| 70 | Texas School for the Blind and Visually Impaired |
| 71 | Texas School for the Deaf |
| 41 | Resource Room/Services Less than 21% |
| 42 | Resource Room/Services At least 21% and Less than 50% |
| 43 | Self-contained, Mild/Moderate/Severe, Regular Campus At Least 50% and no more than 60% |
| 44 | Self-contained, Mild/Moderate/Severe, regular campus more than 60% |
| 45 | Full-time Early Childhood Special Education Setting (appropriate only for students 3 – 5 years of age) |
| 81 | Residential Care and Treatment Facility Mainstream |
| 82 | Residential Care and Treatment Facility – Resource Room/Services Less than 21% |
| 83 | Residential Care and Treatment Facility – Resource Room/Services Less than 21% and Less than 50% |
| 84 | Residential Care and Treatment Facility – Self-Contained, Mild/Moderate/Severe, Regular Campus at least 50% and no more than 60% |

| | |
|---|---|
| 85 | Residential Care and Treatment Facility – Self-Contained, Mild/Moderate/Severe, Regular Campus more than 60% |
| 86 | Residential Care and Treatment Facility Separate Campus |
| 87 | Residential Care and Treatment Facility – Community Class |
| 88 | Residential Care and Treatment Facility – Vocational Adjustment Class/Program |
| 89 | Residential Care and Treatment Facility – Full-Time Early Childhood Special Education Setting (appropriate only for students 3 – 5 years of age) |
| 91 | Off Home Campus Mainstream |
| 92 | Off Home Campus - Resource Room/Services Less than 21% |
| 93 | Off Home Campus – Resource Room/Services at least 21% and less than 50% |
| 94 | Off Home Campus – Self-Contained, Mild/Moderate/Severe, Regular Campus at least 50% and no more than 60% |
| 95 | Off Home Campus – Self-Contained, Mild/Moderate/Severe, Regular Campus more than 60% |
| 96 | Off Home Campus Separate Campus |
| 97 | Off Home Campus Community Class |
| 98 | Off home Campus – Full time early childhood special education setting (appropriate only for students 3 – 5 years of age) |

## Disability

Disability indicates the disability category that describes a child's impairment.

| **Code Table ID** | **Name** |
|---|---|
| C053 | Disability |
| **Code** | **Translation** |
| 01 | Orthopedic Impairment |
| 02 | Other Health Impairment |
| 03 | Deaf And Hard of Hearing |
| 04 | Visual Impairment |
| 05 | Deaf-Blind |
| 06 | Intellectual Disability |
| 07 | Emotional Disturbance |
| 08 | Learning Disability |
| 09 | Speech Impairment |
| 10 | Autism |
| 12 | Developmental Delay |
| 13 | Traumatic Brain Injury |
| 14 | Noncategorical Early Childhood |

# OFFICIAL TIME/PERIOD

Principal must fill out the Official Time/Period for Attendance Accountability form a week prior to the first day of school.

Campus *(select only one)*:

☐Mercedes Early Literacy
☐Hinojosa EL
☐Sgt. Harrell EL
☐Travis EL
☐Sgt. Chacon MS
☐Mercedes High School
☐Mercedes Academic Academy
☐Mercedes Early College Academy

Attendance Snapshot Time/Period

| | | |
|---|---|---|
| PK AM | _____ *(time)* | Period: _____ |
| PK PM | _____ *(time)* | Period: _____ |
| GK – G5 | _____ *(time)* | Period: _____ |
| G6 – G8 | _____ *(time)* | Period: _____ |
| G9 – G12 | _____ *(time)* | Period: _____ |

# ATTENDANCE PROCEDURES FOR THE FIRST DAY

Attendance must be taken daily on teacher's gradebook starting the first day of school

On the First day of school, each teacher should:

1. Mark "P" for Present or Mark "A" for Absence
2. **Print** the names of any additional students at the bottom of the list. **At the secondary level, the teacher will verify the student's schedule prior to printing the student's name on the roster.**
3. No white-out or erasures can be made on the rosters. Do not use a pencil. If a mistake is made, draw a line through the mistake using black ink and initial the error.
4. Sign the list in ink.

**The official attendance hour (Funding period) on the first day of school, all students are counted where they are (classroom, office, nurse's office, counselor's office). All students should be in a classroom or in an office with a school official. There should not be students in the halls or restrooms at this time.**

1. After all funding period attendance documents (class rosters) have been collected; compare the lists to verify "No Show" students are **not** listed as present on an Attendance Correction Request Form due to being with another school official. If the student is found on an Attendance Correction Request Form, a correction will be made on the official roster using the previous methods described.
2. After corrections have been made, note adjusted totals on lists, and sum a grand total of students for day one by grade level.
3. After verifying class lists, delete your "No Shows" as indicated by the teachers on attendance documents. **Make sure you change the YE leaver from the previous year to "98" unless you have documentation of where the student is enrolled.** When you have documentation showing where the student has enrolled then you may complete the leaver tracking form and change the leaver code.
4. File all WEEK ONE reports for auditors.

**NO SCHEDULE CHANGE DURING THE FIRST THREE DAYS**

## FIRST DAY

Teacher will have attendance worksheets of assigned students. Instructions will be attached as to how to code enrolled students (actual presence of students).

**NOTE:** Not all students will show up on the first day of school, so be very careful when identifying enrolled students.

By 12:00 noon, the class rosters **must** be turned in to the campus attendance clerk. Thereafter, the office should keep tabs as to who is enrolling and as of what date, whether as of day one or as of the following day.

Since not all students are enrolled as of the first day of school, the **No Show** process begins**.** Office personnel **must** withdraw, **NO SHOW,** those not present.

## SECOND DAY

Teachers will be given back their class roster plus a blank temporary attendance sheet to enter the students IDs, names, and entry codes of those students that enrolled the day before and continue adding the required fields for students entering thereafter.

Teachers will complete and return by 12:00 noon the temporary attendance sheet to the campus secretary or attendance clerk.

**NOTE:** Absences should also be indicated on the attendance sheets; however, **take precaution** with absences on the first few days due to schedule changes or classroom reassignments.

Start verifying enrollment counts through Entry/Withdrawal Report, Manuel LE/EW Form, Teacher Class Rosters, etc.

## THIRD DAY

Teachers will receive a new class ATTENDANCE WORKSHEET so they can verify TRUE student entries. Attendance clerks must be informed of any discrepancies. Campus secretary or attendance clerk must start verifying enrollments by printing the Entry/Withdrawal Report and verify against the Manual Late Entry/Early Withdrawal Form, class rosters, and teachers.

***KEEP IN MIND, superintendent's office will be asking for daily counts for the first two to three weeks.***

## FOURTH DAY ON:

Continue verifying enrollment and you may begin using ONLINE Gradebook Teacher Attendance.

**Things to keep in mind: superintendent's office will be asking for daily counts for the first two to three weeks (2) To reactive a student who may have been "NS" go to Re-entering a Withdrawn Student**

# REQUIREMENTS FOR A STUDENT TO BE CONSIDERED PRESENT FOR FUNDING PURPOSES

As per SAAH 3.6.3, For official attendance accounting purposes, "excused" and "unexcused" absences do not exist. Students present at the official attendance-taking time are counted present for funding purposes. Note that having students sign in is not an acceptable method of taking attendance. With the exception of any reason listed in the following bulleted paragraphs, students who are absent at the official attendance-taking time are counted absent for funding purposes.

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 were with a campus official (nurse, counselor, principal, etc.). **Class admit slips or other documentation supporting that a student was with a campus official must be retained for audit purposes.** Documentation from an electronic, radio-frequency, "smart card," or similar tracking system that indicates only whether a student monitoring device was on campus at a particular time is not acceptable documentation unless supported with documentation that the student was with a campus official.

| **QUICK REFERENCE OF THE REASONS (Please refer to the SAAH 3.6.3)** | |
|---|---|
| **Off Campus Dual Credit Program** | **Election Clerk** (travel days not >2) Travel days to not count toward the 2 day per school year maximum (Early Voting Clerk no travel days) |
| **Off Campus Work-Based Learning Opportunity** | **Completing paperwork for US Citizenship** (travel days not >2) |
| **Enrolled Full-time in Texas Virtual School Network** (TxVSN) | **Participating in US naturalization Oath** (travel days not >2) |
| **Activity** w/district staff, adjunct staff, or paraprofessional (EAI/EAII/EAIII) | **Documented appointment with health care professional** (licensed, certified or registered to practice in the US) |
| **Short-term Texas School for the Blind and Visually Impaired** TSBVI **or Texas School for the Deaf** TSD | **Serious, Life-Threatening or related treatment** |
| **Religious holy day** (travel days and holy day not >2, | Junior or Senior **visiting a college** (2 days per year) |
| Playing **"Taps"** at military funeral (G6-12) travel days not >2 | 17 or older pursuing **enlistment US uniformed services/TX Army National Guard** |
| **Court Appearance** | **Visit parent, stepparent or legal guardian who is active-duty member** |
| **Conservatorship of DFPS** to attend appt | Visit a **driver's license** office to obtain a driver's license or permit |

*Note: parent notes **must** contain the date of absence, student name, reason, and parent signature.*

A student not actually on campus at the time attendance is taken may be considered in attendance for FSP purposes if the student:

Y-OU

- is participating in an activity that is approved by your local school board and is under the direction of a professional staff member, an adjunct staff member, or a paraprofessional staff member of your school district. The adjunct staff member must have a minimum of a bachelor's



degree and be eligible for participation in the Teacher Retirement System of Texas.

Students participating in any activity that is not approved by your local school board or without certified district personnel supervision must be counted absent. For attendance to qualify for funding purposes, the professional staff member, adjunct staff member, or paraprofessional staff member must be accompanying the students as an official of your school district for the specific purpose of supervising the students and must be approved by your school board to supervise the activity. For example, students would be reported present if they are participating in 4H activities that are supervised by a county extension service agent who has been approved by the local school board as an adjunct staff member or a paraprofessional staff member of your school district.

Paraprofessionals must meet the requirements of an educational aide I, II, or III. (These requirements are explained on the TEA "Becoming an Educational Aide in Texas" web page located at https://tea.texas.gov/Texas_Educators/Certification/Initial_Certification/Becoming_an_Educational_Aide_in_Texas/.)

- is participating, with local school board approval, in a short-term (for example, five-day) class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD) at a location other than the student's campus. The student must not be considered in attendance for FSP purposes on any day the student is traveling between the student's district and the location of the class but is not attending class. (However, travel days may be excused for compulsory attendance purposes. See 3.6.4 Excused Absences for Compulsory Attendance Purposes.) Your school district is responsible for obtaining documentation of the student's class attendance from the TSBVI or TSD.

Y-OR

- misses school for the purpose of observing religious holy days, including traveling for that purpose.[72] Travel days for which the student is considered in attendance are limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.

  Your school district is responsible for determining what constitutes a religious holy day for purposes of excusing absences. The agency does not maintain a list of days that qualify as religious holy days for purposes of being considered in attendance for FSP purposes. However, we do provide the following guidance: To be considered a religious holy day, the day should be one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, camps, and mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days.

  **Note:** A parent note is sufficient. LEAs may not require that the student provide documentation from a clergy member of religious leader.

Y-MH

[72] TEC, §25.087(b)(1)(A)

- is in grades six through 12 and misses school for the purpose of playing "Taps" at a military honors funeral held in Texas for a deceased veteran.[73]

Y-OA

- misses school for the purpose of attending a required court appearance, including traveling for that purpose.[74] Travel days for which the student is considered in attendance are limited to not more than one day for travel to and one day for travel from the site where the student is required to appear in court. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.

Y-OW

A court appearance is considered to be required if the law (federal or state) or the court mandates an appearance by the student in a criminal, civil, or traffic matter. Examples of required court appearances would be appearances in response to a jury summons in the name of the student, a subpoena in the name of the student, or a traffic ticket marked "You Must Appear" or "Court Appearance Required." Additional examples would be a student's appearance in court as a plaintiff or defendant or as the subject of a court proceeding, such as an adoption or custody proceeding. Acceptable forms of documentation include a copy of a pleading or other document filed with the court, a notice from the court clerk regarding a hearing or trial date, a jury summons, or a subpoena.

**Important:** Absences to meet with probation officers and other absences related to court-ordered activities *outside* the courtroom do not qualify as required court appearances. However, see the next bullet, related to court-ordered activities for students in the conservatorship of the DFPS.

Y-OE

- is in the conservatorship of the DFPS and misses school:
  - to participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or Chapter 263, provided that scheduling the participation outside of school hours is not practicable[75] or
  - to attend an activity under a service plan under the Texas Family Code, Chapter 263, Subchapter B.[76]

The student may be considered in attendance for travel days for this purpose. Travel days for which the student is considered in attendance are limited to not more than one day for travel to and one day for travel from the site where the student is participating in the activity, appointment, or visitation.

- misses school for the purpose of serving as a student early voting clerk, if your school district has a policy allowing for this type of excused absence, [77] or an election clerk or student election clerk.[78] Your school district may excuse a student's absence for this purpose for a maximum of two days in a school year.[79]

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[73] TEC, §25.087(c)
[74] TEC, §25.087(b)(1)(B)
[75] TEC, §25.087(b)(1)(F)
[76] TEC, §25.087(b)(1)(F)
[77] TEC, §25.087(b-1)
[78] TEC, §25.087(b)(1)(E)
[79] TEC, §25.087(e)

A student may be considered in attendance for travel days related to an absence to serve as an election clerk or student election clerk but not for travel days to serve as a student early voting clerk. Travel days for which the student is considered in attendance are limited to not more than one day for travel to and one day for travel from the site where the student is serving as an election clerk. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes. Travel days do not count toward the two days per school year maximum.

Y-OG

To serve as a student election clerk or student early voting clerk, a student must:

- be eligible to serve as an election clerk under the Texas Election Code, §32.051(c);
- be at least 16 years of age;
- have the consent of the principal of the school the student attends;
- be a US citizen; **and**
- have completed any training course required by the entity holding the election. [80]

Y-OO

To serve as an election clerk (as opposed to a **student** election clerk), a student must meet the requirements specified in the Texas Election Code, §32.051.

- misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for US citizenship, including traveling for that purpose.[81] Travel days for which the student is considered in attendance are limited to not more than one day for travel to and one day for travel from the site of the governmental office. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.

Y-OH

- misses school for the purpose of taking part in the student's own US naturalization oath ceremony, including traveling for that purpose.[82] Travel days for which the student is considered in attendance are limited to not more than one day for travel to and one day for travel from the site of the ceremony. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.

- is temporarily absent because of a documented appointment for the student or the student's child that is with a health care or mental health professional licensed, certified, or registered to practice in the United States.[83] A documented appointment with a health care professional includes an appointment of a student diagnosed with autism spectrum disorder with a health care practitioner[84] to receive a generally recognized service[85] for persons with that disorder.[86] To be considered temporarily absent, the student must begin classes or return to class on the

[80] Texas Election Code, §32.0511, §83.012
[81] TEC, §25.087(b)(1)(C)
[82] TEC, §25.087(b)(1)(D)
[83] TEC, §25.087(b)(2)
[84] See the Texas Insurance Code, §1355.015(b), for a description of the term "health care practitioner."
[85] Generally recognized services include, but are not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
[86] TEC, §25.087(b-3)

same day of the appointment. The appointment must be supported by a document, such as a note, from the health care professional.

A consultation over the phone or via video (telemedicine) is considered an appointment with a health care professional. An appointment with a school nurse will not count for FSP funding as an appointment with a health care professional.

Y-OH

- is absent as the result of a serious or life-threatening illness or related treatment that makes the student's attendance infeasible, if the parent or guardian provides on a district-adopted form a certification from a physician licensed to practice in Texas specifying the following information, as determined by the physician: the student's illness, a statement that the illness is serious or life-threatening, the anticipated period of the student's absence relating to the illness or related treatment, and a statement that the illness makes the student's attendance infeasible during the anticipated period of absence. Note that the district must adopt a form and cannot require more documentation or information than what is listed above.

Y-OI

- is in his or her junior or senior year of high school and misses school for the purpose of visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution.[87] Your district must not excuse for this purpose more than two days during a student's junior year and two days during a student's senior year and must adopt a policy stating when an absence will be excused for this purpose and a procedure for verifying students' visits to institutions of higher education.

Y-PE

- is 17 years of age or older and pursuing enlistment in a branch of the US uniformed services or the Texas Army National Guard. Your district must not excuse the student for this purpose for more than four days of school during the period the student is enrolled in high school and must adopt a policy stating when an absence will be excused for this purpose and a procedure for verifying the student's activities related to pursuing enlistment in a branch of the US uniformed services or the Texas Army National Guard.

Y-MD

- is absent to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. Your district is required to excuse up to five days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment.[88]

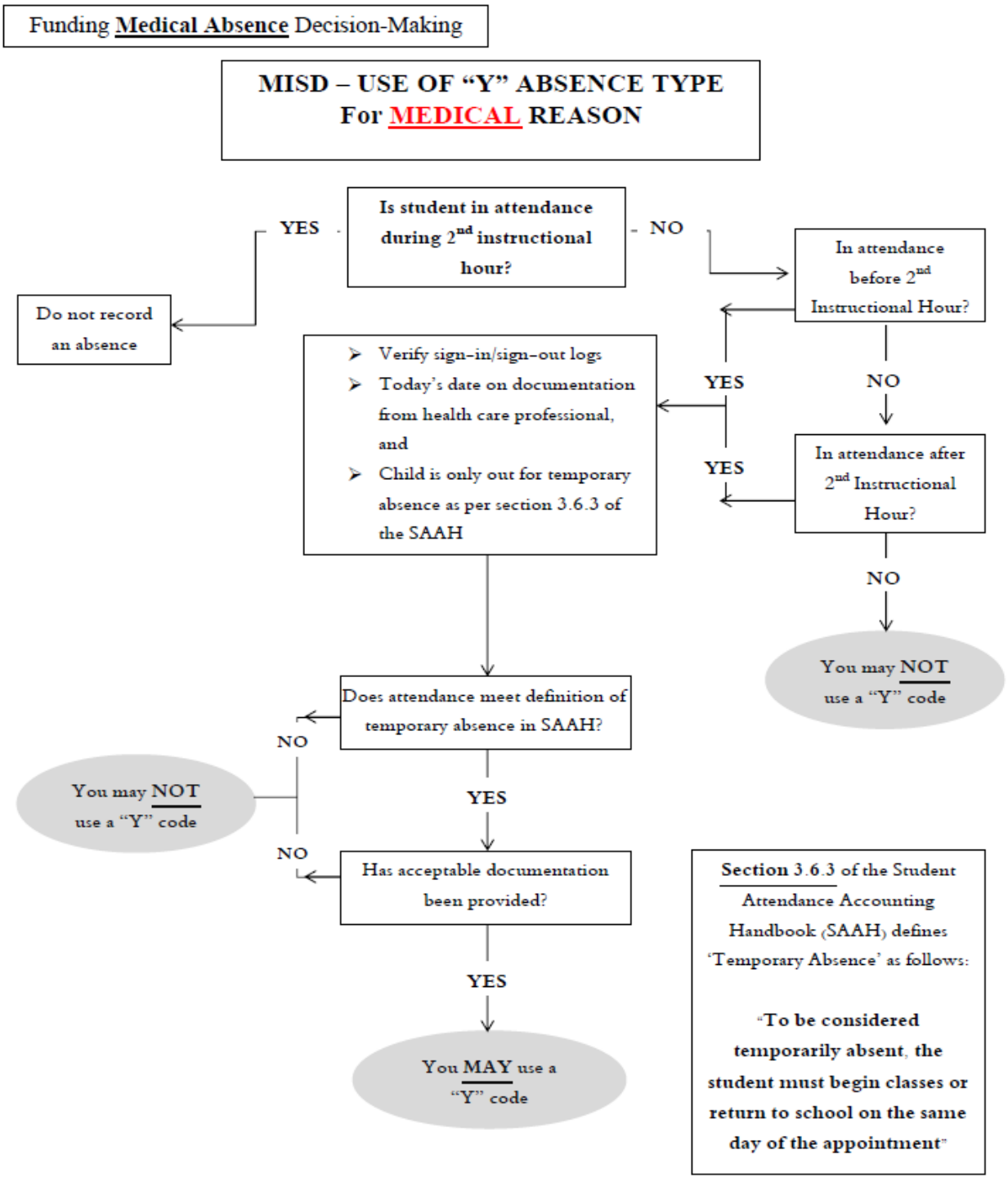
Y-DL

- misses school for the purpose of visiting a driver's license office to obtain a driver's license or learner permit. The student must be enrolled in high school and 15 years of age or older. Your district may not excuse the student for more than one day of school during the period the student is enrolled in high school for each purpose (obtaining a driver's license and obtaining a learner license). Your district must verify the student's visit to the driver's license office in accordance with the procedures adopted by your district.

[87] TEC, §25.087(b-2)
[88] TEC, §25.087(b-4)

# FUNDING MEDICAL ABSENCE DECISION MAKING FLOWCHART

This chart will help you determine whether we can get funding (Y absence code) for a medical absence.



## Absence Type Codes

A-WEB ABSENT  Y- Excused TEA Funding  D- DAEP Present

Note: DAEP will be coded D-DD

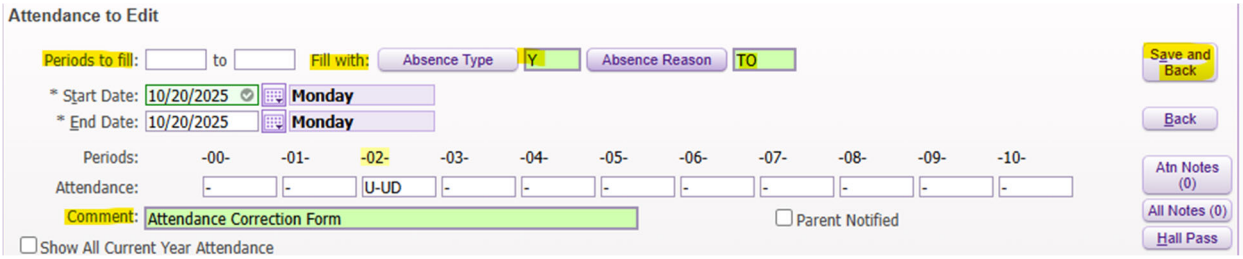
| Reason Code | Short Description | Long Description |
|---|---|---|
| **AR** | ASSYNCH RECOVER | ASSYNCHRONOUS RECOVERED |
| **DD** | DAEP IN DISTRIC | DAEP IN DISTRICT |
| **E3** | EX BY JJAEP | EXCUSED BY JJAEP |
| **EA** | EXC ACT OUT SCH | EXC ACTIVITY OUTSIDE SCHLL |
| **EB** | EX MISSED BUS | EXCUSED MISSED BUS |
| **EC** | EX CAR TROUBLE | EXCUSED CAR TROUBLE |
| **ED** | EX DEATH IN FAM | EXCUSED DEATH IN FAMILY |
| **EE** | EX PERSONAL BUS | EXCUSED PERSONAL BUSINESS |
| **EH** | EX DR APPT | EXCUSED DR APPT/MEXICO DR |
| **EI** | EX ILLNESS P/F | EXCUSED ILLNESS PERSONAL/FAM |
| **EJ** | EX INCARCERATED | EXCUSED INCARCERATED |
| **EN** | EX NURSE SENDS | EX NURSE SENDS HOME |
| **EO** | EX OVERSLEPT | EXCUSED OVERSLEPT |
| **EP** | EX PARENT'S REQ | EXCUSED PARENT'S REQUEST |
| **EQ** | EX QUARANTINE | EXCUSED QUARANTINE (DR/NUR) |
| **ER** | EX RELIGIOUS | EXCUSED RELIGIOUS |
| **ES** | EX OSS | EXCUSED OUT OF SCHL SUSPENSION |
| **EU** | EX COURT APPEAR | EXCUSED COURT APPEARANCE |
| **EW** | EX WEATHER | EXCUSED WEATHER |
| **EX** | EX EXTEN'G CIR | EX EXTENUATING CIRCUMSTANCES |
| **HB** | HOMEBOUND INSTR | HOMEBOUND INSTR |
| **MD** | MILITARY DEPLOY | MILITARY DEPLOYMENT |
| **NO** | nurse office | nurse office |
| **OA** | *O CRT APPEAR | OTHER COURT APPEARANCE |
| **OB** | O BUS TROUBLE | OTHER BUS TROUBLE |
| **OC** | O COUNSELOR'S O | OTHER COUNSELOR'S OFFICE |
| **OD** | O TAKE TO WORK | OTHER TAKE TO WORK |
| **OE** | *O ELECTION CLK | OTHER ELECTION CLERK |
| **OG** | *O GOV OFF PW | O GOVERNMENT OFFICE PAPERWORK |
| **OH** | *O US DR'S APPT | O US HEALTH CARE PROF APPT |
| **OI** | *O HIGHER ED IN | O HIGHER ED INSTITUTION VISIT |
| **OL** | O STAYED IN CLA | O STAYED IN CLASS |
| **OM** | *O MENTORSHIP | OTHER MENTORSHIP |
| **ON** | *O NURSE'S OFFC | *O NURSE'S OFFICE ON CAMPUS |
| **OO** | *O NATURAL OATH | O TAKE NATURALIZATION OATH |
| **OP** | O PRINCIPAL'S O | OTHER PRINCIPAL'S OFFICE |
| **OR** | *O RELIGIOUS | OTHER RELIGIOUS HOLY DAYS |
| **OS** | O ISS | OTHER IN SCHOOL SUSPENSION |
| **OT** | O TESTING | OTHER TESTING |
| **OU** | *O UIL EVENT | OTHER UIL EVENT |
| **OW** | O DEPT HUMAN SE | OTHER DEPT HUMAN SERVICES |
| **PR** | PRESENT | PRESENT |
| **TO** | TCH OVERRIDE | TEACHR OVERRIDE MISTAKE |
| **U** | NO CALL | NO CALL |
| **UB** | UN MISSED BUS | UNEXCUSED MISSED BUS |
| **UC** | UN NO CALL/NO S | UNEXCUSED NO CALL/NO SHOW |
| **UD** | UN NO NOTE | UNEXCUSED NO NOTE |

| | | |
|---|---|---|
| **UJ** | UNEX INCARCERAT | UNEXCUSED INCARCERATED |
| **UK** | UNEX UNKN REASO | UNEX UNKNOWN REASON |
| **UN** | UN NO CHECK OUT | UNEXCUSED NO CHECK OUT |
| **UO** | UN OVERSLEPT | UNEXCUSED OVERSLEPT |
| **UP** | UN PERSONAL BUS | UNEXCUSED PERSONAL BUSINESS |
| **UT** | UN TRUANCY | UNEXCUSED TRUANCY |

# ATTENDANCE PROCEDURES/TO-DO LIST:

Things that **MUST** be done daily.

1. Enroll or Withdraw Students Daily
2. Printout of Withdrawal/Leaver Documentation Form (Appendix) with parent signature, leaver reason (withdrawal code) and destination; to be attached to the Withdrawal/Leaver Documentation Form. Should the parent not come in to withdraw the student but sends in a written note, attach it to the Withdrawal/Leaver Documentation Form and the principal must sign the form.
3. Manual Late Entry/Early Withdrawal Form (Appendix B).
4. Manual Daily Absence List
   *List showing parents calling in and school personnel calling parents indicating absence reason. This starts on the second day of classes. NO ABSENCES ON THE FIRST DAY OF SCHOOL because a student cannot be marked absent on the day of enrollment. Attached a valid absence excuse to this list, validating deletion of an absence.*
5. Printout of Daily Absence List
6. Daily Absence Count Form (Optional)
   **This form may be filled out at the end of every six weeks, if you desire.**
7. Access the Unrecorded Class Attendance report indicating who has not posted absences for the day, **by mid-morning**
8. Notify campus administrator as to who has not posted attendance, because it **must** be done before the end of the day. Note: Problems with the daily counts may occur if this procedure is not done. Only updating of absence types and reasons will be done through SIS via attendance personnel.
9. If the designated teacher cannot execute the above step, teacher must submit a Attendance Correction Form. Attendance office personnel will make corrections as Y-TO (Do NOT delete only edit).




