



2014-2015 Opening of School Preparations Agenda

Opening Introductions

Kelly Cline, Sr. Manager Federal and State Compliance

Federal and State Compliance

- *Wanda Thomas, Sr. Compliance Analyst*
 - Release of Students in Student Information System (SIS) for Enrollment
 - Opening of School Procedures
 - First Day Membership Reporting on the HISD Portal
 - ADA Membership Reporting
 - PK Program Information
- *Cathleen Freeman, Sr. Compliance Analyst*
 - Elementary & Secondary Data Information
- *Pablo Martinez, Sr. Compliance Analyst*
 - Leaver Information
 - Discipline Information
- *Veda Winfree, Sr. Compliance Analyst*
 - Compliance Monitoring Information
- *Laurie Nichols, Sr. Compliance Analyst*
 - HISD Charter Schools Information
- *Debbie Goudy-Hudson, Sr. Student Information Representative*
 - PET/PID Information
- *Brita Lindsey, Manager Student Records*
 - District Calendars, Important Dates, and UIL Reporting Dates
 - School Guidelines
 - TREx
 - Records
- **Office of School Choice** – *Margarita Aguilar, Manager Student Transfer*
- **State Comp Ed/At-Risk/Homeless** – *Bernadette Cardenas, Sr. Special Pops Program Specialist*
- **Multilingual/Special Program** – *Rosa Gonzalez-Decou, Migrant Program Rep*
- **Dropout Prevention** – *Beatrice Marquez, Director Dropout Prevention*
- **Communications and Publication** – *Donna Tennant, Sr. Writer*
- **Student Information System** – *Frank Williams, III*



2014-2015 Opening of School Preparations Packet

*Federal and State Compliance
HMW Education Center
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Houston, Texas 77092
Phone – 713-556-6753
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Mail Route 1*

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- II. 2014-2015 District Calendars & Dates
 - HISD Academic Calendar
 - District Early Dismissal Dates
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Section II
2014-2015
District Calendars
&
Dates

HISD 2014-2015 Academic Calendar

Houston Independent School District

JULY 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2014						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Key	Holidays
Holidays	September 1, 2014 Labor Day
Early Dismissal Days (2 1/2 hours early)	October 3, 2014 Fall Holiday
Teacher Service Days	November 26-28, 2014 Thanksgiving
Teacher Preparation Days	December 22, 2014 - January 2, 2015 Winter Break
Make-up Days (if needed)	January 19, 2015 Martin Luther King, Jr. Day
May 29 - First make up day if needed	March 16-20, 2015 Spring Break
May 25 - Second make up day if needed	April 3, 2015 Spring Holiday
	May 25, 2015 Memorial Day

Significant Dates	Grading Periods	Report Card Dates
August 11, 2014 Teachers report to work	6 Cycles	Report Card Dates
August 25, 2014 First day of school	Aug 25-Oct 2 28 days	October 10, 2014
December 19, 2014 Last day of first semester	Oct 6-Nov 7 25 days	November 14, 2014
January 6, 2015 First day of second semester	Nov 10-Dec 19 27 days	January 9, 2015
May 28, 2015 Last day of school	Jan 6-Feb 13 28 days	February 20, 2015
May 29, 2015 Last day for teachers	Feb 16-Apr 2 29 days	April 10, 2015
	Apr 6-May 28 38 days	May 28, 2015 ES/MS
		June 2, 2015 HS
	4 Cycles	
	Aug 25-Oct 24 43 days	October 31, 2014
	Oct 27-Dec 19 37 days	January 9, 2015
	Jan 6-Mar 13 48 days	March 27, 2015
	Mar 23-May 28 47 days	May 28, 2015 ES/MS
		June 2, 2015 HS
Prekindergarten Grading Periods		
3 Cycles		Report Card Dates
Aug 25-Nov 7 53 days		November 14, 2014
Nov 10-Feb 13 55 days		February 20, 2015
Feb 16-May 28 67 days		May 28, 2015



District Early Dismissal Days

The Houston Independent School District has selected the following five early dismissal days that are to be used for professional development or parental involvement. All schools will participate in the early dismissal schedule listed below and the school day will be reduced by two hours and thirty minutes.

Wednesday, September 24, 2014

Wednesday, October 29, 2014

Wednesday, November 19, 2014

Wednesday, January 28, 2015

Wednesday, February 25, 2015



IMPORTANT DATES

2014/2015

NOTE: The count of days in each cycle does not include professional developmental days, which are non-instructional.

SIX WEEKS ADA CYCLE DATES

Cycle Dates	# of Days	Progress Report Date	Report Card Dates
Cycle I	Aug 25-Oct 2	28	9/15/2014
Cycle II	Oct 6 - Nov 7	25	10/24/2014
Cycle III	Nov 10 - Dec 19	27	11/25/2014
Cycle IV	Jan 6 - Feb 13	28	1/26/2015
Cycle V	Feb 16 - Apr 2	29	3/06/2015
Cycle VI	Apr 6 - May 28	38	4/23/2015
			October 10 (Friday)
			November 14 (Friday)
			January 9 (Friday)
			February 20 (Friday)
			April 10 (Friday)
			May 28 (Thursday) - ES & MS
			June 2 (Tuesday) - HS
Semester 1 (F)	80		
Semester 2 (S)	95		

NINE WEEK GRADING PERIODS

	# of Days	Progress Report Dates	Report Card Dates
1st Period	Aug 25 - Oct 24	43	9/15/2014
			10/02/2014
2nd Period	Oct 27 - Dec 19	37	11/14/2014
			12/05/2014
3rd Period	Jan 6 - Mar 13	48	1/26/2015
			2/13/2015
4th Period	Mar 23 - May 28	47	4/10/2015
			5/1/2015
Semester 1 (F)	80		
Semester 2 (S)	95		

TWELVE WEEK GRADING PERIODS -PREKINDERGARTEN

1st Period	Aug 25-Nov 7	53	November 14 (Friday)
2nd Period	Nov 10 - Feb 13	55	February 20 (Friday)
3rd Period	Feb 16 - May 28	67	May 28 (Thursday)

HOLIDAYS

Cycle I	September 1	Labor Day
	October 3	Fall Holiday
Cycle III	November 26-28	Thanksgiving
	December 22 - Jan 2	Winter Holiday - Students
Cycle IV	January 19	Martin Luther King Day
Cycle V	March 16-20	Spring Break
	April 3	Spring Holiday
Cycle VI	May 25	Memorial Day

PRE-DESIGNATED MAKE UP DAYS

April 3 May 25

100th Day of School is February 3, 2015.

REPORT CARD DATES

SECONDARY/ELEMENTARY SCHOOLS
2014-2015

SIX WEEK GRADING CYCLES	CODING DEADLINES			DUE IN OFFICE	REPORT CARD DATES
	TEACHER	GRADEBOOK EXPORTS			
Cycle I	Aug 25-Oct 2	Oct 6 -7		Oct 8	28 days October 10 (Friday)
Cycle II	Oct 6- Nov 7	Nov 10-11		Nov 12	25 days November 14 (Friday)
Cycle III	Nov 10- Dec 19	Jan 5-6		Jan 7 at 4 PM	27 days January 9 (Friday)
Cycle IV	Jan 6- Feb 13	Feb 16-17		Feb 18	28 days February 20 (Friday)
Cycle V	Feb 16- Apr 2	Apr 6-7		April 8	29 days April 10 (Friday)
Cycle VI	Apr 6 – May 28	Campus-Based Decision		Campus-Based Decision	<u>38 days</u> May 28 (Thursday) (ES & MS) June 2 (Tuesday) (HS)
175 days TOTAL					

NINE WEEK GRADING CYCLES	CODING DEADLINES			DUE IN OFFICE	REPORT CARD DATES
	TEACHER	GRADEBOOK EXPORTS			
Period I	Aug 25-Oct 24	Oct 27-28		Oct 29	43 days October 31 (Friday)
Period II	Oct 27-Dec 19	Jan 5 - Jan 6		Jan 7 at 4 PM	37 days January 9 (Friday)
Period III	Jan 6- Mar 13	Mar 23 - 24		March 25	48 days March 27 (Friday)
Period IV	Mar 23 – May 28	Campus-Based Decision		Campus-Based Decision	47 days May 28 (Thursday) (ES & MS) June 2 (Tuesday) (HS)
175 days TOTAL					

TWELVE WEEK GRADING CYCLES	CODING DEADLINES			DUE IN OFFICE	REPORT CARD DATES
	TEACHERS	GRADEBOOK EXPORTS			
August 25 - November 7	Nov 10 – 11			Nov 12	53 Days November 14 (Friday)
November 10 - February 13	Feb 16 - 17			Feb 18	55 Days February 20 (Friday)
February 16 – May 28	Campus-Based Decision			Campus-Based Decision	<u>67 Days</u> May 28 (Thursday) (ES & MS)
175 days TOTAL					

**HOUSTON INDEPENDENT SCHOOL DISTRICT
ATHLETICS DEPARTMENT
UIL GRADE REPORTING DATES
2014-2015**

First Grading (Non-UIL) Progress Report for all schools ends September 15, 2014.

SIX-WEEK CALENDAR

END OF GRADING PERIOD	LOSE/REGAIN ELIGIBILITY	NO COMPETITION	GRADE CHECK DATES	REGAIN ELIGIBILITY
Oct. 2 Thurs.	Oct. 9 Thurs.	Oct. 9 - Oct. 31	Oct. 24 Fri.	Oct. 31 Fri.
Nov. 7 Fri.	Nov. 14 Fri.	Nov. 14 - Dec. 2	Nov. 25 Tues.	Dec. 2 Tues.
Dec. 19 Fri.	*Jan. 13 Tues.	Jan. 13 - Feb. 3	Jan. 26 Mon.	Feb. 2 Mon.
Feb. 13 Fri.	Feb. 20 Fri.	Feb. 20 - Mar. 13	Mar. 6 Fri.	Mar. 13 Fri.
Apr. 2 Thurs.	Apr. 9 Thurs.	Apr. 9 - Apr. 30	Apr. 23 Thurs.	Apr. 30 Thurs.

NINE-WEEK CALENDAR

END OF GRADING PERIOD	LOSE/REGAIN ELIGIBILITY	GRADE CHECK DATES	1st Opportunity to Regain Eligibility	GRADE CHECK DATES	2nd Opportunity to Regain Eligibility
+ Oct. 2 Thurs.	Oct. 9 Thurs.				
Oct. 24 Fri.	Oct. 31 Fri.	Nov. 14 Fri.	Nov. 21 Fri.	Dec. 5 Fri.	Dec. 12 Fri.
Dec. 19 Fri.	*Jan. 13 Tues.	Jan. 26 Mon.	Feb. 2 Mon.	Feb. 13 Fri.	Feb. 20 Fri.
Mar. 13 Fri.	Mar. 30 Mon.	Apr. 10 Fri.	Apr. 17 Fri.	May 1 Fri.	May 8 Fri.

* If a grading period or 3-week evaluation period ends on the last class day prior to a school holiday of one calendar week or more (e.g., Thanksgiving break, spring break, winter holidays), the seven-calendar day grace period to lose eligibility and the seven-calendar day waiting period to regain eligibility begin the first day that classes resume. Quoted from TEA/UIL Side-by-Side, Academics Requirements (No Pass, No Play).

Section III
Memos

July 30, 2014

Chancery is now on-line for the 2014–2015 School Year

Important Reminders

These instructions are for ALL SCHOOLS including APOLLO 20 schools.

Apollo 20 schools are starting classes on the same date as all other HISD schools, **August 25th, 2014** and will follow the same instructions to enroll and No-Show students.

Registration and Enrollment

Enrolling Students:

When Enrolling students or entering a 'Left' record the date always defaults to the current date and should be edited if necessary.

- When enrolling a new student, use **08/01/2014** or the next available date.
- The **last date** schools should use to enroll students before the first day of school is **08/18/2014**.
- Do not use dates after 08/18/2014 to enroll students prior to the first day of school. Using dates after 08/18/2014 will interfere with No-Show processing.

Federal Info Tab:

- Both the **Federal Ethnicity** and **Federal Race** fields are required fields for enrolling students and are also required for PEIMS reporting.

Entering "Left" Records:

- Enter a “Left” record using any date between **08/01/2014** and **08/18/2014** to release students who were actively enrolled in your campus at the end of the **2013–2014** school year. Using prior dates will cause PID errors.
- Federal and State Compliance will assist and support schools with releasing of students from August 11th through August 22nd only if you are unable to contact the school directly. Send your request to FSC@houstonisd.org. Please include the student’s last name, first name, local id number, campus to be released from, and your campus name in the Subject line.

No-Shows:

- **Do not use the No-Show status at this time.**
- **No-Show status should be used only after school starts.**
- The **official No-Show date** for all schools is **08/22/2014** and should be entered only for students who are enrolled but not in attendance on the **first** day of school.

Promotion/Retention

Promotion Standards — Grades 1–8

Summer STAAR results were received in July and loaded into Chancery. Some schools reviewed the test results and promoted or retained students accordingly.

Students that were coded with a summer school promotion status of “Pending STAAR Grade 5-8” at the end of summer school were evaluated against the STAAR results received:

- Students that met standard on the third administration of STAAR were marked “Promoted after STAAR 3rd admin” and the student was Promoted.
- Students that did not meet standard on the third administration of STAAR were marked “Retained after STAAR 3rd admin” and the student was Retained.
- If there was no STAAR result received for the student, the status remained “Pending STAAR Grade 5-8” and the student was Retained.

Elementary Scheduling

- Elementary Scheduling should have been approximately 80% complete before Chancery went off line. The only students that should need schedules at this time are summer school attendees and new transfers. Please finish scheduling as soon as possible. The Scheduling setup should be completed before teachers

return. If you need assistance please contact the Service Desk at 713-892-7378.

- All Specialty (ancillary) subjects must be assigned teachers who will be teaching the Specialty (ancillary) subject. This is a requirement due to the collection of Classroom Link Data for TEA as well as the Teacher Appraisal and Development System - TADS-SP and other HISD systems. If you have not scheduled your ancillary teachers so they will have their own grade books in GradeSpeed please schedule them as soon as possible. If you need assistance please contact the Service Desk at 713-892-7378.

If you have any questions please call 713-892-7378 (SERV).

VISIT OUR WEBSITE

SIS HELP



[Houston Independent School District](http://www.houstonisd.org)

Hattie Mae White Educational Support Center

4400 W. 18th Street | Houston, TX 77092-9501

www.houstonisd.org

Section IV
Documents

Attendance Clerk

The **attendance personnel** generating absence summaries and transcribing the absences or coding information into the accounting system are responsible for adhering to all laws and regulations pertaining to student attendance accounting. Each person entering data into the attendance accounting system must sign an affidavit attesting that the data he or she has entered are true and correct to the best of his or her knowledge—or, in the case of a paperless attendance accounting system, indicate electronically that the person attests that the data he or she has entered are true and correct to the best of his or her knowledge.

Tasks Prior to Opening of School

1. Post rosters throughout campus for parents to review.
2. Review the updated Membership Reporting procedures and the school district calendars.
3. Distribute Class Rosters to teachers with written instructions on how to document “no show” students.
4. Verify that ADA time is posted in your school. Note: Attendance should be submitted no later than 20 minutes after ADA time in your building.

First Day Procedures

1. Distribute first day rosters to teachers to verify attendance (must be signed in ink by teachers).
2. If a student is not present, the teacher should mark a single line through student’s name and mark NS to the right.
3. Be sure that teachers send attendance to the office no later than 30 minutes after official ADA time.
4. Log onto the HISD Portal to Report Manual Membership Figures by 11:00 am.
 - KEEP originals of first day rosters (ALL SCHOOLS).
 - Color-Coded Cards (If applicable)
 - Must be completed in ink (NOT PENCIL)
 - No erasures or white out
 - Must be signed by the teacher with whom the student is present with at the time of filling out the color coded card.
 - Must be signed by student
 - Must include date of student’s first day of attendance in class
 - Grade level should be verified
 - First day cards should have upper right corner cut at an angle to indicate that they were “first day” cards
 - Color-Coded Cards on file first day for all students present

Data Quality Manual 2013-2014
VI-Attendance

5. NO SHOWS

- ALL STUDENTS NOT PRESENT FIRST DAY MUST BE NO SHOWED!
- Unclaimed schedules retrieved and posted as No Shows
- All NO SHOWS must be posted by the end of 1st Day
- All NO SHOWS will have an effective date in Chancery of August 22, 2014

6. Prepare new rosters for Day 2

- Teachers should only take attendance for the first day on the first day rosters, second day on second day roster, and so on.

Membership Reporting on the HISD Portal

All students who are physically present in school on the first day are to be counted in their respective grade level, even though they may be in a self-contained special education class. Membership figures should be shown by grade level (EE through 12), reflecting a physical count of the student present at official ADA time. Students in the auditorium, library, counselor's office, nurse's office, etc. at official ADA time must be documented on a roster with a teacher, counselor or administrator's signature.

An application is available for reporting membership figures in the schools by grade level. Authorized staff will log in to the [HISD Employee Portal](#) by 11:00 am and click on Membership Reporting on the HISD Applications Links list to access the system.

After the first day of school, membership includes all students who have enrolled and attended at least one day during the current school year and who have not withdrawn. Students who enrolled, but have not attended at least one day should not be included in the membership count.

Please refer to the Memo to Principals about Membership Figures for School Year 2014-2015 for all dates on membership reporting on the HISD portal.

