



TxEIS Attendance Reconciliation Balancing Instructions

SAT0671 – Teacher Membership Roster by **Period**

The following are **suggestions** for the ADA reconciliation process for campuses using TxEIS Grade Reporting. The screens in this document are for EXAMPLE only. **Substitute the appropriate current year reconciliation ‘As of Date:’**

Remember the reconciliation process only affects the official ADA period...usually 2nd period. The district determines the reconciliation day. It is recommended that the reconciliation day be a day during the last week of the 1st and 4th six weeks reporting period. **The reconciliation must be done for all tracks in which students are in membership on the reconciliation date.**

The purpose of the reconciliation is to make sure attendance funding is not being calculated for students no longer enrolled.

1. **Print the Campus Recap Report (SAT1000). Attendance...Reports...Attendance Reports...SAT1000 Campus Recap Report.**

- Select Campus, Track #, and the ‘As of Date’ that your district selected to be used for the Reconciliation day. *Click Retrieve.*
- Use the **Attendance** total (for Rcd Status 1, 2, 3) for Active Code 1 for the total of students that you will use to balance. This is the total of active students on your campus on the reconciliation date for attendance.
- This report does not include elig code =0 (zero).
- In the example below the total to use for this campus is **17**.

Attendance Version : 1.4.0000 Build: 0009

Change Application
School Year
Campus 041: OAK CRI

Reports > SAT1000CampusRecapReport Session Timer: 29 min and 26 sec

Sch.Yr: [] Campus ID: 041 Track: 1 As of Date: [] Retrieve Exit

Date Run 10:20 AM Campus Recap Report Program: SAT1000
Cnty-Dist: 015-920 OAK CREEK JUNIOR HIGH Page: 1 of 1
Campus: 041 Track: 1 Sch Year s of Date:

Grade Reporting (Rcd Status 1,2,3)	Grade Level	06	07	08	Total
Active		5	6	6	17
1		5	6	6	17
Total		5	6	6	17

Grade Reporting Special Education	Grade Level	06	07	08	Total
Active		4	3	2	9
1		4	3	2	9
Total		4	3	2	9

Grade Reporting Migrant	Grade Level	08	Total
Active		3	3
1		3	3
Total		3	3

Attendance (Rcd Status 1,2,3)	Grade Level	06	07	08	Total
Active		5	6	6	17
1		5	6	6	17
Total		5	6	6	17

Attendance Special Ed	Grade Level	06	07	08	Total
Active		4	3	2	9
1		4	3	2	9
Total		4	3	2	9

Use your current year reconciliation ‘As of Date’.

- Click on the **Adobe Icon** and print the report.

2. Print the Teacher Membership Roster by period. Attendance...Reports...Attendance Reports...**SAT0671** Teacher Membership Roster by period.

Attendance Version : 1.4.0000 Build: 0009

Maintenance Utilities Reports

Reports > SAT0671 Teacher Membership Roster By Period

Return to Reports

Report ID: SAT0671
User ID: ESCSTU

Enter Selection Criteria:

Parameter Description	Value
Campus ID Number	041
Attendance Track (0-9)	1
As of Date (MMDDYYYY)	
Selected Period	02
Student Listing (Y/N)	Y
Instructor ID (Blank for All)	

Run Preview
Clear Options

- Enter the Campus ID Number and Attendance Track. If you have multiple tracks you must reconcile each track.
- For the '**As of Date**' use the date your district selected for the Reconciliation day. This date should be the same date you used for the **Campus Recap** report.
- Select the period that is the official ADA period (the period of record for the hour attendance is taken.)
- Select **Y** to print the 'Student Listing'.
- Instructor ID – Leave blank for all.
- After the report previews to the screen click the **Adobe Icon** to print the report.