10. Leaver Validation form (update as necessary within the Google Sheet with the most complete data)

Things that may be done **every three weeks**.

1. Teacher absence report *This will lessen your workload at the end of the six weeks*.

2. Printout of Entry/Withdrawal Report
3. Class Rosters (Elementary)

Things that **MUST** be done **every Six Weeks**:

1. Teacher ADA Membership verification-The principal or campus administrator and district PEIMS personnel must sign Teacher ADA Membership Verification.
2. Entry/Withdrawal Report
3. Principal's Report-(**MUST** balance with manual Late Entry/Early Withdrawal Report and Teacher ADA Membership Verification Report.) Printout totals within the week after the end of the six weeks. Both the Principal and the data entry personnel (school secretary or attendance clerk) **must** sign the Principal's Report
4. Special Programs Reports (Record of Program Activity Report); i.e. Special Ed., GT, Bil, ESL, C&T, PRS, PEP, etc.
5. Withdrawal Reports – **MUST** be signed and dated by the Principal or designated personnel and the person making necessary corrections if applicable.
6. Run Six Weeks Checklist Reports (*have department directors/coordinators review and sign reports*). Reports will be turned in a week after the six weeks has ended.

***NOTE: BE VERY CAUTIOUS OF ELIGIBILITY CODES***

# YEAR END ATTENDANCE DOCUMENTATION & BINDER ORDER

The following documentation **MUST** be submitted in the order described below in rubber bands or folders in storage boxes per TEA regulations.

Boxes **must** be labeled on the outside with correct contents. Please use the appropriate Destroy Label (Appendix) provided by the Warehouse Dept.

**1. Six Week order**:

a. Daily Register (must be run first)
b. Manual Late Entry/Early Withdrawal Report
c. Manual Daily Absence Report
d. Computerized Daily Absence Report (Day Summary Morning Report)
    a. Doctor excuses by day
    b. Any "Y" excuses (refer to Quick Reference of the reasons)
e. Daily Funding Absence Report
f. Teacher ADA Attendance Verification Report (signature required)
g. Attendance Worksheets (Teacher Attendance)
h. ADA Report
i. Contact Hour Report
j. Record of Program Activity Report
k. Enrollment/Withdrawal Report
l. Support documentation, examples below
    a. Withdraw/Leaver Form
    b. Student Tracking Form/Leaver Validation Review Form
    c. Homebound (Regular, Special Ed, PRS) Logs
    d. Substitute Attendance
    e. Teacher Correction Forms w/Office excuse pass
    f. PK Application
    g. Income Survey
    h. DAEP Attendance

**NOTE**: Divide every six weeks with indexes and labels indicating six weeks and label each report.

**2. Semester Order**

a. Daily Register
b. ADA Report
c. Contact Hour Report
d. Record of Program Activity Report
e. ADA/FTE Report
f. Supporting Documentation, if applicable
    i. Remote Conference Log

**NOTE**: Indicate whether semester 1 or 2 by labeling as **Semester 1** or **2 Principal's Report** and label each report.
The Calculate Vocational Education Contact Hours utility needs to be run before running the Daily Register.

# SIX WEEKS & SEMESTER ATTENDANCE REPORTS PROCEDURE

**SIX WEEKS/SEMESTER REPORTS:**

1. **ADA Teacher Membership Verification Report** (last day of every six weeks) must have teacher signatures and cover sheet **must** have total enrollment count, campus administrator/designated personnel, and district signatures. **Special Note**: Cover sheet **due** at Tech Dept. one (1) week after end of six weeks. **For the 1st & 4th Six Weeks ONLY**, you will need to submit the teacher reconciliation forms along with the teacher verification cover sheet.
2. **Calculate Voc Ed Contact Hours Utility**, (**MHS & MECA ONLY**) prior to the below reports
3. **Daily Register** (must be done first, calculates everything for student) by six weeks and after you have done the 3rd and 6th six weeks, run the semester report.
    a. Indicates eligibility code
    b. Entry/Withdrawal Dates
    c. Absences
    d. Total Counts by day for Membership, Absent, Present, Ineligible, Eligible
    e. Special Programs total eligible days per student
    f. Special Programs total eligible days for six weeks
    g. Summary page of all above per student

**NOTE**: **Must** have principal's and data entry/attendance clerk's signatures and validation date

4. **ADA Report** (print total days membership and % attendance)
    a. Six Weeks Report by day
    b. Semester Report by Summary Only (after you have done the 3rd and 6th six weeks report)
5. **Contact Hour Report** (File in this order, top to bottom #3,4,5 and label)
    a. By Six Weeks
    b. By Semester (after you have done the 3rd and 6th six week report)
6. **Record of Program Activity** (special programs report)
    a. Use with selected Program Changes only
    b. Access by Six Weeks
    c. Access by Semester (after you have done the 3rd and 6th six weeks report)
7. **Daily Funding Absence Report** (Daily absence counts, to be verified against daily Day Summary Reports)
8. **Attendance Worksheets** (usually elementary campuses for verification purposes; however, they do become part of the auditable paper trail)
9. **Other Reports** (to be included as part of documentation except C)
    a. Manual Late Entry/Early Withdrawal Report
    b. Daily Absence Reports
        1. Manual (written excuses meeting 1 of the 12 reasons for removing an absence **must** be attached to the Manual Daily Absence Report)
        2. Computerized, Day Summary Morning Report
    c. Daily Attendance posting report (to be omitted from documentation)
        d. Temporary Teacher Attendance Reports (usually the beginning of school year but may be used beginning of second semester)

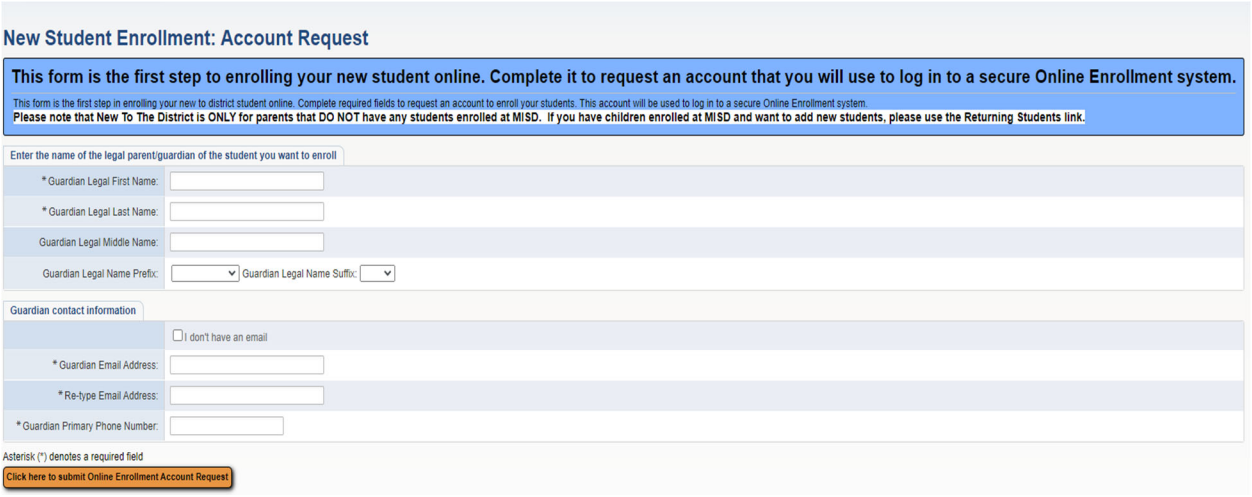
# ENROLLMENT PROCEDURES

## New to District

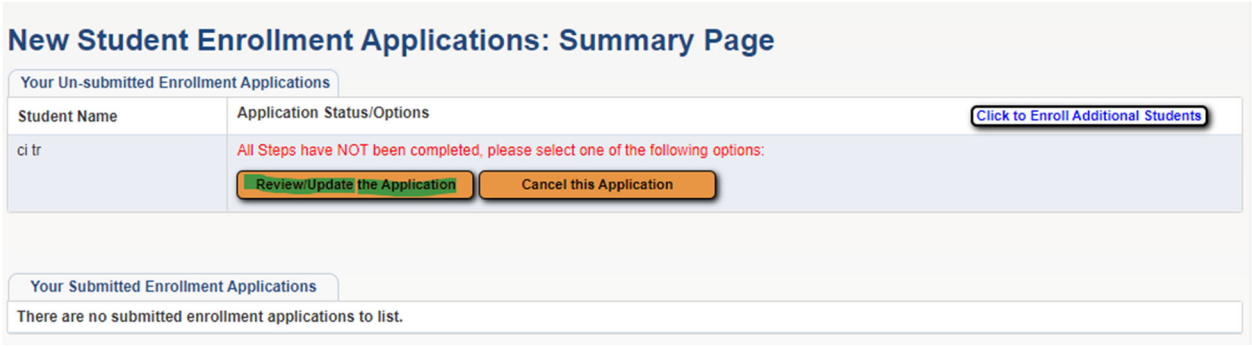
Parents need to go to the ONLINE to register their child (ren). These are the required items:

1. Birth Certificate ((30 days to submit/SAAH 3.3.3 Documentation of Identity and Age)
1. Immunization Card (copies not acceptable)
2. Proof of Residency (current gas, water, light, or lease agreement)
3. Parent ID
4. Social Security Card
5. Immunization Card
6. Court Order (if applicable)

The best practice is for the parent to use an email address. If no email address is provided, make sure to write down the passcode.



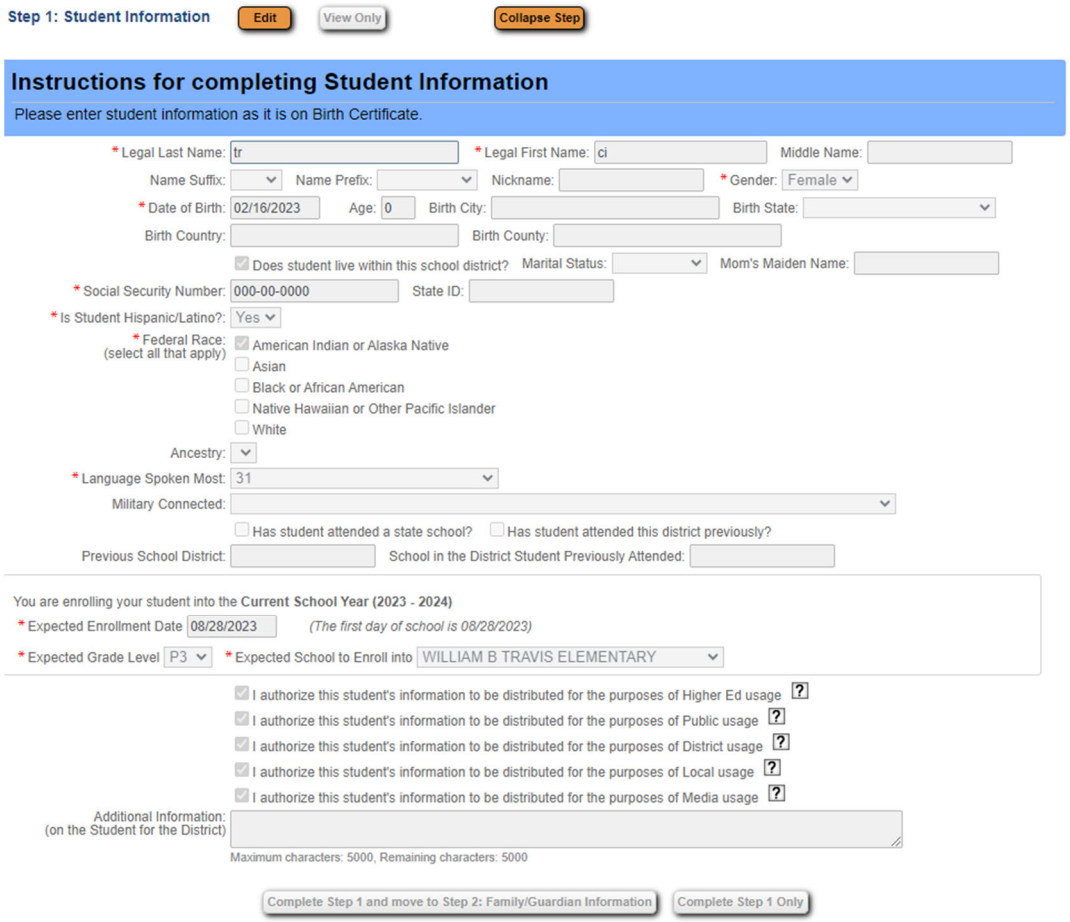

Once the account is created it will start the application process. If the parent submits the application, they cannot make any further changes.



***Step 1: Student Information***

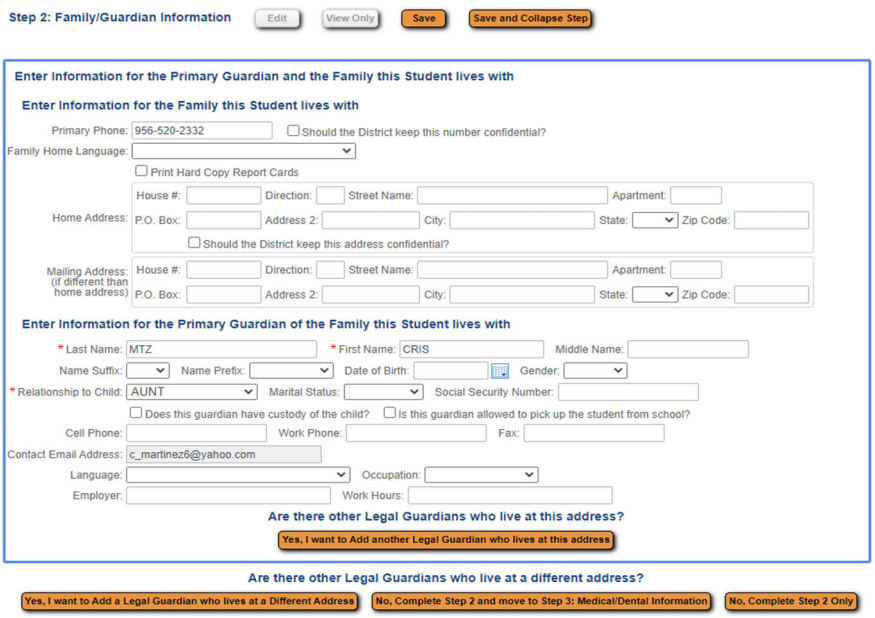
The parents will choose the campus. If they are attending MECA the parent will select MHS. Once the application is submitted it will be transferred to MECA.

Note: MECA needs to contact the campus or PEIMS office to make the transfer.



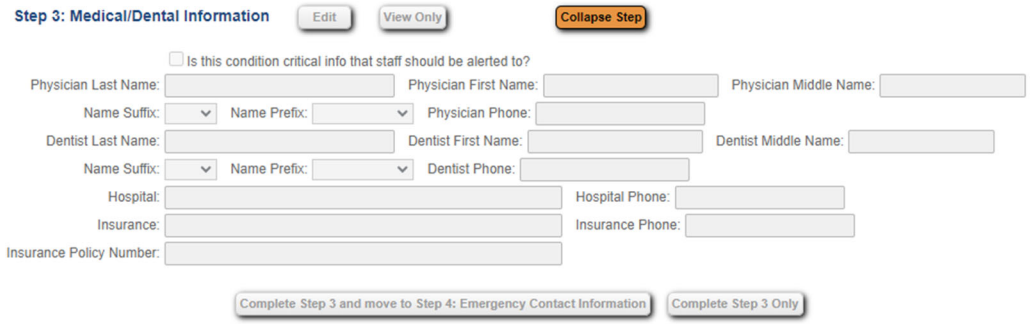

***Step 2: Family/Guardian Information***

Note: Please confirm the accuracy of the parental information.

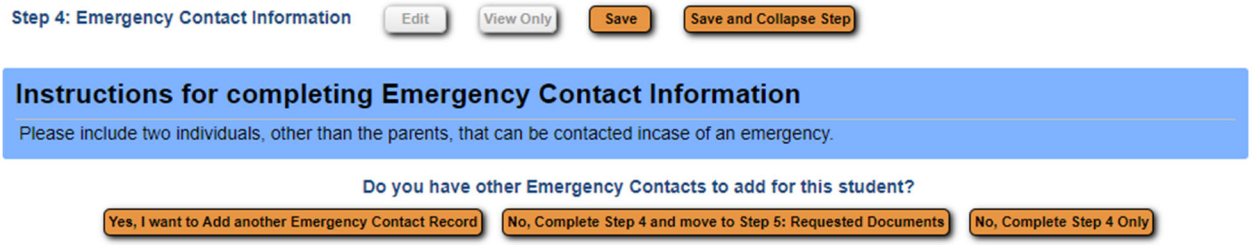



***Step 3: Medical/Dental***

***Information***
Section is optional

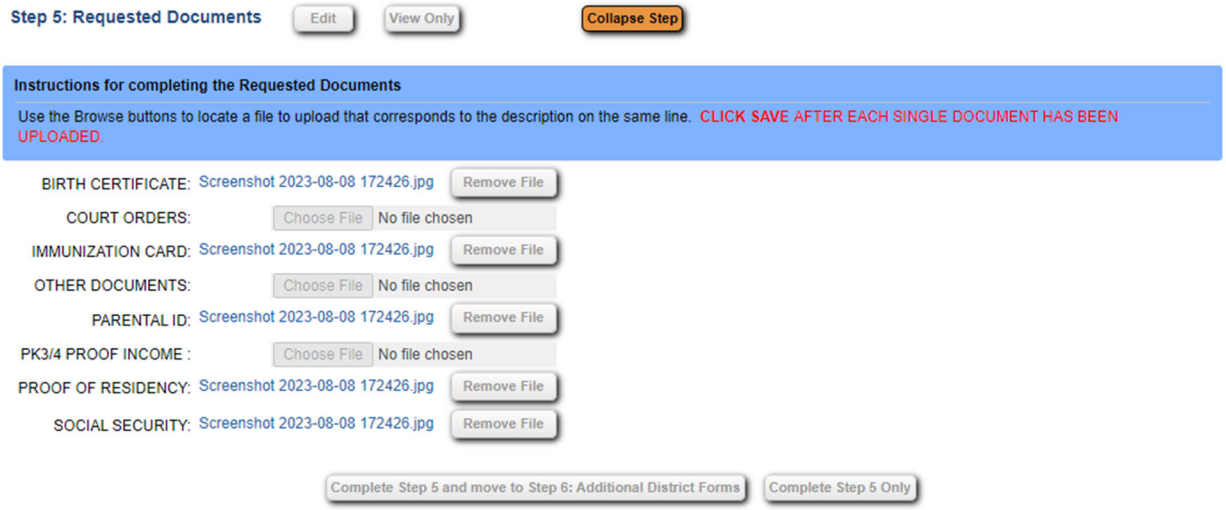



***Step 4: Emergency Contact Information***
Remind parents to add ALL individuals who can pick up the child(ren).




***Step 5: Required Documents***

Note: Click Save after every document is uploaded.




Failure to receive Student Records (SAAH 3.3.4/TEC, §25.002(b) and (c))

If a child is enrolled under a name other than the name that appears in the identifying documents, your district must notify the Texas Department of Public Safety's Missing Persons Hotline at (800)346-3243. If the student's records have not been received within 30 days of a request, making this comparison impossible, your district must notify the municipal police department or sheriff's department of the county to determine if the child has been reported as missing.

***Step 6: Additional District Forms***

District custom forms




## Before processing the application

It is important to review **all** information and documents. Remind the parent to bring any missing documents as soon as possible.



The entry date field automatically defaults to the current date which sometimes may not be the student's correct enrollment date. Please enter the correct date of enrollment for the student. **BE VERY CAREFUL** with this field. Please make sure to select the appropriate entry code.

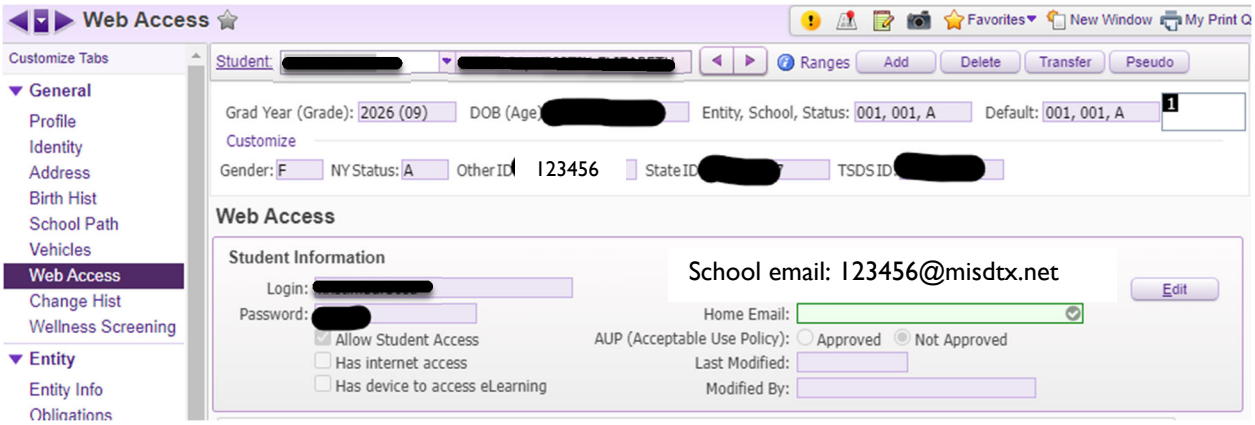
| C059 | ADA ELIGIBILITY CODE (ENTRY CODE) |
|---|---|
| **0** | Enrolled, Not In Membership |
| **1** | Eligible For Full Day Attendance |
| **2** | Eligible For Half Day Attendance |
| **3** | Eligible Transfer Student-Full Day |
| **4** | Ineligible-Full Day |
| **5** | Ineligible-Half Day |
| **6** | Eligible Transfer Student-Half Day |
| **9** | Enrolled, Not In Membership Due to Virtual Learning |

The School and Calendar fields will default to your campus id; however, should it not be correct make the appropriate changes.
Example,

| CALENDAR CODE | |
|---|---|
| **Elementary** | |
| **103** | Grades K-5 (Full Day) |
| **4PK** | Grades PK3/PK4 (Half Day) |
| **High School** | |
| **002** | Grades 9-12 (Full Day) |
| **AM** | Grades 9-12 |
| **PM** | Grades 9-12 |

## Web Access

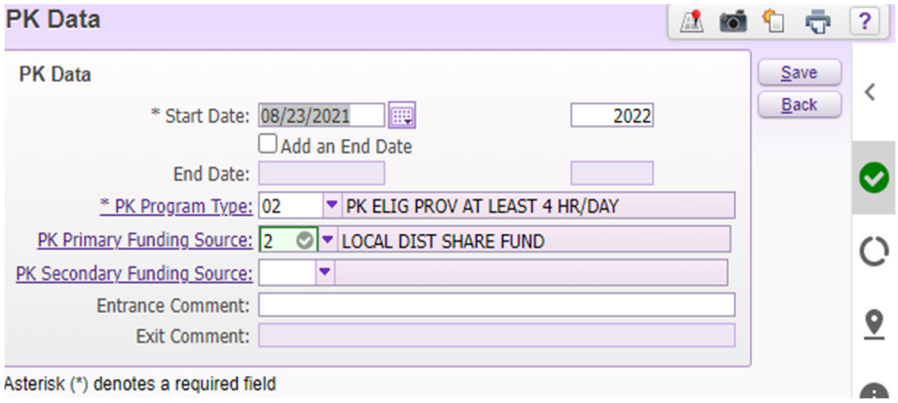
Enter the students email address in the **Web Access** section. Place an "s" followed by their other ID and ending with @misdtx.net.
General > Web Access > Edit



## Pre-Kindergarten

### Pk Data (C185/C186)

All PK students are required the following information.




Special Programs > PK Data > Begin Sts

**Note**: PK-Eligibility Previous Year should only be used as a last resort.

### PK Eligibility

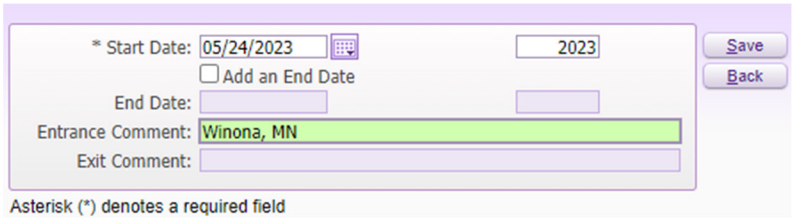
| ADA Eligibility Coding for Students Served in a Pre-K Classroom | | |
|---|---|---|
| | **Student Age** | **ADA Eligibility Code** |
| **A student eligible for pre-K served in the pre-K classroom by a pre-K teacher for ½ day** | 3 or 4+ | 2 half-day |
| **A student eligible for pre-K served in the pre-K classroom by a pre-K teacher for the full day** | 3 or 4+ | 2half-day |
| **A student ineligible for pre-K served in the pre-K classroom by a pre-K teacher for ½ day** | 3 or 4+ | 5 ineligible half-day |
| **A student ineligible for pre-K served in the pre-K classroom by a pre-K teacher for the full day** | 3 or 4+ | 4 ineligible full-day |
| **A student eligible for pre-K and special education (ECSE) served in the pre-K classroom by a pre-K teacher for ½ day and served in a special education setting for ½ day** | 3 or 4+ | 1 eligible full-day |

### 7.5.1 Students who are Eligible for Special Education and are served in a Pre-K Classroom

A student who is eligible for both special education and pre-K and is served in a pre-K classroom is eligible for full-day attendance (ADA eligibility code 1) if the student is scheduled for and received at least four hours of instruction and services (that is, receives at least two hours of special education services in addition to the two hours of pre-K program instruction).

## New to Texas

Indicate students who are NEW to Texas only. Begin status when they enroll and end their status at the end of the school year.

