

# **eSchool Plus Notes**

## **Channelview ISD**

### **TAKING HOMEROOM ATTENDANCE**

In order to take attendance on students attending campuses who take home room attendance you must assign students to a home room on their Registration screen and that home room needs to be on the teacher's primary home room field in the Staff Information table.

To assign a student to a homeroom click on Student Center>>Click on Search>>Enter your criteria>>click Search>>choose your student>>click on Registration>>type their room number in the Primary Homeroom field (or use the drop down to choose the room number)>>click on Save.

To assign a teacher to a homeroom click on Registration Center>>click on Staff Information>>Enter your Search criteria>>click on Search>>click on the teacher's building (this should be your building)>>type in the room number on the teacher's Primary Homeroom field>>click on Save.

Now the teacher can go to their grade book and they will see this class listed for attendance purposes. To enter attendance or make changes to teacher's attendance click on the Attendance Center>>Attendance Entry>>Check the date (the system defaults to today's date so be sure to use the date you want to add attendance for)>>Be sure to enter office>>click on No default>>Type in student's ID and the code you want to use>>when you are finished entering absences for that date click on Save.

If you are correcting a previous day's absences you can click on View Unverified Absences and the system will show you all the students who had been marked UNV by the teacher for that date. You can then input the new code and be sure to click Save when you are finished. Adding an office entry to a student will lock the student's attendance for that day and prevent the teacher from marking them absent in the grade book. Office entry over rides teacher entry so if a student has a doctor's verification or a religious holiday or any of the codes that makes them

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#### **TAKING HOMEROOM ATTENDANCE (continued)**

present for ADA purposes it is very important that you put these in. The office can input absences for future dates.

If you want to mark a whole group with a code (i.e. 1<sup>st</sup> grade field trip) you can use the Attendance Entry by Criteria.

#### **ATTENDANCE CALCULATIONS**

In order for your attendance data to print properly on report cards, interim progress reports, or any other report you may generate you need to have your calculations up to date. To check on an individual student's totals go to Student Center>>Click on Search>>Search for your student>>Choose the student>>go to Attendance. This will show you the student's Year View. Remember that the attendance you see on the Summary page is for today only.

If you want to see results of Calculations you Click on the Attendance Folder on the left hand side of your screen. If you want to see detail on a particular range you Click on Range View. By default it will show the last two weeks but you can change those dates to be a larger range or a smaller one.

If you want to see a Days Total click on Days Total and you can see that student's totals per day. Intervals are groups of time that correspond to Marking Periods (1 through 6), Months (7 through 17 which is August through June) and Year to Date which is Interval #18. You can see when a student was last calculated and you can calculate that one student by clicking the Load Totals button on either the Day Total page or Show Totals on the Interval Total page.

**SPECIAL NOTE:** Remember to periodically run your Attendance Error Scan to check for errors as well as Invalid Absences. Elementary campuses should run this

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at least once a week while secondary campuses should run this at least twice a week since there are so many schedule changes.

### **ATTENDANCE BALANCING**

Every six weeks your teachers need to sign and date an audit report verifying that the absences in the system are correct. You should run this report at least every 3 weeks for teachers to verify. Teachers should make write changes on the report and send it back to you. If the report is correct then they sign and date it. By doing it every 3 weeks you have your attendance verified for Interim Progress Reports as well as Report Cards. To run this report go to Attendance Center>>Reports>>End of Day Teacher Status Report>>Type in your prompts>> Click Run

For auditing purposes you should run the report with the prompts shown on the next page. For high schools always use 3<sup>rd</sup> period, AJJH uses 2<sup>nd</sup> period, and campuses taking homeroom attendance use all.

