



# PEIMS Attendance Submission



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# PEIMS Attendance Submission IN PROGRESS

The ASCENDER District Administration application provides programs to extract the appropriate data for each collection from the Business and Student systems. These programs are reviewed and modified annually, per the published Texas Web-Enabled Data Standards (TWEDS), to ensure that the data extracted to the district database is as accurate as possible. The extracts provide many of the edits as defined in the TWEDS.

The PEIMS Attendance Submission includes attendance and special student population data relevant to the Summary of Finance report, five times during the school year, once for each of the first five six weeks reporting periods. All data collected in the PEIMS Attendance Submission will be recollected in the PEIMS Summer Submission.

The extract programs create the appropriate records in the district database, taking into account the school-start window and the as-of date. The as-of status code is automatically generated for each student record.

Click on the TWEDS [Submission and Resubmission Timelines](#) to see complete information for PEIMS Attendance Reporting.



**IMPORTANT:** Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

For a complete list of submission rules and edits, access the TSDS Web-Enabled Data Standards (**TWEDS**) website. In the top-right corner, select the appropriate **School Year** (20XX), **Collection** (XXXX), and **Submission** (XXX) and click **Open**.



Once on the TWEDS website, in the Overview tab, you can review **Collections**, **Timelines (DUE DATES)**, and **Data Submission Responsibilities**. It is **highly important** to ensure that you review all of these details as they may change according to the **School Year**.

Additionally, you can use the other tabs on the TWEDS website to review **Data Components**, **Descriptor Tables**, **References**, **Rules**, **Change Logs**, and **Early Notices**.

## Prerequisites

[Prerequisites:](#)

- Verify that all roles and users are correct in ASCENDER Security Administration.
- End-of-year processes, including posting cycle grades, computing final grades, awarding credit, and assigning pass/fail indicators must be completed prior to summer submission data.
- Be sure all **Section Information** fields are set correctly on **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section**.

## Verify ASCENDER Student Data

Verify data for each element in the following ASCENDER Student applications. **It is suggested that you run reports first and then use the maintenance pages in the Student applications to update data where needed.**

### Attendance

- [Preliminary Steps](#)

***Attendance > Maintenance > District > Posting Codes***

Save
Print

Delete	Posting Code	Description	ADA Code	Prepost	Absence Type
	A	EXCUSED ABSENCE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N
	B	CITIZENSHIP PAPERWRK/CEREMONY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	I
	C	SCHOOL RELATED NON UIL AB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F
	D	DR NOTE - NO ADA - OUT ALL DA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A
	E	SCHOOL RELATED UIL ABSENCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	E
	F	FIELD TRIP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F
	G	DAEP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	J
	H	COLLEGE VISIT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	H
	I	ISS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	J
	J	SERVING AS ELECTION CLERK	<input type="checkbox"/>	<input checked="" type="checkbox"/>	K
	K	COURT RELATED ABSENCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C
	L	FFA / 4H	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F
	M	MEDICAL ABSENCE - DR NOTE	<input type="checkbox"/>	<input type="checkbox"/>	M
	N	DR. APPT. NOTE FROM PARENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A

Add

Verify all district posting codes, paying close attention to those that have **ADA Code** selected.

- Attendance Reports

**Attendance > Reports > Attendance Reports > Audit > SAT0500 - Campus Attendance Summary**

Date Run: 2/15/2021 3:38 PM		Attendance Summary		Program ID: SAT0500	
Cnty-Dist: 031-776		001 School		Page: 8 of 8	
Campus: 001		For: 02-10-2021 Attendance Track: All			

  

Student ID	Student Name	Grd Trk	Cntrl Lvl	Nbr	Period = Posting Reason									Student Phone	Parent Phone	
					1	2	3	4	5	6	7	8	9			
101177	ADAMS, JONATHAN D	01	11	755	U	U	U	U	U	U	U	U	U	U	(581) 599-9135	(581) 599-9135
504662	AMEZQUITA, MIRANDA L	01	12	254	A	A	A	A	A	A	A	A	A	A	(402) 711-6080	(555) 140-4446
504048	BOSQUEZ, LONDON I	01	11	756	U	U	U	U	U	U	U	U	U	U	(147) 289-8426	(147) 289-8426
505387	CALDERON, KASSIDEE V	01	10	912	A	A	A	A	A	A	A	A	A	A	(581) 399-0417	(555) 399-0417
503959	DYSON, MACEY D	01	12	874	U	U	U	U	U	U	U	U	U	U	(147) 490-8784	(147) 490-8784
504019	FLORES, JACOB R	01	11	443	A	A	A	A	A	A	A	A	A	A	(555) 592-8982	(555) 592-8982
301042	MALTOS, TRINITY Q	01	10	926	U	U	U	U	U	U	U	U	U	U	(581) 399-3774	(581) 399-3774