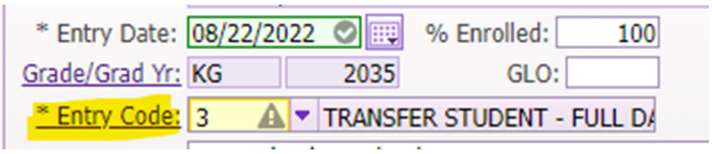



Special Programs > New To Texas > Begin Sts

## Transfers (out of district)

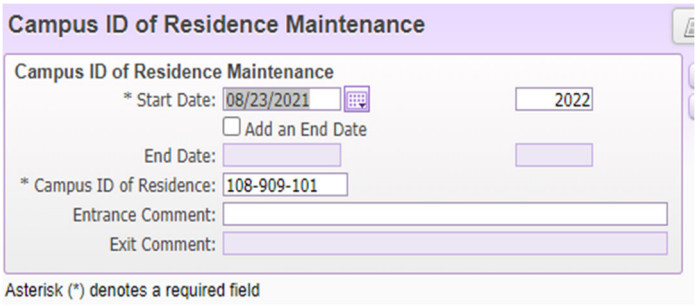
Transfer students need to be coded in three different sections:

1. ADA Eligibility Code (Entry/With > Entry/Withdrawal > Edit > Entry Code)



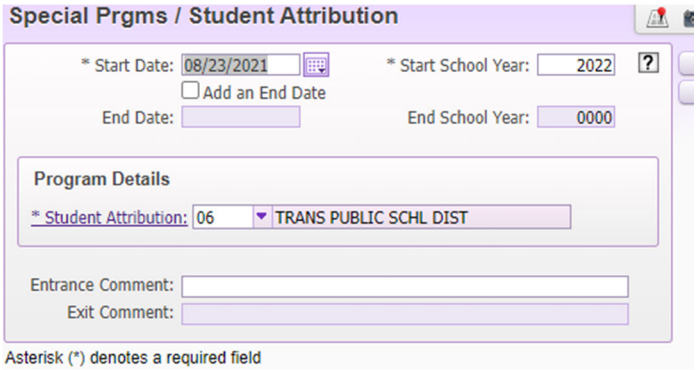

"3" Eligible Transfer Student-Full Day
"6" Eligible Transfer Student-Half Day *(PK only)*

2. Campus ID of Residence (Special Programs > Campus ID Res)



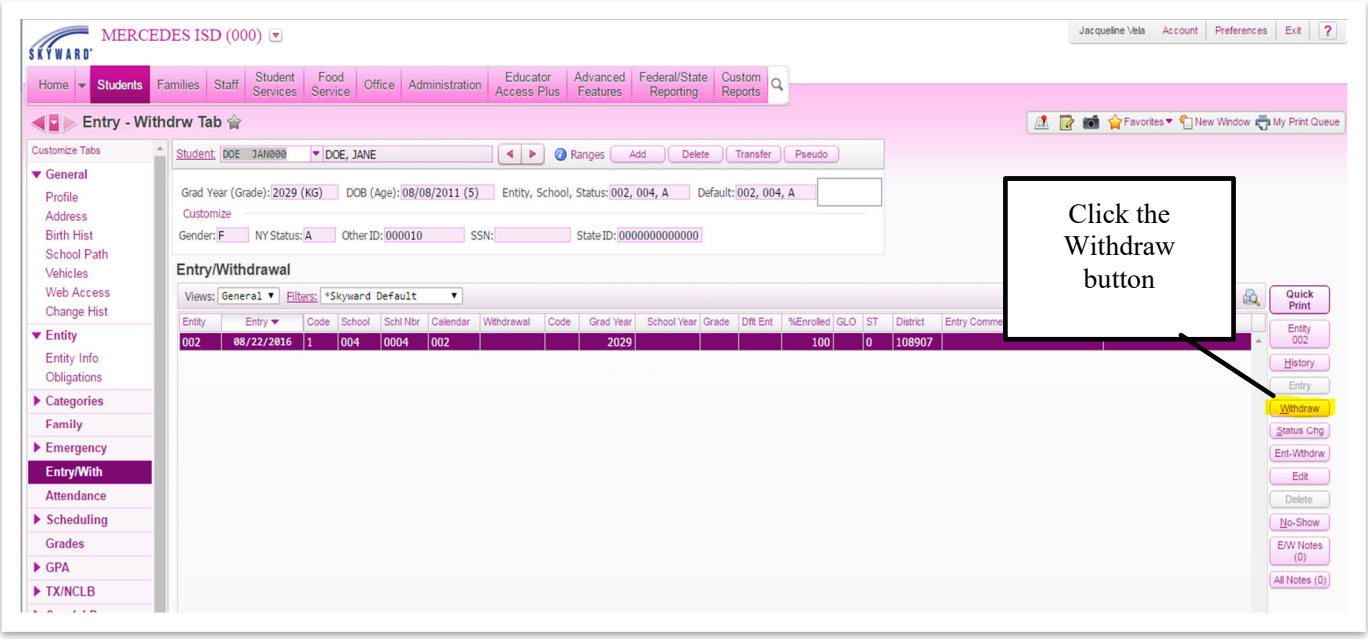

Campus ID of Residence is required. Search AskTED if school number is needed.

3. Stu Attribution (Special Programs > Stu Attr)



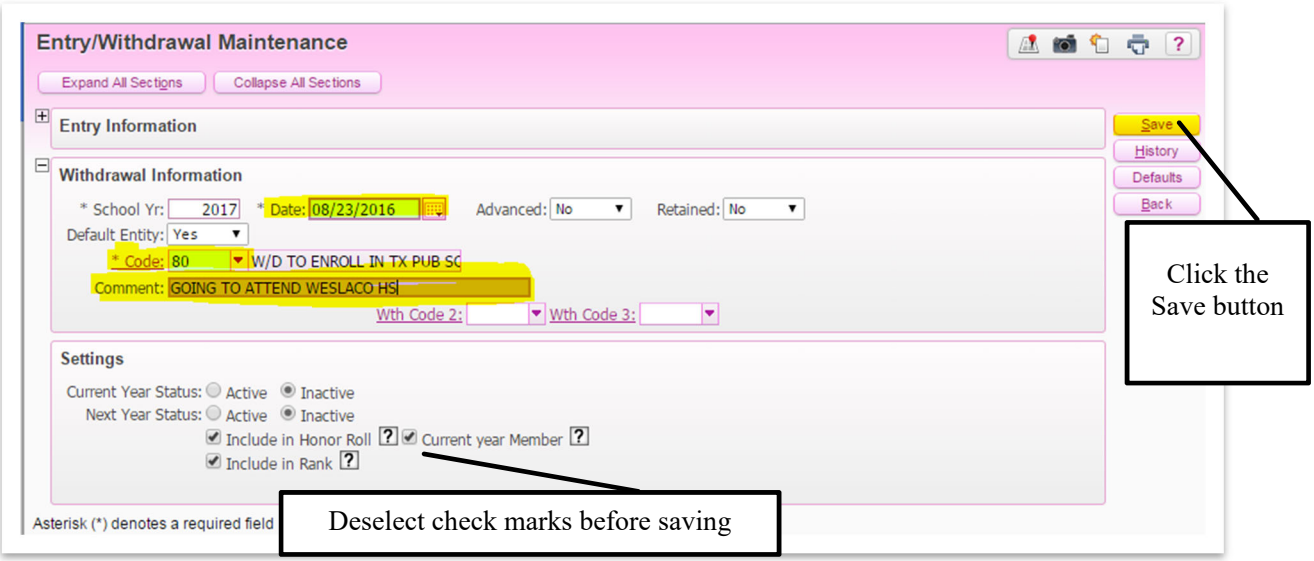

Student Attribution will be a "6" for Trans Public School District

# WITHDRAWING A STUDENT



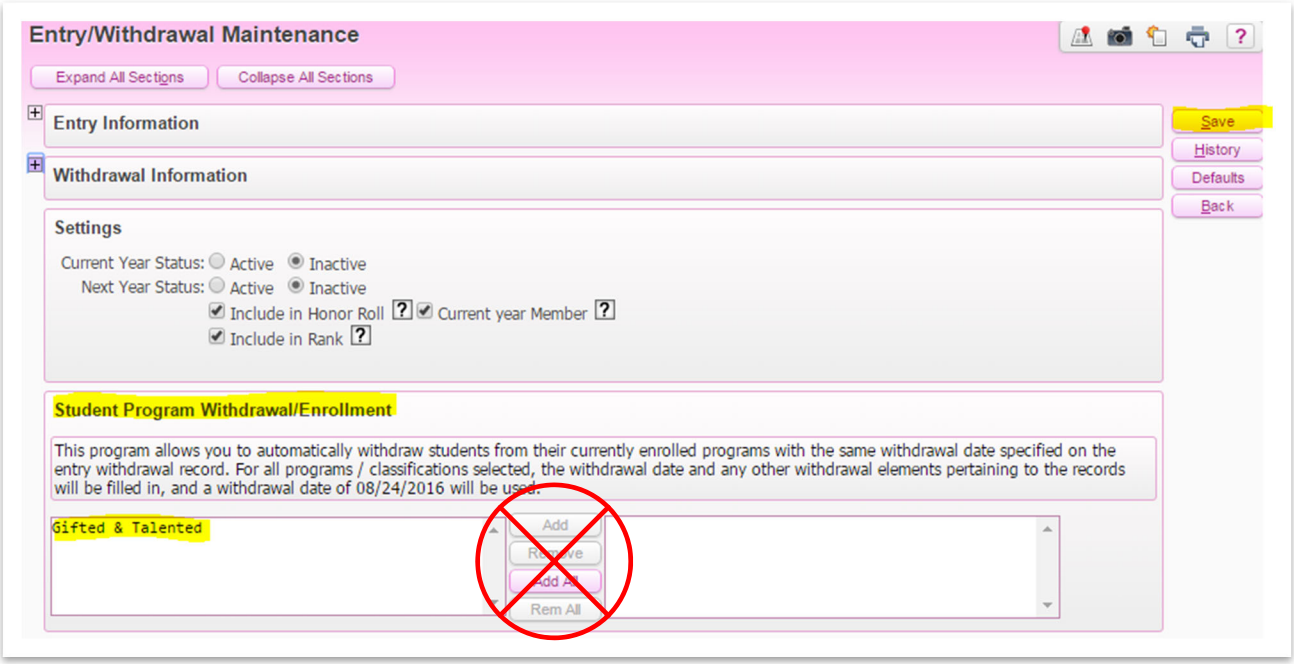

Click on the **"Withdraw"** button

Then you will be taken to the withdraw screen (see below). On the date field, make sure you enter the correct withdrawal date which should be the current date but not necessarily (the day after the last day of attendance), on the Code field, be sure to use the correct leaver code (especially secondary campus due to Leavers). On Comment Field, must reflect school name, city and state student is withdrawing.
**NOTE**: you have 10 days from the withdrawal date to verify students' whereabouts or enter city and state only.
In the Settings box you will notice that the Inactive button is selected. Please de-select the remaining check marks (in honor roll, current year member and in rank) click the **"Save"** button.




Once the "Save" button is selected, a pop up screen will appear, click the **"Yes"** button. It will prompt you on the student's schedule, you **must always** respond with Inactive/Drop Schedule. Continue by clicking the **"Continue Withdraw Process**". You will be taken back to the Entry/Withdraw screen.

**NOTE**: Communication with other clerks (i.e Bilingual, Sped, Migrant, GT etc.) is extremely important regarding the Entry & Withdrawal of students.




**DO NOT CLICK THE **ADD ALL** BUTTON TO ADD THE SPECIAL PROGRAMS**
THE SPECIAL PROGRAMS CLERKS (i.e Bilingual, Sped, Migrant, GT, etc..) WILL ADD ONCE THEY HAVE VERIFIED

## C162 Leaver Reason Codes

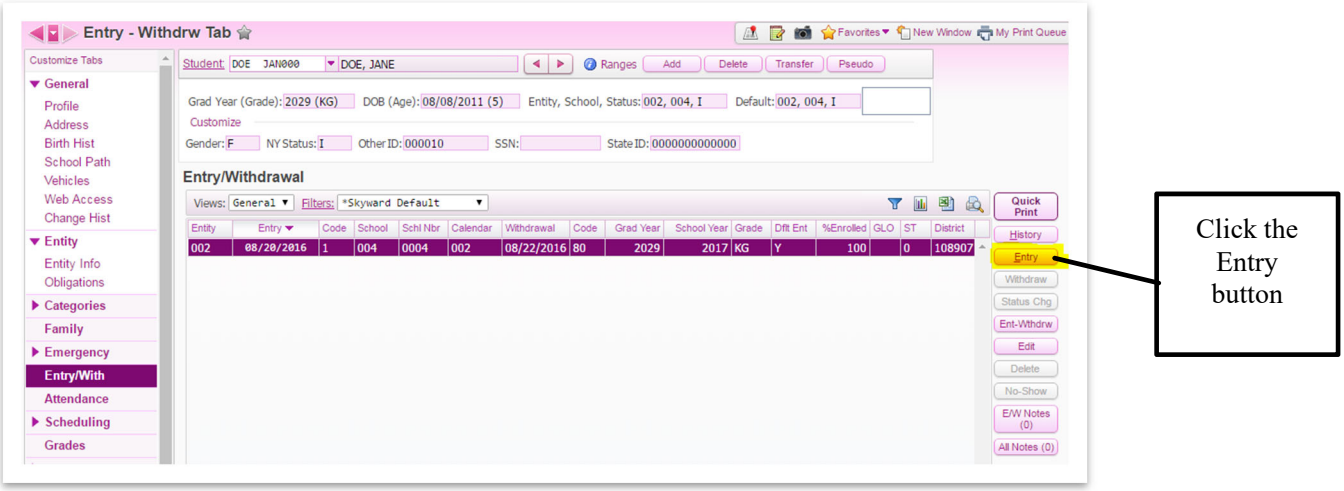
| **Withdrawal Form** | | |
|---|---|---|
| Filled out appropriately and completely | YES | NO |
| Parent/guardian signature | YES | NO |
| Data entry personnel signature | YES | NO |
| Administrator signature | YES | NO |
| Dates filled in on all | YES | NO |
| | | |
| **Leaver Code Documentation** | | |
| **Code for graduated or received an out-of-state high school equivalency certificate.** | | |
| **01- GRADUATED** | Transcript with credits, assessment completion & passed noted, grad seal, school official signature, date of completion on transcript | YES NO |
| **85- STUDENT GRADUATED OUTSIDE TX, ENTER TX SCHOOL & LEFT AGAIN** | Transcript with credits, assessment completion & passed, grad seal, school official signature, date of completion | YES NO |
| **86- STUDENT COMPLETED GED (OUTSIDE) OF TEXAS** | Ged certificate in place with all seals | YES NO |
| **90- STUDENT GRADUATED FROM ANOTHER STATE UNDER MILITARY CHILDREN** | Transcript with credits, assessment completion & passed, grad seal, school official signature, date of completion | YES NO |

| Code for students who MOVED or OTHER EDUCATIONAL setting | | | |
|---|---|---|---|
| **24- STUDENT ENTER COLLEGE WORKING TOWARDS ASSOCIATE'S / BACHELOR'S** | Proof of enrollment to college or university indicating that student is enrolled full-time in academic program. Documentation must be a transcript request or verification by an authorized representative of the college | YES | NO |
| **60- STUDENT IS HOME SCHOOLED** | Written documentation, signed and dated from parent indicating that student is home schooled with actual date of home school | YES | NO |
| **66- STUDENT REMOVED BY CHILD PROTECTIVE SERVICES (CPS)** | Written letter to oral statement from CPS officer/representative including name of officer, contact information, date of conversation, signature of officer/representative. | YES | NO |
| **81- ENROLL IN TEXAS PRIVATE SCHOOL** | Proof of actual enrollment to public/private school such as the student tracking form filled out by private school personnel with dates of enrollment and signatures from contact and the title of that person stating enrollment information and must include school name, city and state. Withdrawal form must include school name and city and state of school entity with signatures | YES | NO |
| **82- ENROLL IN SCHOOL OUTSIDE TEXAS** | Proof of actual enrollment to public/private school such as the student tracking form filled out by private school personnel with dates of enrollment and signatures from contact and the title of that person stating enrollment information and must include school name, city, and state. A withdrawal form must include school name and city and state of school entity with signatures | YES | NO |
| **87- ENROLL IN UNIVERSITY HIGH SCHOOL DIPLOMA PROGRAM** | Proof of actual enrollment to the university such as the student tracking form filled out by private school personnel with dates of enrollment and signatures from contact and the title of that person stating enrollment information and must include school name, city, and state. A withdrawal form must include school name and city and state of school entity with signatures | YES | NO |
| **Codes for students who left school for OTHER REASONS** | | | |
| **03- DIED** | Must attach an obituary or death certificate to withdrawal form | YES | NO |
| **08- PREGNANCY** | U.S. doctor's note stating student is pregnant. Date of pregnancy confirmed must be on documents. Student name must be on document to verify our school demographic records. | YES | NO |
| **16- STUDENT RETURNED TO HOME COUNTRY OR EMIGRATED TO ANOTHER COUNTRY** | Withdraw form with parent signature and date and city and state of Mexico or written letters of oral statements from neighbors confirming student has returned to home country | YES | NO |
| **20- MEDICAL INJURY / ILLNESS** | U.S. doctor orders for student placement in a medical facility. Documents must provide student's demographics to match our school records. Date student entered facility and length of time. | YES | NO |
| **88- STUDENT WAS COURT-ORDERED GED** | Proof of court document signed by judge making the order including date of order, student name, and county in which judge presides. | YES | NO |
| **89- STUDENT IS INCARCERATED IN STATE JAIL** | Written letter to oral statement from law enforcement agency or prosecuting attorney. | YES | NO |
| **98- OTHER (DROP OUT)** | | YES | NO |

**Note**: Withdrawal Comment: Campus, City, and State (i.e.. Sam Houston EL, Weslaco, TX) OR City and State (i.e.. Weslaco, TX)

# RE-ENTERING A WITHDRAWN STUDENT

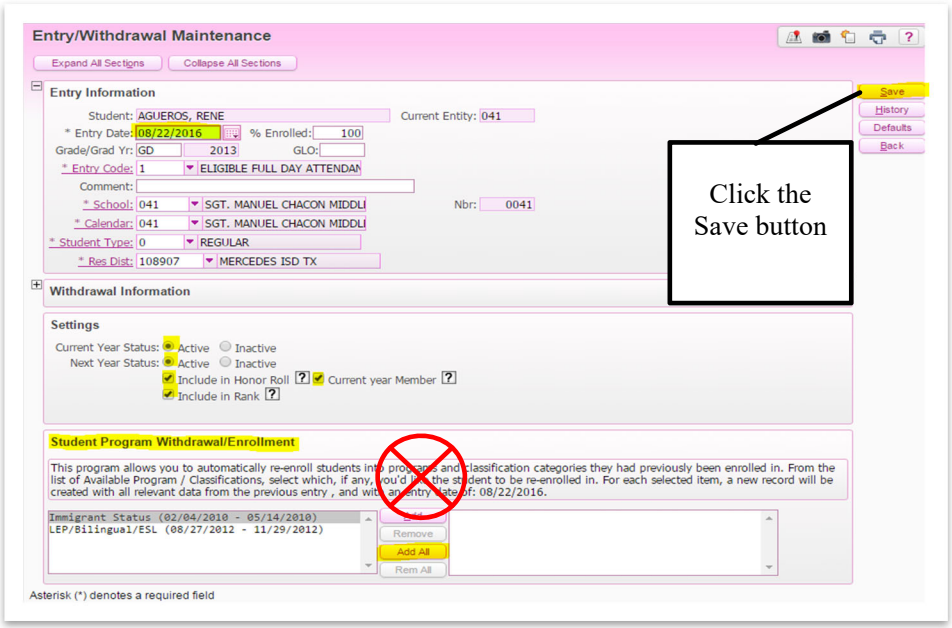
**<u>RE-ENTERING A WITHDRAWN STUDENT INTO SAME ENTITY</u> (prior enrollment & attendance)** Find the student, then click the **<u>"Entry"</u>** button, a new window will pop up.




The entry date field ***must*** be date the student is physically present in the classroom.

In the settings box, there are status fields. Make sure both active bubbles are selected and that each of the three fields have a check mark in box.

Below the ***Student Program Withdrawal/Enrollment*** Table, if you see special programs listed below




**DO NOT CLICK THE **<u>ADD ALL</u>** BUTTON TO ADD THE SPECIAL PROGRAMS**
THE SPECIAL PROGRAMS CLERKS (i.e Bilingual, Sped, Migrant, GT, ect.) WILL ADD ONCE THEY HAVE VERIFIED. MAKE SURE TO COMMUNICATE WITH THE APPROPRIATE DEPARTMENT.

Click the **<u>"Save"</u>** button and you will be taken back to the Entry/Withdraw screen

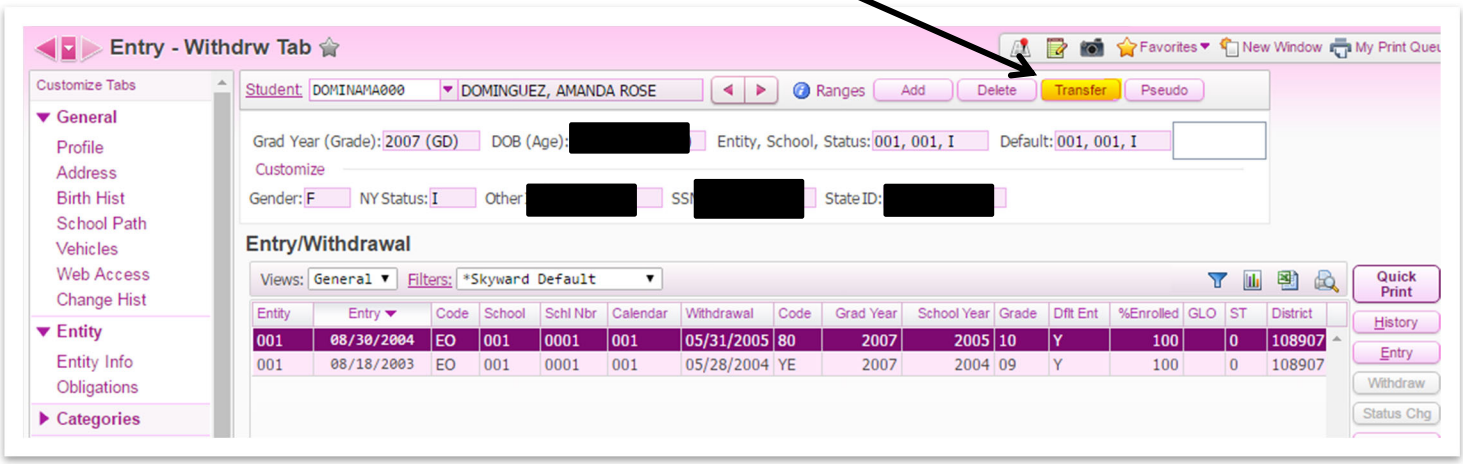
## Before enrolling

It is important to review **all** information. Keep siblings within the same Family ID.

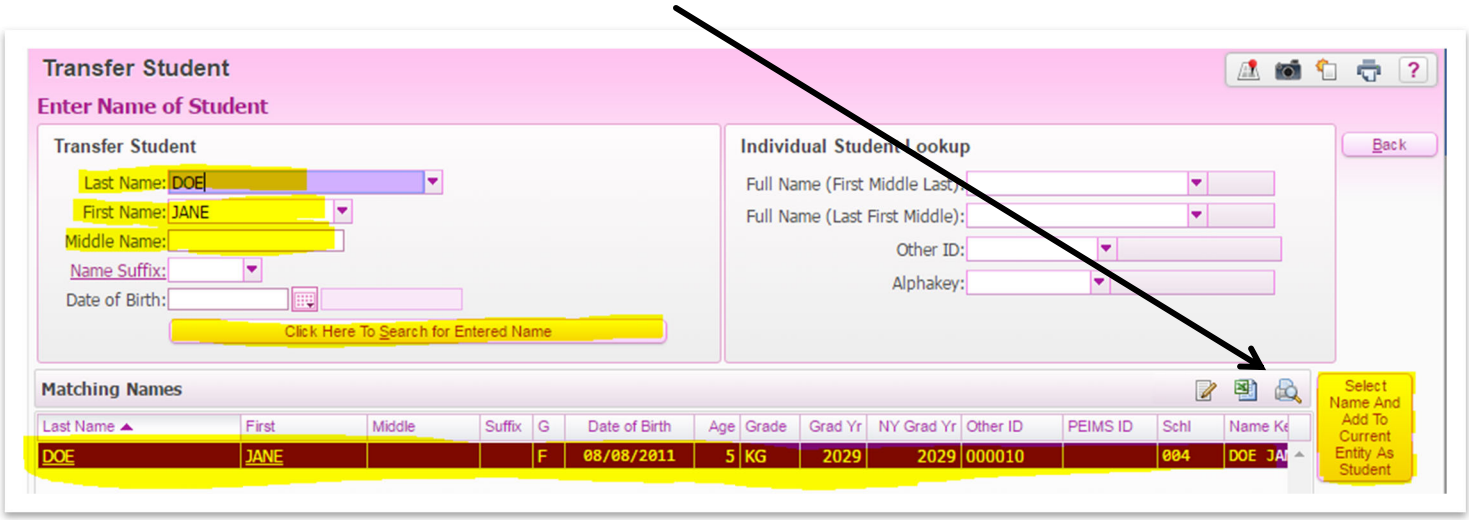
# TRANSFER STUDENT FROM ANOTHER CAMPUS

This student has never been enrolled at your campus but HAS been enrolled at another district campus.

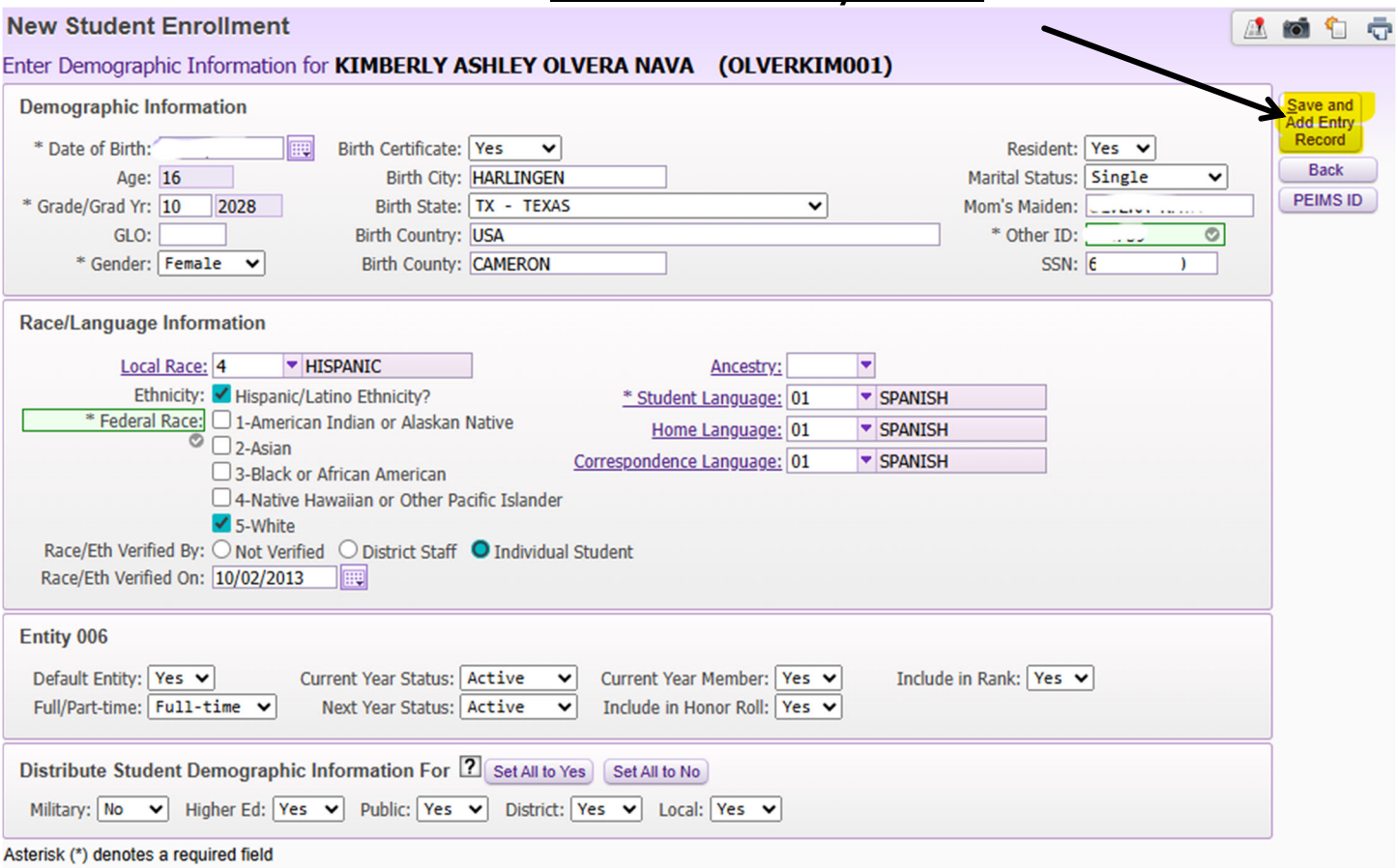
Click the "Transfer" button and a new window will open



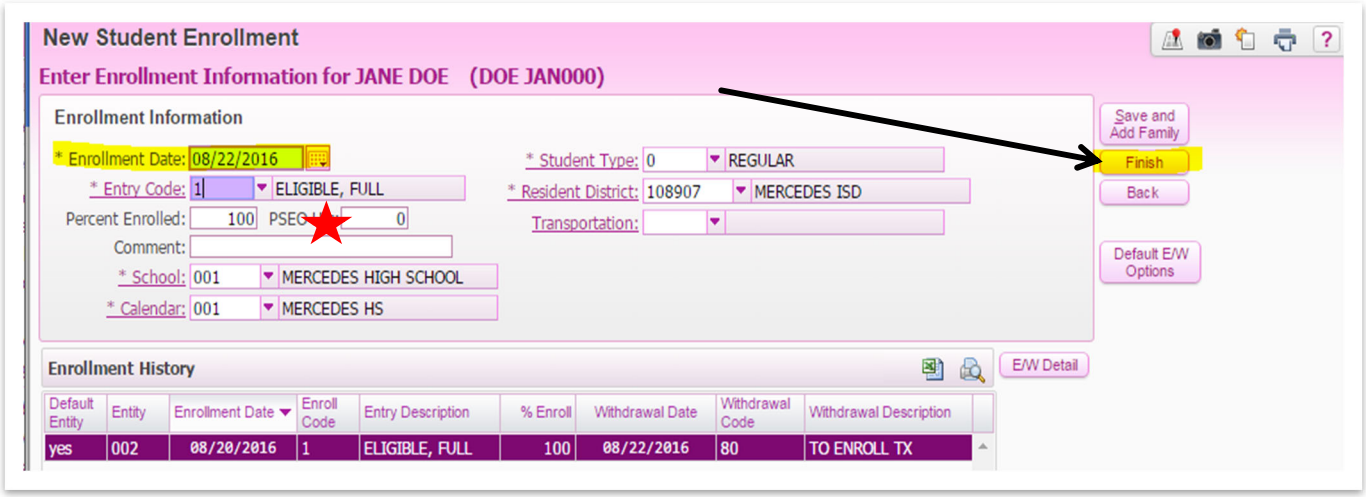

Enter student's Last Name, First Name and Middle name (if applicable), then click on the **"Click here to Search for Entered Name"** button. Student name will appear in table below Matching Names. Make sure correct student is highlighted (verify DOB and PEIMS Id) then click on "**Select Name and Add to Current Entity as Student**" button and a new window will appear.