Second Day Procedures

1. Teachers begin taking attendance in GradeSpeed on Day 2.
2. On the second day and any day thereafter, students that are not present the first day should pick up schedules ONLY AFTER being re-activated in Chancery as enrolled.
3. Log onto the HISD Portal to Report Manual Membership Figures by 11:00 am.
4. Begin keeping Membership Transaction Log (electronically).

Reminder:

If a student who was marked on the 1st day as a "No Show" reports on the 2nd day or thereafter, the "No Show" should be changed to a "Left" record and a new enrollment status must be created, effective the 1st Day the student is present at ADA time.

Data Quality Manual 2013-2014
VI-Attendance

The role of the teacher is to:

- take attendance at the official time designated and for each class period;
- maintain accurate attendance records in GradeSpeed and verify accuracy of Chancery records;
- send excuse notes from parents to the office in a timely manner;
- notify parents when a student returns from an absence without an excuse or has been absent for three or more days;
- insure that students make up work for excused and unexcused absences;
- complete an attendance referral form for appropriate students, in accordance with district guidelines

First Day Procedures for Teachers

1. Use the Classroom Roster provided by the clerk to take attendance at the designated time. On the first day of school no student is considered absent. **Absences DO NOT start until a student has attended school at least one day.**
2. On the roster mark one single line through the name of any student on the list who is not in the classroom at official attendance time and mark **NS** to the right of the student's name.
3. Add the names of any students present in your classroom at official attendance time whose names are not on the roster, but whom you accepted into class with documentation from the office.
4. Record the total number of students present and sign and date the roster in blue or black ink (NO PENCIL).
5. Do not "trade" students with another teacher without the knowledge of the principal or principal's designee, who in turn, gives the information to the attendance clerk
6. Color-Coded Cards (If applicable)
 - Must be completed in ink (NOT PENCIL)
 - No erasures or white out
 - Must be signed by the teacher with whom the student is present with at the time of filling out the color coded card.
 - Must be signed by Student
 - Must include date of student's first day of attendance in class
 - Grade level should be verified

Second Day Procedures for Teachers

On the second day of school and any day thereafter, a student entering a teacher's room must have documentation from the office (ex. Admit slip or class schedule). Verify that the student's name is in GradeSpeed the day the student enters class and, if not, notify the attendance clerk by e-mail.

- Take attendance at the official ADA time.
- Submit attendance in GradeSpeed each day no later than 20 minutes after designated time of attendance.

Attendance needs to be submitted, even if a class has 100 percent attendance. Notify the attendance clerk in writing by using the Attendance Correction Form in GradeSpeed or by e-mail of any absence corrections needed.

All manual official attendance documents (***Absentee Slips***) must meet these conditions:

(This also applies when a teacher cannot log into GradeSpeed or there is a substitute in the teacher's classroom.)

- always use blue or black ink (never record manual entries in pencil, use liquid correction fluid, and never use a signature stamp);
- always use the legal names of the students (no nicknames or shortened version of the name);
- always use the correct student ID number;
- Teacher or Substitute Teacher's Signature in ink;
- If errors are made on any official attendance document, strike one line through the error, enter corrections nearby, and initial in ink.

MEMBERSHIP REPORTING FOR 2014-2015

Membership figures should be shown by grade level (EE through 12). All students who are physically present in school on the first day are to be counted in their respective grade level, even though they may be in a self-contained special education class. After the first day of school, membership includes all students who have enrolled and attended at least one day during the current school year and who have not withdrawn. Students who enrolled, but have not attended at least one day should not be included in the membership count.

WEEK	MONTH	CALENDAR DAY	INSTR DAY	WEEK	MONTH	CALENDAR DAY	INSTR DAY
First week:	August	25	1	Fourth week:	September	15	15
	August	26	2		September	16	16
	August	27	3		September	17	17
	August	28	4		September	18	18
	August	29	5		September	19	19
Second week:	NO CLASSES	LABOR DAY		Fifth week:	September	26	24
	September	2	6				
	September	3	7	Sixth week:	October	2	28
	September	4	8				
	September	5	9	Seventh week:	October	10	33
				Eighth week:	October	17	38
Third week:	September	8	10				
	September	9	11	Ninth week:	October	24	43
	September	10	12				
	September	11	13	Snapshot	October	31	48
	September	12	14				
SPECIAL MEMBERSHIP REPORTING DATE: OCTOBER 31, 2014 PEIMS SNAPSHOT							
Friday	November	21	63	Friday	February	27	118
Friday	December	19	80	Friday	March	27	133
Friday	January	30	98	Friday	April	24	152
				Friday	May	22	172

HISD NETWORK SECURITY FORM

**RETURN TO: Technology and Information Systems - Network Security Department,
4400 W 18th St., Level 3NW, Houston, TX 77092, Route 10 or fax to 713-556-6194**

- **Do not enter your confidential password on any Network Security form.**
- Network/Portal ID/Email accounts are automatically created for HISD employees with the exception of student workers.
- To request a NEW Network/Portal ID, complete Boxes 1 and 4 along with a *Computer Related Security Policy Memorandum*, *Student Records Security Policy Acknowledgment* form, and a *Confidentiality and Use Agreement* form.
- Network Security forms are no longer required to delete Network/Portal ID's and Email for HISD Employees.
- To DELETE a Contract Employee's Network/Portal ID and/or application access, complete Box 2.
- To ADD/CHANGE Network/Portal ID name or application access information, complete ALL FIELDS in Box 3 and Box 4 (if necessary).
- The name submitted on this form must be the same as the name on your HISD payroll records.
- If you forget or lose your password information, you must call HISD Technical Support Services (713-892-SERV or 713-892-7378) for assistance. Network Security will not issue duplicate copies of Network Security Letters containing this information.
- All Security forms are available on the HISD Portal. After logging into the Portal, click on the **Find It** tab, then in the **Frequently Requested Forms** section, click on **Technology and Information Systems**.

Box 1

REQUEST A NEW NETWORK/PORTAL ID – Use for Contract Employees or Student Workers
(please print legibly)

Employee #: _____ Social Security #: _____

Last Name: _____ First Name: _____ MI: _____

Location #: _____ Location Name: _____ Route #: _____

Work Telephone #: _____ Position/Title: _____

FOR CONTRACTORS

Contractor access expiration date: ____/____/____ (90 days default if no date is provided)

Approver/Manager email address: _____
(please print legibly) (Principal, Deputy/Associate/Assistant Superintendent / Chief School Officer, School Compliance Officer, School Improvement Officer or Superintendent.)

Box 2

DELETE AN EXISTING ID – Use for Contract Employees Only
(please print legibly)

Network ID: _____ Social Security #: _____

Last Name: _____ First Name: _____ MI: _____

Reason for deletion (**check one**): User's Access No Longer Needed User's Employment Terminated

Box 3

ADD/CHANGE INFORMATION ON AN EXISTING NETWORK/PORTAL ID
(please print legibly)

Employee #: _____ Network ID: _____ Social Security #: _____

NAME: *Previous:* Last Name: _____ First Name: _____ MI: _____
Current: Last Name: _____ First Name: _____ MI: _____

LOCATION: *Previous #:* _____ Loc. Name: _____ Route #: _____
Current #: _____ Loc. Name: _____ Route #: _____

Work Telephone #: _____ Position/Title: _____

Box 4

Check Appropriate Box or Boxes

Budgets Online

Campus

FITNESS Reporting

Campus

FMO Web Notification

Campus Only

HFWE

Campus

Memberships

Campus Only

Partnerships (BCP)

Campus Only

PEIMS Reporting

Campus

SWAV

Campus

VISITS

Campus

Requester's Signature: _____ Date: _____

Approver's Printed Name: _____ Date: _____
(please print legibly) (Principal, Deputy/Associate/Assistant Superintendent / Chief School Officer, School Compliance Officer, School Improvement Officer or Superintendent.)

Approver's Signature: _____ Date: _____
(Principal, Deputy/Associate/Assistant Superintendent/ Chief School Officer, School Compliance Officer, School Improvement Officer, or Superintendent.)

Access will not be granted without signature, dates, or email address. Incomplete or incorrect forms will be returned via HISD Mail.

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[Average Daily Attendance \(ADA\) Rules and Exceptions](#)

Official ADA attendance accounting will continue to be reviewed on a six-week basis with funding determined by ADA over the full instructional year calendar. HISD has designated the second instructional hour (**NOT HOMEROOM PERIOD**) of each day as the time for ADA attendance. Each campus must have a designated time during the second instructional hour (**NOT HOMEROOM PERIOD**) for taking attendance. All teachers must take attendance at that time. The time for attendance must be posted throughout the building, or the principal must verify that all staff members can state the time when attendance is taken to an auditor. Absences must be posted daily. Students are either present or absent at the official ADA attendance time. For official attendance accounting, “excused” and /or “unexcused” absences do not exist.

A student not actually on campus at the official ADA attendance time may be considered in attendance for the [Foundation School Program](#) (FSP) purpose for the following conditions:

Note: The following codes require documentation that has been signed and dated by the principal or principal’s designee.

Chancery Code	Condition
DC	The student is enrolled in and attending an off-campus dual credit program course.
ACT	The student 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.
MTR	The student is participating in a mentorship approved by district personnel to serve as one or more of the advanced measure needed to complete the Distinguished Achievement Program outlined in 19 TAC §74.13(a)(3).
MD	The student 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 1 day at a time without loss of ADA. The appointment should be supported by a document, such as a note from the health care professional.
REL	The student misses school for the purpose of observing religious holy days, including traveling for that purpose. TEC §25.087(b)(1)(A) Travel days for which the student is considered in attendance shall be limited to not more than 1 day for travel to and 1 days 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.
TAP	The student 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. TEC §25.087(c)
CRT	The student misses school for the purpose of attending a required court appearance, including traveling for that purpose. TEC §25.087(b)(1)(B) 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 days for attendance accounting purposes. Absences to meet with probation officers do not qualify for funding but must be excused if they meet

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	the criteria in the TEC §25.087(b)(1)(B).
ELC	The student misses school for the purpose of serving as an election clerk, including traveling for that purpose. TEC §25.087(b)(1)(C) 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 serving as an electing 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.
GOV	The student misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship, including traveling for that purpose. TEC §25.087(b)(1)(C) 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 of the government 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.
NAT	The student misses school for the purpose of taking part in a United States naturalization oath ceremony, including traveling for that purpose. TEC §25.087(b)(1)(D) 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 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.
MD	The student is temporarily absent because of a documented appointment for the students or the student's child with a health care professional licensed to practice in the United States. TEC §25.087(b)(2) A documented appointment with a health care professional includes an appointment of a student diagnosed with autism spectrum disorder with a health care practitioner to receive a generally recognized service for persons with that disorder. TEC §25.087(b-3) To be considered temporarily absent, 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. 19 TAC §129.21(k), TEC §25.087(b)(1)(A)
COL	The student 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. TEC §25.087(b-2) Your district 1) may 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 2) must adopt a) a policy stating when an absence will be excused for this purpose and b) a procedure for verifying students' visits to institutions of higher education.
DFPS	Documentation that the student was absent to participate in a court-ordered activity related to child protection or review of placement. The exemption includes a day of travel to and a day of travel back from the location of the activity if it is out of town.
MIL	Documentation that the student was 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.

Documentation must be provided in all cases where a student is not physically present at ADA time in the classroom and was counted present for FSP ADA purposes. This includes signed and dated rosters used when a student is with other school personnel at ADA time.

Things you should be doing on a Daily Basis

1. Run the TX Daily Attendance Report with Absences from the previous day
2. Enroll and Withdraw students if applicable
3. Make sure that attendance is taken on every student enrolled in your school by the teacher of record or substitute teachers (if students are with other school personnel than you are supposed to get the correct documentation along with the appropriate signature and enter the change in Chancery)
4. Enter attendance from manual rosters submitted by substitutes or teachers who cannot access GradeSpeed
5. Run the Display Teacher Progress from GradeSpeed
6. **Designated Pre-K Centers ONLY** – Update the Membership Transaction Log – You are not to wait until the end of the Cycle and copy your Transaction Log from the TX Daily Attendance Report, this will get you in trouble with Texas Education Agency. This is supposed to be your daily **manual record** that you compare to the TX Daily Attendance Report.
7. Update Color Coded Cards with new entries, withdrawals, returns, grade level changes and ADA codes
8. Enter Excuse Notes from students
9. Enter Attendance Changes in Chancery as soon as you receive the correct documentation
10. If the Attendance Change is not a change form or an email from the ADA teacher, an ADA change form must be filled out with the appropriate signature and attached to the documentation

What you should do at the End of the Cycle before sending your Membership Transaction Log and Membership and Absence Log to your Federal and State Compliance Monitor

1. **Designated Pre-K Centers ONLY** - Compare your Membership Transaction Log line by line with your TX Daily Attendance Report for the entire Cycle
2. **Color Coded Cards**
Run the Entry Date and Withdrawn Students Reason Reports and compare to Color Coded Cards, every entry on these two reports should be on your Color Coded Cards - these reports are located under the Registration and Enrollment Panel

Run these reports to check your Membership and Absence Log

1. Daily Absence Membership Eligibility include Non-ADA for the Cycle and any previous cycle (Remember to subtract 0 – ADA students) before placing numbers on the log
2. Texas Membership Reconciliation – this report gives you the ADA on each student
- both reports can be located under the Attendance Panel
3. Run the TX Campus Summary for the previous Cycle(s) and the Current Cycle – this will give you the total absences that you should have for each of those Cycles. You will be able to check if any absences changed in the previous cycle and if the number of absences that you have recorded for the current cycle is correct – this report is located under the Summary Report Panel

Please remember that you should be sending accurate information to your Attendance Monitor, doing these few simple steps will help you to accomplish that goal.

Attendance Best Practices

- Have a current updated Chancery Handbook <http://sishelp>
- Have a current updated Data Quality Manual located on the Federal and State Compliance Website
- Have a current *TEA Student Attendance Accounting Handbook* http://www.tea.state.tx.us/index2.aspx?id=7739&menu_id2=789
- Attend Federal and State Compliance Clerk Trainings
- Attend PEIMS training offered – check HISD Portal for updates and training
- Attend training for changes to Elementary/Secondary Guidelines
- Review teachers on first day procedures
- Have all new students entered into Chancery and all No-shows posted by end of the first day
- **After processing No Shows** run the H_ **Entry Date Report** in Chancery at the end of the first day, this will give you a record of all students entered into Chancery on the first day
- Generate a list of students with no homeroom number (if applicable) or schedule and verify status
- Enter Transactions on Color Coded Cards on a daily basis (Entries, Returns, Withdrawals, ADA Coded Changes and Grade Level Changes)
- Enter Transactions on the Membership Transaction Log on a daily basis (Designated Pre-K Centers Only)
- Enter and check absences on a daily basis
- Verify membership totals on a daily basis
- Run and save the **TX Daily Attendance Report** in Chancery daily; it will help you keep an account of absences, attendance changes, student entries and student withdrawals (be sure to use filters) - save it to a folder on your desktop or a memory stick
- Run the **Membership Reconciliation Report** periodically to verify student's ADA Eligibility
- When balancing Cycle Attendance, reports used should be printed or saved to a file for future reference
- Check Absentee Slips (Manual Teacher/Substitute Attendance Rosters) daily for **signatures in ink. File by Cycle for End of Year Documentation**

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- An **Attendance Change Form** that has been signed and dated by the principal or principal's designee must be kept on file when an attendance correction is made, for instance, *when a student is changed from present to absent or absent to present*; and/or when a student is not on campus at the official ADA time but can be considered in attendance for the Foundation School Program (FSP) purpose, the supporting documentation must be attached.
File by Cycle for End of Year Documentation

- Verify leaver codes for No-show students
- Verify that leaver codes are correct for previous year withdrawals and have supportive documentation on file

**End of Year Manual Attendance Records Collection
Required for a TEA Audit**

- First Day Rosters (totaled and signed) – Designated Pre-K Centers
- Membership Transaction Logs – Designated Pre-K Centers
- Any documentation submitted to the Attendance Office for input into Chancery, i.e. Daily Absentee Slips, Teacher or Substitute Rosters, or emails - sorted by cycles
- Attendance Change Forms with documentation attached (posted to Chancery) signed and dated in ink – sorted by cycles
- Color-Coded Cards signed in ink and in alpha order by grade level
- Seven-page Chancery School Attendance Calendar Days Report

Problems Experienced During TEA Funding Audits or Compliance Reviews

- Students were erroneously coded as Ineligible
- Students were erroneously coded as Eligible
- Students who either graduated at mid-term, dropped out of school, or registered and never attended were counted in attendance with either perfect attendance until the end of the year or until the error was discovered
- Ineligible prekindergarten students had been incorrectly coded as Eligible
- Schools showing days with 100 percent attendance (if 100%, must have appropriate documentation and principal's signature)
- Under age (four year Old) students were enrolled in kindergarten
- Over age (five year old) students were enrolled in prekindergarten program
- Manual logs not up-to-date

Helpful Opening of School Data Tips 2014-2015

1. Do a **PID search** prior to enrolling students in the district/school to help avoid duplicate student ID/records. If you do NOT have access to YOUR campus PEIMS Edit Plus, complete the TEASE EDIT + Authorization Form located on the Portal under the Federal & State Compliance Department (see Forms & Documents).