  

Period		1	2	3	4	5	6	7	8	9
Total Excused Absences	(A)	3	3	3	3	3	3	3	3	3
Total Unexcused Absences	(U)	4	4	4	4	4	4	4	4	4
Total Excused From Class	(E)	0	0	0	0	0	0	0	0	0
Total Tardy	(T)	0	0	0	0	0	0	0	0	0
Total Medical Excused	(M)	0	0	0	0	0	0	0	0	0
Total Religious Holiday	(R)	0	0	0	0	0	0	0	0	0

SAT0500 provides absence information by campus, track, and period. You can use the report to verify attendance for each day, period, and code.

**Attendance > Reports > Attendance Reports > Audit > SAT0900 - Campus/District Summary Report**

TEXAS ISD 2Sem/3Cyc High School		Table I Campus Summary Report - Student Attendance and Contact Hours by Semester For School Year 2022-2023										4/24/2023 13:26:49 001-905-001 Track: 00 Semester: 1	
Cycle 1 Reporting Period		Dates Covered 08/10/2022 - 09/16/2022											
A	Number of Days Taught - 27	EE	PK	KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5				
B	Tot Days Membership - All Students	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C	Tot Days Absent - All Students	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D	Tot Days Present - All Students (B-C)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E	Ineligible Days Present	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F	Total Eligible Days Present (D-E)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G1	BE-Elig Days Bilingual/ESL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G2	D1-Elig Days Bil Dual Lang	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G3	D2(EL)-Elig Days Bil Dual Lang	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G4	D2(EF)-Elig Days Bil Dual Lang	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H1	Early Ed Eco Dis Elig Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H2	Early Ed Lang Elig Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H3	Early Ed Eco Dis & Lang Elig Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
I	Eligible Days in Residential Facility	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
J	Eligible Days Pg Related Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
K	Eligible Days Sp. Ed. Mainstream	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
U	Percent Attendance	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
L1	BE-Bil/ESL Refined ADA (G1/A)												
L2	D1-Dual Lang Refined ADA (G2/A)												
L3	D2(EL)-Bil Dual Lang Refined ADA (G3/A)												
L4	D2(EF)-Bil Dual Lang Refined ADA (G4/A)												
M	Residential Facility Refined ADA (I/A)												
N	Spec. Ed. Refined ADA (K/A)												
O1	Early Ed Eco Dis Refined ADA (H1/A)												
O2	Early Ed Lang Refined ADA (H2/A)												
O3	Early Ed Eco Dis and Lang Refined ADA (H3/A)												
P	Preg Related Services FTE ( ( J * 0.2936 ) / A )												
Q1	Career & Technical Ed FTE - Tier 1 ( W1 / ( 6 * A ) )												
Q2	Career & Technical Ed FTE - Tier 2 ( W2 / ( 6 * A ) )												
Q3	Career & Technical Ed FTE - Tier 3 ( W3 / ( 6 * A ) )												
R	Special Education FTE ( X / ( 6 * A ) )												
S	Regular Program Refined ADA ( T - V )												
T	Refined ADA (F/A)												
V	Total Special Program FTE ( Q1 + Q2 +Q3 + R )												
W1	Career & Technical Contact Hours Total - Table II Tier 1												
W2	Career & Technical Contact Hours Total - Table II Tier 2												
W3	Career & Technical Contact Hours Total - Table II Tier 3												
X	Special Education Contact Hours Total - Table III												