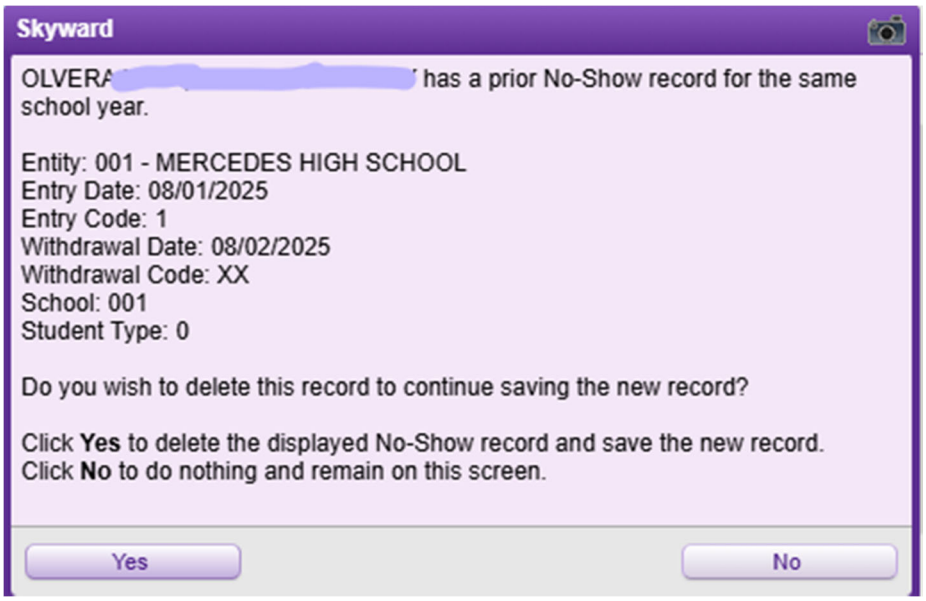


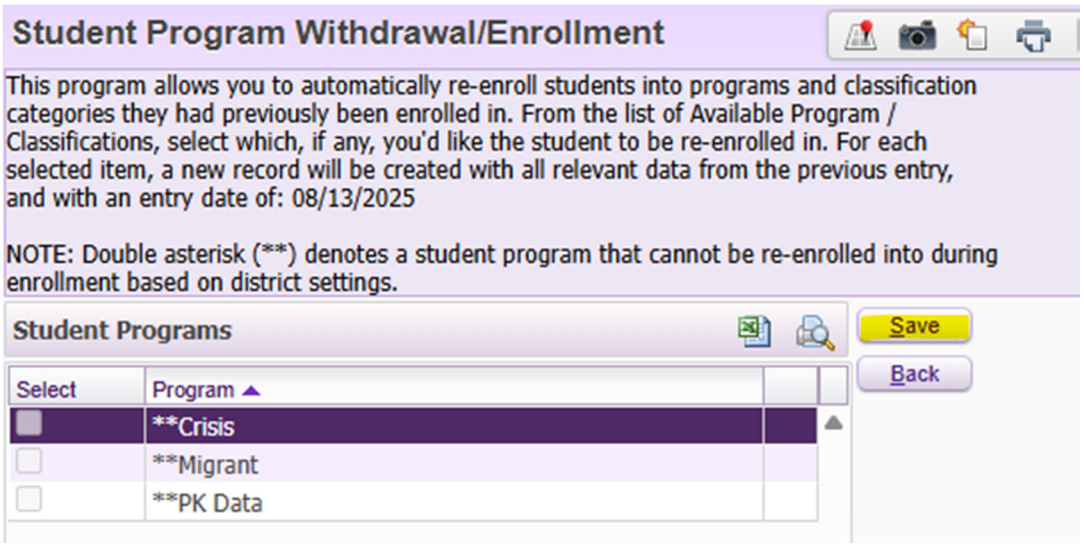
Make sure all data is correct and select the **"Save and Add Entry Record"**




On the enrollment date field, enter the date the student is physically in class then click the **"Finish"** button.





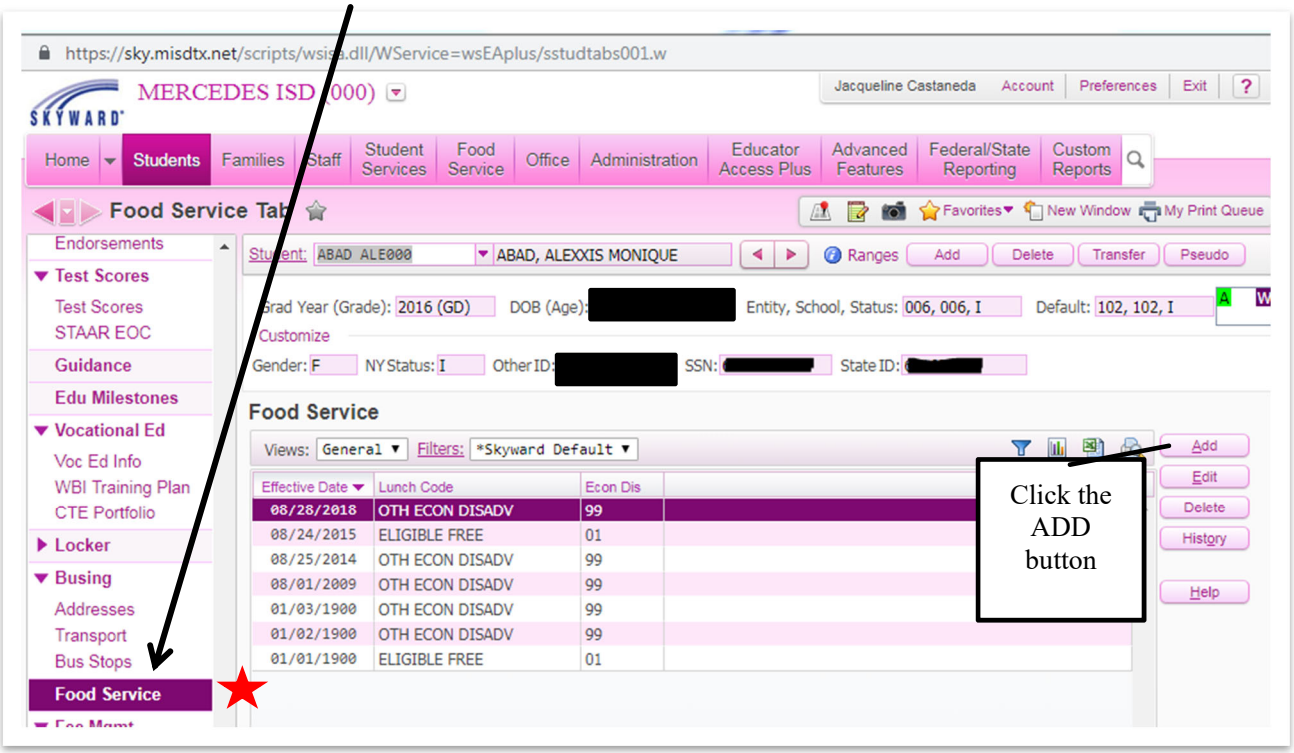

## JJAEP

Students who are enrolled at JJAEP need to be labeled with their accountability campus.
Special Programs > Camp ID Acct > Begin Sts

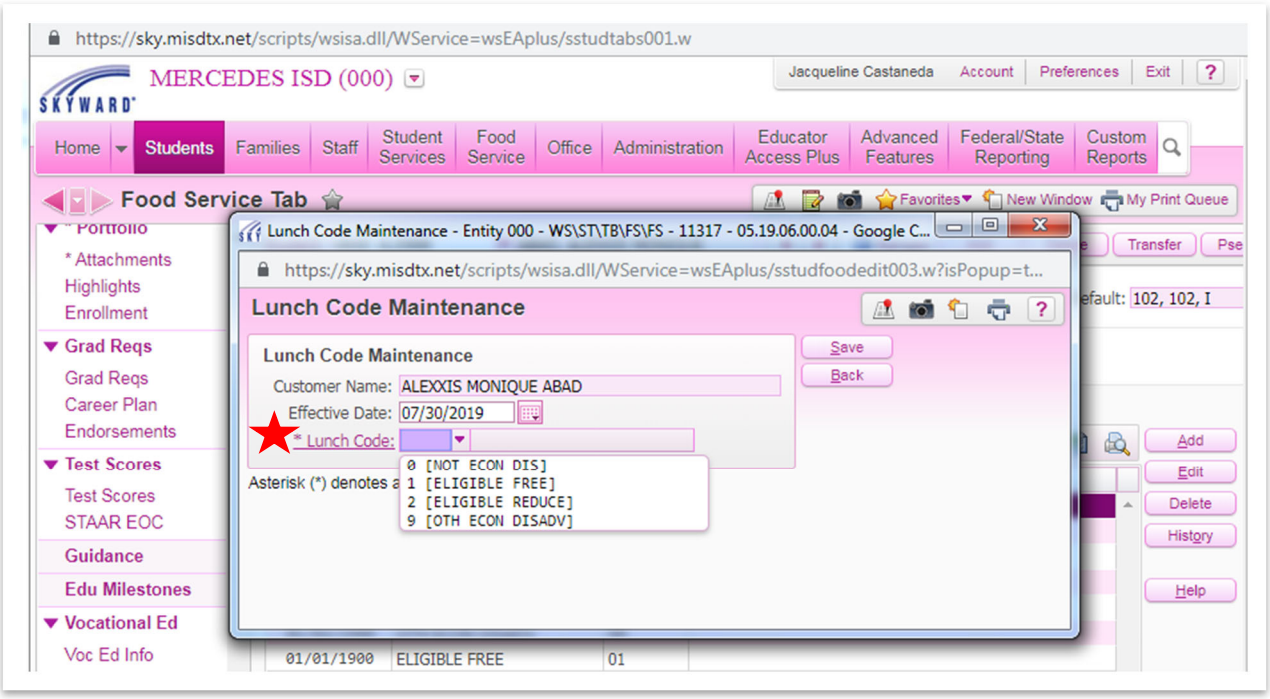


# INCOME SURVEY CODING

Select Appropriate Student and Click on the FOOD SERVICE button on the left hand side. Then Click the ADD button




Once Add button is clicked a box will appear, Make sure effective date is the same as entry date. Click the drop down arrow and select the appropriate code.



The drop down arrow will reveal the following codes:

0 NOT ECON DIS (Not Economically Disadvantaged)
1 ELIGIBLE FREE
2 ELIGIBLE REDUCED
9 OTH ECON DISADV (Other Economically Disadvantaged)

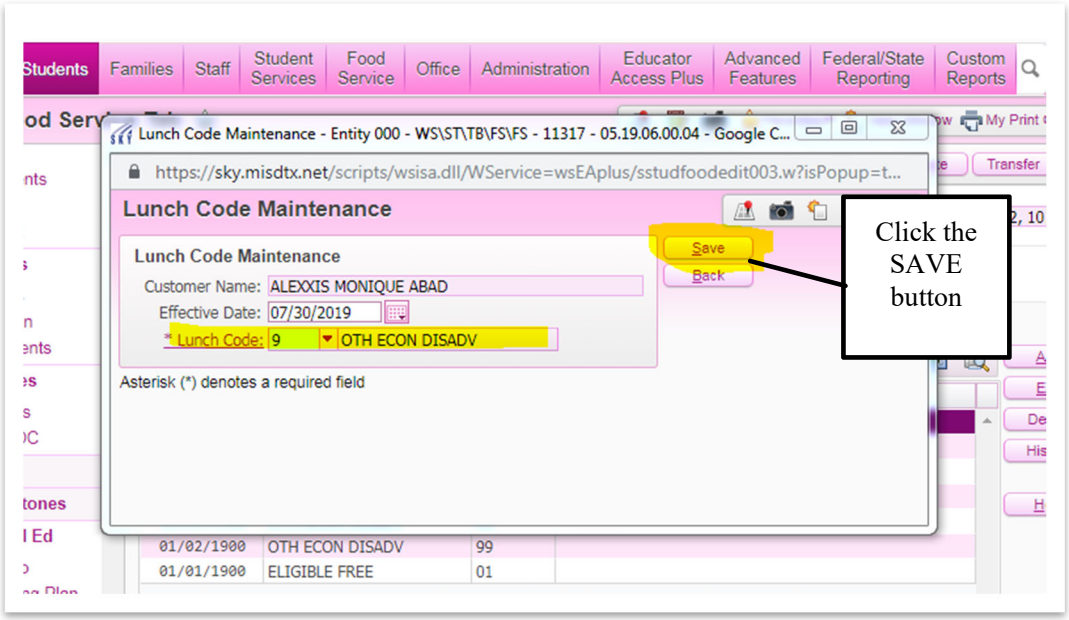
***CODE 0 NOT ECON DIS*** is used when a parent has refused to fill out income part of CEP survey or the household's income is above income guidelines
**(Coded by PEIMS/Attendance Clerks)**

***CODE 1 ELIGBLE FREE*** is used once the Direct Certified list has been received by the PEIMS office. Students on the direct certified list are automatically verified & coded 1
**(Coded by the Child Nutrition Services (CNS) Dept. through State Verification)**

***CODE 2 ELIGIBLE REDUCED*** is used once the Direct Certified list has been received by the PEIMS office. Students on the direct certified list are automatically verified & coded 2
**(Coded by the Child Nutrition Services Dept. through State verification) ****

***CODE 9 OTHER ECON DISADVANTAGED*** code is used when a household income falls on or below the income guidelines and/or the household receives SNAP/TANF benefits and the EDG case number has been recorded on the income survey
**(Coded by PEIMS/Attendance Clerks)**

Once you select appropriate code, click the SAVE button.

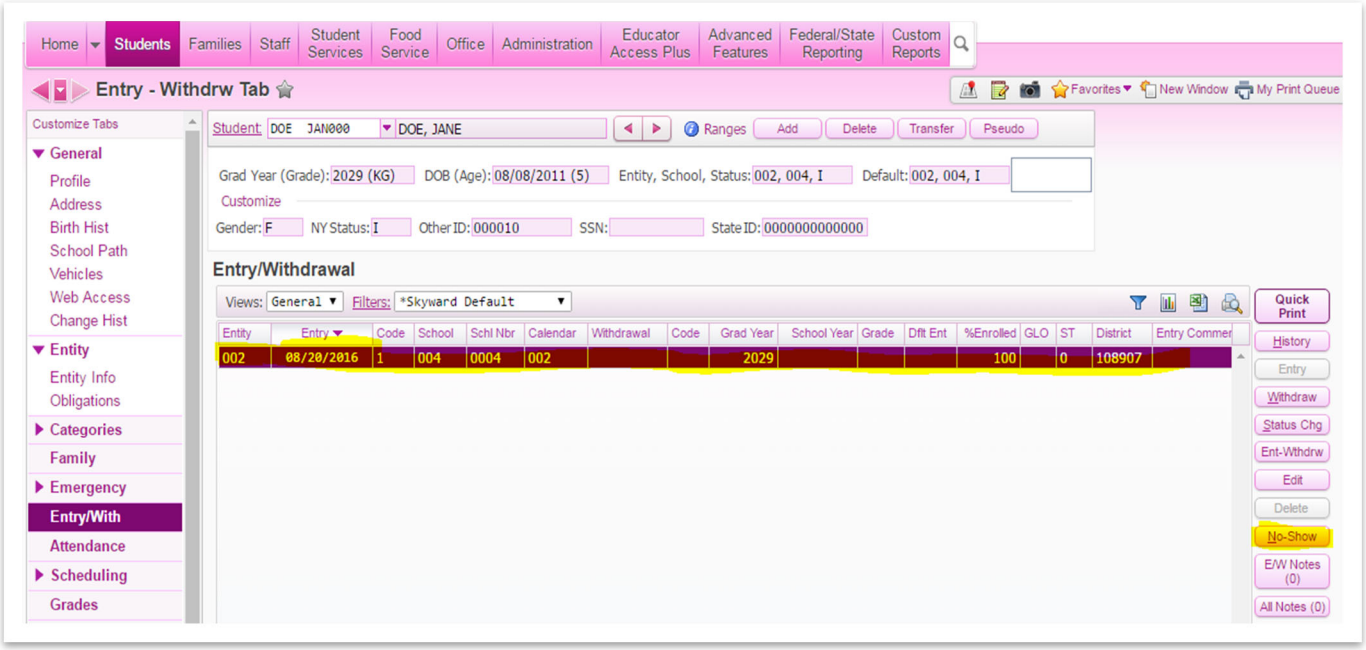



*****IMPORTANT*****
IF YOU SEE A CODE 01 or 02 WITH CURRENT SCHOOL YEAR DATE, DO NOT ADD A NEW LINE WITH A NEW CODE. These students have been verified via the direct certified list from the State and coded through the CNS dept.

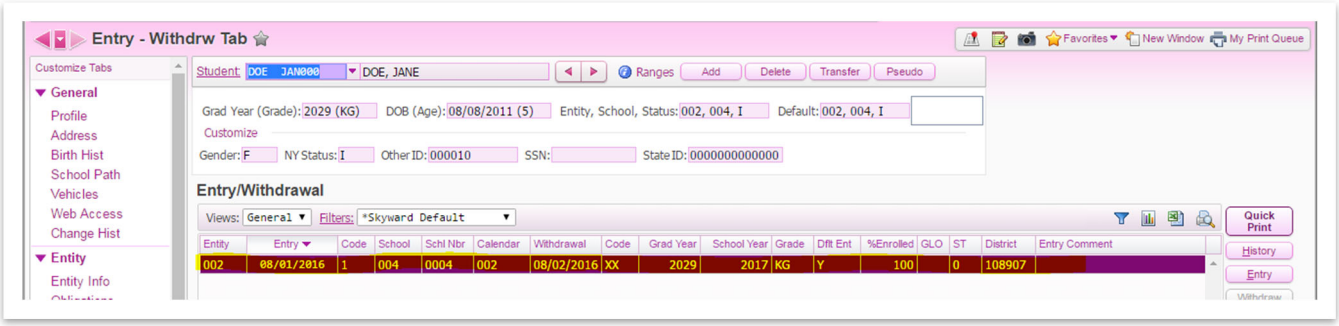
Any questions regarding CEP coding, feel free to contact the PEIMS office.

# NO-SHOW PROCEDURES

Locate student and highlight current year's first day of school.
Click on the **"No-Show"** button on the right hand side of screen.




Next, Click on the **"Save"** button and it will take you back to the main Entry/Withdrawal screen. An enrollment record with an entry date of 08/01/YY and a Withdrawal date of 08/02/YY with a code of XX will now be reflected on the entry/withdraw line.



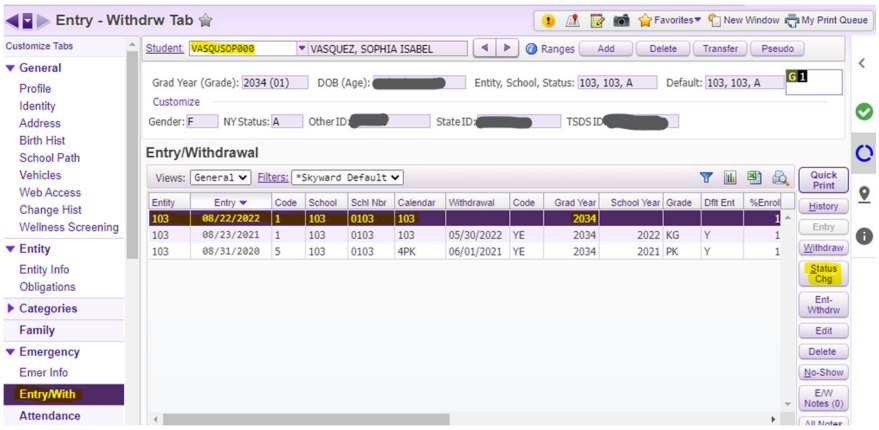



# STATUS CHANGE PROCEDURES

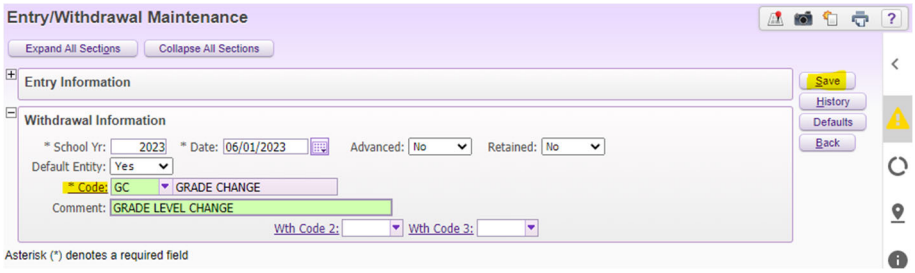
This is used to withdraw and re-enter a student with different information (i.e., grade level change, calendar change, ADA code change)

GC- Grade Change
WC- Calendar Code Change

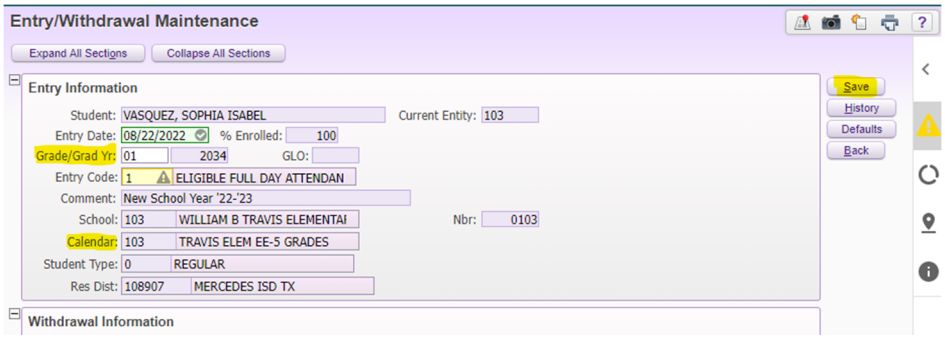
Locate student, go to the Entry/With tab highlight current year entry line, and click on STATUS CHG




The following box will appear and prompt you to withdraw, enter the correct date, code and comment as to why the status change, click on the SAVE button.




You will be prompted to re-enter the student. If it is a grade change enter a new grade level. If it is a calendar change enter the correct calendar code, then click on SAVE button.



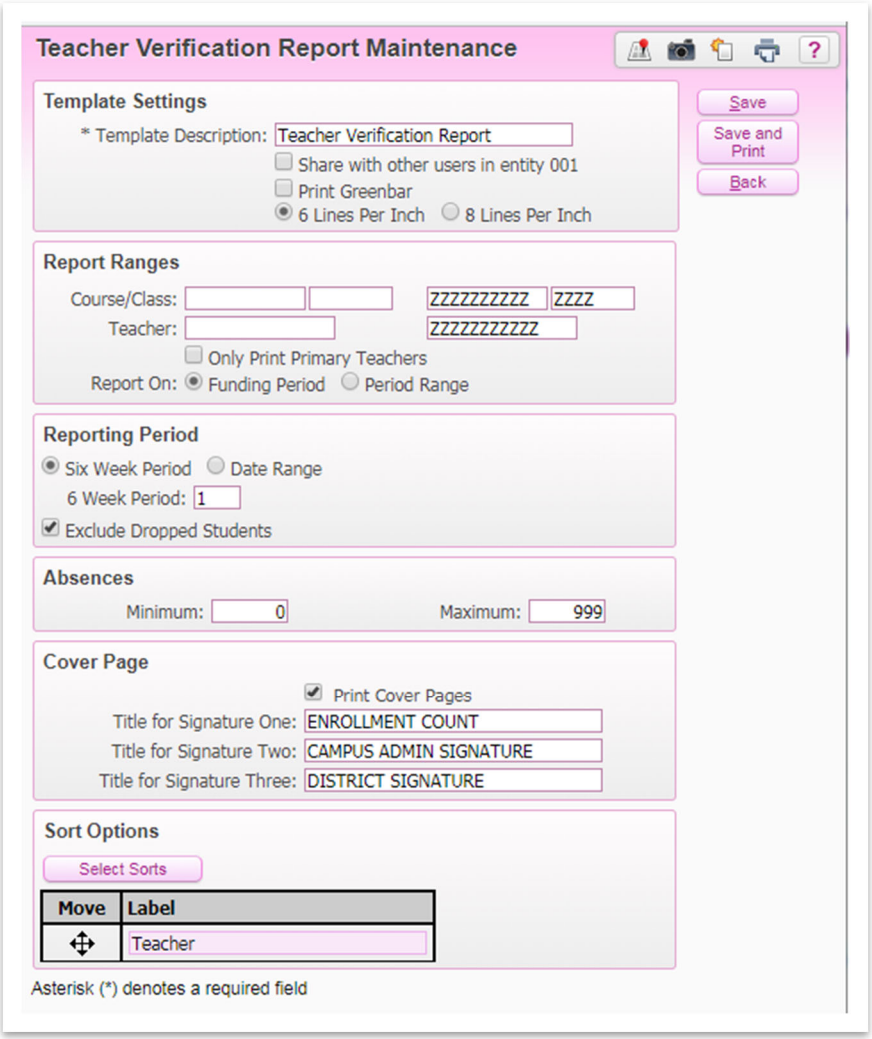

You will be taken back to the Entry/With section, and it will reflect the updated information entered.

