

Lackland ISD

2021/2022 Attendance Processing Timeline

Registrar & Attendance Secretary

Official Attendance	Elementary : 9:30 am Secondary : 9:35 am
2021	
August 9-13	Teachers create user names and passwords to access ASCENDER (Gradebook) for attendance posting Run SAT0300 and verify information
August 13	Post-No-Show students that are DOCUMENTED that they will not return this school year. Print and distribute all Class Lists to teachers. Disable Gradebook for attendance posting
August 16 – First Day of School	Implement 1st Day Procedures
August 16	Teachers must reconcile 1 st -day counts (paper and e-process by 4 pm on August 16 th)
August 18	Counselors and Registrars shall reconcile 1 st -day counts and post all no-shows in ASCENDER. Enable Gradebook for teacher attendance posting
Every day	Print SAT0400 Daily Attendance Summary & SAT0500* Campus Attendance Summary for campus records
August 23	<i>Print SAT1400 First Day Principals rpt.</i> – should be complete and signed by campus Principal <i>Print SGR0650 Reports for Special Programs</i> – information is prepared and distributed to the appropriate professional staff member for coding and/or un-coding
August 30	<i>Print SRG2200 – Student No Show Report</i> The principal confirms that the first-day counts are accurate and that all No Show students are listed on the No Show Certification list. Forward Report to PEIMS Specialist
August 31	1 st Enrollment Event run. File submissions begin on or before the third week of school and every week after that when there are enrollment or withdrawal events. PEIMS Specialist
Every 6 week attendance period (See End of Six Week Cycle Reports)	<ol style="list-style-type: none"> 1. Review of student attendance and special programs posting such as Special Education, Dyslexia, Career and Technology, Gifted & Talented, and ESL. 2. Verification and generation of all ASCENDER attendance reports (refer to attendance checklist) 3. Print a List of withdrawn students and compare it to Leaver Tracking forms. (There must be a tracking form (documentation) for every withdrawn student) 4. A copy of the Contact Hour report, (SAT0900) signed by the Principal, is submitted to PEIMS Specialist within (1) one week of period end. SAT0600 is to be saved as a PDF 5. Save all attendance-related documentation such as medical notes, verification, student entry/exit from special programs, students on campus during attendance hour, etc. for audit purposes by a Six-Week Period with the ASCENDER reports. <p>NOTE: NO CHANGES SHOULD BE MADE IN THE ATTENDANCE CYCLE ONCE THE REPORT IS SIGNED AND SUBMITTED TO PEIMS SPECIALIST. Otherwise report will need to be re-run</p>
September 21 Membership Reconciliation	1 st Six weeks Attendance Cycle (SAT0670* -Elementary; SAT0671* – Secondary) Print and distribute the Teacher Membership roster for review and signature. Must be conducted on this day. Forward the signed, reconciled report for the campus to the <u>PEIMS Specialist</u> by 9/24.
September 24	End of 1st Six Weeks Attendance cycle
Oct 1	SAT0900* – Campus/District Summary report <u>due</u> to PEIMS Specialist – Reconciled and signed by Campus Principal. Save as PDF/print SAT0600* and keep for campus records.
October 29	End of 2nd Six Weeks Attendance Cycle
November 5	SAT0900* – Campus/District Summary report <u>due</u> to PEIMS Specialist – Reconciled and signed by Campus Principal. Save as PDF/Print SAT0600* and keep for campus records
December 17	End of 3rd Six Weeks Attendance Cycle
2022	
January 7, 2022	SAT0900* – Campus/District Summary report <u>due</u> to PEIMS Specialist – Reconciled and signed by Campus Principal. Print SAT0600* and keep for campus records
February 8 Membership Reconciliation	4 th Six Weeks Attendance Cycle (SAT0670* -Elementary; SAT0671* – Secondary) Print and distribute the Teacher Membership roster for review and signature. Must be conducted on this day. Forward the signed, reconciled report for the campus to the <u>PEIMS Specialist</u> by 2/11.

February 11	End of 4th Six Weeks Attendance cycle
February 18	SAT0900* – Campus/District Summary report <u>due</u> to PEIMS Specialist – Reconciled and signed by Campus Principal. Print SAT0600* for campus records
April 08	End of 5th Six Week Attendance Cycle
April 14	SAT0900* – Campus/District Summary report <u>due</u> to PEIMS Specialist – Reconciled and signed by Campus Principal. Print SAT0600* for campus records
May 26	End of 6th Six-week Attendance Cycle
June 3	SAT0900* – Campus/District Summary report due to PEIMS Specialist – Reconciled and signed by Campus Principal. Print SAT0600* for campus records
June 10	Verify all ASCENDER Contact Hour reports match PEIMS/TSDS extracted reports. (**Summer Submission) Prepare all <u>End of year reports</u> for archiving, including all auditable documents such as attendance posting reports, attendance notes, daily sign-in sheets, etc. All Attendance records should be boxed and prepared for transport to the District Records Center.
June 1-8	MTGR/End of year checklist to be completed, signed, and returned to PEIMS Specialist by June 9th

*Auditable reports that must be run and kept for 5 years

**PDM3-130-001