TEXAS ISD 2Sem/3Cyc High School		Table II - TIER 1 Campus Summary Report - Student Career & Technical Contact Hours by Semester										4/24/2023 13:26:49 001-905-001 Track: 00 Semester: 1					
		1st Six Weeks Aug. 10 - Sep. 16			2nd Six Weeks Sep. 20 - Oct. 28			3rd Six Weeks Nov. 01 - Dec. 16									
		Column A	Column B	Column C	Column A	Column B	Column C	Column A	Column B	Column C							
Career & Tech Code	Number of Days by CTE Code	Contact Hour Value	Tier Value	Total Eligible Contact Hours	FTE	Number of Days by CTE Code	Contact Hour Value	Tier Value	Total Eligible Contact Hours	FTE	Number of Days by CTE Code	Contact Hour Value	Tier Value	Total Eligible Contact Hours	FTE		
V1	0.00	1	0.000	0.00	0.000	V1	0.00	1	0.000	0.00	0.000	V1	0.00	1	0.000	0.00	0.000
V2	0.00	2	0.000	0.00	0.000	V2	0.00	2	0.000	0.00	0.000	V2	0.00	2	0.000	0.00	0.000
V3	0.00	3	0.000	0.00	0.000	V3	0.00	3	0.000	0.00	0.000	V3	0.00	3	0.000	0.00	0.000
	0.00			0.00	0.000		0.00		0.00	0.000		0.00		0.00	0.000		0.000

TEXAS ISD 2Sem/3Cyc High School		Table III Campus Summary Report - Special Education Hours by Semester For School Year 2022-2023 1st Cycle Aug. 10 - Sep. 16							4/24/2023 13:26:49 001-905-001 Track: 00	
		Column A Eligible Days by Instruct. Settings	Column B Contact Hour Value	Column C Special Ed Contact Hrs Served	Column D Excess Hours	Column E Total Eligible Contact Hours	FTE			
Codes	Special Education Instructional Settings									
(00)	Speech	812.00	0.250	203.000	0.000	203.000	1.253			
(01)	Homebound	60.00	1.000	60.000	0.000	60.000	0.370			
(02)	Hospital Class	0.00	4.500	0.000	0.000	0.000	0.000			
(08)	Vocational Adjustment Class/Program	0.00	5.500	0.000	0.000	0.000	0.000			
(30)	State Supported Living Centers	0.00	5.500	0.000	0.000	0.000	0.000			
(41)	Resource Room - Less than 21%	637.00	2.859	1,821.183	29.674	1,791.509	11.059			
(42)	Resource Room - Between 21% and 49%	107.00	2.859	305.913	0.000	305.913	1.888			
(43)	Self-Contain Mild/Mod/Sev 50%-60%	19.00	2.859	54.321	0.000	54.321	0.335			
(44)	Self-Contain Mild/Mod/Sev More than 60%	696.00	2.859	1,989.864	0.000	1,989.864	12.283			

TEXAS ISD 2Sem/3Cyc High School		Table IV Campus Summary Report - Gifted and Talented Students by Semester For School Year 2022-2023													4/24/2023 13:26:49 001-905-001 Track: 00 Semester: 1	
Section I. Gifted and Talented		Grade KG	Grade 01	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12	Total	
		0	0	0	0	0	0	0	0	0	30	30	27	23	110	

SAT0900 provides the eligible/ineligible attendance days present and absent and special program contact hours. SAT0900 should be run at the end of every cycle to verify data.

- Table I can be compared to TSDS reports PDM5-130-001, and PDM5-130-004.
- Table II can be used to verify CTE contact hours. It can be compared to TSDS reports PDM5-130-002 and PDM5-120-013.
- Table III can be used to verify special education data. It can be compared to TSDS reports PDM5-130-004 and PDM5-120-013.
- Table IV can be used to verify G/T data. It can be compared to TSDS reports PDM5-130-003 and PDM5-120-013.

**NOTE:** The Oath and Affidavits page must be signed and retained for audit purposes.

MOCKINGBIRD ISD AGARITA HIGH SCHOOL	<b>Oaths and Affidavits</b> Texas Education Agency Peims Division
Campus Summary Report - Student Attendance and Contact Hours by Cycle	
For School Year	
3rd Cycle	
This Report is True and Correct to the Best of My Knowledge	
_____ Typed Name of Authorized Contact Person	_____ Telephone Number
_____ Signature of Record Keeper	_____ Date of final entry if replaced
_____ Signature of Principal	_____ Date