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The screenshot shows a web browser window titled "End-Of-Day Teacher Status Report - Windows Internet Explorer". The address bar shows the URL "http://cvisd/eshoolplus/Content/Admin/Menu/default.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains various icons for navigation and utility. The page content features the "eSchoolPlus+" logo and navigation icons for Favorites, Help, Print, and Home. A green header bar displays "End-Of-Day Teacher Status Report" and the school year "2008/09". A "Run" button is positioned above the main form area. On the left, a vertical navigation menu lists various system components, with "Reports" expanded to show a list of report types including "Morning Bulletin", "Teacher Report", "Office Report", "Attendance Missing Summary", "End-of-Day Teacher Status Report", "Activity Absence", "Trends by Course (Detailed)", "Trends by Course (Summary)", "Trends by Period (Detailed)", "Trends by Period (Summary)", "Perfect Attendance", "Full Student Register", "Register Summary Report", "Student Detail Register", "Student Totals Register", "Enrollment Statistics", and "Headcount Statistics". The main form area contains the following fields and options:

- Building:** 1 Channelview High School
- Start Date:\***  By Date: 8/25/2008  By Prior Days: [ ]
- End Date:\***  Today  By Date: 10/3/2008
- Period(s) To Include:**  All  Selected Period(s): 3
- Show All Students:**  Include all students in the class or homeroom
- Show Dropped Students:**  Include dropped students in the class
- Include Attendance:** Show Bottomline
- Message for Non-Bottomline Entry:** [ ]
- Group Attendance By:**  Student  Date
- Include Secondary Teachers:**  Print courses in which a teacher is listed as Secondary Staff
- Page Break On Teacher:**  Print a new page for each teacher
- Include Signature:**  Include a line for teachers to sign the report
- Print Dates as Columns:**  Print Attendance Dates as columns
- Code to Print For Days Present:** [ ]
- Print Attendance Code Key:**  Print a key of attendance codes and descriptions
- Log Statistics:**  Include the report statistics in the report file

A "Filter" button is located at the bottom of the form area. The browser's status bar at the bottom indicates "Local intranet" and "100%" zoom level.

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### ABSENCE CODES

The absence codes in Channelview are used by all campuses. Some of these codes will generate ADA but the student must have the documentation for that code. Other codes may mean excused absence but will still be subject to the 90% rule. The State of Texas has mandated that all students be in attendance for at least 90% of the days that a class meets. Some codes are used only for secondary campuses or for particular grade levels (i.e. Military Taps is only for 6<sup>th</sup> through 12<sup>th</sup> grade so only Cobb, AJJH, Kolarik, Endeavor, and CHS can use it.)

Codes that will **not** be counted for the 90% rule (to determine which students have to make up hours you should run the Trends by Period Summary – details on next page - with all the other codes):

ACT, APL, CNS, HMB, HOL, ISS, NID, NUR, OFF, and TST

Codes that will count towards ADA (you must have documentation for these codes as specified in the TEA Student Attendance Accounting Handbook for that school year in case of audit).

CRT, DEN, DOC, MTA, and REH

Here are Channelview ISD absence codes. **Codes in red do not receive ADA.** Your campus may not be able to use these codes depending on limitations (i.e. MTA which is military Taps and is ADA generated can only be used by 6<sup>th</sup> through 12<sup>th</sup> grade). Each code has a short explanation and how they should be used:

- **HMB** – Homebound, receives ADA, prevents teacher from marking the student absent in error
- **SUS** – Suspended, must have a disciplinary incident to go with days absent
- **HOL** – Holding, receives ADA, should not be all day
- **PNE** – Parent Note Unexcused
- **ACT** – School Activity, receives ADA

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### ABSENCE CODES (continued)

- **CNS** – Counselor, receives ADA, requires Admit Slip or sign in sheet at a campus that takes period by period attendance
- **CRT** – Court, receives ADA, must have required official documentation
- **CUT** - Truant
- **EXC** – Excused Absence
- **DEN** – Dentist Appointment, receives ADA, must be in the building at some time during the day and have the required documentation
- **UNX** – Unexcused Absence
- **DLI** – Driver’s License
- **DOC** – Health Care Provider Appointment, receives ADA, must be in the building at some time during the day and have the required documentation
- **ETD** – Excused Tardy
- **PN** – Parent Note Excused
- **FEM** – Family Emergency
- **FRL** - Funeral
- **OSS** – Out of School Suspension, must have a disciplinary incident to go with the days absent
- **PC** – Parent called
- **ISS** – In School Suspension, receives ADA
- **MIB** – Missed Bus
- **NID** – No ID, receives ADA
- **NUR** – Nurse’s Office, receives ADA
- **MTA** – Military TAPS, receives ADA, valid for 6<sup>th</sup> through 12<sup>th</sup> grade only, must have required official documentation
- **APL** – At Apollo, receives ADA, prevents teacher from marking the student absent in error
- **AAPL** – Absent at Apollo
- **RAW** – Runaway