# REPORT PARAMETERS

## Teacher (Attendance) Verification Report

This report is used when verification is required with a signed document stating that attendance was recorded properly.

**Office > Attendance > Reports > Teacher Verification Report > Add**
Fill in as shown below with the exception of school year and date range



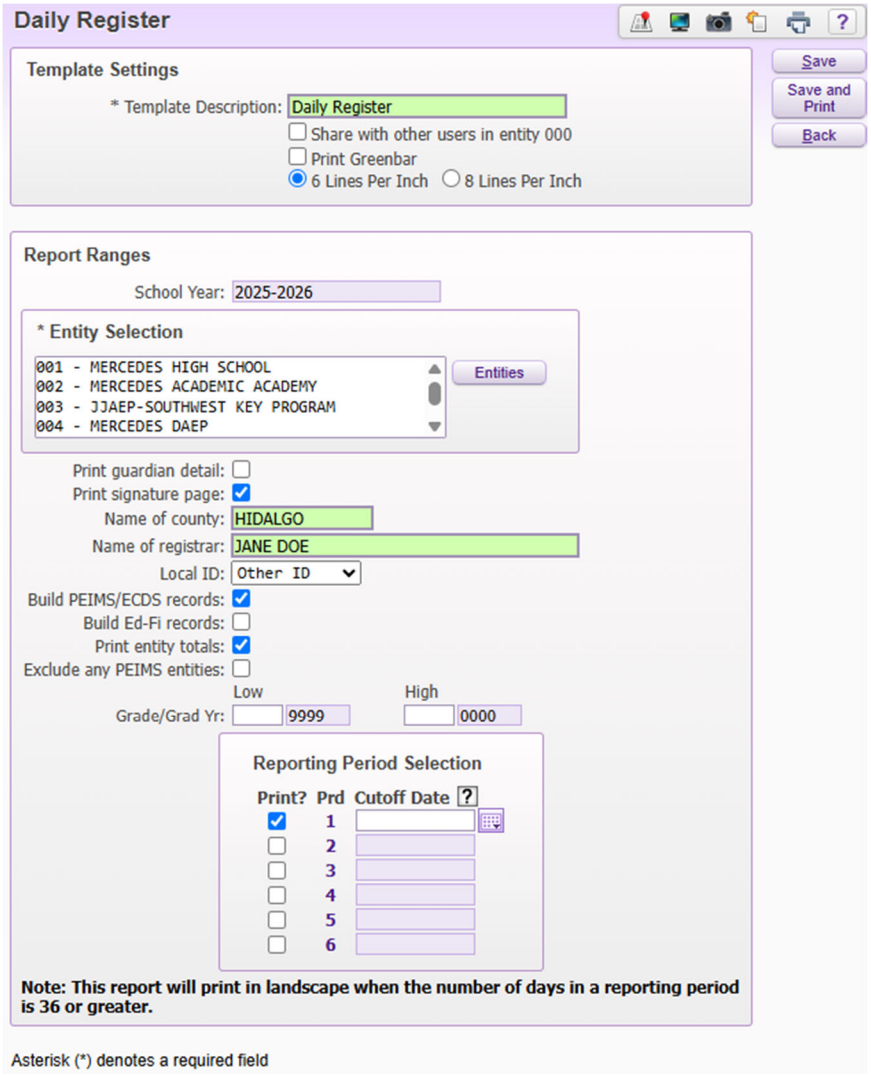

Click on **SELECT SORTS** button and select **TEACHER** and click the **SAVE** button
You are now ready to run your report click on the "**SAVE and PRINT**" button
**Please note**: Under the Reporting Period area, the start and End date will change every six weeks, **it must reflect the last day of every six weeks.**

## Daily Register

Is a detailed student attendance report that calculates funding and special program attendance for an entity. Staff who maintain Attendance and/or Special Programs can run the Daily Registers o verify six weeks attendance and special program enrollment.

**Federal State Reporting > Texas State Reporting > Reports > Daily Register > Add**

Fill in as shown below with the exception of school year and date range




Click the **Save and Print** button

**NOTE:** In the Report Ranges table, make sure to check off the Print Guardian Detail option for the SEMESTER REPORT ONLY

At the end of the six weeks you will run this report. In the Reporting Period Selection table make sure the appropriate Print box is selected (i.e



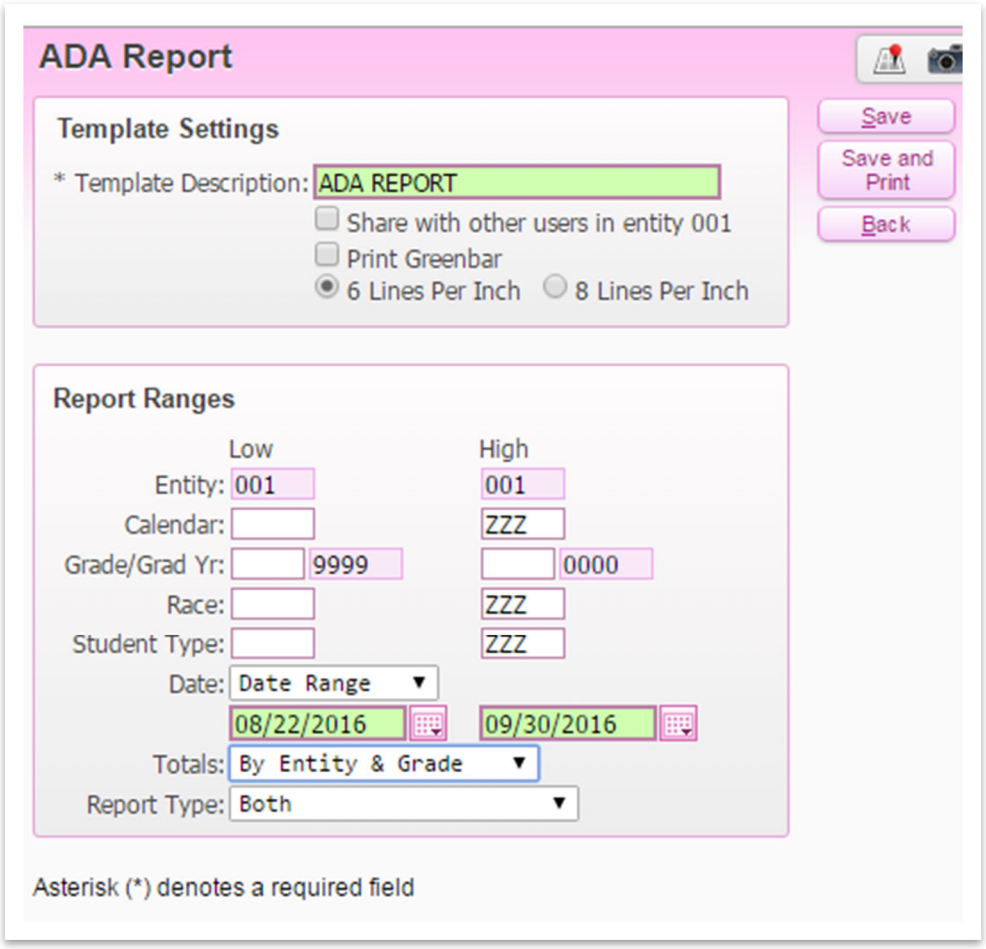

is for 1st 6 weeks) NEVER ENTER A CUTOFF DATE.

## Average Daily Attendance (ADA) Report

Report allows you to track Average Daily Attendance.

**Federal State Reporting > Texas State Reporting > Reports > ADA Report > Add**

Fill in as shown below with the exception of school year and date range




Click the **Save and Print** button

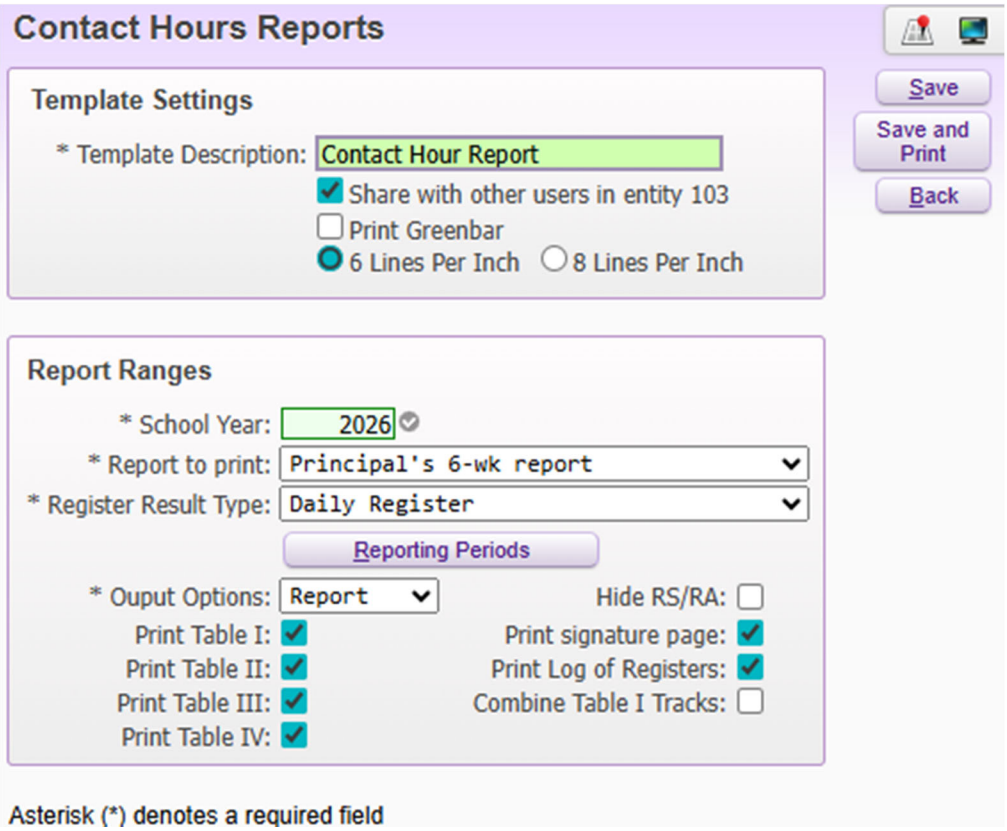
**NOTE:**

In the Report Ranges table, the DATE field you will need to enter the appropriate six week date ranges for the six weeks that just finished.

## Contact Hours Report

Report will generate information about basic attendance and attendance in Special Programs such as Bilingual Education, Vocational Education, Special Education, Gifted & Talented Education, Pregnancy-related Services and Pregnancy Education Parenting program.

**Federal State Reporting > Texas State Reporting > Reports > Contact Hour Report > Add**
Fill in as shown below with the exception of school year and date range




Report to Print:
Superintendent's 6-wk report
Superintendent Semester report

Register Result Type:
Daily Register
Flex Register (MAA only)

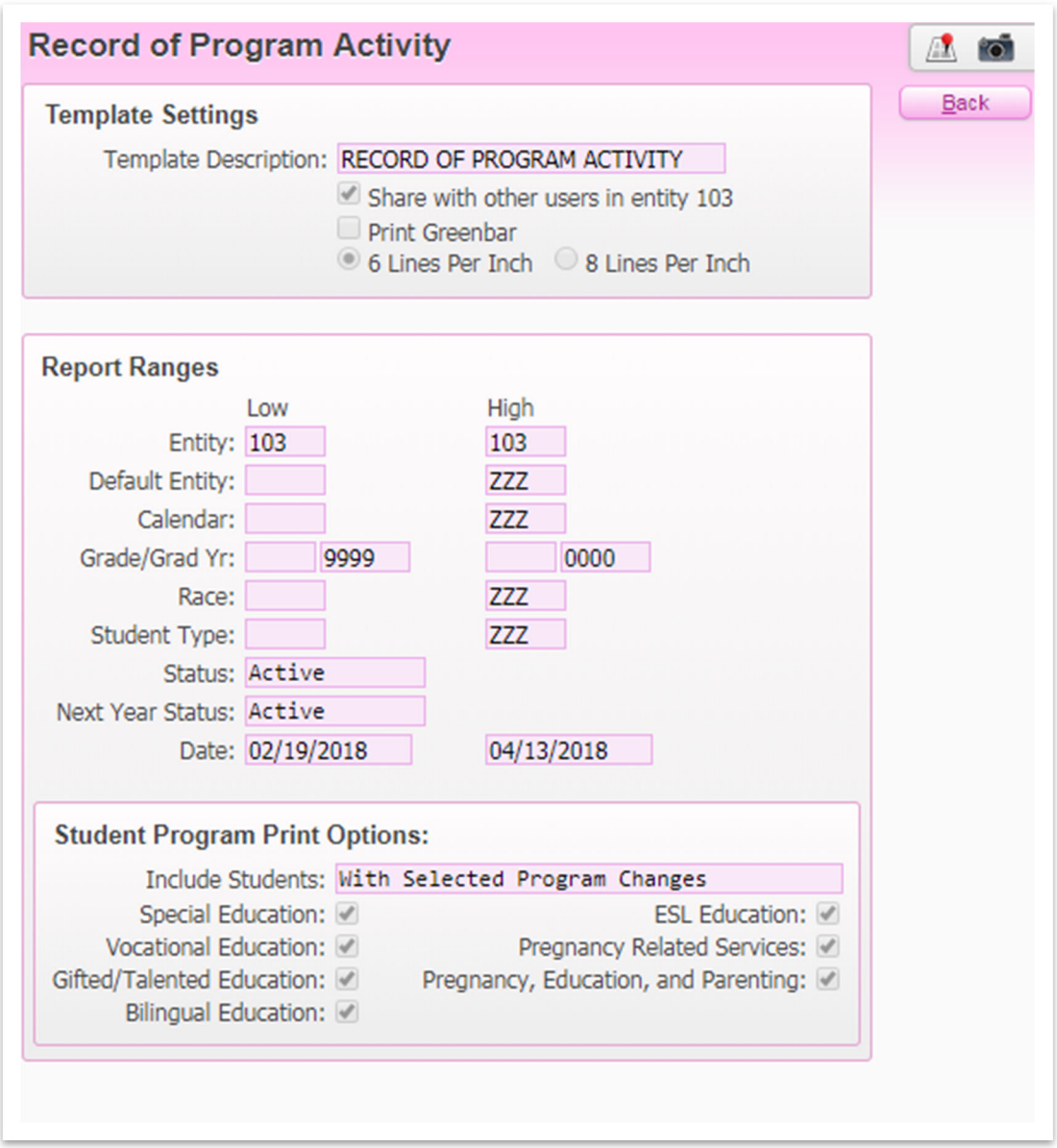
Click on the **REPORTING PERIODS** button
Then select the appropriate **REPORTING PERIOD**
Click the **SAVE and PRINT** button

**NOTE:** The REPORTING PERIODS field will change to reflect the six week period that just ended. The REPORT TO PRINT field will change when you access the semester report and so will the Reporting Period Field to reflect First Semester or Second Semester

## Record of Program Activity Report

Report is used to show all of the changes made to programs the students may be enrolled in like Special Ed, Vocational Ed, and Gifted & Talented.

**Federal State Reporting > Texas State Reporting > Reports > Record of Program Activity > Add**
Fill in as shown below with the exception of school year and date range



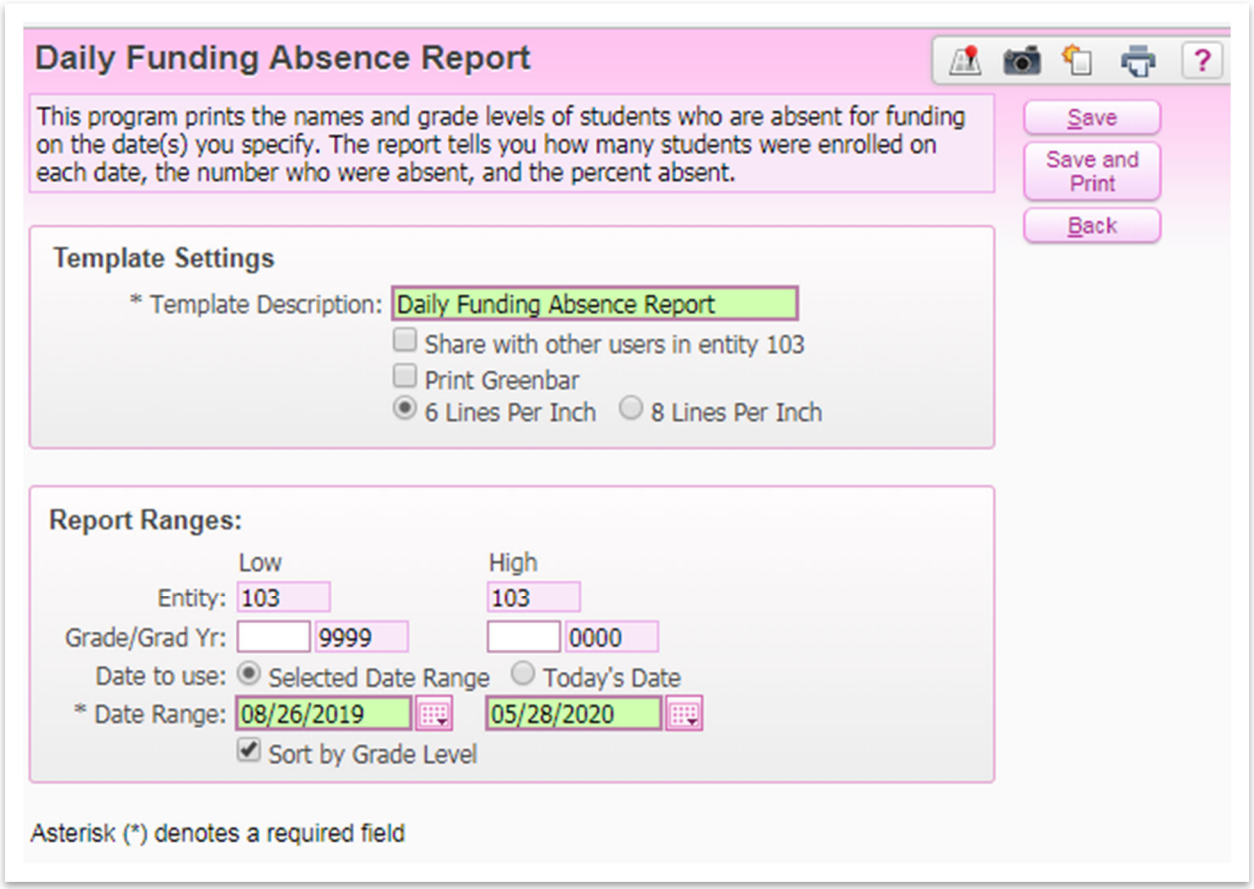

Click the **SAVE and PRINT** button

## Daily Funding Absence Report

Report lists the date students were absent during the funding period.

**Federal State Reporting > Texas State Reporting > Reports > Daily Funding Absence Report > Add**

Fill in as shown below with the exception of school year and date range




Click the **SAVE and Print** button

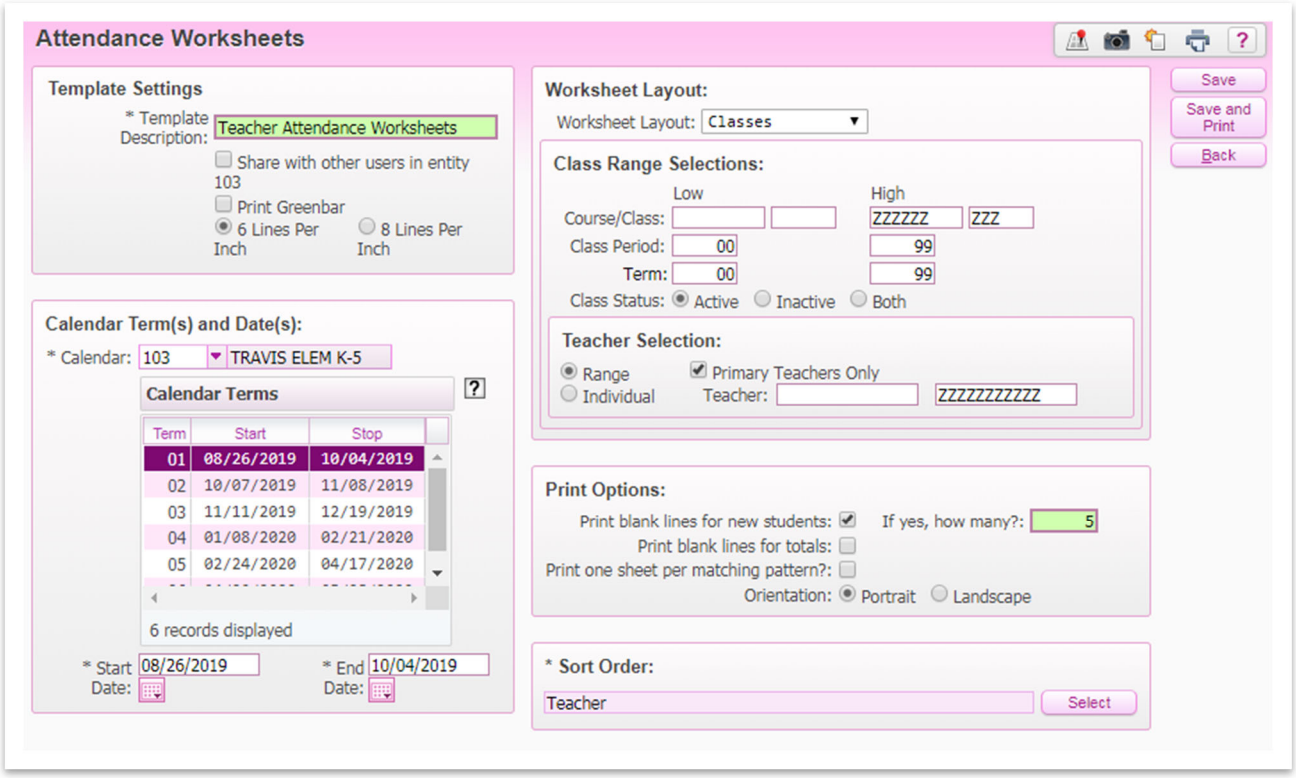
**NOTE:** You may sort by grade level; however, if you choose to sort this way make sure your Day Summary Report is sorted by grade level as well.

## Teacher Attendance Worksheet

Can be used to print an attendance sheet with a list of students by class. This can be used if there is a substitute teacher.

**Federal State Reporting > Texas State Reporting > Reports > Attendance Worksheets > Add**

Fill in as shown below with the exception of school year and date range



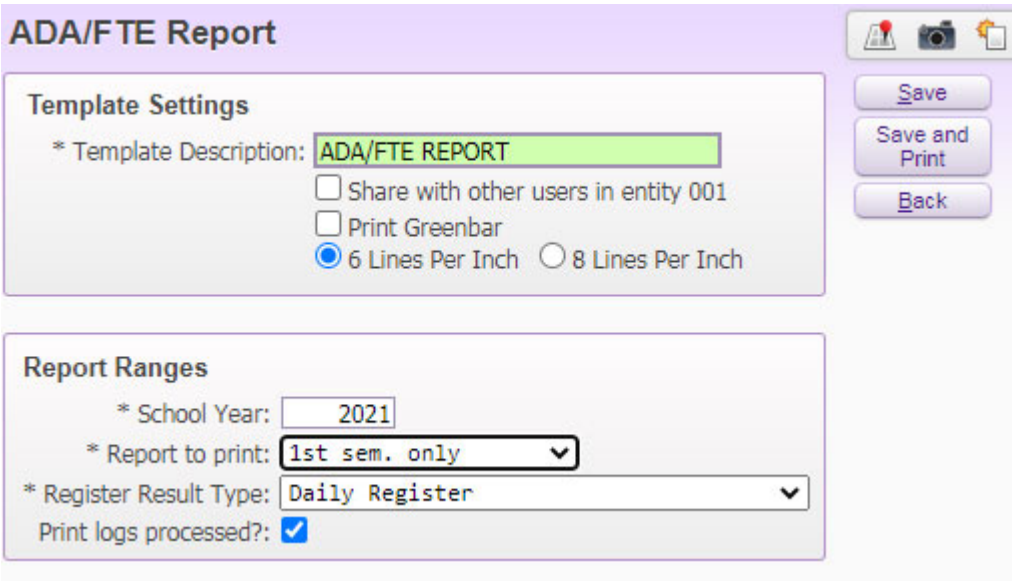

Note, date ranges can be manually changed and you may be able to change the parameters of the template.

## ADA/FTE Report

Report allows you to verify totals of ADA and FTE data broken down by Special Program Categories.

**Federal State Reporting > Texas State Reporting > Reports > ADA/FTE Report > Add**

Fill in as shown below with the exception of school year and date range




Report to print:
Select the six weeks

Register Result Type:
Daily Register
Flex Register (MAA only)

Click the **SAVE and PRINT** button

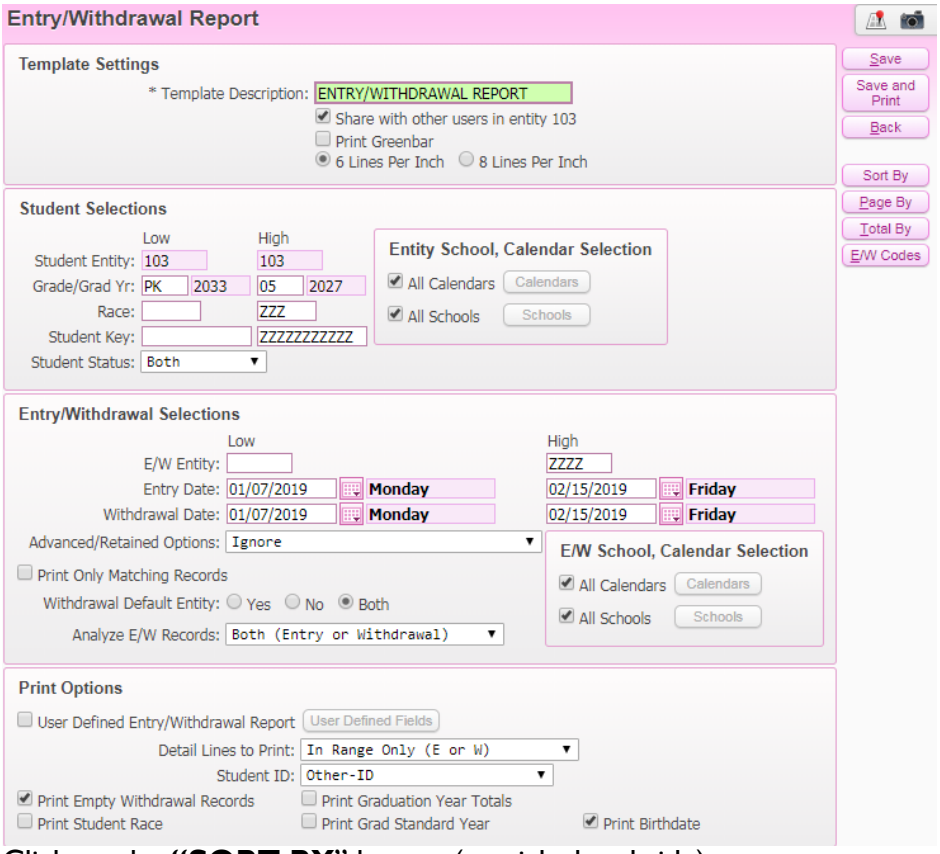
**NOTE**: Your report ranges will change depending on the semester you are running report for.