**Attendance > Reports > Attendance Reports > Audit > SAT0920 - Campus/District Multi-Track Summary Report**

Date Run: 4/24/2023 2:07 PM		Campus Multi-track Summary Report - Student Attendance and Contact Hours by School Year							Program ID: SAT0920	
Cnty-Dist: 001-905		For School Year 2022-2023								
Campus: 001		TEXAS ISD / 2Sem/3Cyc High School								
		Table I								
Reporting Period for Cycle 1		Dates Covered: 08/10/2022 - 09/23/2022								
A	Grade Level	EE	PK	KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	
B	Tot Days Membership - All Students	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
C	Tot Days Absent - All Students	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
D	Tot Days Present - All Students ( B - C )	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E	Ineligible Days Present	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
F	Total Eligible Days Present ( D - E )	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
G1	BE-Elig Days Bilingual/ESL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
G2	D1-Elig Days Bil Dual Lang	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
G3	D2(EL)-Elig Days Bil Dual Lang	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
G4	D2(EP)-Elig Days Bil Dual Lang	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
H1	Early Ed Eco Dis Elig Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
H2	Early Ed Lang Elig Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
H3	Early Ed Eco Dis & Lang Elig Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
I	Eligible Days in Res Fac	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
J	Eligible Days Pg Related Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
K	Eligible Days Sp. Ed. Mainstream	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
U	Percent Attendance	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

  

L1	BE-Bil/ESL Refined ADA
L2	D1-Dual Lang Refined ADA
L3	D2(EL)-Bil Dual Lang Refined ADA
L4	D2(EP)-Bil Dual Lang Refined ADA
M	Residential Facility Refined ADA
N	Spec. Ed. Refined ADA
O1	Early Ed Eco Dis Refined ADA
O2	Early Ed Lang Refined ADA
O3	Early Ed Eco Dis and Lang Refined ADA
P	Preg Related Services FTE
Q1	Career & Technical FTE - Tier 1 ( W1 / ( 6 * A ) )
Q2	Career & Technical FTE - Tier 2 ( W2 / ( 6 * A ) )
Q3	Career & Technical FTE - Tier 3 ( W3 / ( 6 * A ) )
R	Special Education FTE
S	Regular Program Refined ADA ( T - V )
T	Total Refined ADA
V	Total Special Program FTE ( Q1 + Q2 + Q3 + R )
W1	Career & Technical Contact Hours Total - Table II - Tier 1
W2	Career & Technical Contact Hours Total - Table II - Tier 2
W3	Career & Technical Contact Hours Total - Table II - Tier 3
X	Special Education Contact Hours Total - Table III

SAT0920 provides multi-track campus or district summary reports that meet the audit documentation requirements specified in the Student Attendance Accounting Handbook. The report is similar to SAT0900 but allows you to run the report for all tracks at once.

**Attendance > Reports > Attendance Reports > Membership > SAT1700 - Entry/Withdrawal Summary**

Date Run: 2/15/2021 03:48 PM		Entry / Withdrawal Summary For This Period Thru 02/12/2021							Program ID: SAT1700					
District Report for All Tracks		TEXAS ISD							Page: 1 of 4					
Cnty-Dist: 031776		Sch Year: 2021												
School Began: 08/17/2020		Begin Range: 08/17/2020							End Range: 02/12/2021					
Campus ID	Trk	Student ID	Cntrl	Last Name	First Name	MI	Entry Date	Wd Date	Wd Cd	Mem	Gr	Sex	Ada Elig	Date of Birth
101	0	505826	678	ABRAHAM	RYATT	G	01/05/2021	60	0.0	03	F	1	07/09/2012	
101	0	700007	896	AGOSTO	EMMA	A	01/21/2021	60	11.0	02	F	3	07/07/2013	
041	0	505716	521	ALBOLAEZ-SOLIS	DARIAN	D	01/05/2021	98	0.0	08	M	1	10/12/2006	
041	0	301062	802	ALDANA	THADDAEUS	A	01/14/2021	98	7.0	08	M	1	11/28/2004	
001	0	301083	877	ALEMAN	KRISTEN	L	01/05/2021	80	0.0	09	M	1	04/25/2006	
101	0	700023	922	ALMAND	JOSHUA	L	01/05/2021	80	0.0	01	M	1	01/07/2014	
101	0	700336	910	ALVARADO	COURTNEY	A	01/05/2021		28.0	KG	M	1	02/24/2015	

SAT1700 lists students who withdrew during a specified semester-cycle or date range, including students who withdrew and reentered. Verify all entry/withdrawal rows are correct.