- **NOTE:** You can search for a student in the PID with:

- **Social Security Number**
- **State Alternate ID**
- **First Name** – enter part or all of the first name
- **Last Name** – enter part or all of the last name

ALWAYS use an asterisk (*) after the names. (This will give you more options; perhaps the student had the last name changed...)

2. When **enrolling students** be sure to go back and complete the required field codes. (*Ex: ADA, ethnicity, gender, SS#/Alternate ID, etc*) On a weekly basis run the following reports to check for missing data and errors and make corrections.

- **TX_PEIMS Submission 3 Edit**
- **TX_PEIMS Fall Submission**
- **H_Students Missing Data**

When enrolling **NEVER** use a Saturday or a Sunday as the enrollment date. **DO NOT** use a future date because these students will not appear on any class or student roster until that future date.

3. **PK student** must be eligible to attend school as described in the 2013-2014 TEA Student Attendance Accounting Handbook, Section 7.

PK Military and PK Foster Indicators

Remember to place a **V** in the appropriate box(es) on the Overview screen for a student whose parent/guardian is in the military or a student who is in CPS/Foster Care. See screen shot below. Please read and adhere to the required guidelines for PK enrollment eligibility for military and CPS/foster care families. Reference

Prekindergarten: A child is eligible for enrollment in the **prekindergarten** class if the child lives anywhere within district boundaries; is at least three or four years of age **on or before September 1**; and meets one of the following criteria:

1. Unable to speak and comprehend the English language,
2. Be educationally disadvantaged (eligible to participate in the National School Lunch Program [NSLP]; see [7.2.3 PK Eligibility Based on Being Educationally Disadvantaged \(Eligible for the NSLP\)](#)); or
3. Homeless, as defined by [42 \(USC\) Section 11302](#), or
4. The child 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
5. 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. [TEC§29.153](#)
6. The child is, or ever has been, in conservatorship of the Department of Family and Protective Services / Foster Care following an adversary hearing under Family Code §262.201 [TEC §29.153\(b\)\(6\)](#)

Once a student is determined to be eligible for PK, the student remains eligible for the remainder of the current school year in the district in which he or she resides or is otherwise entitled to attend for Foundation School Program benefits, with the exception described in 7.2.2 in the Student Attendance Accountability Handbook.

- **NOTE: DO NOT MAKE COPIES OF MILITARY ID's**
- **DO NOT FORGET** to use the "AGE FORMULA CALCULATION SHEET" to determine the age eligibility for students as of Sept 1st.

4. **Membership is due daily via HISD Portal by 11:00 A.M.** Membership Reporting dates are attached below. **You must INCLUDE Non-ADA students.** If you need access please complete the HISD Network Security Form found on the portal. **Membership must be reported by grade level. (Membership counts include ALL students by grade level).**

MEMBERSHIP REPORTING FOR 2014-2015

WEEK	MONTH	CALENDAR DAY	INSTR DAY	WEEK	MONTH	CALENDAR DAY	INSTR DAY	
First week:	August	25	1	Fourth week:	September	15	15	
	August	26	2		September	16	16	
	August	27	3		September	17	17	
	August	28	4		September	18	18	
	August	29	5		September	19	19	
Second week:	NO CLASSES	LABOR DAY		Fifth week:	September	26	24	
	September	2	6					
	September	3	7		Sixth week:	October	2	28
	September	4	8					
	September	5	9			Seventh week:	October	10
				Eighth week:	October	17	38	
Third week:	September	8	10	Ninth week:	October	24	43	
	September	9	11					
	September	10	12		Snapshot	October	31	48
	September	11	13					
	September	12	14					
SPECIAL MEMBERSHIP REPORTING DATE: OCTOBER 31, 2014 PEIMS SNAPSHOT								
Friday	November	21	63	Friday	February	27	118	
Friday	December	19	80	Friday	March	27	133	
Friday	January	30	98	Friday	April	24	152	
				Friday	May	22	172	

5. **School Start Window for Leavers:**

The Texas Education Agency (TEA) requires HISD to submit leaver records, referred to as "203 records", for students served by the district in grades 7-12 during the prior school year and who do not enroll in the district in the school-start window of the current year (from the first day of school through the last Friday in September). A record is **not** required for grades 7-12 students who were enrolled during the prior year and are enrolled in the school-start window of the current year. HISD is **not** required to report leavers and movers who were in grades EE-6 during the prior school year, unless a student was reported for even 1 day in grades 7-12 then later reclassified to 6th grade.

6. **Discipline:**

DO NOT wait to input discipline for the end of the year or the second semester. Input discipline immediately as it happens including any discipline that occurs in the first day of school

Important Things to Remember when Enrolling Students

Always search the PID first when enrolling a student, even if they have never attended a Texas school.

Always thoroughly research and verify student's documents before making changes or enrolling students.

When sending documents make sure they are clear so that the name and SS#s are visible.

Major Demographics

- First Name
- Last Name
- Birth Date
- State Alt # or Social Security #

U.S.A. Birth Certificate - Enter the name exactly as appears on the birth certificate and not the enrollment form.

- Exception: If there is a legal change, the campus must obtain court documents on file (include the last pages with Judge's signature & the court seal) and/or a copy of the amended birth certificate.

Middle Name - If there is a middle name on the birth certificate, TEA requires it to be entered.

Generation Code - If the birth certificate shows the student as JR, II, III, IV, V after his last name, add as a Generation Code. If the birth certificate shows the student as JR in the middle name field, add it as a middle name.

Foreign Birth Certificates from Mexico or from another Central or South American countries

- "Double" last names on the birth certificate are recorded exactly as shown on the foreign birth certificate
- Exception: If the student was enrolled and is in the PID prior to 2006

Permanent Resident Card - According to the HISD attorney, a change in immigration status does not substitute for a birth certificate.

Periods - are not allowed in Names.

Apostrophes, Hyphens and Spaces - Enter if they are present in the birth certificate. Do not use special characters, example: ñ

The following acronyms will be used in this guide

- SSN – Social Security Number
- Alt-ID – State Alternate ID

Social Security #s in the PID that start with a "T" - If the SSN are the same numbers on the "T" number, give the student an Alt-ID. Send a copy of social security card, if the SSN is different

TREx - Please include in comments: This student is on the PID with a State Alt ID# or SS #. Include the number- S12345678 or 123-45-6789

Withdrawal Form- Highlight the State ID # or SS# on the form and tell the parent or student to make sure to show that number to the new school.

Consequences of Not Searching the PET/PID

All campuses should keep in mind that you need to research students to keep from creating duplicate IDs which could affect the accountability rating for you campus for future enrollments.

Not searching the PID/PET could result in a duplicate state ID and a loss of funding for your campus and the district.

Not searching Chancery thoroughly could create a duplicate enrollment in Chancery. This requires additional work for you and the Chancery team to remove the duplicate enrollment.

Keep in mind that the student may have been adopted, name change, or married since they were last with HISD when researching PID/PET and Chancery.

Secondary Schools

If student does not return to HISD this school year and enrolls in another district using a different Alt ID or SSN, our school/district could have a possible underreported, drop-out, or leaver for grades 7 through 12 that could result in a change to the accountability rating.

Step-by-Step: How to Enroll a Student

1. Do a thorough PID search. (by social security number and by first and last name – use the * in the name to make sure you look at all naming possibilities)

The screenshot shows the HISD EDET PID Search interface. The page title is "2013-2014 Summer Collection, Reenrollment". The main content area is titled "PID Search" and contains a "PID Search Criteria" form. The form includes fields for Student/Staff ID, First Name, Middle Name, Last Name, Maiden Name, Date of Birth, Sex, Generation, Ethnicity, Race, and Type. There are also checkboxes for various ethnicities and races. Below the form are buttons for "First 300", "Search", "Reset", and "Next 300". A table below the form shows search results with columns for Student/Staff ID, First/Middle, Last Name, Sex, Ethnicity, Gen, DOB, and Type. The table is currently empty. The page footer includes the HISD logo and copyright information.

2. Do a thorough HISD search: From the home page in Chancery, go to Actions, Register/Enroll Student.

The screenshot shows the Chancery SMS Student Enrollment Search interface. The page title is "Chancery SMS" and the sub-page is "Registration/Enrollment Search". The main content area is titled "Student Enrollment Search" and contains a search form with fields for Student Number, Last Name, First Name, Birthdate, and Phone (with formatting). There are also dropdown menus for "starts with" and "equals". Below the form is a "Search" button. The search results section shows a table with columns for Student Name, ID, Gender, Birthdate, Home Phone, and Home School. The table is currently empty. The page footer includes the HISD logo and copyright information.

If the student is already in HISD, just click on the student's name, check the DOB and parent's name make sure that you have the correct student. Write down the student's ID number on the enrollment card, open the student's file and click on enroll student in a school.

The screenshot shows the Chancery SMS Student Enrollment Steps interface. The page title is "Chancery SMS" and the sub-page is "Registration/Enrollment Steps". The main content area is titled "Suggested steps for completing registration and enrollment of student". The steps are: "Enter Student Demographic Data" (with sub-steps "Enter Address Information and Other Student Data" and "Add Student Contacts"), "Enter Student Enrollment Data" (with sub-steps "Apply to Program" and "Enroll Student in a School"), and "Enter Additional Student Data" (with sub-steps "Register and Enroll a Sibling"). The page footer includes the HISD logo and copyright information.

3. A second window will open: Click on either Enroll or Add depending on if it's a new student to HISD or current HISD student, then add your Home School, Enrollment Date, Status Code (Enrolled), Grade and Select Address (address information or update it), click Ok. Now the student is in your school.

4. Next update the student's information: Check the following tabs to either update or to check for missing information – Overview, Personal Info, Address/Phone, Medical Info and Federal Info. (Pay special attention to the Federal Info Screen to check Federal Ethnic category, Race category and immigrant info. Input Home Language survey and assign a home room.

On the Overview screen, fill out the social security number, if they do not have a social security number Click on PEIMS Coding, the Assign State ID and check the box to request an alternate ID number and click ok. Doing this will assign an alternate ID # overnight. On the Personal Info screen, fill out the birth info. Do not fill out the citizenship information.

On the Federal Info screen it is very important to fill out the immigrant info if they are coming from out of the country.

The screenshot displays the 'Federal Info' screen with the following details:

- Navigation:** Actions, Edit, Help, Home, Log Off
- Left Menu:** Demographics, Contacts, Family, Tests..., Registration, Enrollment..., Historical, Program Profile, Health Tracking, Test Results, Disaster Reporting..., GT Recommend..., Promo Stand By, Year..., Truancy Information..., Add'l Texas Info, HISD Codes, Spc Populations, CATE CTE, LEP IMM MIG, PEIMS Coding, Special Ed, Guidance, Other, Summer Programs, PEIMS Reporting, Promotion Stds, Background Data, Special Svcs, Submission 4, SSI Monitoring, RTI/PGP, Bullying
- Active Tab:** Federal Info
- Section 1: Federal Race & Ethnicity Information**
 - Federal ethnic category:
 - Federal race categories: Available categories: N/A, Asian, Black or African American, Native Hawaiian and Other Pacific Islander; Selected categories: White, American Indian and Alaska Native; Total: 2
- Section 2: Migrant & Immigrant Information**
 - Immigrant student:
 - Year entered country: (yyyy)
 - Year started school: (yyyy)
 - Emigrated from:
 - Migrant status:
 - First date enrolled US school: mm/dd/yyyy
- Section 3: Home Language Survey**
 - Is a language other than English spoken at home?:
 - Does the student speak a language other than English?:
- Buttons:** Apply, OK, Cancel
- Footer:** *Required, ^Required for Enrollment, 100%

- Next go to PEIMS Coding and Check ADA eligibility. IF the student already has a code in there **DO NOT** add or change the code. You will only add a line when it is necessary to change the ADA eligibility code from one code to another for example from ADA 2 for PK changing to ADA 1 when the student moves to Kindergarten.

The screenshot displays the 'ADA Eligibility Coding' section with the following details:

- Navigation:** Quick Search > ADA Eligibility, Actions, Edit, Help, Home, Log Off
- Left Menu:** Demographics, Contacts, Family, Tests..., Registration, Enrollment..., Historical, Program Profile, Health Tracking, Test Results, Disaster Reporting..., GT Recommend..., Promo Stand By, Year..., Truancy Information..., Add'l Texas Info, HISD Codes, Spc Populations, CATE CTE, LEP IMM MIG, PEIMS Coding, Assign State ID, ADA Eligibility, Econ Disadvan
- Section 1: Student Information**
 - Student ID:
 - Grade Level:
 - Gender:
 - DOB:
 - Ethnicity:
 - Home Language:
 - Home School:
- Section 2: ADA Eligibility Coding**
 - Selected: 0, Total: 4
 - Table:

Effective Date	ADA Eligibility Code	Comments
<input type="checkbox"/> 8/15/2005	2-Eligible Half Day	
<input type="checkbox"/> 8/14/2006	1-Eligible Full Day	

6. Next check under Spc. Populations and click on Title I to check if they have a line for title I, if not add a line and select 6 Schoolwide Participation (if you are a Title I school), add contacts or updated information.
7. Last step is to give the student a schedule. For elementary scheduling, go to schedule and click on Assign or re-assign default classes. IMPORTANT: make sure that you switch the effective date to the 1st day in school. Make sure the schedule is correct especially for bilingual and ESL students.

The screenshot displays the 'Student Schedule' page in Chancery SMS. The interface includes a top navigation bar with 'Quick Search > Student Search > Student Schedule' and a left sidebar menu. The main area features an 'Assign Default Classes' button and a table for class assignments. The table is currently empty, with a message 'There are no records in this list.' Below the table are 'Add Class' and 'Drop Class' buttons. A search section is visible, allowing users to search for classes by name, meeting pattern, or subject name. The search criteria are currently set to 'Class name starts with', 'Meeting pattern equals', and 'Generic subject name starts with'. The page also shows 'Selected: 0' and 'Total: 0' records, and the effective date is set to '1st Day in School'. At the bottom, there are 'Save' and 'Reset' buttons.

Remember: When enrolling a new student you will have to fill out every screen, if the student is new to the country, make sure you use both last names (father and mother).



FEDERAL AND STATE COMPLIANCE CONTACT LIST

Main Number: 713-556-6753

Fax: 713-556-6782

ATTENDANCE TEAM – *This team monitors official ADA attendance, balances ADA attendance by 6-week period to ensure accurate data, maintains attendance accounting records, reconciles student membership, and reviews manual Pre-K records.*

Wanda Thomas, Sr. Compliance Analyst, 713-556-6775	
Mildred Evans, Sr. Student Info. Rep., 713-556-8813	Toni King, Sr. Student Info. Rep., 713-556-6773
Jennica Vasquez, Sr. Student Info. Rep., 713-556-6776	Tamika Whitmire, Sr. Student Info. Rep., 713-556-6774

DATA TEAM – *This team monitors campus PEIMS data to ensure compliance with TEA requirements.*

Elementary

Cathleen Freeman, Sr. Compliance Analyst, 713-556-6770	
Neysa Ewing, Sr. Student Info. Rep., 713-556-6766	Angela Tillmon, Sr. Student Info. Rep., 713-556-6762
Martha Salinas, Sr. Student Info. Rep., 713-556-6757	

Secondary

Pablo Martinez, Sr. Compliance Analyst, 713-556-6760	
Rose Fuentes, Sr. Student Info. Rep., 713-556-6765	Elizabeth Salazar, Sr. Student Info. Rep., 713-556-6772

Alternative/Charter Schools

Laurie Nichols, Sr. Compliance Analyst, 713-556-6767

COMPLIANCE TEAM – *This team reviews manual records for Career & Technical Ed., Discipline, Gifted/Talented Leavers, and LEP.*

Veda Winfree, Sr. Compliance Analyst, 713-556-6769	
Joyce Jones, Sr. Compliance Analyst, 713-556-6758	Jeff McCoy, Sr. Compliance Analyst, 713-556-6756

DATA REPORTING TEAM – *This team works to ensure that all PEIMS / PID data is accurate and that all data requests are fulfilled in an accurate and timely manner.*

Aaron Daitz, Sr. Compliance Analyst, 713-556-6754	
Irma Hasnain, Student Information & Report Analyst 713-556-6759	Rachel Gallegos, Secretary I 713-556-6753
Debbie Goudy-Hudson, Sr. Student Info. Rep. (PID/PET) 713-556-6771 (Phone) 713-556-6783 (Fax)	

KELLY CLINE, SENIOR MANAGER

4400 West 18th Street, Level 3NE

Houston, TX 77092

Web: <http://www.houstonisd.org/Page/58634>

Rosa Gamboa, Secretary II

Opening of Schools

August 12, 2014

Hot Topics for Elementary and Middle School Records Clerks

- **Records Inventory Form** – complete inventory form and submit to the HISD student records office. Form and deadline will be provided at a later time.
- **Cumulative Folder Clean Up** – Clean out cumulative folders before sending to the middle schools (See Handout)
- **Permanent Record Cards** – make certain there are up-to-date with grading labels and test labels. When preparing to send the cumulative folder to the another HISD school, place perm cards in the front of cumulative folder.
- **Enrolling Students for English Language Learners for whom no records can be obtained**

A student entering HISD from a foreign country will be placed in the appropriate grade level according to the school records that are brought. Recent arrival immigrant students for whom no records can be obtained must be placed according to chronological age. However, recent arrival immigrant students who enter in the second semester and then are determined to be preliterate (as outlined in the Bilingual/ESL Program Guidelines) and/or has had interrupted schooling, may be placed one grade level below their chronological age. ELL students 15 years of age or older who enter HISD from another country and for whom no records can be obtained or whose schooling was interrupted should be placed in the ninth grade. See 2014-2015 HISD School Guidelines – Section V for complete section.