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### ABSENCE CODES (continued)

- **REH** – Religious Holiday, receives ADA, must have required official documentation, allows multiple days but only one day for travel to and one day for travel from
- **UTDY** – Unexcused Tardy
- **TST** – Testing, receives ADA
- **UNV** – Unverified absence
- **DN** – Doctor’s note (Excused absence)
- **OFF** – In the Office (Principal/AP/etc.), receives ADA
- **MED** – Absent per Nurse, student was sent home by the nurse

The Following pages have been taken from the Student Attendance Accounting Handbook as published by TEA for the 2008-2009 School Year.

#### 3.6.2 Time of Day for Attendance Taking

Each campus must determine attendance for all grades by the absences recorded at the one particular point in time the campus has chosen for roll to be taken (a snapshot, e.g., 9:45 a.m.) during the **second** or **fifth** instructional hour of the day or its equivalent, unless your local school board has adopted a district policy for recording absences in an alternate period or hour. The selected time may vary from campus to campus within your district. However, once a time has been selected, a campus may not change it during the school year.<sup>1</sup>

These attendance provisions do not apply to alternative attendance programs such as the High School Equivalency Program (HSEP) or the Optional Flexible School Day Program (OFSDP). For special attendance provisions that apply to these programs, please refer to Section 11, on nontraditional programs.

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<sup>1</sup> 19 TAC §129.21(i)

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### STUDENT ATTENDANCE ACCOUNTING HANDBOOK PAGES (continued)

#### 3.6.3 Requirements for a Student's Being Considered Present or Absent

For official attendance accounting purposes, "excused" and "unexcused" absences do not exist.<sup>2</sup> Students present at the time the attendance snapshot is taken 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 paragraphs, students who are absent at the time the attendance snapshot is taken 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 responsible campus official (e.g., nurse, counselor, principal, etc.). Class admit slips or other documentation supporting that a student was with a responsible official must be retained for audit purposes. Note: These attendance provisions do not apply to the OFSDP, the eCP, or the TxVSN. For special attendance provisions that apply to these programs, please refer to Section 11, on nontraditional programs.

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

- is enrolled in and attending an off-campus dual credit program course.
- is participating in an activity that is approved by your local school board and is under the direction of a professional staff member of your school district or an adjunct staff member. 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.

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<sup>2</sup> 19 TAC §129.21(i)(3)

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### STUDENT ATTENDANCE ACCOUNTING HANDBOOK PAGES (continued)

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 certified district staff member or adjunct 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 solely by a County Extension Service Agent who has been approved by the local school board as an adjunct staff member.<sup>3</sup>

- is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 TAC §74.13(a)(3).
- is a Medicaid-eligible child participating in the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) programs implemented by the Texas Health and Human Services Commission. Such students may be excused for up to one day at a time without loss of ADA.
- misses school for the purpose of observing religious holy days, including traveling for that purpose. Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 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.
- is in Grades 6 through 12 and misses school for the purpose of sounding “Taps” at a military honors funeral held in Texas for a deceased veteran.

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<sup>3</sup> 19 TAC §129.21(k)(1)

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### STUDENT ATTENDANCE ACCOUNTING HANDBOOK PAGES (continued)

- misses school for the purpose of attending a required court appearance, including traveling for that purpose.<sup>4</sup> Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 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.

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 a jury summons in the name of the student, a subpoena in the name of the student, a traffic ticket marked “You Must Appear” or “Court Appearance Required,” the student appears in court as a plaintiff or defendant, or the student is the subject of a court proceeding, such as an adoption or custody proceeding. Acceptable forms of documentation may be 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, a subpoena, etc.