**Attendance > Reports > Attendance Reports > Students > SAT0400 - Daily Attendance Summary**

Date Run: 2-15-2021 3:54 PM		Daily Attendance Summary					Program ID: SAT0400				
Cnty-Dist: 031-776		001 School					Page: 1 of 112				
Campus: 001 Track: 01		Sch Year: 2021					Sem: 1 Cycle: 2				
Date Range: 09-21-2020 to 10-30-2020											
Date: 09-21-2020		Grade: 09									Total
1. Beginning Membership										113	
2. New or Reentry Students Today											
3. Total New Or Reentries										0	
4. Total (1+3)										113	
5. Withdrawals											
6. Total Withdrawals										0	
7. Total Closing Membership (4-6)										113	
8. Students Absent Today											
Last Name	First Name	MI	Elg	Cntrl Nbr	Last Name	First Name	MI	Elg	Cntrl Nbr		
ALEMAN	KRISTEN	L	1	877	BAKER	JASMINE	J	1	010		
9. Total Absences										2	
10. Total Membership Present (7-9)										111	

SAT0400 should be run daily and verified for accuracy against instructor records. Confirm that you have this report for all days of membership. Verify that you have withdrawal forms (section #5 on report) with matching dates on file in the student records.

**Attendance > Reports > Attendance Reports > Students > SAT1900 - Perfect Attendance Report**

Date Run: 2/15/2021 3:56 PM	Perfect Attendance Report	Program ID: SAT1900				
Cnty Dist: 031-776	001 School	Page: 1 of 3				
Campus: 001 Track: 01	Cycle Report For Sem: 1 Cycle: 2 For All Periods					
	Sch Year: 2021					
Types of Absences that Exclude Students from Perfect Attendance: A C D E F G H I J K L M N Q R S T U V						
Types of Absences that Include Students in Perfect Attendance:						
Student ID	Last Name	First Name	Mid Init	Cntrl Nbr	Grade	Entry Date
505385	ADAM	CARLOS	L	010	09	08/17/2020
504115	ADAME	ANDREA	L	912	10	08/17/2020
504028	AGUILAR	DEVIN	L	025	11	08/17/2020
504192	ALCOSER	ANNAYELLIE	F	639	10	08/17/2020
504283	ALEMAN	JOHN	N	973	09	08/17/2020
101192	ALVAREZ	JOSE	L	139	11	09/23/2020
300881	ANDREWS	NOAH	J	443	12	08/17/2020

Run SAT1900 for the first semester-cycle of the school year through the final semester-cycle. Use this report to verify actual membership. Verify that all students on the report have course schedules and course completion records.

**Attendance > Reports > Attendance Reports > Audit > SAT5000 - Flexible Attendance District Summary**

Date Run: 4/24/2023 11:45 AM	Flexible Attendance District Summary Report		Program ID: SAT5000					
Cnty-Dist: 001-905	TEXAS ISD		Page: 1 of 15					
Program Type: Optional Flexible School Day Program (OFSDP)	School Year: 2022							
Sixweek Reporting Period: 1								
A. Sixweek Summary	EE	PK	KG	1	2	3	4	5
B. Eligible Minutes Present	0	0	0	0	0	0	0	0
C. Eligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D. Equivalent Days Present	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. Ineligible Minutes Present	0	0	0	0	0	0	0	0
F. Ineligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G. Days Elig in Preg Rel Serv	0	0	0	0	0	0	0	0
H. Days Elig in SpecEd Main	0	0	0	0	0	0	0	0
I. Days Elig in Bilingual/ESL	0	0	0	0	0	0	0	0
J. Preg Related Serv FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
K. Special Education FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L. Career & Technical Ed FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
M. Preg Related Serv Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
N. SpecEd Main Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
O. Bilingual/ESL Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
P. Regular Program Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q. Total Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	6	7	8	9	10	11	12	Total
B. Eligible Minutes Present	0	0	0	0	0	0	0	0
C. Eligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D. Equivalent Days Present	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. Ineligible Minutes Present	0	0	0	0	0	0	0	0
F. Ineligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G. Days Elig in Preg Rel Serv	0	0	0	0	0	0	0	0
H. Days Elig in SpecEd Main	0	0	0	0	0	0	0	0
I. Days Elig in Bilingual/ESL	0	0	0	0	0	0	0	0
J. Preg Related Serv FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
K. Special Education FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L. Career & Technical Ed FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
M. Preg Related Serv Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
N. SpecEd Main Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
O. Bilingual/ESL Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
P. Regular Program Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q. Total Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

SAT5000 is for the entire district and school year. Verify all flexible attendance data entered.