- **Credit-By-Exams** will be ordered four times a school year. Contact Student Assessments (this is new this year)
- **Middle School Students with High School Credit** – if appeals have been granted for student credit, email information to Cynthia Nemons cnemons@houstonisd.org.
- **STAAR M** (Grades 6-12) will no longer be offered during 2014-2015 school year. ARD Committee will need to determine which state assessment will be appropriate for each student.
- **8th Grade Technology Literacy Assessment** - The state mandated Technology Literacy Assessment is offered to all 8th graders. Students who are no longer in the 8th grade are not eligible to take the TLA. The intent of the TLA is to assess 8th graders only.

If you are no longer in last year's position, please email Cynthia Nemons to inform her of the change. She needs updated middle school records clerks information. cnemons@houstonisd.org

ITEMS MAINTAINED IN THE CUMULATIVE FOLDER

1. Elementary Permanent Record Card
2. Middle School Permanent Record Card – maintain two (2) perm cards. *
3. Records transferred from other districts in which the student was enrolled.
4. Birth Certificate
5. Social Security Card
6. Original Home Language Survey
7. Parent / Guardian Identification
8. Immunization / Shot Record/ Health services records
9. Child Custody Papers
10. LEP Documentation
11. Latest Report Card for the current year
12. Student Score Report Results/Standardized test data/ Documentation regarding student's testing history and accelerated instruction / grade placement committee actions
13. Enrollment/Admission data/ Attendance records/ Student questionnaires/ personal and family data
14. Withdrawal data
15. Verified reports of serious or recurrent behavior patterns
16. Parent / Administrative conference copies
17. Records pertaining to participation in extracurricular activities/ fee payment records
18. Records pertaining to student and parent complaints
19. Other records that may contribute to an understanding of the student

Remember to maintain two (2) copies of the middle school permanent record cards. One (1) is kept in the cumulative folder and will follow the student to the next HISD School he/she attends and the other remains on the middle school campus permanently. Keep both perm cards up-to-date, accurate and complete with student labels for the current year.

Records Contacts,

Cumulative Folder Clean Up - Please clean up the cumulative folder before transferring to the next HISD school. Remember to place the permanent record card in the front of the cumulative folder so the next school records contact can easily locate the perm card.

High School Credits on Middle School Campus – The District Registrar, Cynthia Nemons, will add any distance learning courses, grades and credit to student's Historical in Chancery.

Attendance Appeals for High School Credit Courses - Credit for principal - approved attendance appeals is completed by the district registrar. Documentation is required for students to receive credit. This documentation may be scanned and emailed or faxed. Include the following: student name, ID#, grade level, course, grade, semester course was taken and principal approval.

Transferring records for fall semester 2014

The deadline to transfer cumulative folders to other HISD schools is **Friday, September 26, 2014.**

Requesting records HISD to HISD only – Requesting records via TReX is district policy and mandated by the State. Registrars may print the Last Year Campus (LYC) Report from Chancery and email, fax or send HISD mail to other HISD schools only, to request student records until Friday, September 26, 2014. Beginning Monday, September 29, 2014, registrars will request records via TReX.

2014 Transfer of Records

Since most records will be forwarded from elementary schools to middle schools within the same administrative district, the principal and/or department administrator should appoint a staff member to assist schools in the transfer of records. Each principal and /or department will determine the manner in which records will be transferred in order to ensure that all records are accounted for. Records for all students who enroll in the new school should be forwarded as quickly as possible after the opening of school, including permanent record folders, LEP records, and special education records. The chart below lists most student academic records and the required retention period according to the HISD Record Management Plan for Schools. This document is available on the Federal & State Compliance web site.

Transferring records for Fall Semester 2014

The deadline to transfer cumulative folders is **Friday, September 26, 2014**.

Requesting records HISD to HISD only – Requesting records via TREx is district policy and mandated by the State. Registrars may print the Last Year Campus (LYC) Report from Chancery and email, fax or HISD mail to other HISD schools only to request student records until Friday, September 26, 2014. Beginning Monday, September 29, 2014, registrars will request records via TREx.

Student Academic Records

The following records are kept in the student’s cumulative record folder.

Type of Record	Retention Period
Elementary Permanent Record Card – A cumulative record of a student’s grades by school year and subject	Permanent or until forwarded to another HISD school
Cumulative Health Record Card – A record of all immunizations, physical history and medical information	Until forwarded to another HISD school or date of withdrawal + 2 years
Permanent Test Record Card	Until forwarded to another HISD school or date of withdrawal + 7 years
Individual student reports of TAKS, TAKS-I, TAKS-M, TAKS-Alt, TAKS-Accommodated SDAAll, TAAS, STAAR, TPRI, Tejas LEE, and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	1 year after recording of data or placement of test report labels on the permanent record card
Reports of results of other tests or measurements (e.g, tests administered by a diagnostician as part of a referral)	Date of withdrawal + 7 years
Home Language Survey – Required for TEA auditing purposes	Until forwarded to another HISD school or date of withdrawal + 7 years
Copy of Final Student Report Card, Card/Progression of Skills Report or latest cycle copy for a withdrawn student – provides longitudinal information relating to performance, attendance and conduct	1 year after entry of grades in the Permanent record Card
Code of Student Conduct Acknowledgment Signature Forms – Verifies receipt of school rules and regulations	Until superseded; most current until forwarded to another HISD school or date of withdrawal + 7 years

Campus Referral Committee Report – Required to initiate the referral process for special education services	Until forwarded to another HISD school or cessation of services + 7 years
Section 504 Program Records – provide information concerning a student’s accommodations under Section 504 of the Rehabilitation Act of 1973	Until forwarded to another HISD school or cessation of services + 7 years
Grade Placement Committee Report – Provides information concerning type of movement from one grade to the next or retention in the same grade	Until forwarded to another HISD school or date of withdrawal + 7 years
LEP Student Assessment Form (Yellow Folder) – Provides information on identification, program placement, parent approval/denial, exit data, and LPAC review by grade	Until forwarded to another HISD school or date of withdrawal + 7 years
Entry or Exit Parent Notifications Letters (when applicable) – Provides LPAC authorization for continued program placement or for exiting LEP students	Until forwarded to another HISD school or cessation of services + 7 years
Progress Reports	Current school year + 1 year
Kindergarten Screening Instrument	1 Year
Kindergarten Development Survey	1 Year
Notification to Parents of Retention/Promotion	6 Months (good idea to keep through first grading cycle of the following year)
Birth Date Documentation – Copies of birth certificates, church records, Bible records, passport or immigration records, or other documents used to establish a date of birth or identity (could also include social security documentation)	1 Year – NOTE: Although the HISD Records Management Plan currently requires retention for 1 year, it is recommended that these be kept for 5 years for PID search
Custody Documents – Copies of court instruments relating to adoption, guardianship, or custody	Until student is 18
Credit by Examination Results	1 year after recording of data in the academic achievement record
Discipline Records*	Expulsion records – 3 years – Records relating to forms of discipline other than expulsion, current year + 1 year *PEIMS-related documents must be kept 5 years for auditing purposes
Dyslexia Records (could also be located in a Special Education and/or a 504 record)	Cessation of services + 5 years
Student Enrollment Card	Date of withdrawal + 7 years
Gifted & Talented records	Cessation of services + 7 years
Special Education records	Cessation of services + 7 years
All information that has been placed in a student folder except the Permanent Record Card or any information which may be noted elsewhere in the HISD Records Management Plan for Schools	Date of withdrawal + 7 years
Previous Year Free Lunch – continues student approval at the start of school until a new approval form is required	1 year or until forwarded to another school in cumulative record folder
Signed teacher verification sheets of grades	Current school year 1 year
Elementary Teachers’ Grade Books or electronic grade books with printouts signed and dated by teacher	3 years after entry of grades on Permanent Record Card

2014-2015 e-Train Courses

Office of School Support eTrain Course Sessions Federal & State Compliance/Student Records								
Course	Course Title	Reserved	St Date	End Date	St Time	End Time	Building	Instructor
FC0141	ONLINE: TREx Overview Gr 9-12		08/01/14	08/31/14	12:00AM	11:59PM	Online Environment	Brita Martin-Lindsey
FC0037	TREx Open Lab-New Users (MAX: 25)	X	08/11/14	08/11/14	9:00AM	11:00AM	Hattie Mae White Educ Srvc Ctr	Brita Martin-Lindsey
FC0037	TREx Open Lab-New Users (MAX: 25)	X	08/11/14	08/11/14	1:00PM	3:00PM	Hattie Mae White Educ Srvc Ctr	Cynthia Nemons
FC1100	PK-12 Opening of Schools (MAX: 150)		08/12/14	08/12/14	8:30AM	11:30AM	Reagan High School	Wanda Thomas
FC1100	PK-12 Opening of Schools (MAX: 150)		08/12/14	08/12/14	1:00PM	4:00PM	Reagan High School	Wanda Thomas
FC0075	Guidelines PK-12 (MAX: 50)		08/13/14	08/13/14	2:00PM	3:30PM	Hattie Mae White Educ Srvc Ctr	Brita Martin-Lindsey
FC0038	TREx OVERVIEW (MAX: 50)	X	08/13/14	08/13/14	1:00PM	4:00PM	Hattie Mae White Educ Srvc Ctr	Cynthia Nemons
FC0800	Registrars - All Overview (MAX: 60)		08/14/14	08/14/14	9:00AM	11:30AM	Teledyne Building	Cynthia Nemons
FC1000	MS Records Clerks (MAX: 60)		08/14/14	08/14/14	1:00PM	3:30PM	Teledyne Building	Cynthia Nemons
FC0075	Guidelines PK-12 (MAX: 50)		08/20/14	08/20/14	1:00PM	2:30PM	Hattie Mae White Educ Srvc Ctr	Brita Martin-Lindsey
FC0141	ONLINE: TREx Overview Gr 9-12		09/01/14	09/30/14	12:00AM	11:59PM	Online Environment	Brita Martin-Lindsey
FC0145	MTG: PK-5/6 Fall Clerk Updates		09/02/14	09/02/14	8:30AM	11:30AM	East Elementary Field Office	Cathleen Freeman
FC0145	MTG: PK-5/6 Fall Clerk Updates		09/02/14	09/02/14	1:00PM	4:00PM	East Elementary Field Office	Cathleen Freeman
FC0145	MTG: PK-5/6 Fall Clerk Updates		09/05/14	09/05/14	8:30AM	11:30AM	East Elementary Field Office	Cathleen Freeman
FC0402	MTG: 6-12 Fall PEIMS Clerk Upd		09/05/14	09/05/14	1:00PM	4:00PM	East Elementary Field Office	Pablo Martinez
FC0145	MTG: PK-5/6 Fall Clerk Updates		09/08/14	09/08/14	8:30AM	11:30AM	East Elementary Field Office	Cathleen Freeman
FC0402	MTG: 6-12 Fall PEIMS Clerk Upd		09/08/14	09/08/14	1:00PM	4:00PM	East Elementary Field Office	Pablo Martinez
FC0038	TREx OVERVIEW (MAX: 25)	X	09/12/14	09/12/14	1:00PM	4:00PM	Hattie Mae White Educ Srvc Ctr	Cynthia Nemons
FC0120	Overview: PK-12 PET/PID		09/24/14	09/24/14	9:00AM	11:00AM	Hattie Mae White Educ Srvc Ctr	Deborah Goudy-Hudson
FC0120	Overview: PK-12 PET/PID		09/25/14	09/25/14	1:00PM	3:00PM	Teledyne Building	Deborah Goudy-Hudson
FC0038	TREx OVERVIEW (MAX: 25)	X	10/02/14	10/02/14	1:00PM	4:00PM	Hattie Mae White Educ Srvc Ctr	Cynthia Nemons
FC0141	ONLINE: TREx Overview Gr 9-12		10/01/14	10/31/14	12:00AM	11:59PM	Online Environment	Brita Martin-Lindsey
FC0145	MTG: PK-5/6 Fall Clerk Updates		10/07/14	10/07/14	8:30AM	11:30AM	East Elementary Field Office	Cathleen Freeman
FC0145	MTG: PK-5/6 Fall Clerk Updates		10/07/14	10/07/14	1:00PM	4:00PM	East Elementary Field Office	Cathleen Freeman
FC0402	MTG: 6-12 Fall PEIMS Clerk Upd		10/10/14	10/10/14	1:00PM	4:00PM	East Elementary Field Office	Pablo Martinez
FC0045	Fall PEIMS PK-12		10/14/14	10/14/14	8:30AM	11:30AM	East Elementary Field Office	Cathleen Freeman
FC0045	Fall PEIMS PK-12		10/14/14	10/14/14	1:00PM	4:00PM	East Elementary Field Office	Pablo Martinez
FC0045	Fall PEIMS PK-12		10/15/14	10/15/14	8:30AM	11:30AM	East Elementary Field Office	Cathleen Freeman
FC0045	Fall PEIMS PK-12		10/15/14	10/15/14	1:00PM	4:00PM	East Elementary Field Office	Pablo Martinez
FC0120	Overview: PK-12 PET/PID		10/22/14	10/22/14	9:00AM	11:00AM	Teledyne Building	Deborah Goudy-Hudson
FC0120	Overview: PK-12 PET/PID		10/23/14	10/23/14	1:00PM	3:00PM	Hattie Mae White Educ Srvc Ctr	Deborah Goudy-Hudson
FC0141	ONLINE: TREx Overview Gr 9-12		11/01/14	11/30/14	12:00AM	11:59PM	Online Environment	Brita Martin-Lindsey
FC0141	ONLINE: TREx Overview Gr 9-12		12/01/14	12/31/14	12:00AM	11:59PM	Online Environment	Brita Martin-Lindsey
FC0145	MTG: PK-5/6 Fall Clerk Updates		12/03/14	12/03/14	8:30AM	11:30AM	East Elementary Field Office	Cathleen Freeman
FC0145	MTG: PK-5/6 Fall Clerk Updates		12/03/14	12/03/14	1:00PM	4:00PM	East Elementary Field Office	Cathleen Freeman
FC0402	MTG: 6-12 Fall PEIMS Clerk Upd		12/04/14	12/04/14	1:00PM	4:00PM	East Elementary Field Office	Pablo Martinez
FC0900	Update: Grade 9-12 Registrars (MAX: 75)		12/05/14	12/05/14	9:00AM	12:00PM	Hattie Mae White Educ Srvc Ctr	Cynthia Nemons

Section V
Sample Forms

Student Legal Name: (Last, Middle, First Name)		ADA Period Teacher Name:	
Student ID:	Date of Birth:	Hispanic: [Y] [N]	Race *: [I] [A] [P] [B] [W]
Address:		Zip Code:	Gender:
Home Phone:	Parent/Guardian:		
Date Enrolled:	School Year:	Grade Level:	

FOR OFFICE USE ONLY

Date	Status Change	Remarks/Changes

Student's Signature

Teacher's Signature

*[I] = American Indian or Alaska Native; [A] = Asian; [P] = Native Hawaiian or Other Pacific Islander;
[B] = Black or African American; [W] = White

Enter Principal's Name _____
Enter Campus Name _____

Date: _____
School ID: 029 _____

FIRST DAY MEMBERSHIP

PE	PK	KN	01	02	03	04	05	06	07	08	09	10	11	12	TOTAL

DO NOT INCLUDE 0-ADA STUDENTS IN YOUR MEMBERSHIP OR ABSENTEE FIGURES.

SCHOOL CONTACT NAME

Please return these figures by Tuesday, September 2, 2014 to your assigned Federal and State Compliance Contact.

FEDERAL AND STATE COMPLIANCE

STEP-BY-STEP GUIDE: MEMBERSHIP/TRANSACTION LOG

The Membership / Transaction log adds and subtracts from the first day counts on a student-by-student transaction basis. Totals for campus counts and grade level counts are kept on the right-most columns for easier use in the reconciliation process.

NOTE: The CODE column (E, R, W) determines whether to add (+) or subtract (-) from the GRADE LEVEL count column. “E” and/or “R” will add to the appropriate grade level column, and “W” will subtract from the appropriate grade level column.

FIRST DAY OF SCHOOL COUNTS

- Enter the first day counts by grade level onto the first line of the spreadsheet. The color-coded cards and first day teacher rosters totaled numbers (elementary schools) should match this count exactly by grade level.
- First day cards should have upper right corner cut at an angle to indicate that they were “first day” cards.
- First day teacher rosters should have student’s legal name, grade level and must be totaled, dated and signed in ink by the teacher.

STUDENT NAME

- Enter each student that enrolls and withdraws after the first day of school. This includes grade level changes.

STUDENT ID – Enter the assigned local student identification number.

GRADE LEVEL – Enter the student’s assigned grade level. **NOTE:** Grade Levels should be entered as follows: PE, PK, KN, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12. **DO NOT USE** entries: 1st, 2nd, and 3rd, etc...or use spaces after the grade level.

EFFECTIVE DATE

- Enter the student’s entry or withdrawal date. **NOTE:** Enter the date one time only for transaction day and left blank for all each subsequent transaction for that day. Sometimes this is easier to note the change in days.