Attendance Version : 1.4.0000 Build: 0009

Maintenance Utilities Reports

Reports > SAT0671 Teacher Membership Roster By Period

SessionTimer: 28 min and 58 sec

Change Application
School Year: 2013
Campus 041: OAK

Preview Errors Exit

Date Run: :29 AM
Cnty-Dist: 015-920
Campus: 041 Track: 1
Period: 02

Teacher Cycle Attendance Membership Roster
OAK CREEK JUNIOR HIGH
For Semester 1 Cycle as of

Program ID: SAT0671
Page: 1 of 11

Teacher Num	Teacher Name	In Membership	ADA Total	Not In Membership (Eligibility Cd 0,7,8)
001	EVERY, CHRIS	3	3.0	0
002	TILLIS, PAM	1	1.0	0
003	WASHINGTON, DENZEL	1	1.0	0
005	CLINE, PATSY	0	0.0	0
006	FALK, PETER	6	6.0	0
007	WINFREY, OPRAH	1	1.0	0
009	BUSH, BARBARA	2	2.0	0
010	TWAIN, SHANIA	0	0.0	0
012	SMITH, EMMITT	1	1.0	0
014	MAJORS, LEE M	1	1.0	0
		16	16.0	0

- The following printouts are received:
 - **Teacher Cycle Attendance Membership Roster** (aka Teacher Summary report) - This summary report lists by teacher the numbers of students in membership in the class for the selected period. The total 'In Membership' on this report should match the Campus Recap report.
 - **Student listing** – A list of students, by teacher, for the selected period. These will be distributed to the teachers for verification. This list will be used as a 'class list'.
 - **Signature page** – When the reports are finalized this should be signed and dated.
 - **Error listing** – the error listings are printed after the report Total/Signature page.
Tip: The error listing can be previewed and printed before you print the report. This allows you to review error and make corrections, before the Student Listing is printed.

3. **Distribute the 'Student Listing' to the teachers for verification.** The 'Student Listing' is a print out of students, by teacher, for the selected period. Teachers should 'write-in' the names of students they have in their class who do not appear on the list and mark through those who are no longer in the class. Teachers should verify the 'Total for Course-Sec (???) and Period (??): Number of Students: In Membership' and sign the student listing and return it to the person performing the reconciliation.

Student Listing

Date Run: 08:45 A M	Teacher Cycle Attendance Membership Roster	Program ID: SAT0671
Cnty-Dist: 015-920	OAK CREEK JUNIOR HIGH	Page: 6 of 11
Campus: 041 Track: 1	For Semester 1 Cycle 1 as of 1	
Period: 02		
Teacher Name: FALK, PETER		Teacher Num: 006
Last Name	First Name	Irit Student ID Grade Elig Cd
FORD	HARRISON	H 000104 08 1
HOUDINI	HARRY	K 000063 08 1
KANGAROO	CAPTAIN	K 000061 08 1
SIERRA	RUBEN	F 000065 08 1
WOOD	NATALIE	D 000066 08 1
Total for Course-Sec: 1105-02	Number Of Students: In Membership	5 ADA Total 5.0
	Not In Membership	0
	(Eligibility Code 0,7,8)	
Total for Teacher [006] and Period [02]	Number Of Students: In Membership	5 ADA Total 5.0
	Not In Membership	0
	(Eligibility Code 0,7,8)	

- Compare the teacher's count of students in the classroom to the number of students reported for each teacher on the **Teacher Summary** list.
- Make adjustments as necessary.
- If the total 'In Membership' from the Teacher Summary report matches SAT1000 (Campus Recap Report) – Attendance (Rcd Status 1, 2, 3) your attendance count balances with your Grade Reporting count.

Date Run: 08:45 A M	Teacher Cycle Attendance Membership Roster	Program ID: SAT0671
Cnty-Dist: 015-920	OAK CREEK JUNIOR HIGH	Page: 11 of 11
Campus: 041 Track: 1	For Semester 1 Cycle 1 as of 1	
Period: 02		
Number Of Students: In Membership - 16		ADATotal - 16.0
<p>*****</p> <p>I hereby affirm that the information appearing in this report is based on data appearing in the official pupil attendance accounting records. And that such information is true and correct to the best of my knowledge and belief.</p> <p>_____</p> <p>Date Signature of Principal or Superintendent</p> <p>_____</p> <p>Date Signature of PEIMS Coordinator</p> <p>*****</p>		
02 Period Selected for Report		

4. **Balance your reports.** In the example above the total in membership on the Teacher Summary report is **16**. This does **NOT balance** to the Campus Recap report printed in Step 1. This campus has to balance its reports. In order to balance this report, you must look at your error listings. Click on Preview Errors to preview the error report. Click on the Adobe Icon to print the error listing. The following is an example of an error listing.