# Entry/Withdrawal Report

Report identifies who entered and withdrew within the same school year.

**Students > Students > Reports > Entry/Withdrawal Report > Add**

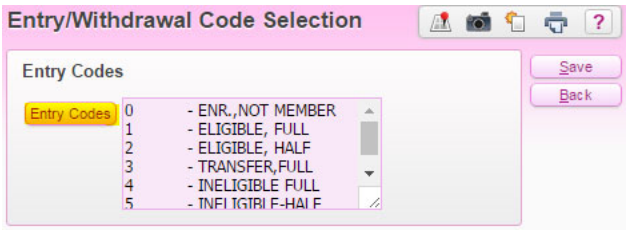
Fill in as shown below with the exception of school year and date range



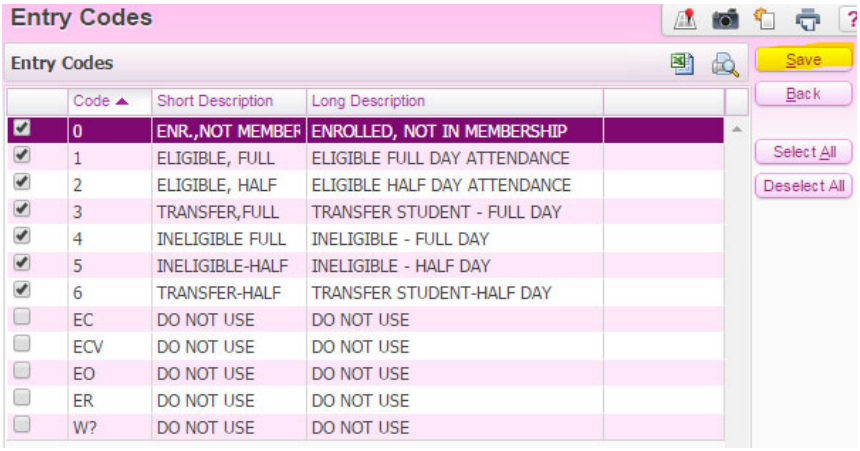

Click on the **"SORT BY"** button (on right hand side)
And select the **E/W** date, then click the **OK**

Click on **E/W CODES** button below the Sort By button

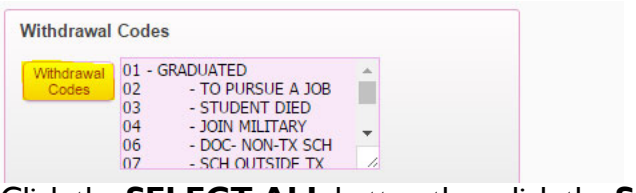
Then click on the **ENTRY CODES** button to select the entry code options as show below



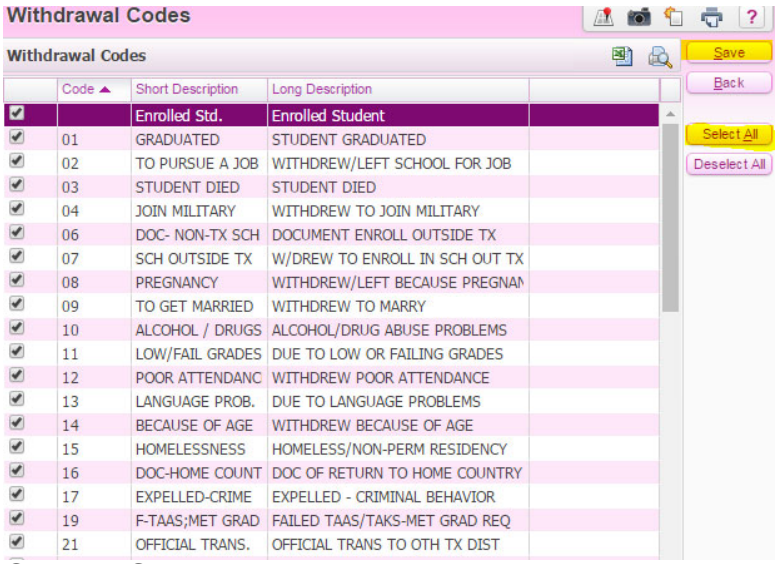

Once entry codes are selected click the **SAVE** button




Then click on the WITHDRAWAL CODES button to select your withdrawal options as show below




Click the **SELECT ALL** button then click the **SAVE** button




Click the **SAVE and PRINT** button to run your report.

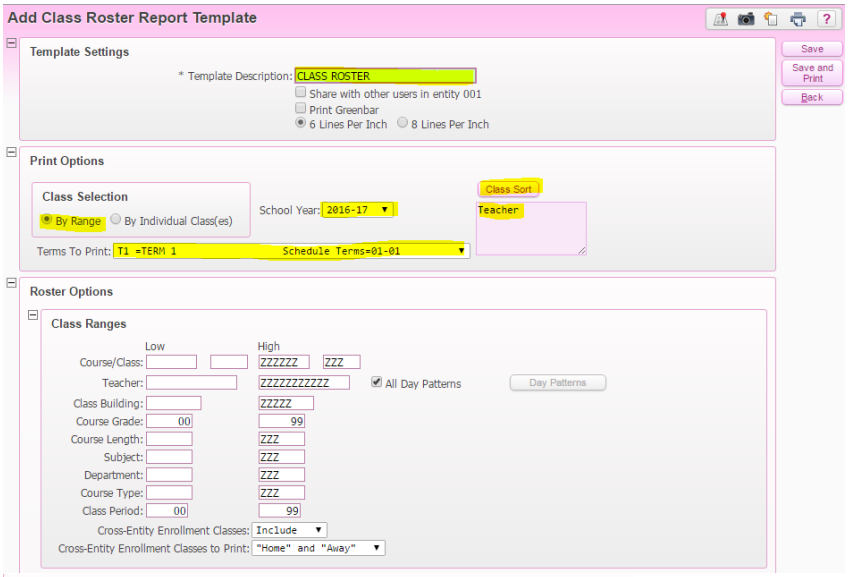
# Class Rosters

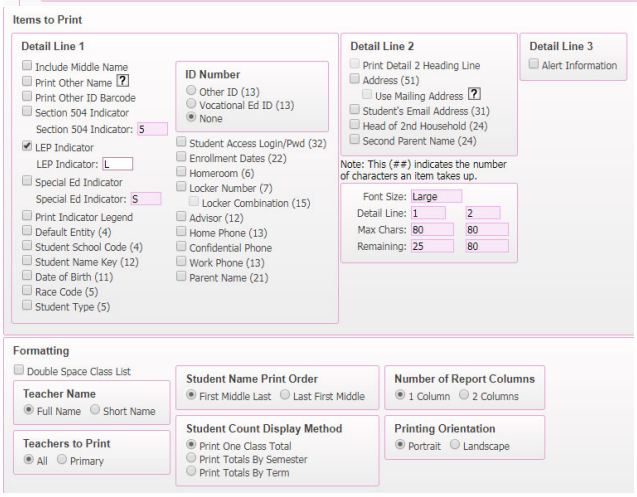
Report shows which students are enrolled in a class or a range of classes.

**Office > Current Scheduling > Reports > Class Roster Report > Add**

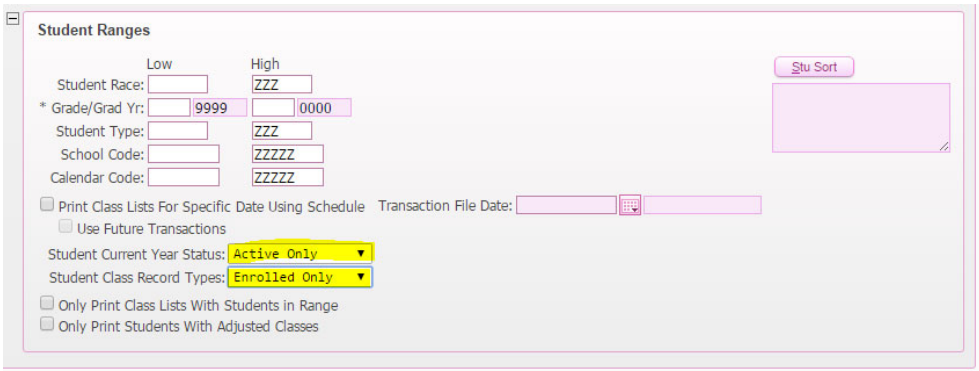
Fill in as shown below with the exception of school year and date range

In the Print Options Table, click the drop down arrow on TERMS TO PRINT to select your appropriate term




Note: Items selection varies based on needs.



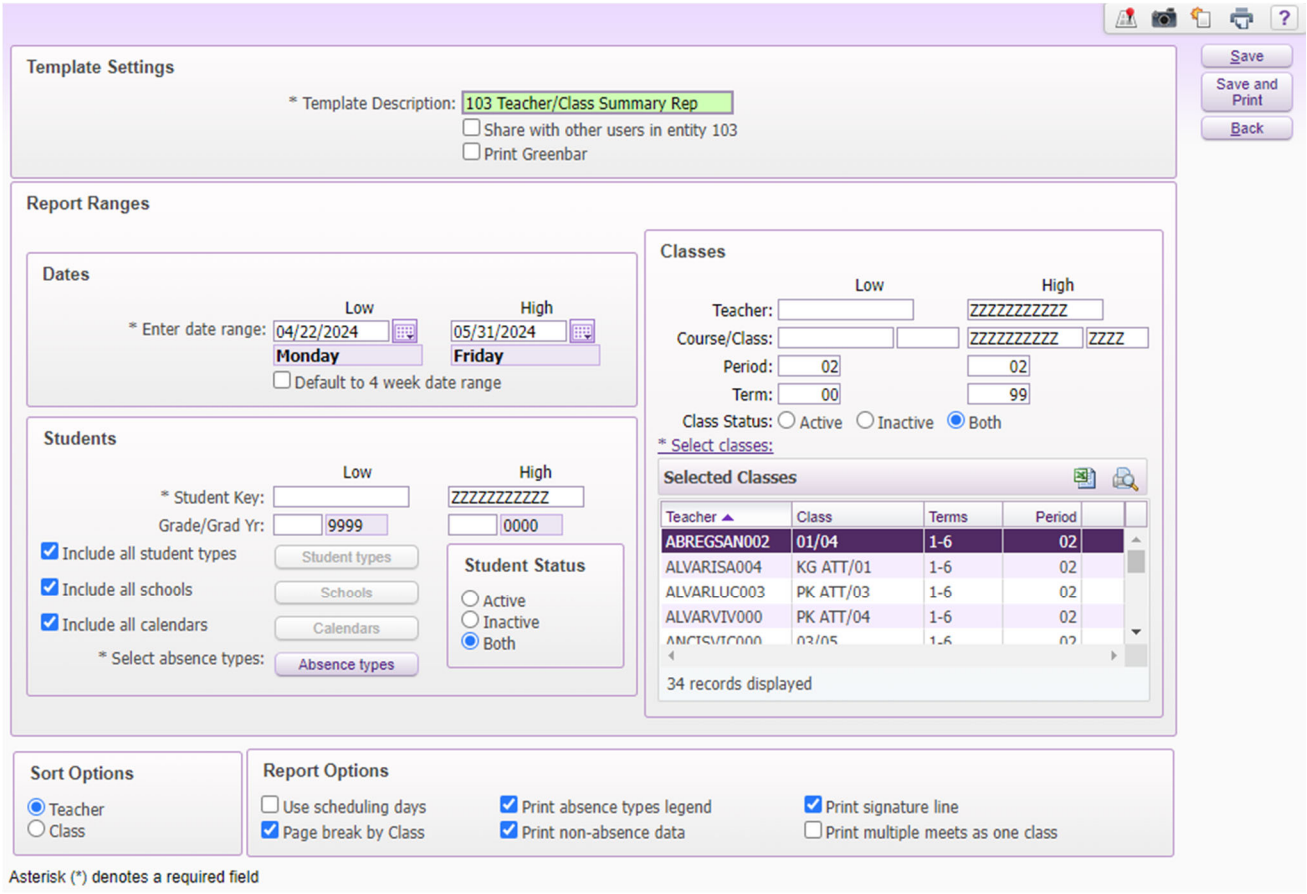

Once complete click the **SAVE and PRINT** button to run your report.

# Teacher/Class Summary Report

Report will print attendance information for selected classes.

**Office > Attendance > Reports > Teacher/Class Summary Report > Add**

Fill in the appropriate information for your report.




**Dates Box**

-Uncheck the Default to 4 week date range

-Enter the dates for the six weeks

**Students Box**

Absence Types- select all

**Classes Box**

-Add your funding period only under Period

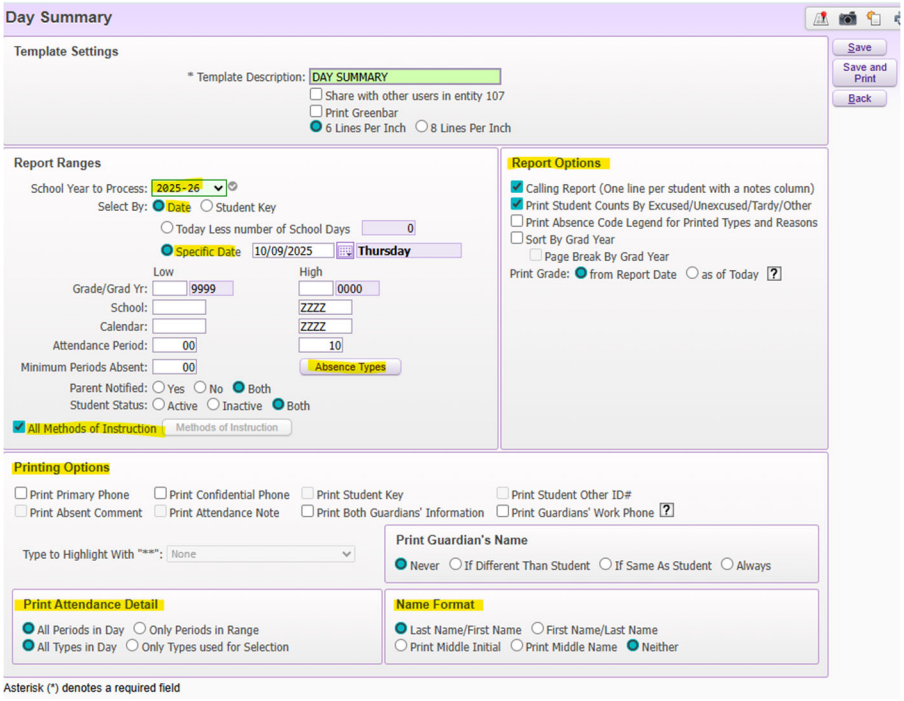
Select Classes- select all active funding periods

## Day Summary

* Report generates a list of students who are absent on the current day.
*Run daily and attach "Y" excuses

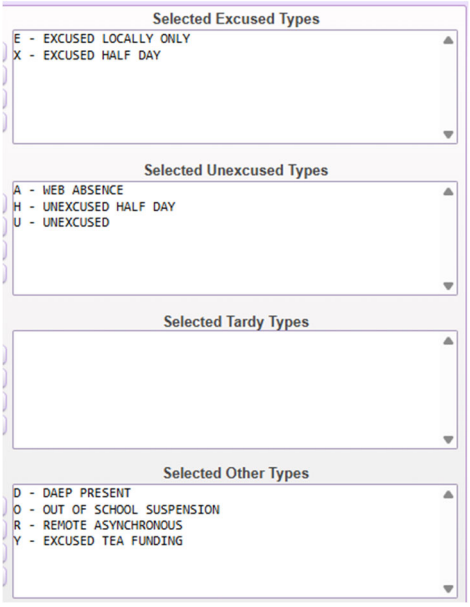
**Office > Attendance > Reports > Day Summary > Add**

Fill in the appropriate information for your report.




Method of Instruction:
Select all Methods

Make sure absence types are selected, then click Save



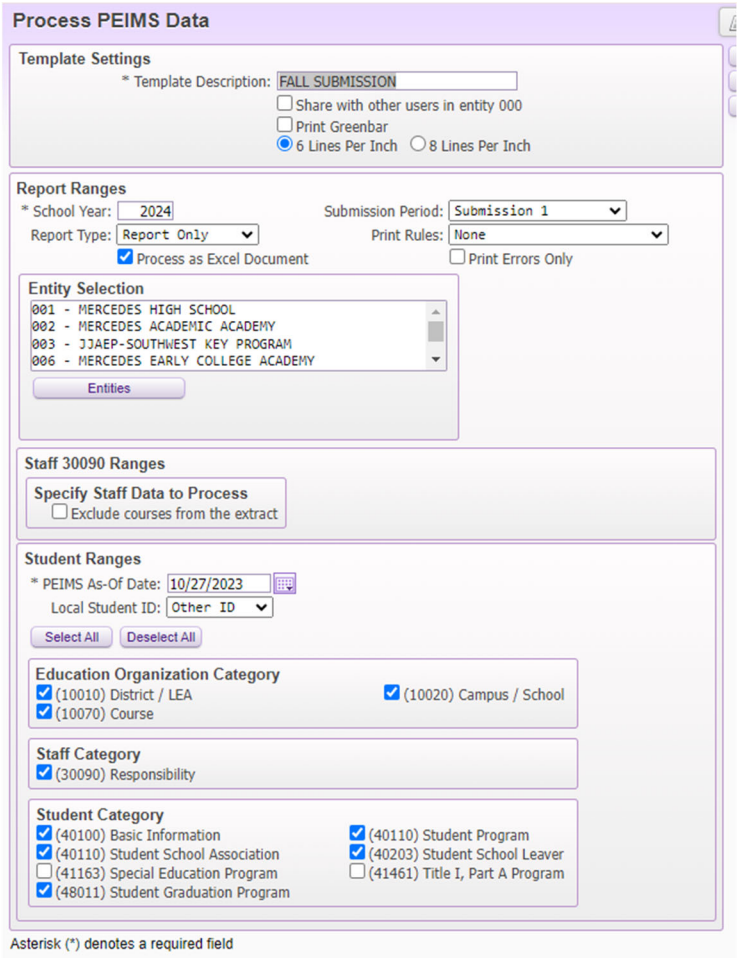

Click on the SAVE and PRINT button to run your report.

# PRE-PEIMS

## Submission 1 (Fall)

**Federal/State Reporting > Texas Student Data System > TSDS PEIMS > TSDS PEIMS Data Processing >Add**

Fill in the appropriate information



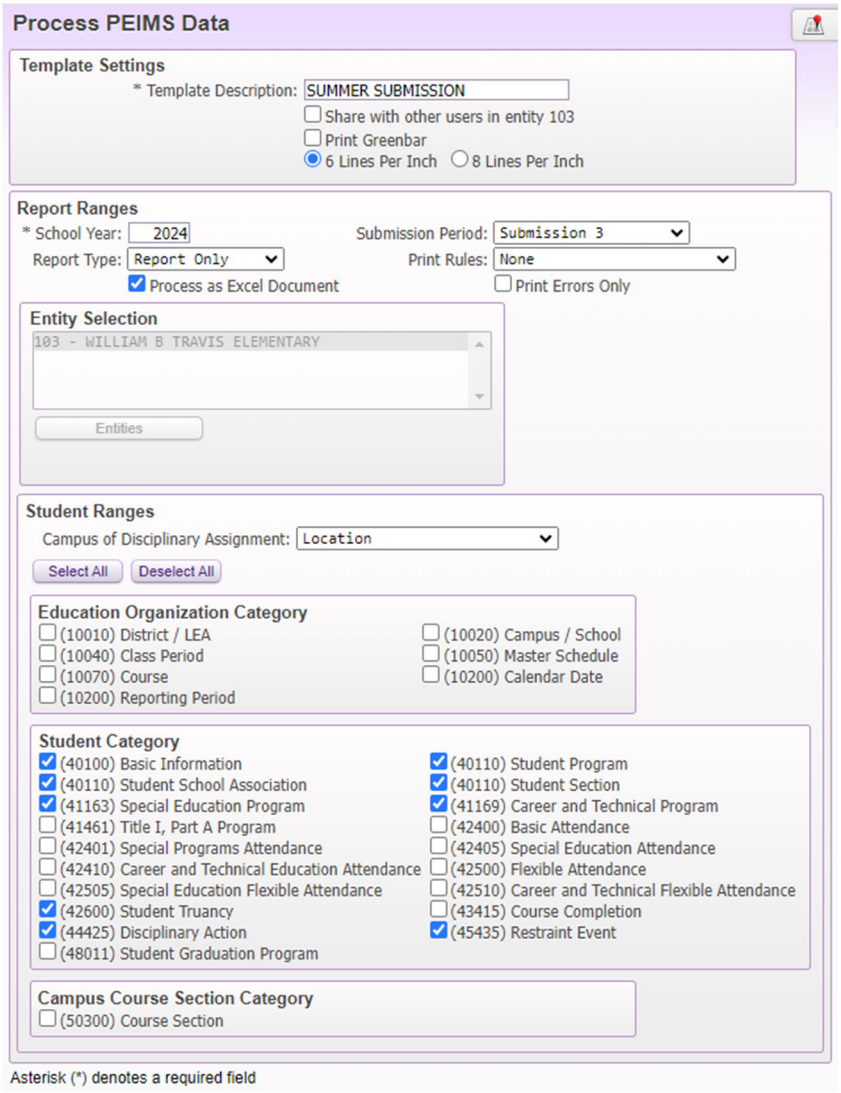

**Note:** PEIMS As-of Date is the Last Friday of October

| | | | |
|---|---|---|---|
| **Basic Information (40100):** | Student Name | Gender | Ethnicity/Race |
| ADA | At-Risk | Homeless | Immigrant Ind |
| EB Indicator | Migrant Ind | Unacc. Youth | Unsch Reg |
| Early Reader | Foster Care | Military Con | Dys Ind |
| ECHS | P-Tech | Home Lang | Eco Dis |
| Census Block | Stud Lang | Associate Deg | PK Eligibility |
| Parent Request Retention | | | |
| **Student Program (40110):** | Bilingual | ESL | GT |
| Int Strategy Ind | ALT Lang | 504 Ind | SE |
| **Student School Association (40110):** | Campus ID Enrollment | PK Prog. Type | Prim PK Fund |
| Campus ID Residence | Campus ID Accountability | Student Attribute | Second PK Fund |
| Primary/Secondary PK Funding | | | |
| **Student School Leaver (40203):** | | | |
| **Special Education Pro. (41163):** | | | |
| **Student Graduation Prog. (48011):** | FHSP | | |

## Submission 3 (Summer)

**Federal/State Reporting > Texas Student Data System > TSDS PEIMS > TSDS PEIMS Data Processing > Add**

Fill in the appropriate information



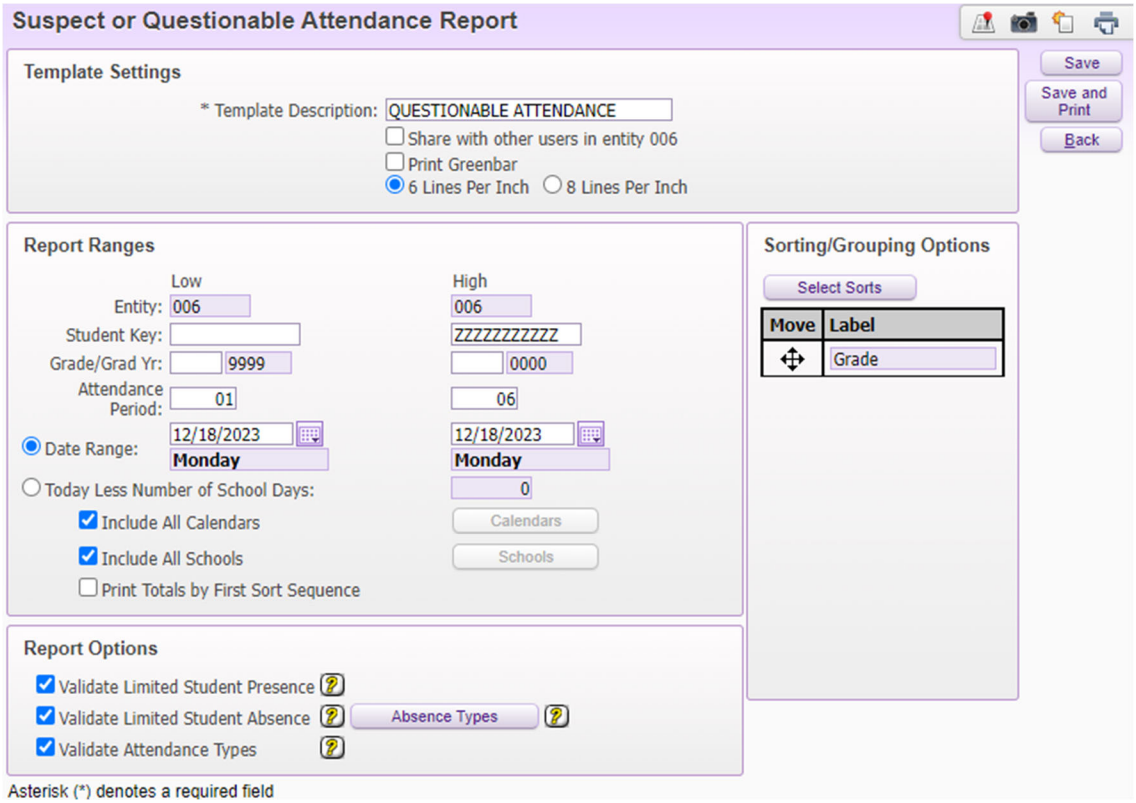

| | | | |
|---|---|---|---|
| **Basic Information (40100):** | Student Name | Gender | Ethnicity/Race |
| Homeless | EB In | Mig Ind | Unacc Youth |
| Unschooled Refugee | Early Reader | Foster Care | Military Connect |
| Dys Ind | Dys Risk | Dys Scr Ex Rsn | ECHS |
| P-Tech | Eco Dis | Associate Deg | PK Elig PY |
| **Student Program (40110):** | GT | PRS | SE |
| Int Strate In | 504 Ind | Dysl Services | |
| **Student School Association (40110):** | Campus ID Accountability | Camp ID Residence | St Attribute |
| **Special Education Pro. (41163):** | | | |
| **Student Graduation Prog. (48011):** | FHSP | | |
| **Student Truancy (44425):** | Excess Unexcused | Complaint File | |
| **Disciplinary Action (44425):** | | | |
| **Restraint Event (45435):** | | | |

## Suspect or Questionable Attendance Report

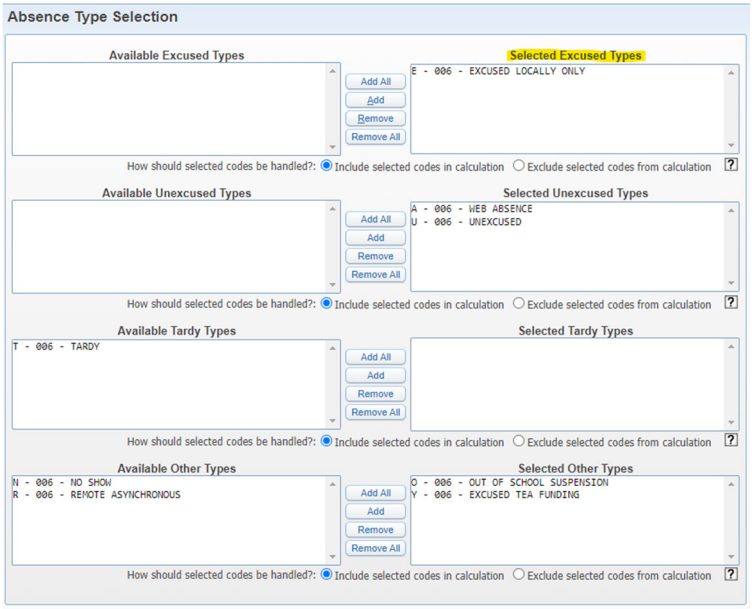
Report analyzes attendance records for a specified data range and looks for patterns of inconsistent attendance types that could be considered questionable.