CODE (E, R, W)

- Enter the entry code type (**E** – Original Entry, **R** – Returned within the school year) or the withdrawal code (**W** - Withdrew from school). NOTE: for a grade level change, withdraw the student from the current grade level then enroll the student in the new grade level. There should be two lines for each **grade level change** – out of one grade level and into the other.

W/D REASON – Enter the PEIMS withdrawal code.

COMMENTS

- Used for any appropriate comment – i.e. withdrawal destination, grade level change, etc....



SCHOOL NAME

2014 - 2015

ADA ATTENDANCE CHANGE FORM

DATE: _____

STUDENT NAME: _____ **Student ID#:** _____

GRADE LEVEL: _____ **ADVISOR NAME:** _____

DATE(S) OF ATTENDANCE CHANGE: _____

ADA PERIOD: _____

FROM: (CIRCLE ONE) **PRESENT** **ABSENT**

TO: (CIRCLE ONE) **PRESENT** **ABSENT**

REASON: (CIRCLE ONE) **ER** **RH** **OSP** **MD**

ER: Error

RH: Religious Holiday

OSP: Other School Personnel

MD: Medical Excuse

SCHOOL PERSONNEL SIGNATURE

PRINCIPAL APPROVED

SUPPORTING DOCUMENTATION MUST BE ATTACHED



SCHOOL NAME

2014 - 2015

PERIOD ATTENDANCE CHANGE FORM

DATE: _____

STUDENT NAME: _____ **Student ID#:** _____

GRADE LEVEL: _____ **ADVISOR NAME:** _____

DATE(S) OF ATTENDANCE CHANGE: _____

ADA Period: _____

INDICATE NON-ADA PERIOD: _____

FROM: (CIRCLE ONE) **PRESENT** **ABSENT**

TO: (CIRCLE ONE) **PRESENT** **ABSENT**

REASON: (CIRCLE ONE) **ER** **RH** **OSP** **MD**

ER: Error

RH: Religious Holiday

OSP: Other School Personnel

MD: Medical Excuse

SCHOOL PERSONNEL SIGNATURE

PRINCIPAL APPROVED

SUPPORTING DOCUMENTATION MUST BE ATTACHED

SAMPLE
Name of School
Teacher Grade Change Form

Student ID _____ Student Name _____

Course No. _____ Course Name _____

Semester/Year _____ Teacher Name _____

Current Grade:

1st six weeks 2nd six weeks 3rd six weeks Final Exam Sem Avg

New Grade:

Reason for change: **(check only one)**

_____ There was an error in the computation of the student's grade

_____ An error was made marking the grade sheet or submitting the grade through the teacher's electronic grade book

Teacher signature

Principal signature

Date submitted _____

Date grade change was completed in student data system _____

Registrar/records clerk signature



HISD SIS SECURITY REQUEST FORM

Submit to: SIS Department (Attn: SIS Security)
Route 10 · 4400 West 18th St · Level 3NW · Houston, TX 77091
or fax to (713) 556-8870

I. Complete this section for ALL SIS requests.

Employee ID: _____ Soc. Sec. #: xxx-xx- _____ Network Username: _____
(5 digits) (NOT password)

Last Name: _____ First Name: _____ MI: _____

Current Work Location: Campus #: _____ Campus Name: _____ Rt. #: _____

Work Location Telephone #: _____ Position/Title: _____

II. Complete Section I and Section II to ADD or REMOVE a role assignment.

When requesting change to CSO/SIO Level access, also specify the CSO/SIO. When requesting a change to Campus Level access, also specify the campus' location number and name. Additional forms are required for access to additional campuses.

District Level – [A]dd/[R]emove	Campus Level – [A]dd/[R]emove		
A/R (check appropriate box) <input type="checkbox"/> District View Only <input type="checkbox"/> District Health <input type="checkbox"/> District Special Education <input type="checkbox"/> Other: _____ <input type="checkbox"/> REMOVE ALL ROLES	Location #: _____ Name: _____ A/R (check approp. box) A/R (check approp. box) A/R (check approp. box) <input type="checkbox"/> Principal <input type="checkbox"/> Magnet <input type="checkbox"/> PRS / PEP <input type="checkbox"/> Discipline Edit <input type="checkbox"/> Student Sched. <input type="checkbox"/> Health <input type="checkbox"/> Register / Enroll / Withdraw <input type="checkbox"/> Master Sched. <input type="checkbox"/> SIS Data <input type="checkbox"/> R/E/W w/ Attendance <input type="checkbox"/> Special Pops <input type="checkbox"/> View Only <input type="checkbox"/> R/E/W w/ Grade Reporting <input type="checkbox"/> Special Ed. <input type="checkbox"/> View Only <input type="checkbox"/> Other: _____ <input type="checkbox"/> Special Pops w/ Special Ed. <input type="checkbox"/> Teacher w/ Discipline <input type="checkbox"/> REMOVE ALL ROLES		
CSO/SIO Level – [A]dd/[R]emove <small>(check only one box for level and specify on line below)</small> <input type="checkbox"/> CSO <input type="checkbox"/> SIO <input type="checkbox"/> All Schools Specify (CSO/SIO): _____ A/R (check appropriate box) <input type="checkbox"/> View Only <input type="checkbox"/> View Only w/ Discipline <input type="checkbox"/> Other: _____ <input type="checkbox"/> REMOVE ALL ROLES	INTERNAL USE ONLY 		

III. Complete ALL sections to request a change of location. Failing to do so may prevent access.

All role assignments will be removed from the *Previous Work Location* specified below. Previous role assignments are not transferred. Only the roles selected in Section II are applied.

Previous Work Location: Location/Org #: _____ Name: _____
Current Work Location: Location/Org #: _____ Name: _____

Access will not be granted without signatures and dates.

Requestor's Signature _____ Date: _____

Approver's Printed Name: _____
(please print legibly) (Principal, Executive Principal, SIO, CSO, or Superintendent)

Approver's Signature _____ Date: _____



HISD GRADESPEED SECURITY REQUEST FORM

Submit to: SIS/GradeSpeed Department (Attn: SIS Security)
Route 10 · 4400 West 18th St · Level 3NW · Houston, TX 77091
or fax to (713) 556-8870

I. Complete this section for ALL GradeSpeed requests.

Employee ID: _____ Soc. Sec. #: xxx-xx-_____ Network Username: _____
(5 digits) (NOT password)

Last Name: _____ First Name: _____ MI: _____

Current Work Location: Campus #: _____ Campus Name: _____ Rt. #: _____

Work Location Telephone #: _____ Position/Title: _____

II. Complete Section I and Section II to ADD or REMOVE a role assignment.
 Check either the *Add* or *Remove* box for the role(s) being requested. Requests must be for only one level.
 Campus-Level requests must also specify a campus' location number and name. District-Level requests require approval from the GradeSpeed Department.

NOTE: These roles are intended for non-instructional staff.

<p>Campus-Level</p> <p>Location #: _____ Name: _____</p> <p><i>Add Remove (check all that apply)</i></p> <p><input type="checkbox"/> <input type="checkbox"/> Campus Admin</p> <p><input type="checkbox"/> <input type="checkbox"/> Office Attendance</p> <p><input type="checkbox"/> <input type="checkbox"/> Office Grading</p> <p><input type="checkbox"/> <input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> REMOVE ALL ROLES</p>	<p>District-Level (all schools)*</p> <p><i>Add Remove (check all that apply)</i></p> <p><input type="checkbox"/> <input type="checkbox"/> View Only</p> <p><input type="checkbox"/> <input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> REMOVE ALL ROLES</p> <p><small>* requires approval from GradeSpeed Department</small></p>
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INTERNAL USE ONLY

III. Complete ALL sections to request a change of location. Failing to do so may prevent access.
 All role assignments will be removed from the *Previous Work Location* specified below. Previous role assignments are not transferred. Only the roles selected in Section II are applied.

Previous Work Location: Location/Org #: _____ Name: _____

Current Work Location: Location/Org #: _____ Name: _____

Access will not be granted without signatures and dates.

Requestor's Signature _____ Date: _____

Approver's Printed Name: _____
(please print legibly) (Principal, Executive Principal, Deputy/Associate/Assistant/Regional, or Superintendent)

Approver's Signature _____ Date: _____



Houston Independent School District

APPLICATION FOR PREKINDERGARTEN 2014-2015

S. 29.153 of the Texas Education Code lists qualifications of children for Prekindergarten programs. The child whose name appears below is applying to be considered for entry into the Houston Independent School District's Prekindergarten program. Prekindergarten classroom assignment will be based on the child's home language. Please complete the application by **printing** the required information.

Criteria for Admittance:

- Child will be 4 years of age on or before September 1, 2014.
- Child is a resident of the Houston Independent School District.
- Child meets immunization requirements, and also meets at least one of the following conditions:
 - Child is unable to speak and comprehend the English language (Home Language Survey will be completed at the campus), or
 - Child is economically disadvantaged (See chart below, documented foster child, or food stamp case number), or
 - NSLP to include all children who meet any eligibility criteria for Head Start, not only those who meet the low-income eligibility criteria for Head Start. The TEC, §5.001(4), defines educationally disadvantaged as "eligible to participate in the national free or reduced-price lunch program." Consequently, all children who are eligible for Head Start are eligible for free prekindergarten, based on their eligibility for the NSLP. [1][1] Public Law 110-134, which amended 42 USC, §1758, or
 - Child is homeless, as defined by [42 USC 11434a], or
 - Child is or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Section 262.201, Family Code, or
 - Child of an active duty member of the armed forces; including the state military forces or a reserve component of the United States, or the child of an armed forces member who was injured, killed, or missing in action while serving on active duty (refer to Article 6 of House Bill 1).

I understand the school officials may verify the information on this application document. If investigation indicates false information has been provided and the child is not eligible to participate in the program, the child may be withdrawn to make room for a child who is eligible. I certify that all the above information is true and correct and that all income is reported. I understand that this information is being given for the receipt of funds and that deliberate misrepresentation of the information may subject me to prosecution under applicable state laws.

Child's Name								
Child's SSN								
Child's Birthdate								
Child's Age on September 1 st								
Total Number in Household								
Parent's Name								
Address								
					Street Address			
					Address Line 2			
		City	State	Zip/Postal Code				
Phone Number								
Is income per year, month, or week?								
Household Member	Job Income	How Paid?	Other Income	How Paid?				
1.	\$	YR MO WK	\$	YR MO WK				
2.	\$	YR MO WK	\$	YR MO WK				
2014-2015 Income Chart to Determine Economic Disadvantage Prekindergarten Eligibility								
Total Number in Household		Annual	Monthly	Weekly				
1		\$21,590	\$1,800	\$416				
2		29,101	2,426	560				
3		36,612	3,051	705				
4		44,123	3,677	849				
5		51,634	4,303	993				
6		59,145	4,929	1,138				
7		66,656	5,555	1,282				
8		74,167	6,181	1,427				
For each additional member add:		+7,511	+626	+145				

Parent's Signature

Date

Signatures must be obtained and dated within 60 days prior to the first day of school.

TO BE COMPLETED BY SCHOOL PERSONNEL

APPROVAL BASED ON:

- Limited English Proficient
 - Home Language Survey must indicate child hears/speaks a language other than English at home.
 - Child has been tested with oral Language assessment (Attach proof of assessment and scores. A score of Non-English Speaking OR Limited English Speaking indicates eligibility as LEP.)
 - Parent must sign Notification of Enrollment in Bilingual/ESL Program.
- Homeless
 - Child lacks a fixed, regular, and adequate residence.
 - Primary nighttime residence is a supervised public or private shelter designed to provide temporary living accommodations, or an institution that provides temporary residence for individuals intended to be institutionalized.
 - Primary nighttime residence is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Proof of Income Eligibility
 - Current paycheck stub, current pay envelope, letter from employer stating gross wages paid and how often they are paid, unemployment, worker's compensation or disability payment stub, current SNAP, or TNAF case number for free meals
 - Acceptable documentation for self-employment income include: business or farming documents, such as ledger books and/or self-issued paycheck stub, last year's tax return
- Military Member's Child
- Foster Care
- NSLP to include all children who meet any eligibility criteria for Head Start

(Attach copies of required documentation)

ALTERNATE STATE ID: _____

HISD PERMANENT ID: _____

- Birth Certificate (proof of age required)
- Proof of Residency (utility bill, mortgage statement, etc. required unless homeless)
- Immunization Records (clinic record, doctor's statement, or proof of exempt status required)

_____ Approved _____ Rejected

Signature of Principal or Designee

Date

THE ORIGINAL OF THIS FORM MUST BE KEPT IN THE STUDENT'S PERMANENT RECORD, COMPLETE WITH ALL REQUIRED SIGNATURES AND DOCUMENTATION

EMPLOYMENT STATEMENT FORM

Name of Applicant: _____ DOB: ___/___/___
Nombre del Apicante FIRST/PRIMER LAST/APELLIDO

Name of Working Parent: _____
Nombre de padre trabajando FIRST/PRIMER LAST/APELLIDO

TO BE COMPLETED BY PARENT'S EMPLOYER:

A completar por el empleador del padre

Employer's Name: _____
Nombre del empleador

Employer's Address: _____
Dirección de empleador

Employer's Telephone: _____
Numero de teléfono del empleador

Parent's Job Duties: _____
Tipo de trabajo del padre

Above named parent earns gross income as follows:

Padre nombrado arriba obtiene ingresos brutos de la siguiente manera

Rate of Pay: \$ _____
tasa de pago

Weekly Bi-Weekly (every 2 weeks) Semi-monthly (twice per month) Monthly
Semanal Por quincena Dos veces por mes Mensual

Person Completing this form/Persona a completar la formulario:

I certify that the above information is true and correct.

Yo certifico la información es verdadero y correcto.

Name
(Printed): _____
Nombre (use letra imprenta)

Signature: _____ Date: _____
Firma Fecha

Title: _____
Titulo



ZERO INCOME DECLARATION

PLEASE PRINT CLEARLY

por favor escriba claramente

I, _____, certify that I have provided the following for the individual(s)
Printed Name of Supporter/ Nombre impreso del soporte

named below since _____:
(Date support began/ Fecha de inicio de soporte)

Shelter/albergue

Clothing/ropa

Food/alimento

Personal Necessities/Necesidades personales

I, _____, certify that I have no current source of income, and am being
Printed Name of Parent or Guardian/ Nombre del padre o tutor

provided for by the individual listed above.

Eligible Child's Name: _____

Niño Elegible nombre:

Supporter's Address: _____

Apoyo de Dirección Street/calle City/ciudad State/estado Telephone/ teléfono

Supporter's Signature: _____

Firma del Patrocinador

I certify that the information given is true. If any part is found to be false or misleading, I understand that my child's participation in the program may be terminated, and I may be subject to legal action.

Yo certifico que la información proporcionada es verdadera. Si se encuentra alguna pieza que es falsa o engañosa, entiendo que la participación de mi hijo en el programa puede ser terminado, y puede estar sujeto a acciones legales.

Parent's Signature: _____

Firma del Padre

Please use the space below to add any additional information.



RECEIPT OF INFORMAL CHILD SUPPORT STATEMENT

Name of Applicant/Student: _____ **DOB:** ____ / ____ / ____
Nombre del solicitante/Estudiante First/Nombre Last/Apellido Fecha de nacimiento

Name of Custodial Parent: _____
Nombre del padre/tutor legal First/Nombre Last/Apellido

TO BE COMPLETED BY NON-CUSTODIAL PARENT:

A completar por el padre que **no** tiene la custodia.

Parent's Name: _____
Nombre del padre First/Nombre Last/Apellido

Parent's Address: _____
Dirección del padre

Parent's Telephone: _____
Número de teléfono del padre

Above named parent pays the following child support

El padre sin la custodia paga la siguiente cantidad para la manutención del estudiante

Amount: \$ _____

Weekly Bi-weekly (every 2 weeks) Semi-monthly (twice per month) Monthly
Semanal Quincenal (Cada dos semanas) Bi-mensual (Dos veces por mes) Mensual

Parent Certification/Certificación de los Padres:

I certify that the above information is true and correct

Yo certifico que la información es verdadera y correcta

Name of custodial parent (Printed): _____
Nombre del padre/tutor legal (use letra de imprenta)

Signature: _____ **Date** _____
Firma Fecha

Name of non-custodial parent (Printed): _____
Nombre del padre sin la custodia (use letra de imprenta)

Signature: _____ **Date** _____
Firma Fecha

AGE FORMULA CALCULATION SHEET

For School Year 2014-2015

Instructions: Enter the student's birth date in the yellow-highlighted cell.

The student's age, as of September 1st, will be calculated and will appear in the green-highlighted cell.

Age calculated from this date: 9/1/2014

Enter Student's Birth Date:---> (mm/dd/yyyy)	9/1/2009
Calculated Age as of September 1, 2014	5 years old

Rules:

- EE** - must be 0-5 years old and a special education student or a student in Even Start or other early childhood program other than state-approved pre-kindergarten and kindergarten.
- Pre-K** - must be 3 or 4 on September 1 and attending the state-approved pre-kindergarten program.
- Kindergarten** - must be at least 5 on September 1.
- 1st Grade** - must be at least 6 on September 1; but, may be 5 if the student has completed KN in a public school.