**Attendance > Reports > Attendance Reports > Campus Report Group > SAT2100 - Six Weeks FTE Report**

Date Run: 4-1-2025 2:24 PM	Six Week Attendance for FTEs						Program ID: SAT2100
Cnty Dist: 001-905	001 School						Page: 1 of 1
Track: All	For Six Week Reporting Periods						
Campus: 001	Dates:09/02/2024 To 03/28/2025						
	Sch Year: 2025						
	1st	2nd	3rd	4th	5th	6th	Cumulative Total
<b>Total Refined ADA</b>	1500.256	1669.167	1667.907	1666.808	1667.500	.000	<b>1650.378</b>
Career & Technical Education FTE Tier 1	.000	.000	.000	.000	.000	.000	.000
Career & Technical Education FTE Tier 2	133.639	147.571	147.546	147.250	147.250	.000	<b>145.975</b>
Career & Technical Education FTE Tier 3	132.209	145.073	144.999	144.499	144.499	.000	<b>143.468</b>
<b>Total Special Education FTE</b>	33.854	37.293	37.274	37.293	37.293	.000	<b>36.929</b>
(00) Speech Therapy	1.570	1.750	1.748	1.750	1.750	.000	<b>1.731</b>
(01) Homebound	.000	.000	.000	.000	.000	.000	.000
(02) Hospital Class	.000	.000	.000	.000	.000	.000	.000
(08) Voc Adjustment Class	.000	.000	.000	.000	.000	.000	.000
(30) State School for Per W/Men Ret	.000	.000	.000	.000	.000	.000	.000
(96) Off Home Cam Separate Cam	0.654	0.708	0.708	0.708	0.708	.000	<b>0.702</b>
(97) Off Home Cam - Cmty Class	.000	.000	.000	.000	.000	.000	.000
(98) Off Home Cam - F/T Early Chld SE	.000	.000	.000	.000	.000	.000	.000
<b>Special Ed Mainstream Refined ADA</b>	133.667	151.963	151.889	151.000	151.000	.000	<b>149.626</b>

SAT2100 displays current year cumulative ADA enrollment and full-time equivalencies (FTEs) for one campus or all campuses in the district for the selected semester-cycle or date range. A summary by is included, with cumulative totals for ADA and FTE number.

**NOTE:** This report can be used to compare to the prior year SAT2100. Question if FTE decreased significantly in any area as this report is used to calculate funding.

- [Attendance > Maintenance > Campus > Campus Options](#)

Save

Track: 01 Description: Standard Program for School District Retrieve Add

**Campus Options**

Instructional Program Type: 01 Standard Program for school district campus

Grading Cycle Type: 2 2 Semesters 3 Weeks

AM/PM Flag: 1 ADA Attendance taken in A.M.

ADA Posting Period: 02

1st Period Nbr: 01

**Alternate Days**

Code:

Delete Details Code

**Reported Elements from Campus Options:** reported in the [Calendar Entity](#).

- Attendance > Maintenance > Campus > Campus Calendar

Save Student Information School Year: 2021-2022

Calendar Operational Minutes

Track: 01 Instructional Program Type: 01 Standard Program for school district campus fi

Daily Minutes: 420 Shortened Daily Minutes: 180

August 2021							September 2021							October 2021							November 2021								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
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	26	27	28	29	30	24	25	26	27	28	29	30	31	14	15	16	17	18	19	20	21	22	23	24	25	26	27
December 2021							January 2022							February 2022							March 2022								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
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	
26	27	28	29	30	31	23	24	25	26	27	28	29	30	31	20	21	22	23	24	25	26	27	28	29	30	31			
April 2022							May 2022							June 2022							July 2022								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
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		
24	25	26	27	28	29	30	29	30	31	19	20	21	22	23	24	25	17	18	19	20	21	22	23						
24	25	26	27	28	29	30	26	27	28	29	30	24	25	26	27	28	29	30	31										

Legend		Day Type Selection	
	Begin School		Membership
	Begin Cycle		Holiday
	Weekend		End of School
	Inservice		Adjust Minutes
	Make-up Day		Weather Day
	Waiver		