**Important:** Absences to meet with probation officers do not qualify for funding but must be excused if they meet the criteria in the TEC, §25.087(b)(1)(B).

- is temporarily absent because of a documented appointment with a health care professional. To be considered temporarily absent, however, the student must begin classes or return to school on the same day of the appointment. The appointment should be supported by a document, such as a note from the health care professional.<sup>5</sup>

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<sup>4</sup> TEC, §25.087(b)(1)(B)

<sup>5</sup> 19 TAC §129.21(k), TEC, §25.087(b)(1)(A)

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### STUDENT ATTENDANCE ACCOUNTING HANDBOOK PAGES (continued)

A student whose absence is excused for any of the previously listed reasons will be allowed a reasonable amount of time to make up school work missed on these days, and if the student satisfactorily completes the school work, the day of absence is counted as a day of compulsory attendance.

**Important:** Your district or charter school **must** adopt a policy regarding parental consent for student departures from school.<sup>6</sup> **FSP funding is conditional on local adoption of this policy.** However, this policy does not affect procedures for taking and recording student attendance.

#### 3.6.3.1 Early Graduation/Graduation Ceremonies and Attendance

**Students Who Graduate Early:** If a student has completed the requirements for a high school diploma before the last instructional day of the school year, the student is not eligible to continue to generate ADA for funding purposes for the remaining days of the school year.

**Students Who Have Not Yet Graduated but Who Have Attended Graduation Ceremonies:** A student who attends a graduation ceremony before completing requirements for a high school diploma is eligible to continue to generate ADA funding as long as the student meets the minimum 2-through-4-hour requirement or is continuing to participate in an alternative attendance accounting program, such as the OFSDP. Your school district may not receive ADA for funding purposes for any student who does not meet the minimum 2-through-4-hour requirement or who is not continuing to participate in an alternative attendance accounting program. A senior who has attended graduation ceremonies before the end of the school year and who attends for the last days of the school year only to “sign in” has not met the minimum 2-through-4-hour requirement<sup>7</sup> for those days.

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<sup>6</sup> 19 TAC §129.21(d)

<sup>7</sup> 19 TAC §129.21(h)

### **3.6.4 Instruction Provided Outside of the Regular School Day**

If selected students are required to attend school on Saturday to make up for absences, their attendance may **not** be counted for funding purposes (see Error! Reference source not found. for makeup days when all students are required to attend).

If your school district provides instructional services for special education after school or on Saturday, the contact hours may be counted only if the services cannot be provided or are unavailable at any other time (e.g., speech therapy provided on Saturday as a result of the unavailability of speech therapists during the regular school week, orientation and mobility services/vision instruction provided outside the regular school day because they must be provided at night or in periods of darkness).

### **3.6.5 Attendance Accounting During Testing Days**

If standardized achievement tests or final exams are administered during the period designated for attendance taking, staff should record absences just before, during, or immediately after the exam.

## **AUDITING REQUIREMENTS**

In order to successfully go through an attendance audit you need to have the following reports, notes, and information for every school year for the previous five school years.

- Signed teacher reports for each marking period
- All documentation for the ADA generated absence codes
- Sign in sheets for in building absence codes (i.e. nurse's office, counselor's office, In School Suspension, principal's office, etc.)

The teacher reports need to be run for every teacher for every marking period. They need to be signed and dated by the teacher. Any changes need to be noted in ink and initialed by the teacher. No white out or pencil markings on these reports. These reports need to be stored in alphabetical order by marking period so that in case of audit they are easily accessible.

## **THINGS TO WATCH OUT FOR**

- In building absence codes assigned to a student for every period. For example a student should not be in the nurse's or the counselor's office all day.
- No documentation for an ADA generated absence code. If a student has a code of DOC you must have a doctor's verification with the date, student name, and doctor's information on it. If a student is marked for a religious holiday you must have the information from the student's church giving dates to be absent, travel dates if needed, and this must be on church letterhead. A note from the parents is NOT sufficient documentation. A court appearance must have documentation and official CPS visits are treated like court appearances.
- A teacher's report that has white out, notations made in pencil, not signed and dated by the teacher listed at the top of the report, or signed by someone other than the teacher listed at top.