ADA Codes:

- 0 - Enrolled, not in membership.** Student is receiving some services, but less than 2 hours daily / 5 days a week.
- 1 - Eligible for full day attendance.** Attends 4 hours daily / 5 days per week. (includes PK Expansion Grant students)
- 2 - Eligible for half day attendance.** Attends 2 hours daily / 5 days per week (mainly PK students)
- 3 - Eligible transfer student-full day.** Transfer from out-of-district, attends 4 hours daily / 5 days per week.
- 4 - Ineligible-full day.** Attends 4 hours daily / 5 days per week, but is not eligible for funding.
- 5 - Ineligible-half day.** Attends 2 hours daily / 5 days per week, but is not eligible for funding. (mainly tuition PK students)
- 6 - Eligible transfer student-half day.** Transfer from out-of-district, attends 2 hours daily / 5 days per week.
- 7 - Eligible - flexible attendance program participation.** Enrolled in OFSDP program (high school only).
- 8 - Ineligible - flexible attendance program participation.** Enrolled in OFSDP program, but not eligible for funding (HS only).



HOUSTON INDEPENDENT SCHOOL DISTRICT

STUDENT ASSISTANCE QUESTIONNAIRE (SAQ)

For Students in Transitional Housing

All information MUST be completed by parent, school personnel or community liaison.

School _____ Date _____

Student Name _____ Date of Birth _____ HISD ID _____

Current Address _____ Grade _____ Male Female

Lives with: Both Parents, Mother, Father, Legal Guardian, Caretaker/Relative without legal guardianship, Other _____
relation

Is the student currently in the conservatorship of the Department of Family & Protective Services (Foster Care)? Yes No

If Yes – name of DFPS Case Manager: _____ Contact information: _____

Was the student previously in the conservatorship of the Department of Family & Protective Services (Foster Care)? Yes No

Please complete the Current Housing Situation AND Background Situation sections below to determine McKinney-Vento eligibility:

Part A: CURRENT HOUSING SITUATION – Check either the student is in (1) stable housing OR (2) transitional situation

1. **STABLE:** Student lives in a house/apartment owned or rented by their parent/legal guardian. **(If checking “stable” do not check any other situation in #2.)** Does the house/apartment have electricity and running water? Yes No

2. TRANSITIONAL HOUSING SITUATIONS

- Living in a shelter Living in a motel or hotel
- Living with more than one family in a house or apartment (Doubled-up)

Unsheltered

- Moving from place to place Living in a structure not usually used for housing
- Living in a car, park, campsite, or outside Housing lacks running water and/or electricity
- Living in a camper Scattered Site Housing (HUD supplemented)

UNACCOMPANIED YOUTH - Yes No (An unaccompanied youth is a student who is not in the physical custody of a parent or legal guardian. This would include students living with non-custodial relatives or friends without a parent or legal guardian.)

Part B: BACKGROUND SITUATION (If a Transitional Housing Situation (2) is checked above - please Check ANY below that apply)

- Catastrophic illness / medical expenses / disability Natural disaster / evacuation
- New to Town Domestic Issue
- Loss of Employment Migrant work in fishing or agriculture
- Economic hardship/low earnings Awaiting placement in foster care / CPS custody
- Evicted/kicked out Parent(s) involved in military deployment
- House fire or other destruction Parent Incarcerated/Recently released from incarceration

Part C: NEEDED SERVICES – based on availability (Check services needed and call 713-556-7237 to speak to an Outreach Worker)

- Enrollment Assistance Transportation Emergency Clothing, Uniforms
- Free Lunch/Breakfast (Child Nutrition) School Supplies Personal Hygiene Items
- Immunizations Medicaid/CHIP Assistance Food Stamps (SNAP) Assistance
- Temporary Assistance for Needy Families (TANF) Other _____

To the best of my knowledge this information is true and correct.

Name (PLEASE PRINT): _____ Signature _____ Phone #'s _____

School Personnel: This form is intended to address the McKinney-Vento Act U.S.C. 11435. If any “Transitional Housing Situation” is checked under “Current Housing Situation” AND the family has indicated one of the “Background Situations” (1) immediately add PEIMS Coding on the At-risk Chancery panel for At-risk reason code 12, (2) code all of the McKinney-Vento Panels on that screen (the start date should be the date the form was completed and also add the end date, and (3) fax this form immediately to 713-556-7024. If you have any questions regarding this form, please call 713-556-7237 or 713-556-6906. Record Foster Care data in appropriate field. If information is missing, please follow-up with the parent/guardian/school personnel who completed the form to make sure each section is completed, as needed.



HOUSTON INDEPENDENT SCHOOL DISTRICT

Military Connected Families Survey

All information **MUST** be completed by parent, school personnel or community liaison.

School _____ Date _____

Student Name _____ HISD ID# _____

Dear Parent or Guardian,

The State of Texas requires schools to collect data relating to the enrollment of military-connected students. This collection is done to allow educational institutions the ability to monitor critical elements of education success for children who are dependents of military personnel, and show the state's commitment to military personnel and their children.

For students in grades Kindergarten through 12:

1. The student is a dependent of an active duty member of the United States Army, Navy, Air Force, Marine Corps, or Coast Guard

Yes No

2. The student is a dependent of a member of the Texas National Guard (Army, Air Guard, or State Guard)

Yes No

3. The student is a dependent of a member of a reserve force in the United States military (Army, Navy, Air Force, Marine Corps, or Coast Guard)

Yes No

For pre-kindergarten students only:

4. The student is a dependent of an active duty uniformed member of the Army, Navy, Air Force, Marine Corps, or Coast Guard, or activated/mobilized uniformed member of the Texas National Guard (Army, Air Guard, or State Guard) who was injured or killed while serving on active duty.

Yes No

Houston Independent School District Discipline Referral Template

Campus Name: _____ Date of Referral: _____

Student ID: _____ Name: _____ Grade: _____ Gender: _____

Referred by: _____ Location of Infraction: _____

Incident Date: _____ Incident Time: _____ Room No.: _____ Phone: _____

Reason for Referral	Disciplinary Action by Teacher	Date

***** For Administrative Use Only *****

CHANCERY INCIDENT NUMBER: Severity Level: Level 1 Level 2 Level 3 Level 4 Level 5

Local Reason (Offense) Code: Local Action (Consequence) Code:

Complete the information below for Bullying Allegations:

Category of Incident: Sex Race/Color/ National Origin Disability Other: _____

PEIMS Reason (Offense) Code: 21 41 Other: _____ PEIMS Action (Consequence) Code: 05 06 07 Other: _____

Infraction Location Codes <input type="checkbox"/> 01 (On Campus) <input type="checkbox"/> 02 (Off Campus, within 300 ft) <input type="checkbox"/> 03 (School Related/ Sponsored Activity Off Campus)	<input type="checkbox"/> 04 (Off Campus, not school related/ sponsored activity) <input type="checkbox"/> 05 (On school property, or at school related/sponsored activity, of another school district)
---	---

PEIMS Action (Consequence) Code(s):	Begin Date	End Date	Days Assigned	Days Completed	Discrepancy Reason	Campus Assigned	Campus Responsible
In-School Suspension (ISS)							
Out-of-School Suspension (OSS)							
Placement in DAEP							
Expulsion to JJAEP							

OTHER ACTIONS: ARMS/Police Incident Number (if police notified) _____ Victim of Violent Crime Letter Y N

NOTE: Use one of the following when a Mandatory Action Code is not taken:

- | | |
|--|---|
| <input type="checkbox"/> 27 Special Ed. Student:
<input type="checkbox"/> Student's age and intent or lack of intent at the time the student engaged in the conduct
<input type="checkbox"/> Student's attitude
<input type="checkbox"/> Seriousness of the offense
<input type="checkbox"/> Student's disciplinary history | <input type="checkbox"/> 28 Reason for use of Mandatory Action Not Taken
<input type="checkbox"/> Potential effect of the misconduct on the school environment
<input type="checkbox"/> The facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of any punishment
<input type="checkbox"/> The student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct
<input type="checkbox"/> State law requirements for certain disciplinary consequences |
|--|---|

Administrator's Comments:

Administrator's Signature _____ Date: _____
 Student's Signature _____ Date: _____
 Parent's Signature _____ Date: _____

HOUSTON INDEPENDENT SCHOOL DISTRICT EXIT INFORMATION AND LEAVER CODE ASSIGNMENT FORM

CAMPUS ID#: _____ CAMPUS NAME: _____ DATE: _____

STUDENT INFORMATION PORTION: Please print

STUDENT'S NAME (Last, First, Middle): _____

ID NUMBER: _____ BIRTH DATE: _____ GRADE LEVEL: _____ GENDER: M F

EXIT INFORMATION PORTION: This portion is **NOT** supporting documentation for a Leaver Code.

PARENT/GUARDIAN or QUALIFIED STUDENT NAME: _____ E-MAIL ADDRESS: _____ <input type="checkbox"/> CURRENT OR <input type="checkbox"/> NEW MAILING ADDRESS: _____ IF APPLICABLE PLEASE PROVIDE NEW SCHOOL DISTRICT & CAMPUS: _____ NEW SCHOOL CITY & STATE: _____ HOME COUNTRY(INCLUDE CITY): _____ REASON FOR WITHDRAWAL: _____	RELATIONSHIP TO STUDENT: _____ PHONE NUMBER: _____ CITY: _____ STATE: _____
---	---

EXIT CODE ASSIGNMENT PORTION (REQUIRED): _____ (Type/print the appropriate leaver code.)

80 - TX Public School	88 - Another HISD Campus
L03 - Died	L83 - Falsification of Enrollment(RARE)
L16 - Return to Home Country	L86 - Student Completed GED outside of Texas
L24 - Pursue college degree	L87 - Texas Tech/UT HS Diploma
L60 - Home Schooling	L88 - Court Ordered GED - not earned
L66 - CPS	L89 - Incarcerated in State or Federal Facility
L81 -Enroll TX Private School	L90 - Military Grad - Outside of Texas
L82 - Enroll Outside TX	L98 - Unknown / Dropout

ADMINISTRATOR'S INFORMATION The Leaver code is determined by the administrator, not the clerks

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

POSTING CLERK'S SIGNATURE PRINTED NAME & TITLE DATE OF POSTING

OFFICE USE ONLY: LEAVER DOCUMENTATION ON FILE

<input type="radio"/> 80/88 Verification of Enrollment in another Texas Public School or HISD school	<input type="radio"/> L03 Death Certificate; Obituary; Funeral Program; Written/Oral statement	<input type="radio"/> L16 Oral/Written Statement by relative or adult neighbor of student's return to Home Country
<input type="radio"/> L24 Verification by authorized college rep, or student schedule; at least 9 hours per semester	<input type="radio"/> L60 Completed Home School Question/Oral/ Written statement from parent, including the date home schooling began	<input type="radio"/> L66 Written Statement from CPS Officer, includes badge number and phone number
<input type="radio"/> L81/L82/L87 Transcript/Records Request from receiving private school, school outside of Texas or HS Diploma program	<input type="radio"/> L81/L82/L87 Oral/Written notice from parent or guardian to authorized District representative	<input type="radio"/> L81/L82/L87 Verification of Enrollment in a private school, school outside of Texas or HS Diploma program
<input type="radio"/> L83 Falsification of Enrollment / Not Immunized (include due process documentation)	<input type="radio"/> L86 GED certificate/written documentation from testing company showing completion, must include date, location, contact information	<input type="radio"/> L88 Court Order from a JUDGE requiring completion of a GED
<input type="radio"/> L89 Oral/Written notification from law enforcement, prosecuting attorney, or state / federal penitentiary	<input type="radio"/> L85/L90 Transcript showing sufficient credits, or diploma with seal (Military Interstate Compact Agreement)	<input type="radio"/> L98 DROPOUT/GED/OTHER
<input type="radio"/> HISD Withdrawal Form	<input type="radio"/>	<input type="radio"/>

HOUSTON INDEPENDENT SCHOOL DISTRICT LEAVER CODE CHANGE FORM

CAMPUS ID#: _____ CAMPUS NAME: _____ DATE: _____

STUDENT'S NAME (Last, First, Middle): _____

ID NUMBER: _____ BIRTH DATE: _____ GRADE LEVEL: _____ GENDER: M F

FORMER LEAVER CODE: _____ WITHDRAWAL DATE: _____

NEW LEAVER CODE: _____ (Print/type the appropriate leaver code)

80 - TX Public School	88 - Another HISD Campus
L03 - Died	L83 - Falsification of Enrollment(RARE)
L16 - Return to Home Country	L86 - Student Completed GED outside of Texas
L24 - Pursue college degree	L87 - Texas Tech/UT HS Diploma
L60 - Home Schooling	L88 - Court Ordered GED - not earned
L66 - CPS	L89 - Incarcerated in State or Federal Facility
L81 -Enroll TX Private School	L90 - Military Grad - Outside of Texas
L82 - Enroll Outside TX	L98 - Unknown / Dropout

ADMINISTRATOR'S INFORMATION The Leaver code is determined by the administrator, not the clerk

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

REASON FOR CODE CHANGE:

- | | |
|-----------------------|---|
| <input type="radio"/> | ORIGINALLY CODED INCORRECTLY |
| <input type="radio"/> | DUE TO T.E.A. / REGION 4 / OR HISD DOCUMENTATION REVIEW |
| <input type="radio"/> | INSUFFICIENT OR NO DOCUMENTATION (Dropout) |
| <input type="radio"/> | RECEIVED OTHER DOCUMENTATION SUPPORTING A CODE CHANGE |
| <input type="radio"/> | OTHER CHANGE CODE REASON |

Comment:

POSTING CLERK'S SIGNATURE

DATE



Leaver Code 66 (CPS)

Directions: Use this form as written or oral documentation of a student's removal by a **Texas Department of Family and Protective Services (CPS)** representative. *Keep the signed, original form in the student's Leaver folder.*

PEIMS Leaver Reason 66: Student was removed by Child Protective Services (CPS) and the district has not been informed of the student's current status or enrollment.

Definition and use: This code applies only to Child Protective Services. Private agencies that provide asylum for students do not have the legal authority to remove students from school.

Documentation requirement: Acceptable documentation includes due process documentation supporting the withdrawal; a written statement, signed and dated by the CPS officer, including the CPS officer's name and contact information; or written documentation of an oral statement by a CPS representative that the child was removed, including the CPS representative's name, the date of the conversation, and the signature of the school official.

Once the district has been informed of an updated status or enrollment of the student, the school must update the leaver code.

Written Statement to be signed by a CPS representative.

The student named below was removed by CPS:

Student Name: _____

Student ID #: _____ Birth Date: _____

Campus Name: _____ Date: _____

CPS Representative's Signature

Phone Number

...Or....

Oral Statement taken from a CPS representative by a campus representative

Today, (date) _____ at approximately (time) _____

I spoke with _____

a CPS representative whose phone number is _____

He/She stated that (student's name) _____

was withdrawn by CPS from (campus name) _____

on (date) _____

Name of campus representative taking message: _____

Signature: _____ **Date:** _____

Administrator's Signature

Title

Date

(SCHOOL LETTERHEAD)

NOTICE OF IN-SCHOOL SUSPENSION
(NOT TO EXCEED 5 CONSECUTIVE SCHOOL DAYS)

(Date)

Via Hand Delivery or Certified Mail No. Return Receipt Requested

(Parent or Guardian Address)

Dear (Parent or Guardian):

Your child, (Name), has been assigned to the in-school suspension program from (**SPECIFIC DATE**) to (**SPECIFIC DATE**) for the following misconduct and/or violation of Houston Independent School District rules and regulations as prescribed in the *Code of Student Conduct*.

(Describe level of misconduct, specify the misconduct, and describe in factual detail.)

Your child has had the charges of misconduct explained to him/her and has been given the opportunity to present his/her response to these charges. I have considered reasonable alternatives to in-school suspension and determined that this action is the most appropriate.

You are asked to schedule a conference as soon as possible with the school administrator to discuss this violation of school rules. Please schedule the conference before the student completes the period of suspension. Any further disciplinary action to be taken will be discussed at this conference.

The student will be given assignments during this period of suspension. If you have any questions, please feel free to call.

Sincerely,

School Administrator's Signature

(SCHOOL LETTERHEAD)

NOTICE OF OUT-OF-SCHOOL SUSPENSION
(NOT TO EXCEED 3 CONSECUTIVE SCHOOL DAYS)

(Date)

Via Hand Delivery or Certified Mail No. Return Receipt Requested

(Parent or Guardian Address)

Dear (Parent or Guardian):

Your child, (Name), has been suspended from **(SPECIFIC DATE)** to **(SPECIFIC DATE)** for the following misconduct and/or violation of Houston Independent School District rules and regulations as prescribed in the *Code of Student Conduct*.

(Describe level of misconduct, specify the misconduct, and describe in factual detail.)

Your child has had the charges of misconduct explained to him/her and has been given the opportunity to present his/her response to these charges. I have considered reasonable alternatives to out-of-school suspension and determined that this action is the most appropriate.

You are asked to schedule a conference as soon as possible with the school administrator to discuss this violation of school rules. Please schedule the conference before the student returns to school after the period of suspension has been completed. Any further disciplinary action to be taken will be discussed at this conference.

Your child may not return to school until the suspension has been completed. The student will be given assignments or make-up work during this period of suspension. Your child's absences shall be considered excused. While suspended, your child may not enter any school campus except with you for the purpose of securing his/her assignments and discussing conduct with school administrators. You are responsible for providing supervision for your child during the period of suspension. If you have any questions, please feel free to call.