Student ID	Student Name	Grade	Elig	Entry Date	Error Message
200000	PAGE, JUSTINAK	07	1	08/26/2013	Student does not have a Course schedule
	Message Count: 1				
000062	ERNIE, BERT N	08	1	08/26/2013	Student does not have a Course for period selected
	Message Count: 1				
200001	RIMES, LEANN J	06	1	08/26/2013	Student has 2 courses for period 02
	Message Count: 1				
		Number of OverCount: 1			

- **The above error list shows:**
 - Justina Page does not have a course schedule. It may be that these students need to be identified as **No Shows**.
 - Bert N. Ernie does not have a course for 2nd period
 - Leann Rimes has 2 courses for 2nd period.
- It is very important to determine if these students really are in membership on your campus. **Review all errors and make necessary corrections.**
- **Note:** If this is an elementary campus and they do not run Grade Reporting for KG or 1st grade those students would be on the error list as having no schedule for 2nd period.
- The following lists the possible errors you **may** receive:
 - Student does not have a course schedule
 - Student does not have course for selected period
 - Student has 2 courses for period 2
 - Student has 3 courses for period 2
 - Student has 4 courses for period 2
- If more students appear on the 'In Membership' column than on the 'ADA Total' column the discrepancy could be a student excluded from attendance.
- The Student Course List SGR1940 can be helpful in verifying students are enrolled in a class the official ADA period. Remember, students who have no schedules (such as no-show students) may not appear on this report.
- The Student Status Changes by Program Changes Report SRG1200, with the option to print only Enroll records, can be helpful in reviewing ADA eligibility codes, exclusion codes, entry and withdrawal dates.
- The following **example** shows you how to balance this campus with the errors received.

ESC 15 TxEIS Attendance Reconciliation Balancing Form SAT0671 Teacher Membership Roster by Period
--

Date of reconciliation _____ Campus _____ Track _____

Teacher Cycle Attendance Membership Roster Total		
(aka Teacher Summary)	In Membership:	16

From the **Teacher Cycle Attendance Membership Error Listing:**

Add the Total Students with no course schedule = 2	+ 1	
Subtract any students with eligibility code 0 (zero) = 0		_____

Add the Total Students with no course for selected period = 2	+ 1	
Subtract any students with eligibility code 0 (zero) = 0		_____

Subtract the Total of Students with 2 courses for period 02 = 3	-	1
Subtract any students with eligibility code 0 (zero) = 0		_____

Multiply the Total Students with 3 courses (Subtract any students With eligibility code 0) x 2 and subtract, (Example: Students w/3 crs=6-1 (not in mem) =5x2=10)		_____
---	--	-------

Multiply the Total Students with 4 courses (Subtract any students With eligibility code 0) x 3 and subtract. (Example: Students w/4 crs=6-1(not in mem) =5x3=15)		_____
--	--	-------

	17	
Total:		_____

Adjusted total SAT0671 Teacher Membership Roster:	<u>17</u>
--	------------------

Total SAT1000 Campus Recap Report:	<u>17</u>
---	------------------

Signature: _____	Signature: _____
Campus Operator	PEIMS Coordinator

5. Total/Signature Page – The signature page prints at the end of the report. If the balance sheet is being completed by the TxEIS campus operator, it might be beneficial to also include the signature of that person.

Date Run: 08:50 A M	Teacher Cycle Attendance Membership Roster	Program ID: SAT0671
Crty-Dist: 015-920	OAK CREEK JUNIOR HIGH	Page: 11 of 11
Campus: 041 Track: 1	For Semester 1 Cycle 1 as of 1	
Period: 02		

Number Of Students: In Membership - 16 **17** ADA Total - 16.0 **17**

I hereby affirm that the information appearing in this report is based on data appearing in the official pupil attendance accounting records. And that such information is true and correct to the best of my knowledge and belief.

_____	_____
Date	Signature of Principal or Superintendent
_____	_____
Date	Signature of PEIMS Coordinator

02 Period Selected for Report

Adjust your total if necessary

- **Adjust your total** on this page to the total you received after processing your errors and have the appropriate staff sign off on this page.
(Example: Number of Students: In Membership – ~~16~~ **17**)
- Be sure this form is signed and kept for audit purposes.