**Trends by Period Summary** – to get to this report got to the Attendance Center >> Reports >> click on Trends by Period Summary >> Enter your prompts. Secondary campuses that take attendance by periods need to be sure to choose the option to “only count within each separate period” or they will not be able to choose the correct occurrence at the bottom of the page.

Once you have filled in your prompts you need to choose your number of occurrences which will determine which students are on the report. At elementary campuses you do Home Room attendance so it will only be for that period. Each semester has 80-some days so I use 9 or 10 as the least with 99 as the no more number. You may also want to add grade to your sort depending on who will be using this report. See the screen shot on the next page.

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### Trends by Period Summary (continued)

The screenshot shows the 'Attendance Trends by Period (Summary)' page in a Windows Internet Explorer browser. The page title is 'Attendance Trends by Period (Summary) - Windows Internet Explorer' and the URL is 'http://cvisd/eshoolplus/Content/Admin/Menu/default.asp'. The browser's address bar shows the URL, and the search bar contains 'Google'. The page features a navigation menu on the left with options like 'Student Center', 'Registration Center', 'Scheduling Center', 'Attendance Center', and 'Reports'. The main content area is titled 'Attendance Trends by Period (Summary)' and includes a '2008/09' label. The 'Occurrence Criteria' section allows users to choose one of three options for including students based on their absence counts and whether they are consecutive or cumulative. The 'Filter' section includes a 'Clear Criteria' button and a table for defining filters. The 'Sort' section includes a 'Clear Criteria' button and a table for defining sort orders. The status bar at the bottom shows 'Local intranet' and '100%' zoom.

**Occurrence Criteria**

Choose one of the following:

- Include only students who have at least  absences, but no more than  absences anywhere in the reporting cycle.
- Include only students who have at least  absences, but no more than  absences, entered for the same attendance period.
- Include only students who have at least  absences, but not more than  absences in the selected attendance periods, and these absences were entered for at least  days, but not more than  days.
  - consecutive  cumulative absences in the selected attendance periods, and these absences were entered for at least  days, but not more than  days.
  - consecutive  cumulative days.

**Filter**

Clear Criteria

And/Or	Area	Field Name	Condition	Value	Delete
	<input type="text"/>				<input type="checkbox"/>

**Sort**

Clear Criteria

Area	Field Name	Sort Order	Delete
Demographic	Grade	Ascending	<input type="checkbox"/>
Demographic	Last Name	Ascending	<input type="checkbox"/>
Demographic	First Name	Ascending	<input type="checkbox"/>
Demographic	Middle Name	Ascending	<input type="checkbox"/>
Demographic	Student ID	Ascending	<input type="checkbox"/>

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### **ATTENDANCE QUICK NOTES**

**These codes require documentation so be sure to have an official document for the date the code is used: DOC, DEN, MTA, REH, and CRT.**

### **TAKE ATTENDANCE BY CLASS**

- Click on Attendance Center
- Click on Entry by Class
- Enter Prompts
- Click on Enter Attendance
- Mark students or add codes
- Click on Save

### **TAKE ATTENDANCE BY CRITERIA**

- Click on Attendance Center
- Click on Entry by Criteria
- Enter Prompts
- Enter filter
- Click on Enter Attendance
- Enter attendance
- Click on Save Attendance

### **ERROR SCAN**

- Click on Attendance Center
- Click on Error Scan
- Enter Prompts (Do not click on Delete Student errors until you have verified that you have only invalid absences)
- Do not filter since you want to find all errors
- Click on Run

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### **ATTENDANCE QUICK NOTES (continued)**

#### **MINI AUDIT REPORT**

- Click on Attendance Center
- Click on Reports
- Click on Attendance Trends by Period (Detail)
- Enter Prompts (Be sure to choose Code and a specific code(s) to calculate on)
- Click on Run

#### **ADA/ADM STATISTICS REPORT**

- Click on Attendance Center
- Click on Reports
- Click on ADA/ADM Statistics Report
- Enter Prompts (Be sure to click on Calculate Day Totals and Log Statistics)
- Click on Run