Sincerely,

School Administrator's Signature

Texas Education Agency

Request for Access
PEIMS, EDIT+, PID, PET, and SAF

General Instruction

This authorization form should be used to request, modify, or revoke access to TEASE, PEIMS EDIT+, the Person Identification Database (PID), PID Enrollment Tracking (PET), and the Superintendent Approval Form (SAF).

To complete the request for access process:

1. Submit the completed and signed form to your supervisor for approval.
2. Route the signed and approved copy to your District or ESC PEIMS Coordinator to set up your PEIMS EDIT+ User Profile. Please be sure to retain a copy for your records.
3. Please allow three weeks for processing. If you have not received access after three weeks, e-mail rgallego@houstonisd.org to check the status of your application.

Fax or email the completed request form to:

Rachel Gallegos
Federal and State Compliance
Phone: 713 556-6753
Fax: 713 556-6782
rgallego@houstonisd.org

Texas Education Agency

Request for Access

PEIMS, EDIT+, PID, PET, and SAF

1. Requestor Information

First name:		MI:	Last name:	
Job title:		Phone:	E-mail:	
Date of birth:	Address:		City:	State:
				Zip code:
Organization: HOUSTON INDEPENDENT SCHOOL DIST		District/Campus #: 101912	Region: Region 4	ESC/District PEIMS coordinator e-mail: MWHITE4@HOUSTONISD.ORG

2. Access Request or Account Modification

<input type="checkbox"/> Create TEASE account	<input type="checkbox"/> Access to PEIMS Edit+
Modify account (username): _____	<input type="checkbox"/> Delete TEASE account <input type="checkbox"/> Exclude Edit+ access <input type="checkbox"/> Add access to Edit+ <input type="checkbox"/> Change Edit+ profile

3A. Edit+ User Profile

Access Type	Grant Access	Exclude Access
PEIMS Edit+	<input type="checkbox"/>	<input type="checkbox"/>
Send/Revalidate data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Complete/Accept file	<input type="checkbox"/>	<input checked="" type="checkbox"/>
User administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Alternate agent ID (optional):

Send/Revalidate data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Complete/Accept file	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record Group Access

All record groups access	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Fall

Group Title	Record Group	Grant Access	Exclude Access
Organization	010 - 020	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Budget	030 - 030	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff	040 - 060	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff Responsibility	090 - 090	<input type="checkbox"/>	<input type="checkbox"/>
Student	100 - 203	<input type="checkbox"/>	<input type="checkbox"/>

Mid-Year

Group Title	Record Group	Grant Access	Exclude Access
Organization	010 - 020	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Actuals	032 - 033	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Texas Education Agency

Request for Access

PEIMS, EDIT+, PID, PET, and SAF

Summer

Group Title	Record Group	Grant Access	Exclude Access
Organization	010 - 020	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff (does not include 300)	040 - 305	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Campus Course Section	300 - 300	<input type="checkbox"/>	<input type="checkbox"/>
Student (does not include 300, 305, 415)	100 - 510	<input type="checkbox"/>	<input type="checkbox"/>
Student	300 - 305	<input type="checkbox"/>	<input type="checkbox"/>
Course Completion	415 - 415	<input type="checkbox"/>	<input type="checkbox"/>

Extended Year

Group Title	Record Group	Grant Access	Exclude Access
Organization	010 - 020	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student	100 - 510	<input type="checkbox"/>	<input type="checkbox"/>

3B. Special Access

Access Type	Grant Access	Exclude Access
PID administration (ESC access only. Requires Memorandum of Understanding)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PID search	<input type="checkbox"/>	<input type="checkbox"/>
PID edit (validation)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PID maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SAF (Superintendent access only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PET (PID enrollment tracking)	<input type="checkbox"/>	<input type="checkbox"/>
PET (View only)	<input type="checkbox"/>	<input type="checkbox"/>
Region-wide table download (ESC access only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Texas Education Agency

Request for Access

PEIMS, EDIT+, PID, PET, and SAF

4. PID and PET Security

Personnel accessing PID or PET information not specifically stated on this request form must also have TEASE accounts, and requests for PEIMS EDIT+ and PID on file with the TEA. If their only access is to be printed reports, then each of them must have a Confidentiality Agreement on file with your organization.

If you have requested access to the confidential PID information, specific plans to protect the confidentiality of this information are required in order to process this request. In lieu of specific plans or documented procedures, please answer the following questions:

1. Who will have direct access to PID information?

Myself.

Other staff who have a Certification of Responsibility on file.

2. Will unauthorized personnel be able to view the computer used to access PID information?

No, Private office.

No, monitor is protected by a password screen saver.

3. How is printed PID information secured and who has access to it?

Information is kept in a locked area.

Only authorized personnel have keys.

4. Please list any other safeguards used?

Password protected, computer is turned off after hours, and the building is closed after hours.

Texas Education Agency

Request for Access

PEIMS, EDIT+, PID, PET, and SAF

5. Certification of Responsibility

- I understand that my TEASE username and password are CONFIDENTIAL and may not be shared with another person or entity under any circumstances whatsoever.
- I will neither divulge my password nor use a username and password assigned to someone else.
- I understand that I am responsible for all transactions made with my username and password.
- If I suspect that my password has been compromised, or that someone else has used my account, I understand that it is my responsibility to change my password immediately.
- I agree to notify TEA Computer Access when my job responsibilities no longer require access to the requested information, or I terminate employment with my current organization.
- I understand that I must reset my password every 90 days.
- I understand that if I do not use my TEASE account for 15 months, the account will be deactivated and I will need to reapply to activate the account.

PEIMS Edit+

- I will not knowingly or intentionally enter any unauthorized data or change any data without authorization.
- I understand that any reports or table downloads that I may generate using confidential data are to be protected.
- I will not distribute to any unauthorized person any reports or table downloads that I have access to or may generate using confidential data.
- I understand that procedures must be in place for monitoring and protecting confidential PEIMS information.

PID & PET

- I agree that access to PID will be used for the limited purpose of validating demographics of:
 1. students currently enrolled in the applicant's school district or region.
 2. students previously enrolled during the current or prior school year in the applicant's school district or region.
 3. staff currently employed by the applicant's school district or region.
- I agree to limit the data I view to that necessary to validate student and staff demographics for consistency and accuracy in reporting to the TEA.
- I agree to notify TEA Computer Access if my job responsibilities change such that I no longer need access to PID or when I terminate employment with my current educational entity for any reason.
- I understand that procedures must be in place for monitoring and protecting confidential information.
- I understand that any unauthorized disclosure of confidential student information is illegal as provided in the Family Educational Rights and Privacy Act of 1974 (FERPA), and in the implementing of federal regulations found in 34 CFR, Part 99. FERPA is specifically incorporated into the Texas Public Information Act as an exception to records that are subject to disclosures to the public (Government Code, Section 552.026).
- In addition, I understand that any datasets or output reports that I, or my authorized representative, may generate using confidential data are to be protected. I will not distribute to any unauthorized person any datasets or reports I have access to or may generate using confidential data. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of my TEASE username and password.
- I also understand that releasing confidential information is prohibited by the Texas Government code, Section 552.352, and that such an offense constitutes a Class A misdemeanor.

SAF

- SAF provides Superintendents with the capability to approve their district's PEIMS submission by electronically signing the "Superintendent's Statement of Approval of Summary Report and Error Listing" form within PEIMS EDIT+.
- Only Superintendents can be granted SAF authorization.
- A Superintendent's electronic signature has the same force and effect as the manual signature of this form. Additional information is available from the [Department of Information Resources](#) website.

Texas Education Agency

Request for Access

PEIMS, EDIT+, PID, PET, and SAF

6. Required Approval

This form will only be processed by the TEA once the User Profile has been created by the District or ESC PEIMS Coordinator.

User profile created

Print Name / Applicant Signature

Date

Print Name / Supervisor Signature

Date

TEA PEIMS Division

PEIMS Division

Date

TEA Computer Access

Computer Access Administrator

Date

TEASE Username

Section VI
HISD List of Schools
Alpha & Numerical

HISD-ELEMENTARY SCHOOLS

ALPHABETICAL LISTING - 2014-2015

ORG #	SCHOOL NAME	GR	ORG #	SCHOOL NAME	GR LEVEL	ORG #	SCHOOL NAME	GR LEVEL
102	ALCOTT	EE-5	159	GOLFCREST	EE-5	215	PARKER	EE-5
104	ALMEDA	EE-5	162	GREGG	EE-5	216	PATTERSON	EE-5
105	ANDERSON	EE-5	58	GREGORY-LINCOLN ED CTR**	EE-8	217	PECK	EE-5
273	ASHFORD	EE-2	262	GRISSOM	EE-5	265	PETERSEN	EE-5
274	ASKEW	EE-5	369	GROSS	EE-5	218	PILGRIM ACADEMY**	EE-8
106	ATHERTON	EE-5	131	HALPIN EARLY CHILDHOOD CTR	EE-1	219	PINEY POINT	EE-5
107	BARRICK	EE-5	320	HARRIS CO JJAEP**	4-12	220	PLEASANTVILLE	EE-5
108	BASTIAN	EE-5	166	HARRIS, J R	EE-5	221	POE	EE-5
151	BELL	EE-5	167	HARRIS, R P	EE-5	222	PORT HOUSTON	EE-6
360	BELLFORT EARLY CHILDHOOD CTR	EE- PK	168	HARTSFIELD	EE-5	223	PUGH	EE-5
295	BENAVIDEZ	EE-5	169	HARVARD	EE-5	396	RAY DAILY	EE-5
268	BENBROOK	EE-5	170	HELMS	EE-5	380	RDSPD	EE
109	BERRY	EE-5	171	HENDERSON, JP	EE-5	382	REAGAN K-8 EDUCATIONAL CTR **	K-8
110	BLACKSHEAR	EE-6	172	HENDERSON, NQ	EE-5	224	RED	EE-5
111	BONHAM	EE-5	173	HEROD	EE-5	225	REYNOLDS	EE-5
112	BONNER	EE-5	286	HERRERA	EE-5	80	RICE SCHOOL/LA ESCUELA RICE**	KG-8
114	BRAEBURN	EE-5	174	HIGHLAND HEIGHTS	EE-5	228	RIVER OAKS	EE,KG-5
116	BRIARGROVE	EE,KG-5	473	HILIARD	KG-5	229	ROBERTS	PK-5
344	BRIARMEADOW CHARTER**	EE-8	395	HINES-CALDWELL	EE-5	186	ROBINSON	EE-5
117	BRISCOE	EE-6	175	HOBBY	EE-5	113	RODERICK R PAIGE	EE-5
119	BROOKLINE	EE-5	178	HORN	EE,KG-5	372	RODRIGUEZ	EE-5
120	BROWNING	EE-5	300	INSPIRED FOR EXCELL ACADEMY WEST**	5-8	231	ROOSEVELT	EE-5
121	BRUCE	EE-5	180	ISAACS	EE-5	232	ROSS	EE-5
122	BURBANK	EE-5	181	JANOWSKI	EE-5	233	RUCKER	EE-5
124	BURNET	EE-6	182	JEFFERSON	EE-5	281	SANCHEZ	EE-5
125	BURRUS	EE-5	378	KANDY STRIPE ACADEMY	PK-5	237	SCARBOROUGH	EE-5
275	BUSH	EE-5	185	KASHMERE GARDENS	EE-5	353	SCHOOL AT ST GEORGE PLACE	EE-5
287	CAGE	EE-5	187	KELSO	EE-5	269	SCROGGINS	EE-5
292	CARRILLO	EE-5	188	KENNEDY	EE-5	373	SEGUIN	EE-5
123	CODWELL	EE-5	389	KETELSEN	EE-5	276	SHADOWBRIAR	3-5
013	COMMUNITY SERVICES-SEC**	EE-12	355	KING EARLY CHILDHOOD CTR	EE- PK	479	SHADYDALE	KG-5
130	CONDIT	EE-5	189	KOLTER	EE-5	239	SHEARN	EE-5
358	COOK JR., FELIX	EE-5	192	LANTRIP	EE-5	240	SHERMAN	EE-5
132	COOP	EE-5	340	LAS AMERICAS	4-8	241	SINCLAIR	EE-5
133	CORNELIUS	EE-5	357	LAURENZO EARLY CHILDHOOD CTR	EE-KG	242	SMITH	EE-5
290	CRESPO	EE-5	263	LAW	EE-5	69	SOAR CTR**	01-12
135	CROCKETT	EE-5	194	LEWIS	1-5	244	SOUTHMAYD	EE-5
136	CUNNINGHAM	EE-5	195	LOCKHART	EE-5	245	STEVENS	EE-5
297	DAVILA	EE-5	196	LONGFELLOW	EE-5	248	SUTTON	EE-5
137	DE CHAUMES	EE-5	197	LOOSCAN	EE-5	39	T H ROGERS SCHOOL**	EE,KG-12
138	DE ZAVALA	EE-5	198	LOVE	EE-5	100	TEXAS CONNECTIONS ACADEMY **	3-12
383	DEANDA	EE-5	199	LOVETT	EE,KG-5	234	THE RUSK SCHOOL**	EE-8
140	DOGAN	EE-5	128	LYONS	EE-5	243	THOMPSON	EE-5
115	DURHAM	EE-5	201	MACGREGOR	EE-5	279	TJERINA	EE-6
144	DURKEE	EE-5	203	MADING	EE-5	374	TINSLEY	1-5
466	ELEMENTARY DAEP	KG-5	460	MANDARIN CHINESE LANGUAGE IMMER	PK-5	249	TRAVIS	EE-5
147	ELIOT	EE-5	480	MARSHALL	KG-5	328	TSU CHARTER LAB SCHOOL	PK-5
475	ELMORE	KG-5	289	MARTINEZ, C	EE-5	251	TWAIN	EE-5
148	ELROD	EE-5	298	MARTINEZ, R	EE-5	285	VALLEY WEST	EE-5
149	EMERSON	EE-5	179	MCGOWEN	EE-5	252	WAINWRIGHT	EE-5
364	ENERG FOR EXCELL ACADEMY	KG-5	227	MCNAMARA	EE-5	253	WALNUT BEND	EE-5
350	ENERG FOR EXCELL ECC	PK	204	MEMORIAL	EE-5	254	WESLEY	EE-5
352	FARIAS EARLY CHILDHOOD CENTER	EE-K	299	MILNE	EE-5	255	WEST UNIVERSITY	EE,KG-5
152	FIELD	EE-5	354	MISTRAL CENTER FOR EARLYCHILDHOOD	EE-PK	256	WHARTON K-8 DUAL LANGUAGE	EE-8
271	FOERSTER	EE-5	264	MITCHELL	EE-5	257	WHIDBY	EE-5
153	FONDREN	EE-5	207	MONTGOMERY	EE-5	267	WHITE	EE-5
470	FONWOOD EARLY CHILDHOOD CTR	EE-PK	359	MORENO	EE-5	258	WHITTIER	EE-5
154	FOSTER	EE-5	209	NEFF ECC	EE-1	259	WILSON MONTESSORI**	EE-8
155	FRANKLIN	EE-5	394	NEFF	2-5	260	WINDSOR VILLAGE	EE-5
156	FROST	EE-5	210	NORTHLINE	EE-5	127	WOODSON SCHOOL**	EE-8
291	GALLEGOS	EE-5	211	OAK FOREST	EE-5	247	YOUNG	EE-5
283	GARCIA	EE-5	212	OATES	EE-6	392	YOUNG LEARNERS	PK
157	GARDEN OAKS MONTESSORI	EE-8	213	OSBORNE	EE-5	371	YOUNG SCHOLARS ACADEMY FOR EXEC**	PK-8
158	GARDEN VILLAS	EE-5	214	PARK PLACE	EE-5			