**Office > Attendance > Reports > Verification Reports > Suspect or Questionable Attendance Report > Add**

Fill in the appropriate information.




Select the Absence Type Selection

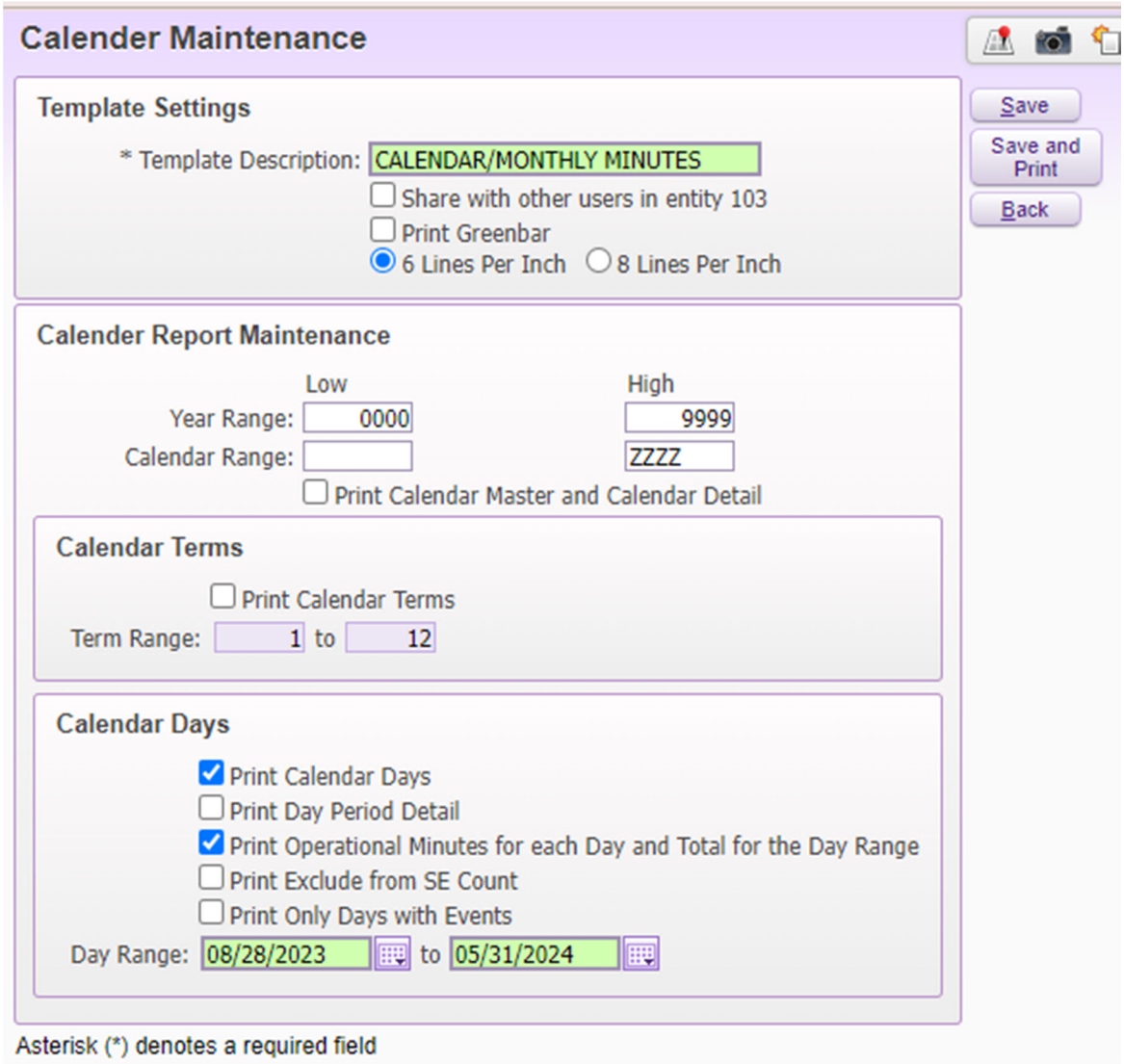


## Calendar/Monthly Minutes

Report provides information on the Calendars for any year range and is a quick way to search and verify days, events, and details of a calendar.

**Office > Attendance > Reports > Calendar Reports > Calendar Report > Add**

Fill in the appropriate information

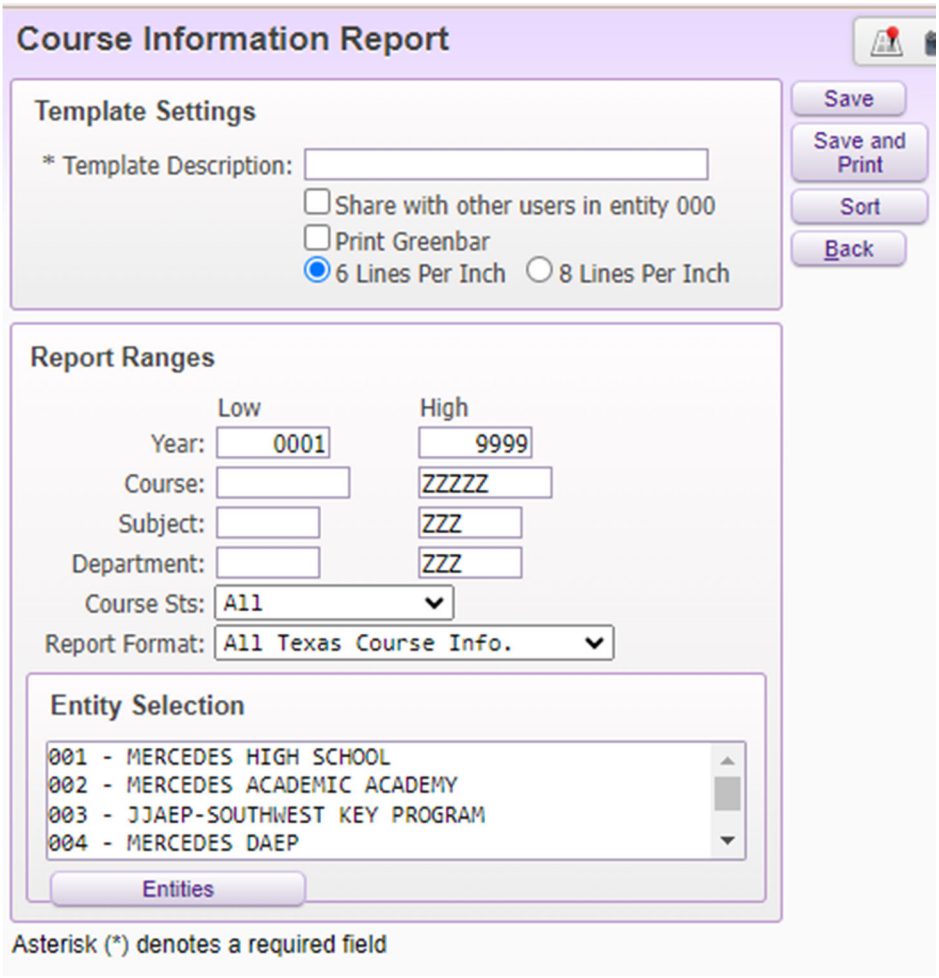


## Master Schedule with Services IDS

Report enables to verify the Texas-Specific information attached to each Course. Should be run from entities not district (000).

**Federal/State Reporting > Texas State Reporting > Reports > Scheduling > Course Information Report > Add**

Fill in the appropriate information



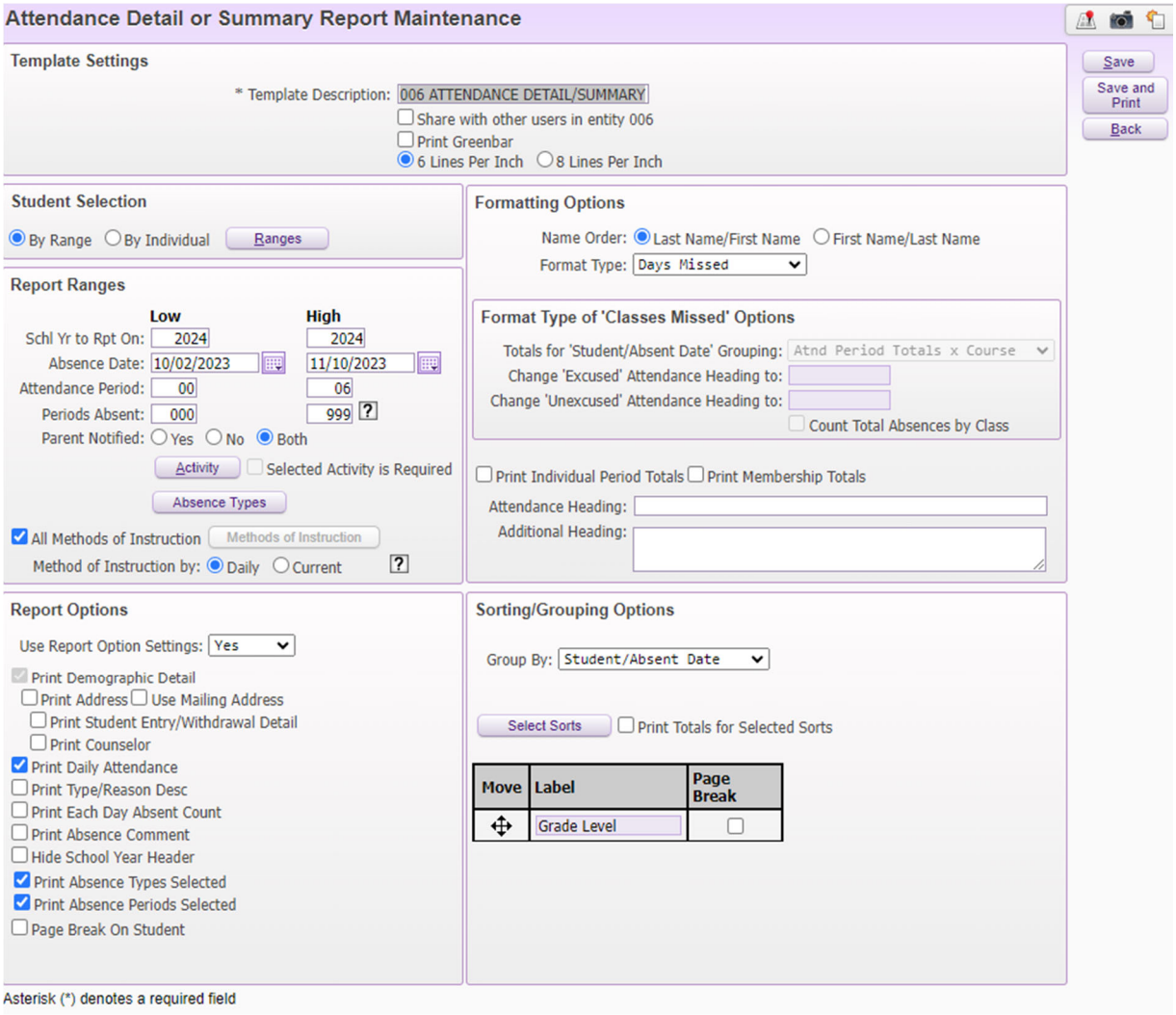
## Perfect Attendance

Review the information is required.

## Attendance Detail or Summary Report

**Office > Attendance > Reports > Reports by Student > Attendance Detail Summary > Add**
Fill in the appropriate information

Note: Absence Type selection: “E”, “U” and “Y”



## Absence Occurrence Report

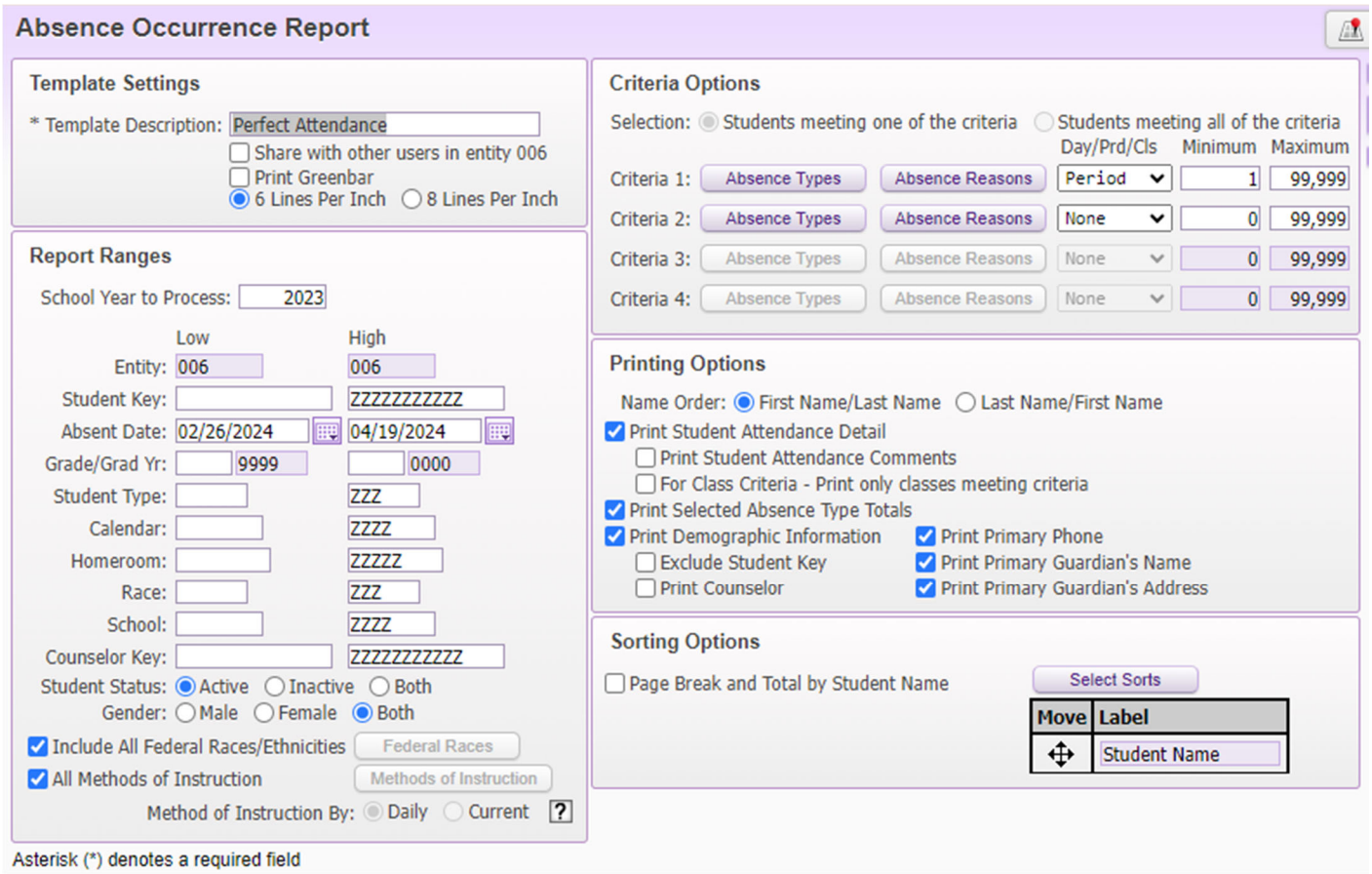
This report may be generated to obtain a list of students who have a certain number of absences as well as perfect attendance.

**Office > Attendance Tab > Report > Reports By Student > Absence Occurrence Report > Add**

Fill in the appropriate information

Note: Absence Types: E, A, and U

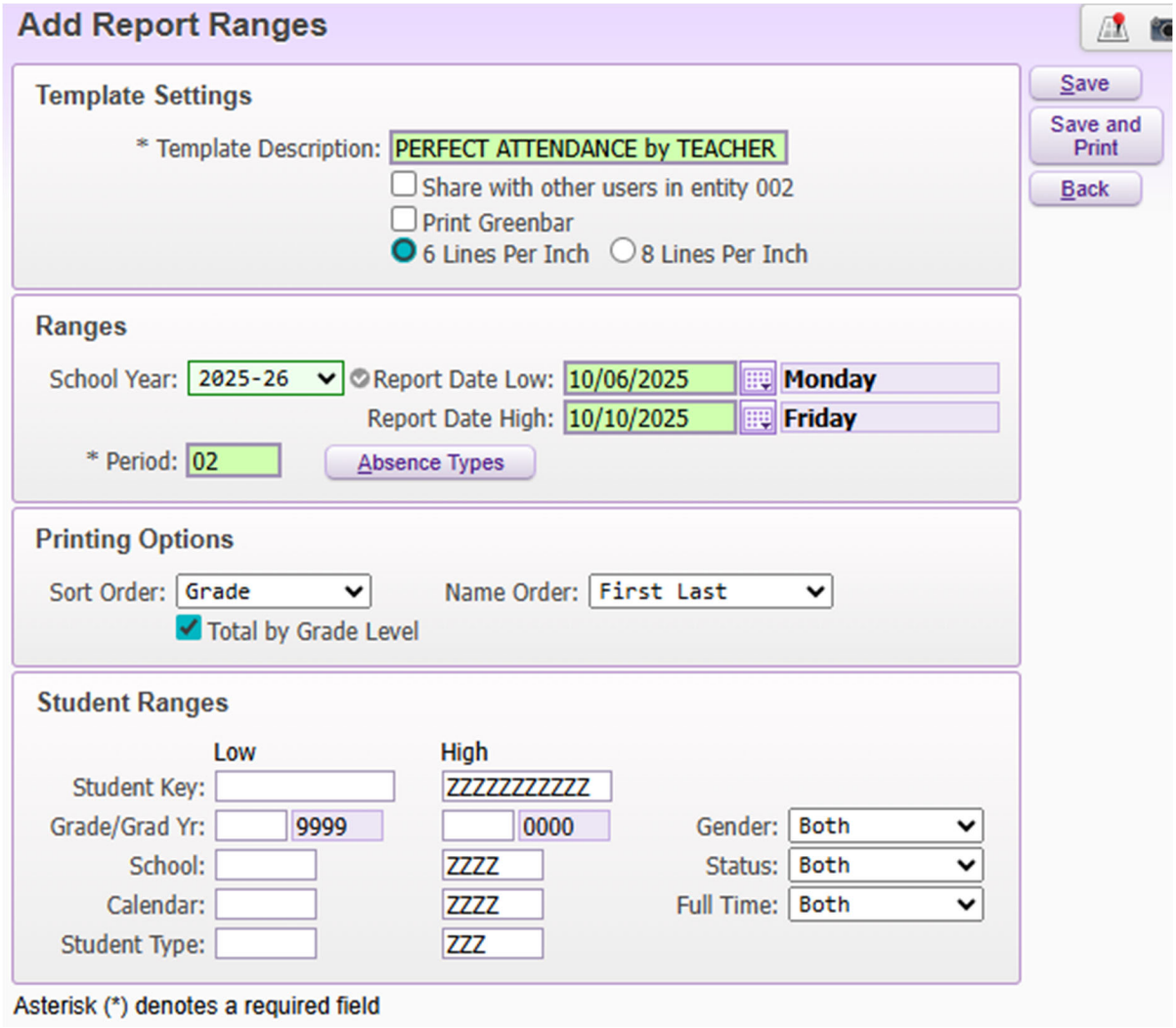
Absence Reasons: select all Unexcused and Excused



## Perfect Attendance by Teacher

Report shows teachers and the percent the students per grade level are attending in the teacher's classes.

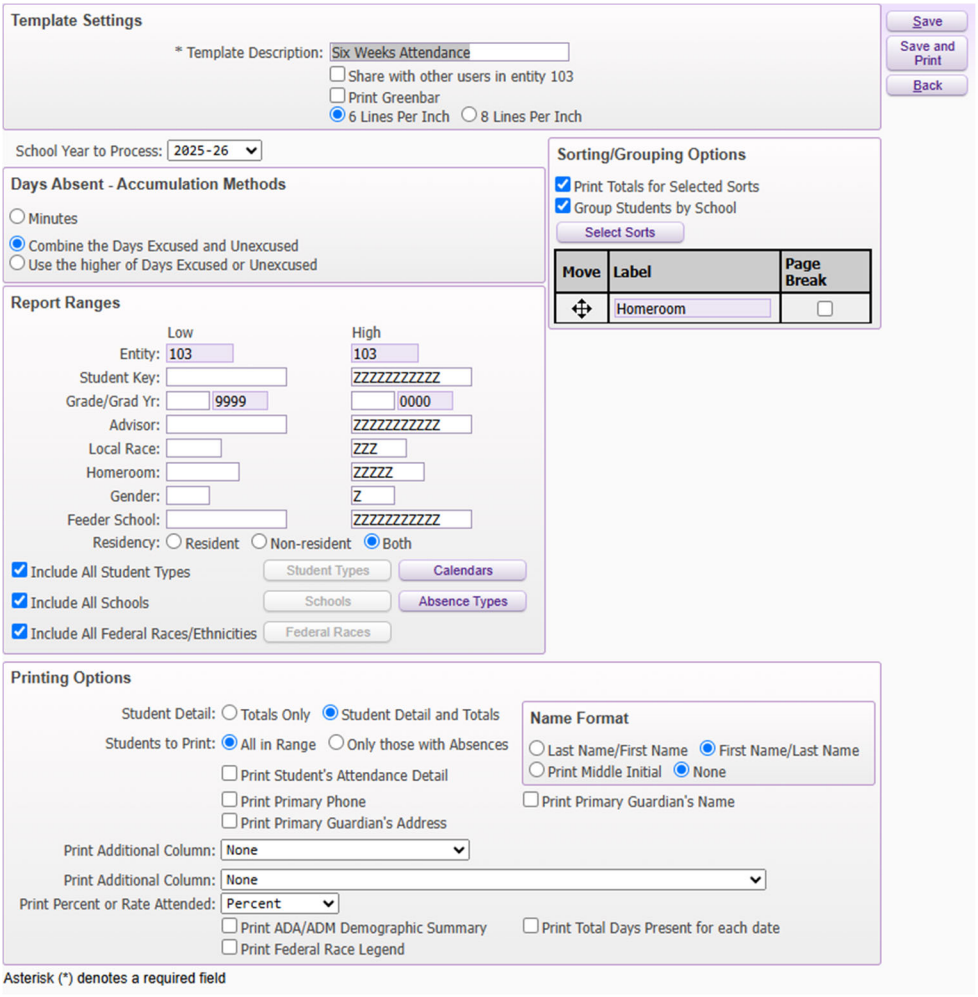
**Educator Access Plus > Gradebook > Reports > Perfect Attendance by Teacher**



## Monthly/Quarterly Report

This report calculates the Average Daily Attendance (ADA) and Average Daily Membership (ADM) for students within the ranges set.

**Student Management > Office > Attendance > Reports, and select Monthly - Quarterly Report.**




**Calendars**:
Enter the Six Weeks dates

**Absence Types:**
Select all excused and unexcused types

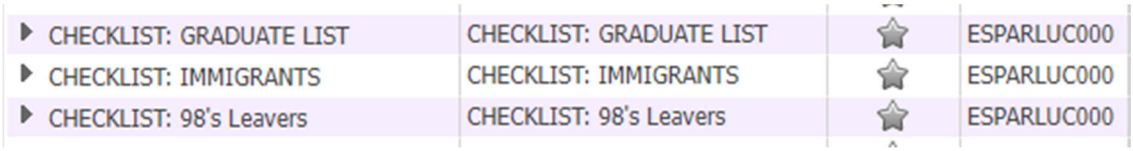
## Data Mining Reports

Click on Student
Under the Students-ST tab  select Data Mining
Enter the titles in the Report Name box :

CHECKLIST: GRADUATE LIST

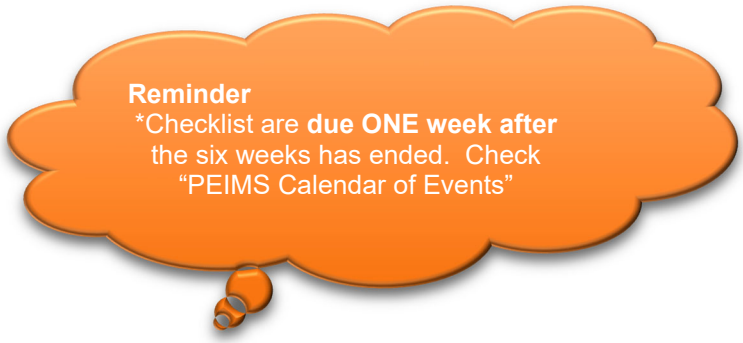
| | | | |
|---|---|---|---|
| -FHSP | -Grad Type | -IGC Code | -Military Enlistment |
| -Financial Aid | -CPR | -Associate Degree | -Exam Fee |
| -IBC Vendor | -FAFSA | -First Post-Sec Cert. | -Secondar Post-Sec |
| -Post Sec Certification | | -TX 1st Early | |

CHECKLIST: IMMIGRANTS
CHECKLIST: 98'S LEAVERS




These reports are created by ESPARLUC00.  Once reports are cloned, update the dates to reflect the current school year.

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## On Data Suite

https://108907.esc1.net/index.php/gate/login

On Data Suite ensures accurate coding of student attendance, discipline, Special Education, Bilingual, Financial and other data for PEIMS submissions.

- Dashboard: Overview of campus information
- Student: Data Validation and Custom Reports
- Assessment: Student and Campus Reports
- Staff: Data Validation and Custom Reports
- TSDS Rules: view fatals, warnings and special warnings affecting submissions.
    - PEIMS Fall from August to January
    - PEIMS Summer from January to July
- Course: Course Duplicates for 2026 for All Campuses

# APPENDIX

The following are SAMPLE forms. All these and additional forms may be found in the PEIMS Team Drive located in the Shared Drives.

Manual Late Entry/Early Withdrawal
Manual Daily Absence Log
Attendance Correction
Withdrawal/Leaver Documentation
No Income Affidavit
Student Tracking Form
Grade Level Reclassification
Request to Delete from campus
End of 1st and 4th Six Weeks Reconciliation
Change Authorization Form
Destroy Label
Homebound Logs
Intra-District Transfer form
Statement of Approval of PEIMS Data Collection Reports
Leaver Validation Form
CPS – Permanency (Foster Care)

| General Resources (Bookmark recommended) |
|---|
| **Student Attendance Accounting Handbook (SAAH)** |
| Contains the official attendance accounting requirements that all public school districts and open enrollment charter schools in Texas must meet. |
| https://tea.texas.gov/finance-and-grants/financial-compliance/student-attendance-accounting-handbook |
| **TSDS Web-Enabled Data Standards (TWEDS)** |
| is a statewide system for collecting and reporting education data for publicly funded schools in the State of Texas. |
| https://tealprod.tea.state.tx.us/TWEDSAPI/30/0/0/Overview?IntroductionId=952 |
| **AskTED** |
| Searches for School, District, County, Region, and Texas |
| https://tealprod.tea.state.tx.us/Tea.AskTed.Web/Forms/SearchScreen.aspx?orgType=School |
| **Mercedes ISD School Locator** |
| School Locator Tool |
| https://portal.schoolsitelocator.com/apps/ssl/?districtcode=00300 |
| **TEA School District Locator** |
| Provides basic information for Texas schools, districts, and education services centers in map format. |
| https://tea-texas.maps.arcgis.com/apps/webappviewer/index.html?id=51f0c8fa684c4d399d8d182e6edd5d97 |

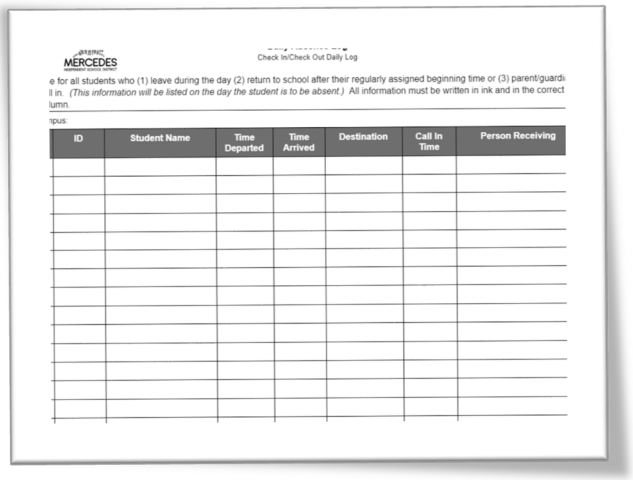
## Manual Late Entry/Early Withdrawal



LATE ENTRY AND EARLY WITHDRAWAL FORM

ERCEDES

| DENT I.D. | NAME OF STUDENT | DATE ENROLLED | CODE | ENTRY FROM | EXIT DATE | WITHDRAWAL DATE | CODE | WITHDRAWAL REASON | GRADE | A |
|---|---|---|---|---|---|---|---|---|---|---|
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MERCEDES

Check In/Check Out Daily Log

e for all students who (1) leave during the day (2) return to school after their regularly assigned beginning time or (3) parent/guardi
ll in. *(This information will be listed on the day the student is to be absent.)* All information must be written in ink and in the correct
umn.