* New HISD School 2014-2015

** School is listed on Elementary & Secondary List

Revised 06/30/2014
Federal and State Compliance

HISD-ELEMENTARY SCHOOLS

NUMERICAL LISTING - 2014-2015

ORG #	SCHOOL NAME	GR LEVEL	ORG #	SCHOOL NAME	GR LEVEL	ORG #	SCHOOL NAME	GR LEVEL
013	COMMUNITY SERVICES-SEC**	EE-12	179	MCGOWEN	EE-5	260	WINDSOR VILLAGE	EE-5
039	T H ROGERS SCHOOL**	EE,KG-12	180	ISAACS	EE-5	262	GRISSOM	EE-5
058	GREGORY-LINCOLN ED CTR**	EE-8	181	JANOWSKI	EE-5	263	LAW	EE-5
069	SOAR CTR**	01-12	182	JEFFERSON	EE-5	264	MITCHELL	EE-5
080	RICE SCHOOL/LA ESCUELA RICE**	KG-8	185	KASHMERE GARDENS	EE-5	265	PETERSEN	EE-5
100	TEXAS CONNECTIONS ACADEMY **	3-12	186	ROBINSON	EE-5	267	WHITE	EE-5
102	ALCOTT	EE-5	187	KELSO	EE-5	268	BENBROOK	EE-5
104	ALMEDA	EE-5	188	KENNEDY	EE-5	269	SCROGGINS	EE-5
105	ANDERSON	EE-5	189	KOLTER	EE-5	271	FOERSTER	EE-5
106	ATHERTON	EE-5	192	LANTRIP	EE-5	273	ASHFORD	EE-2
107	BARRICK	EE-5	194	LEWIS	1-5	274	ASKEW	EE-5
108	BASTIAN	EE-5	195	LOCKHART	EE-5	275	BUSH	EE-5
109	BERRY	EE-5	196	LONGFELLOW	EE-5	276	SHADOWBRIAR	3-5
110	BLACKSHEAR	EE-6	197	LOOSCAN	EE-5	279	TJERINA	EE-6
111	BONHAM	EE-5	198	LOVE	EE-5	281	SANCHEZ	EE-5
112	BONNER	EE-5	199	LOVETT	EE,KG-5	283	GARCIA	EE-5
113	RODERICK R PAIGE	EE-5	201	MACGREGOR	EE-5	285	VALLEY WEST	EE-5
114	BRAEBURN	EE-5	203	MADING	EE-5	286	HERRERA	EE-5
115	DURHAM	EE-5	204	MEMORIAL	EE-5	287	CAGE	EE-5
116	BRIARGROVE	EE,KG-5	207	MONTGOMERY	EE-5	289	MARTINEZ, C	EE-5
117	BRISCOE	EE-6	209	NEFF ECC	EE-1	290	CRESPO	EE-5
119	BROOKLINE	EE-5	210	NORTHLINE	EE-5	291	GALLEGOS	EE-5
120	BROWNING	EE-5	211	OAK FOREST	EE-5	292	CARRILLO	EE-5
121	BRUCE	EE-5	212	OATES	EE-6	295	BENAVIDEZ	EE-5
122	BURBANK	EE-5	213	OSBORNE	EE-5	297	DAVILA	EE-5
123	CODWELL	EE-5	214	PARK PLACE	EE-5	298	MARTINEZ, R	EE-5
124	BURNET	EE-6	215	PARKER	EE-5	299	MILNE	EE-5
125	BURRUS	EE-5	216	PATTERSON	EE-5	300	INSPIRED FOR EXCELL ACADEMY WEST**	5-8
127	WOODSON SCHOOL**	EE-8	217	PECK	EE-5	320	HARRIS CO JJAEP**	4-12
128	LYONS	EE-5	218	PILGRIM ACADEMY**	EE-8	328	TSU CHARTER LAB SCHOOL	PK-5
130	CONDIT	EE-5	219	PINEY POINT	EE-5	340	LAS AMERICAS	4-8
131	HALPIN EARLY CHILDHOOD CTR	EE-1	220	PLEASANTVILLE	EE-5	344	BRIARMEADOW CHARTER**	EE-8
132	COOP	EE-5	221	POE	EE-5	350	ENERG FOR EXCELL ECC	PK
133	CORNELIUS	EE-5	222	PORT HOUSTON	EE-6	352	FARIAS EARLY CHILDHOOD CENTER	EE- PK
135	CROCKETT	EE-5	223	PUGH	EE-5	353	SCHOOL AT ST GEORGE PLACE	EE-5
136	CUNNINGHAM	EE-5	224	RED	EE-5	354	MISTRAL CENTER FOR EARLYCHILDHOOD	EE-PK
137	DE CHAUMES	EE-5	225	REYNOLDS	EE-5	355	KING EARLY CHILDHOOD CTR	EE PK
138	DE ZAVALA	EE-5	227	MCNAMARA	EE-5	357	LAURENZO EARLY CHILDHOOD CTR	EE-KG
140	DOGAN	EE-5	228	RIVER OAKS	EE,KG-5	358	COOK JR., FELIX	EE-5
144	DURKEE	EE-5	229	ROBERTS	PK-5	359	MORENO	EE-5
147	ELIOT	EE-5	231	ROOSEVELT	EE-5	360	BELLFORT EARLY CHILDHOOD CTR	EE- PK
148	ELROD	EE-5	232	ROSS	EE-5	364	ENERG FOR EXCELL ACADEMY	KG-5
149	EMERSON	EE-5	233	RUCKER	EE-5	369	GROSS	EE-5
151	BELL	EE-5	234	THE RUSK SCHOOL**	EE-8	371	YOUNG SCHOLARS ACADEMY FOR EXEC**	PK-8
152	FIELD	EE-5	237	SCARBOROUGH	EE-5	372	RODRIGUEZ	EE-5
153	FONDREN	EE-5	239	SHEARN	EE-5	373	SEGUIN	EE-5
154	FOSTER	EE-5	240	SHERMAN	EE-5	374	TINSLEY	1-5
155	FRANKLIN	EE-5	241	SINCLAIR	EE-5	378	KANDY STRIPE ACADEMY	PK-5
156	FROST	EE-5	242	SMITH	EE-5	382	REAGAN K-8 EDUCATIONAL CTR **	K-8
157	GARDEN OAKS MONTESSORI	EE-8	243	THOMPSON	EE-5	380	RDSPD	EE
158	GARDEN VILLAS	EE-5	244	SOUTHMAYD	EE-5	383	DEANDA	EE-5
159	GOLFCREST	EE-5	245	STEVENS	EE-5	389	KETELSEN	EE-5
162	GREGG	EE-5	247	YOUNG	EE-5	392	YOUNG LEARNERS	PK
166	HARRIS, J R	EE-5	248	SUTTON	EE-5	394	NEFF	2-5
167	HARRIS, R P	EE-5	249	TRAVIS	EE-5	395	HINES-CALDWELL	EE-5
168	HARTSFIELD	EE-5	251	TWAIN	EE-5	396	RAY DAILY	EE-5
169	HARVARD	EE-5	252	WAINWRIGHT	EE-5	460	MANDARIN CHINESE LANGUAGE IMMER	PK-5
170	HELMS	EE-5	253	WALNUT BEND	EE-5	466	ELEMENTARY DAEP	KG-5
171	HENDERSON, J	EE-5	254	WESLEY	EE-5	470	FONWOOD EARLY CHILDHOOD CTR*	EE-PK
172	HENDERSON, N	EE-5	255	WEST UNIVERSITY	EE,KG-5	473	HILIARD	KG-5
173	HEROD	EE-5	256	WHARTON K-8 DUAL LANGUAGE	EE-8	475	ELMORE	KG-5
174	HIGHLAND HEIGHTS	EE-5	257	WHIDBY	EE-5	479	SHADYDALE	KG-5
175	HOBBY	EE-5	258	WHITTIER	EE-5	480	MARSHALL	KG-5
178	HORN	EE,KG-5	259	WILSON MONTESSORI**	EE-8			

* New HISD School 2014-2015

** School is listed on Elementary & Secondary List

Revised 06/30/2014

Federal and State Compliance

HISD-SECONDARY SCHOOLS

ALPHABETICAL LISTING - 2014-2015

ORG #	SCHOOL NAME	GR LEVEL	ORG #	SCHOOL NAME	GR LEVEL
462	ADVANCED VIRTUAL ACADEMY	09-12	057	LANIER MS	06-08
041	ATTUCKS MS	06-08	340	LAS AMERICAS MS	04-08
001	AUSTIN HS	09-12	034	LAW ENF/CRI JUS HS	09-12
467	BAYLOR COLLEGE OF MEDICINE ACADEMY AT RYAN*	6	009	LEE HS	09-12
303	BEECHNUT ACADEMY	06-12	324	LIBERTY HS	12
002	BELLAIRE HS	09-12	059	LONG ACADEMY	06-11
042	BLACK MS	06-08	010	MADISON HS	09-12
344	BRIARMEADOW CHARTER**	EE-08	061	MARSHALL MS	06-08
043	BURBANK MS	06-08	062	MCREYNOLDS MS	06-08
322	CARNEGIE VANGUARD HS	09-12	485	MIDDLE COLLEGE HS at HCC FRAGA*	09-12
323	CHALLENGE EARLY COLLEGE HS	09-12	484	MIDDLE COLLEGE HS at HCC GULFTON*	09-12
027	CHAVEZ HS	09-12	011	MILBY HS	09-12
048	CLIFTON MS	06-08	311	MOUNT CARMEL ACADEMY	09-12
013	COMMUNITY SERVICES**	EE-12	477	NORTH FOREST HS	09-12
044	CULLEN MS	06-08	308	NORTH HOUSTON EARLY COLLEGE HS	09-12
003	DAVIS HS	09-12	338	ORTIZ MS	06-08
045	DEADY MS	06-08	025	PERFORMING & VISUAL ARTS HS	09-12
026	DEBAKEY HS FOR HEALTH PROFESSIONS	09-12	064	PERSHING MS	06-08
075	DOWLING MS	06-08	218	PILGRIM ACADEMY**	EE-08
345	EAST EARLY COLLEGE HS	09-12	337	PIN OAK MS	06-08
301	EASTWOOD ACADEMY	09-12	071	PROJECT CHRYSALIS MS	06-08
046	EDISON MS	06-08	349	REACH CHARTER	11-12
342	ENERGIZED FOR EXCELLENCE MIDDLE	06-08	012	REAGAN HS	09-12
455	ENERGIZED FOR EXCELLENCE SCIENCE TECH ENGINEERING	06-08	382	REAGAN K-8 EDUCATIONAL CTR**	PK-08
390	ENERGIZED FOR EXCELLENCE SCIENCE TECH ENGINEERING	06-08	060	REVERE MS	06-08
321	ENERGIZED FOR STEM ACADEMY INC HS SE	09-12	080	RICE SCH /LA ESCUELA RICE**	KG-08
459	ENERGIZED FOR STEM ACADEMY INC MS SE	06-08	024	SCARBOROUGH HS	09-12
468	ENERGY INSTITUTE HS	06-08	023	SHARPSTOWN HS	09-12
078	FLEMING MS	9	081	SHARPSTOWN INTERNATIONAL SCHOOL	06-12
072	FONDREN MS	06-08	069	SOAR CENTER**	01-12
047	FONVILLE MS	06-08	486	SOUTH EARLY COLLEGE PREP HS	09-12
476	FOREST BROOK MIDDLE	06-08	014	STERLING HS	09-12
004	FURR HS	09-12	098	STEVENSON MS	06-08
068	GRADY MS	06-08	163	SUGAR GROVE ACADEMY	06-08
058	GREGORY-LINCOLN ED CTR**	EE-08	039	T H ROGERS SCHOOL**	EE KG-12
456	HS AHEAD ACADEMY	06-10	100	TEXAS CONNECTIONS ACADEMY **	03-12
049	HAMILTON MS	06-08	234	THE RUSK SCHOOL**	EE-08
094	HARPER ALTERNATIVE SCHOOL	06-12	077	THOMAS MS	06-08
320	HARRIS COUNTY JJAEP**	04-12	015	WALTRIP HS	09-12
051	HARTMAN MS	06-08	016	WASHINGTON B T HS	09-12
097	HCC LIFE SKILLS	12	056	WELCH MS	06-08
052	HENRY MS	06-08	099	WEST BRIAR MS	06-08
053	HOGG MS	06-08	017	WESTBURY HS	09-12
050	HOLLAND MS	06-08	036	WESTSIDE HS	09-12
329	HOPE ACADEMY CHARTER SCHOOL	09-12	256	WHARTON K-8 DUAL LANGUAGE ACADEMY**	EE-08
348	HOUSTON ACADEMY FOR INTERNATIONAL STUDIES	09-12	018	WHEATLEY HS	09-12
310	HOUSTON MATH SCIENCE AND TECHNOLOGY CENTER	09-12	082	WILLIAMS MS	06-08
300	INSPIRED FOR EXCELL ACADEMY WEST**	05-08	259	WILSON MONTESSORI**	EE-08
054	JACKSON MS	06-08	127	WOODSON SCHOOL**	EE-08
055	JOHNSTON MS	06-08	019	WORTHING HS	09-12
006	JONES FUTURES ACADEMY	09-12	020	YATES HS	09-12
033	JORDAN HS	09-12	458	YOUNG MEN'S COLLEGE PREP ACADEMY	06-12
007	KASHMERE HS	09-12	371	YOUNG SCHOLARS ACADEMY**	PK-08
079	KEY MS	06-08	463	YOUNG WOMEN'S COLLGE PREP ACADEMY	06-12
008	LAMAR HS	09-12			

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HISD-SECONDARY SCHOOLS

NUMERICAL LISTING - 2014-2015

ORG #	SCHOOL NAME	GR LEVEL	ORG #	SCHOOL NAME	GR LEVEL
001	AUSTIN HS	09-12	075	DOWLING MS	06-08
002	BELLAIRE HS	09-12	077	THOMAS MS	06-08
003	DAVIS HS	09-12	078	FLEMING MS	06-08
004	FURR HS	09-12	079	KEY MS	06-08
006	JONES FUTURES ACADEMY	09-12	080	RICE SCH /LA ESCUELA RICE**	KG-08
007	KASHMERE HS	09-12	081	SHARPSTOWN INTERNATIONAL SCHOOL	06-12
008	LAMAR HS	09-12	082	WILLIAMS MS	06-08
009	LEE HS	09-12	094	HARPER ALTERNATIVE SCHOOL	06-12
010	MADISON HS	09-12	097	HCC LIFE SKILLS	12
011	MILBY HS	09-12	098	STEVENSON MS	06-08
012	REAGAN HS	09-12	099	WEST BRIAR MS	06-08
013	COMMUNITY SERVICES**	EE-12	100	TEXAS CONNECTIONS ACADEMY **	03-12
014	STERLING HS	09-12	127	WOODSON SCHOOL**	EE-08
015	WALTRIP HS	09-12	163	SUGAR GROVE ACADEMY	06-08
016	WASHINGTON HS	09-12	218	PILGRIM ACADEMY**	EE-08
017	WESTBURY HS	09-12	234	THE RUSK SCHOOL**	EE-08
018	WHEATLEY HS	09-12	256	WHARTON K-8 DUAL LANGUAGE ACADEMY**	EE-08
019	WORTHING HS	09-12	259	WILSON MONTESSORI**	EE-08
020	YATES HS	09-12	300	INSPIRED FOR EXCELL ACADEMY WEST**	05-08
023	SHARPSTOWN HS	09-12	301	EASTWOOD ACADEMY	09-12
024	SCARBOROUGH HS	09-12	303	BEECHNUT ACADEMY	06-12
025	PERFORMING & VISUAL ARTS HS	09-12	308	NORTH HOUSTON EARLY COLLEGE HS	09-12
026	DEBAKEY HS FOR HEALTH PROFESSIONS	09-12	310	HOUSTON MATH SCIENCE AND TECHNOLOGY CENTER	09-12
027	CHAVEZ HS	09-12	311	MOUNT CARMEL ACADEMY	09-12
033	JORDAN HS	09-12	320	HARRIS COUNTY JJAEP	04-12
034	LAW ENF/CRI JUS HS	09-12	321	ENERGIZED FOR STEM ACADEMY INC HS SE	09-12
036	WESTSIDE HS	09-12	322	CARNEGIE VANGUARD HS	09-12
039	T H ROGERS SCHOOL**	EE KG-12	323	CHALLENGE EARLY COLLEGE HS	09-12
041	ATTUCKS MS	06-08	324	LIBERTY HS	12
042	BLACK MS	06-08	329	HOPE ACADEMY CHARTER SCHOOL	09-12
043	BURBANK MS	06-08	337	PIN OAK MS	06-08
044	CULLEN MS	06-08	338	ORTIZ MS	06-08
045	DEADY MS	06-08	340	LAS AMERICAS MS	04-08
046	EDISON MS	06-08	342	ENERGIZED FOR EXCELLENCE MIDDLE	06-08
047	FONVILLE MS	06-08	344	BRIARMEADOW CHARTER**	EE-08
048	CLIFTON MS	06-08	345	EAST EARLY COLLEGE HS	09-12
049	HAMILTON MS	06-08	348	HOUSTON ACADEMY FOR INTERNATIONAL STUDIES	09-12
050	HOLLAND MS	06-08	349	REACH CHARTER	11-12
051	HARTMAN MS	06-08	371	YOUNG SCHOLARS ACADEMY**	PK-08
052	HENRY MS	06-08	382	REAGAN K-8 EDUCATIONAL CTR**	PK-08
053	HOGG MS	06-08	390	ENERGIZED FOR EXCELLENCE SCIENCE TECH ENGINEERING MS	06-08
054	JACKSON MS	06-08	455	ENERGIZED FOR EXCELLENCE SCIENCE TECH ENGINEERING HS	06-08
055	JOHNSTON MS	06-08	456	HS AHEAD ACADEMY	06-08
056	WELCH MS	06-08	458	YOUNG MEN'S COLLEGE PREP ACADEMY	06-10
057	LANIER MS	06-08	459	ENERGIZED FOR STEM ACADEMY INC MS SE	06-08
058	GREGORY-LINCOLN ED CTR**	EE-08	462	ADVANCED VIRTUAL ACADEMY	09-12
059	LONG ACADEMY	06-11	463	YOUNG WOMEN'S COLLGE PREP ACADEMY	06-10
060	REVERE MS	06-08	467	BAYLOR COLLEGE OF MEDICINE ACADEMY AT RYAN*	6
061	MARSHALL MS	06-08	468	ENERGY INSTITUTE HS	06-08
062	MCREYNOLDS MS	06-08	476	FOREST BROOK MIDDLE	06-08
064	PERSHING MS	06-08	477	NORTH FOREST HS	09-12
068	GRADY MS	06-08	484	MIDDLE COLLEGE HS at HCC GULFTON*	09-12
069	SOAR CENTER**	01-12	485	MIDDLE COLLEGE HS at HCC FRAGA*	09-12
071	PROJECT CHRYSALIS MS	06-08	486	SOUTH EARLY COLLEGE HS	09-12
072	FONDREN MS	06-08			

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