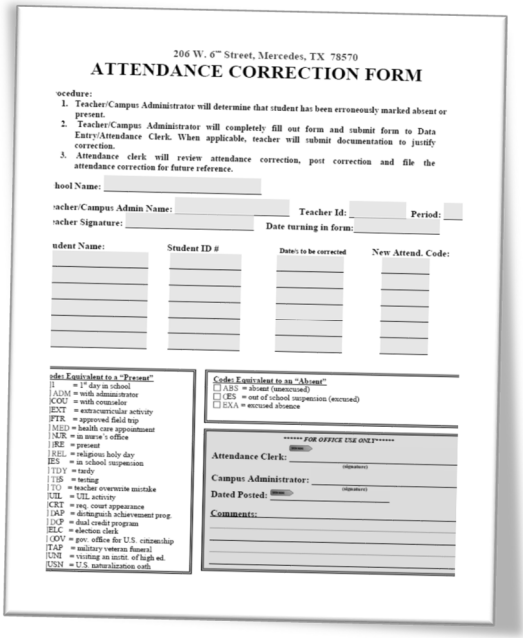
pus:

| ID | Student Name | Time Departed | Time Arrived | Destination | Call In Time | Person Receiving |
|---|---|---|---|---|---|---|
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## Manual Daily Absence Log

## Attendance Correction Form

Office, Counselor, Nurse, etc. slip **must** be attached. Do NOT delete any entry. Update the code to Y-TO.



206 W. 6th Street, Mercedes, TX 78570

ATTENDANCE CORRECTION FORM

ocedure:

1. Teacher/Campus Administrator will determine that student has been erroneously marked absent or present.
2. Teacher/Campus Administrator will completely fill out form and submit form to Data Entry/Attendance Clerk. When applicable, teacher will submit documentation to justify correction.
3. Attendance clerk will review attendance correction, post correction and file the attendance correction for future reference.

hool Name:

acher/Campus Admin Name: Teacher Id: Period:

acher Signature: Date turning in form:

udent Name: Student ID # Date/s to be corrected New Attend. Code:

ode: Equivalent to a "Present"
= 1st day in school
ADM = with administrator
COU = with counselor
EXT = extracurricular activity
FTR = approved field trip
MED = health care appointment
NUR = in nurse's office
PRE = present
REL = religious holy day
SUS = in school suspension
TDY = tardy
TES = testing
TO = teacher overwrite mistake
UIL = UIL activity
CRT = req. court appearance
DAP = distinguish achievement prog.
DCP = dual credit program
ELC = election clerk
GOV = gov. office for U.S. citizenship
MAP = military veteran funeral
UNI = visiting an instit. of high ed.
USN = U.S. naturalization oath

Code: Equivalent to an "Absent"
ABS = absent (unexcused)
ES = out of school suspension (excused)
EXA = excused absence

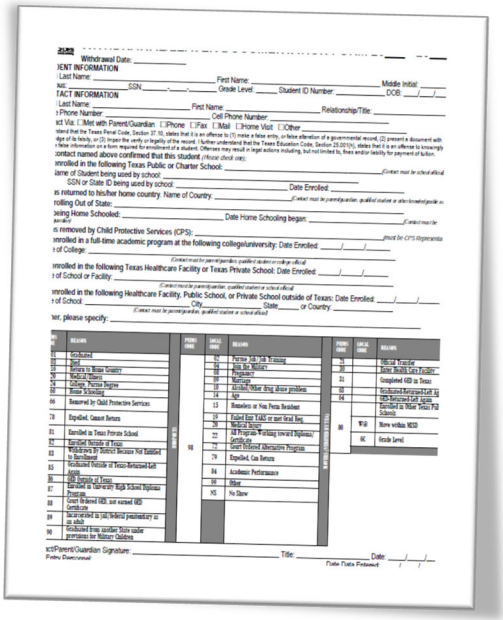
****** FOR OFFICE USE ONLY******

Attendance Clerk: (Signature)

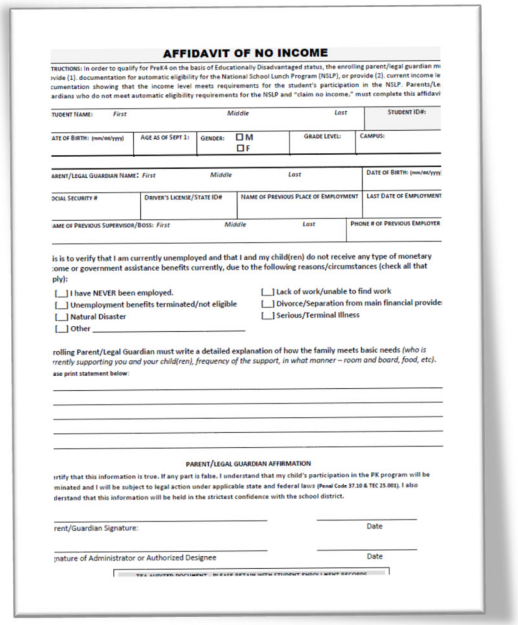
Campus Administrator: (Signature)

Dated Posted:

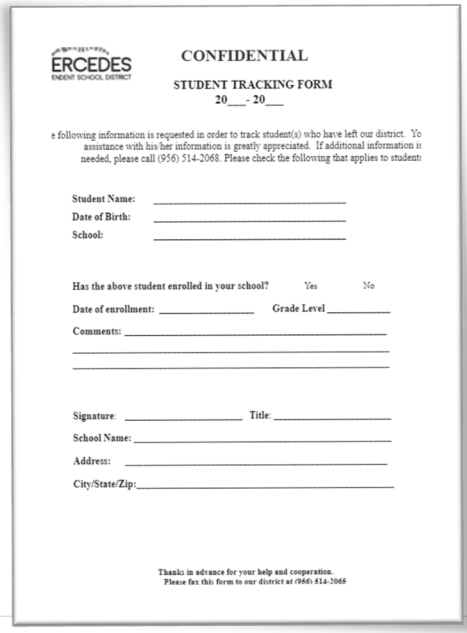
Comments:



Withdrawal/Leaver Documentation

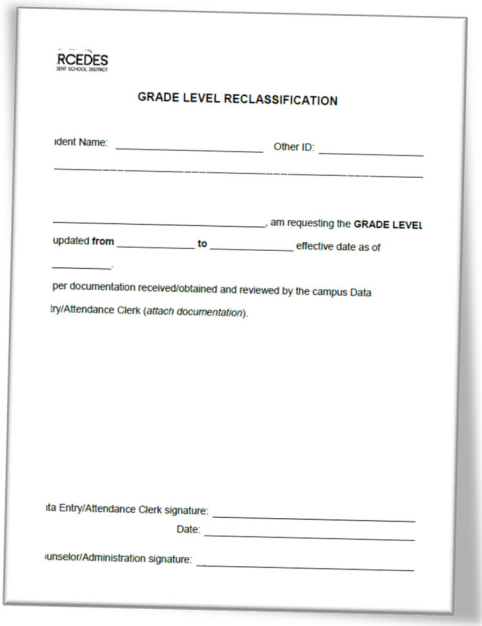


No Income Affidavit



Student Tracking Form

## Grade Level Reclassification



RCEDES

GRADE LEVEL RECLASSIFICATION

ident Name: _____ Other ID: _____

_____

_____, am requesting the **GRADE LEVEL**

updated **from** _____ **to** _____ effective date as of

_____.

per documentation received/obtained and reviewed by the campus Data

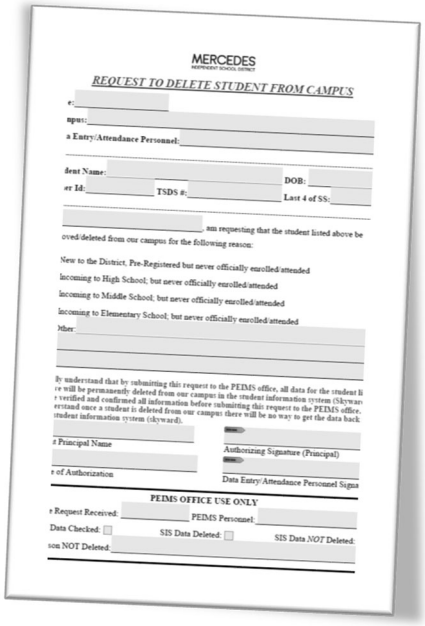
try/Attendance Clerk (*attach documentation*).

ta Entry/Attendance Clerk signature: _____

Date: _____

unselor/Administration signature: _____

## Request to Delete From Campus



MERCEDES

*REQUEST TO DELETE STUDENT FROM CAMPUS*

e: _____

mpus: _____

a Entry/Attendance Personnel: _____

_____

dent Name: _____ DOB: _____

er Id: _____ TSDS #: _____ Last 4 of SS: _____

_____ am requesting that the student listed above be

oved/deleted from our campus for the following reason:

New to the District, Pre-Registered but never officially enrolled/attended

Incoming to High School; but never officially enrolled/attended

Incoming to Middle School; but never officially enrolled/attended

Incoming to Elementary School; but never officially enrolled/attended

Other: _____

_____

_____

By understand that by submitting this request to the PEIMS office, all data for the student li
re will be permanently deleted from our campus in the student information system (Skyward
verified and confirmed all information before submitting this request to the PEIMS office.
erstand once a student is deleted from our campus there will be no way to get the data back
student information system (skyward).

_____ _____

Principal Name Authorizing Signature (Principal)

_____ _____

n of Authorization Data Entry/Attendance Personnel Signa

**PEIMS OFFICE USE ONLY**

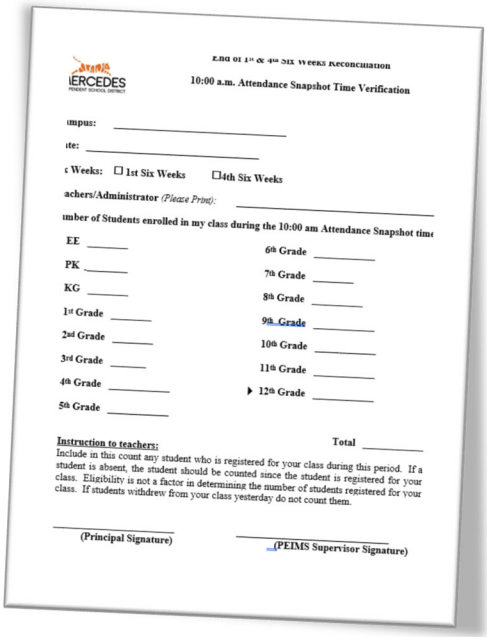
Request Received: _____ PEIMS Personnel: _____

Data Checked: ☐ SIS Data Deleted: ☐ SIS Data *NOT* Deleted: _____

son NOT Deleted: _____

## End of 1ST and 4TH Six Weeks Reconciliation

Due a week after the six weeks is completed.



End of 1st & 4th Six Weeks Reconciliation

IERCEDES

10:00 a.m. Attendance Snapshot Time Verification

mpus: _____

te: _____

Weeks: ☐ 1st Six Weeks ☐4th Six Weeks

achers/Administrator *(Please Print)*: _____

mber of Students enrolled in my class during the 10:00 am Attendance Snapshot time

EE _____ 6th Grade _____

PK _____ 7th Grade _____

KG _____ 8th Grade _____

1st Grade _____ 9th Grade _____

2nd Grade _____ 10th Grade _____

3rd Grade _____ 11th Grade _____

4th Grade _____ 12th Grade _____

5th Grade _____

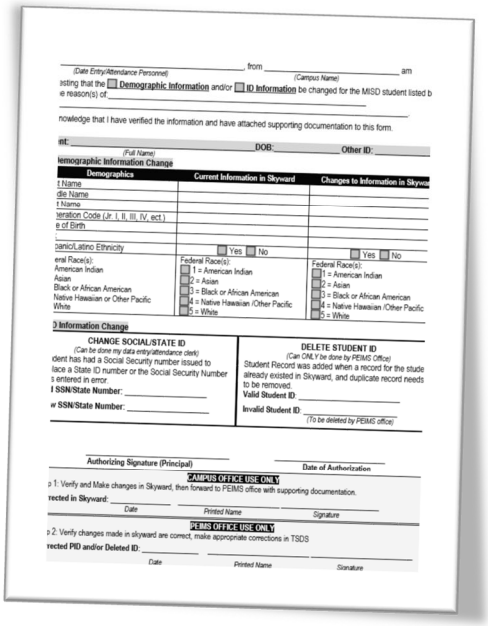
**Instruction to teachers:** Total _____

Include in this count any student who is registered for your class during this period. If a student is absent, the student should be counted since the student is registered for your class. Eligibility is not a factor in determining the number of students registered for your class. If students withdrew from your class yesterday do not count them.

_____ _____

(Principal Signature) (PEIMS Supervisor Signature)

## Change Authorization Form



(Date Entry/Attendance Personnel) from (Campus Name) am

Demographic Information and/or ID Information be changed for the MISD student listed b

nowledge that I have verified the information and have attached supporting documentation to this form.

(Full Name) DOB: Other ID:

Demographic Information Change

| Demographics | Current Information in Skyward | Changes to Information in Skyw |
|---|---|---|
| t Name | | |
| die Name | | |
| t Name | | |
| eration Code (Jr. I, II, III, IV, ect.) | | |
| e of Birth | | |
| | | |
| panic/Latino Ethnicity | ☐ Yes ☐ No | ☐ Yes ☐ No |
| eral Race(s): American Indian Asian Black or African American Native Hawaiian or Other Pacific White | Federal Race(s): ☐ 1 = American Indian ☐ 2 = Asian ☐ 3 = Black or African American ☐ 4 = Native Hawaiian /Other Pacific ☐ 5 = White | Federal Race(s): ☐ 1 = American Indian ☐ 2 = Asian ☐ 3 = Black or African American ☐ 4 = Native Hawaiian /Other Pacific ☐ 5 = White |

Information Change

**CHANGE SOCIAL/STATE ID**
(Can be done my data entry/attendance clerk)
dent has had a Social Security number issued to
lace a State ID number or the Social Security Number
s entered in error.
**l SSN/State Number:**
**w SSN/State Number:**

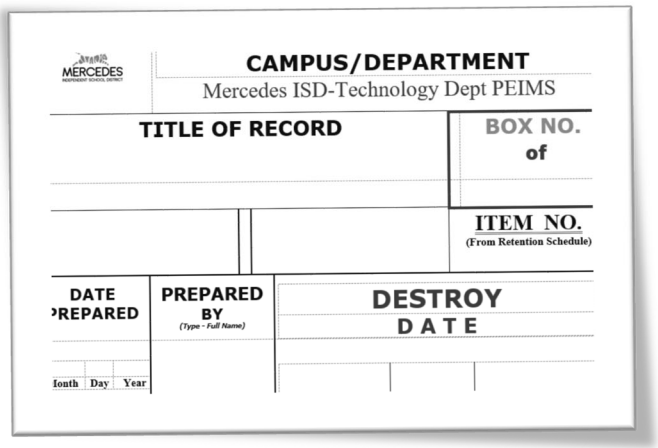
**DELETE STUDENT ID**
(Can ONLY be done by PEIMS Office)
Student Record was added when a record for the stude
already existed in Skyward, and duplicate record needs
to be removed.
**Valid Student ID**
**Invalid Student ID**
(To be deleted by PEIMS office)

Authorizing Signature (Principal) Date of Authorization

**CAMPUS OFFICE USE ONLY**
p 1: Verify and Make changes in Skyward, then forward to PEIMS office with supporting documentation.
**rected in Skyward:** Date Printed Name Signature

**PEIMS OFFICE USE ONLY**
p 2: Verify changes made in skyward are correct, make appropriate corrections in TSDS
**rected PID and/or Deleted ID:** Date Printed Name Signature

## Destroy Label



MERCEDES INDEPENDENT SCHOOL DISTRICT

**CAMPUS/DEPARTMENT**
Mercedes ISD-Technology Dept PEIMS

**TITLE OF RECORD**

**BOX NO.**
**of**

**ITEM NO.**
**(From Retention Schedule)**

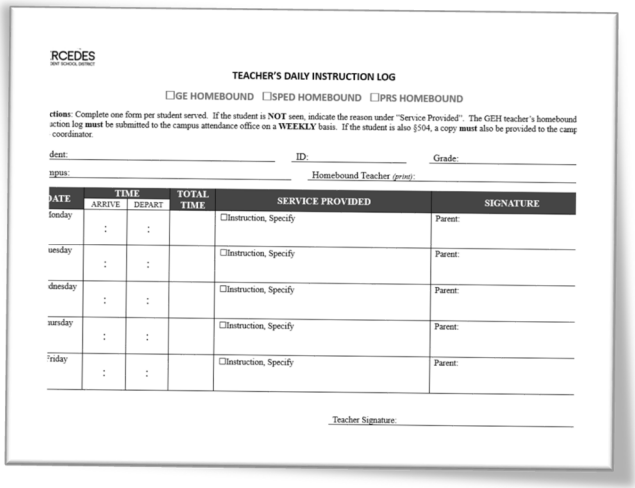
**DATE PREPARED**
Month Day Year

**PREPARED BY**
*(Type - Full Name)*

**DESTROY DATE**

Do **not** add any information under the Box No.

## Homebound Log



RCEDES
INDEPENDENT SCHOOL DISTRICT

**TEACHER'S DAILY INSTRUCTION LOG**

☐GE HOMEBOUND ☐SPED HOMEBOUND ☐PRS HOMEBOUND

**ctions**: Complete one form per student served. If the student is **NOT** seen, indicate the reason under "Service Provided". The GEH teacher's homebound action log **must** be submitted to the campus attendance office on a **WEEKLY** basis. If the student is also §504, a copy **must** also be provided to the camp coordinator.

dent: ID: Grade:

mpus: Homebound Teacher *(print)*:

| DATE | TIME ARRIVE | TIME DEPART | TOTAL TIME | SERVICE PROVIDED | SIGNATURE |
|---|---|---|---|---|---|
| Monday | : | : | | ☐Instruction, Specify | Parent: |
| uesday | : | : | | ☐Instruction, Specify | Parent: |
| dnesday | : | : | | ☐Instruction, Specify | Parent: |
| hursday | : | : | | ☐Instruction, Specify | Parent: |
| Friday | : | : | | ☐Instruction, Specify | Parent: |

Teacher Signature:

## Intra-District Transfer Form



MERCEDES
INDEPENDENT SCHOOL DISTRICT

INTRA-DISTRICT TRANSFER FORM

School Year 20____ - 20____
(Año escolar)

hool Requested: _____
scuela Preferida)

Name of Student: _____ Grade: _____
(Nombre del Estudiante) Last (Apellido) First (Primer Nombre) Middle (Segundo Nombre) (Grado)

Student's Address: _____
(Domicilio del Estudiante) City, State (Ciudad, Estado ) Zip Code (Código Po

Student's DOB: ___/___/___ Age: _____ Sex: _____ Social Security Number: _____
(Fecha de nacimiento) MM DD YYYY (Edad) (Sexo) (Número de Seguro Social)

Name of Parent or Legal Guardian (please print): _____
(Nombre de Padres o guardián legal, imprenta)

Relationship: _____ Telephone: _____
(Relación) (Teléfono)

Designated school according to address: _____
(Dirección a cual escuela pertenece)

Give specific reasons why the student should be assigned to the school requested above:
(Explique razón(es) específica(s) por la cual si pide el estudiante debe ser asignado a la escuela)

_____

_____

transfers are subject to available classroom space and can be revoked at any time due to overcrowding. Please keep in mind if approved, the in trict transfer is only valid for one school year and transportation is to be provided by the student's family. If there are any problems with cipline, attendance, or low grades due to lack of effort, this permission may be revoked. Todas las transferencias estarán conforme al espacio posible de la clase y pueden ser revocadas en cualquier momento debido al hacinamiento. Por favor, tenga en cuenta si se aprueba, la ferencia dentro del distrito sólo es válido para un año escolar y el transporte debe ser proporcionado por la familia del estudiante. Si hay blemas con disciplina asistencia, o calificaciones bajas por falta de esfuerzo este permiso será revocado.

ent Acknowledgement: By signing below, I have read and understand the terms listed above. Al firmar abajo, yo hay leído y entiendo los termi scionados anteriormente.

_____ _____
nature of Parent or Legal Guardian (Firma de Padre o Tutor) Date (Fecha)

_____ _____
nature of Home Campus Principal Date

**Form must be approved by both principals before returned to the Office of Safe Schools by receiving principal.**

**his section must be filled out by Receiving Principal:**

pproved _____ Not Approved _____ Reason: _____

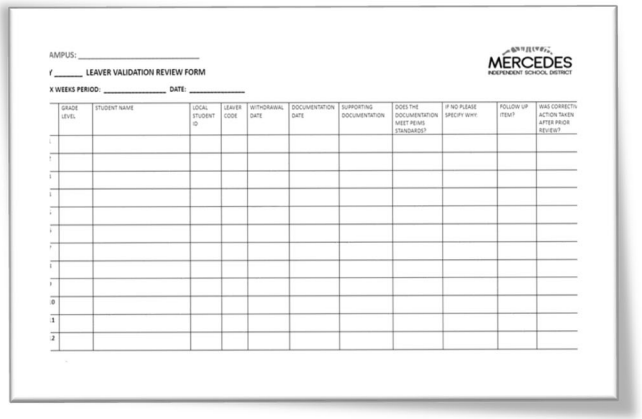
_____ _____
nature of Receiving Principal Date

**Office of Safe Schools Use Only:**

Date Received:

___/___/___
MM DD YYYY

**claimer: All transfers are subject to transfer policy in the board approved student handbook.** Todas las transferencias son objeto de transferencia de ática en la tarea aprobó el manual del estudiante.



AMPUS: _____

r _____ LEAVER VALIDATION REVIEW FORM

MERCEDES
INDEPENDENT SCHOOL DISTRICT

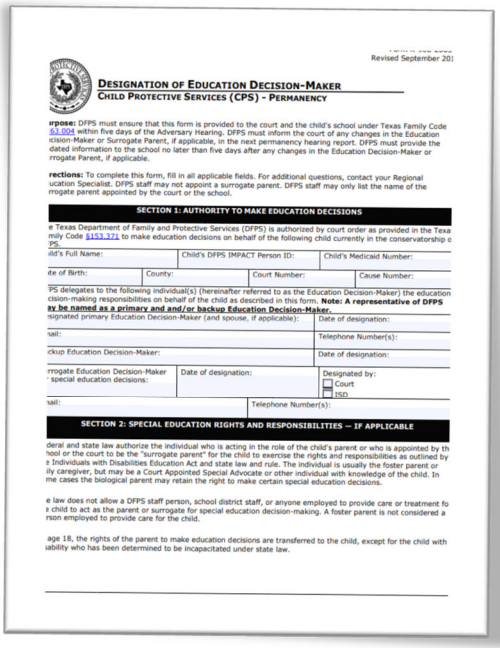
X WEEKS PERIOD: _____ DATE: _____

| GRADE LEVEL | STUDENT NAME | LOCAL STUDENT ID | LEAVER CODE | WITHDRAWAL DATE | DOCUMENTATION DATE | SUPPORTING DOCUMENTATION | DOES THE DOCUMENTATION MEET PEIMS STANDARDS? | IF NO PLEASE SPECIFY WHY: | FOLLOW UP ITEM? | WAS CORRECTIV ACTION TAKEN AFTER PRIOR REVIEW? |
|---|---|---|---|---|---|---|---|---|---|---|
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## Leaver Validation Form

Form will be in the PEIMS Team Drive under the Leaver folder by school year then campus

## Child Protective Services (CPS) – Permanency



Revised September 201

DESIGNATION OF EDUCATION DECISION-MAKER
CHILD PROTECTIVE SERVICES (CPS) - PERMANENCY

**rpose:** DFPS must ensure that this form is provided to the court and the child's school under Texas Family Code 63.004 within five days of the Adversary Hearing. DFPS must inform the court of any changes in the Education cision-Maker or Surrogate Parent, if applicable, in the next permanency hearing report. DFPS must provide the dated information to the school no later than five days after any changes in the Education Decision-Maker or rrogate Parent, if applicable.

**rections:** To complete this form, fill in all applicable fields. For additional questions, contact your Regional ucation Specialist. DFPS staff may not appoint a surrogate parent. DFPS staff may only list the name of the rrogate parent appointed by the court or the school.

**SECTION 1: AUTHORITY TO MAKE EDUCATION DECISIONS**

e Texas Department of Family and Protective Services (DFPS) is authorized by court order as provided in the Texa mily Code §153.371 to make education decisions on behalf of the following child currently in the conservatorship o PS.

| ild's Full Name: | Child's DFPS IMPACT Person ID: | Child's Medicaid Number: |
|---|---|---|
| te of Birth: | County: | Court Number: | Cause Number: |

PS delegates to the following individual(s) (hereinafter referred to as the Education Decision-Maker) the education cision-making responsibilities on behalf of the child as described in this form. **Note: A representative of DFPS ay be named as a primary and and/or backup Education Decision-Maker.**

| signated primary Education Decision-Maker (and spouse, if applicable): | Date of designation: |
|---|---|
| ail: | Telephone Number(s): |
| ckup Education Decision-Maker: | Date of designation: |
| rrogate Education Decision-Maker special education decisions: | Date of designation: | Designated by: ☐ Court ☐ ISD |
| ail: | Telephone Number(s): |

**SECTION 2: SPECIAL EDUCATION RIGHTS AND RESPONSIBILITIES — IF APPLICABLE**

deral and state law authorize the individual who is acting in the role of the child's parent or who is appointed by th hool or the court to be the "surrogate parent" for the child to exercise the rights and responsibilities as outlined by s Individuals with Disabilities Education Act and state law and rule. The individual is usually the foster parent or ily caregiver, but may be a Court Appointed Special Advocate or other individual with knowledge of the child. In me cases the biological parent may retain the right to make certain special education decisions.

e law does not allow a DFPS staff person, school district staff, or anyone employed to provide care or treatment fo s child to act as the parent or surrogate for special education decision-making. A foster parent is not considered a rson employed to provide care for the child.

age 18, the rights of the parent to make education decisions are transferred to the child, except for the child with iability who has been determined to be incapacitated under state law.