Rptng Period	Mem Days	Shrtd Mem Waiver Days	Non Mem Waiver Days	Daily Mins (DM)	Waiver Mins (WM)
Cycle 1	35	0	0	14,700	0
Cycle 2	20	0	0	8,400	0
Cycle 3	31	0	0	13,020	0
Cycle 4	30	0	0	12,600	0
Cycle 5	24	0	0	10,080	0
Cycle 6	41	0	0	17,220	0
<b>Total:</b>	<b>181</b>	<b>0</b>	<b>0</b>	<b>76,020</b>	<b>0</b>

Yearly Total Mins(DM+WM): 76,020  
Warning! Yearly Total Mins (DM+WM) must be at least 75,600 minutes.

- Attendance > Maintenance > Student > Student Inquiry > Cumulative

COUNT OF ABSENCES													COUNT OF TARDIES		ATTENDANCE BY DATE		ATTENDANCE AUDIT		DISTRICT YEARLY COUNT		LETTER CONTROL		CUMULATIVE	
Date Run: 01/18/2022 9:29 AM						Cumulative Absences						Program ID: STA0030												
Cnty-Dist: 964-964						001 School						Page: 1 of 1												
As of Date: 01/18/2022													Grade: 12											
Student ID: 004068 AULDRIDGE, TATIANA R																								
Sch Year	Cyc	Campus	Track	ADA Per	Days Taught	Days Mbrshp	Exc Abs	Unex Abs	Total Abs	Days Present	% of Att													
2022	1	001	01	02	35	35	0	0	0	35	100%													
2022	2	001	01	02	20	20	0	0	0	20	100%													
2022	3	001	01	02	31	31	0	0	0	31	100%													
2022	4	001	01	02	30	11	0	0	0	11	100%													
2022	5	001	01	02	24	0	0	0	0	0	0													
2022	6	001	01	02	41	0	0	0	0	0	0													
Totals:						97	6	0	0	97	100%													
2021	1	001	01	03	29	29	0	0	0	29	100%													
2021	2	001	01	03	25	25	0	0	0	25	100%													
2021	3	001	01	03	30	30	0	0	0	30	100%													
2021	4	001	01	03	22	22	0	1	1	21	95%													
2021	5	001	01	03	29	29	0	0	0	29	100%													
2021	6	001	01	03	29	29	0	0	0	29	100%													
Totals:						164	0	1	1	163	99%													

- Attendance > Maintenance > Flexible Attendance > Weekly Register Worksheet

Track: 01	Cycle: 1	Week: 1	Retrieve	No Of Days Taught: (35)	Cycle Date Range: (08-09-2021 to 10-01-2021)										
Delete	Student ID	Student Name	Grd Lvl	Flex Att Program	Elig Mins	InElig Mins	Instr Set	Sp Ed Mins	CTE Mins	Excess Mins	BIL/ESL Mins	LEP	BIL/ESL Fund Cd	PRS Mins	G/T
	003913	BOW, COLTON NICOLE	11	1	1050	350	32	0	0	0	0	0	0	0	0
	003845	BOWLING, SARAH MICHAEL	12	1	1050	350	31	0	0	0	0	0	0	0	0

### VERIFY ENTRY/WITHDRAWAL DATES FOR ENROLLMENT

- If a student has been placed in a disciplinary setting, and is not receiving special program services during that time, the student may be withdrawn from the program while in the disciplinary setting, either by performing a status change or withdrawing the student from the program for those dates. In this case, for programs such as special education, bilingual/ESL, etc, the student may be withdrawn from the special program during the disciplinary assignment, and then re-enrolled in the program when the student returns. See the TEA Student Attendance Accounting Handbook (SAAH) for additional information, and be sure to review your local procedures/policies.
- For CTE, a status change should be performed on the **W/R Enroll** tab (to update the **CTE Elig** field) at the beginning and end of the disciplinary assignment. A student can be assigned to a disciplinary setting for up to five consecutive days and continue to receive CTE hours even if CTE services are not provided to the student during placement. After five days, the student can continue to earn credit for the class but cannot claim additional funding; the funding clock must be set back to the first day of the disciplinary assignment.

**NOTE:** If participating in Optional Flexible Year Program, use a separate attendance track to move students. Students should have been moved the first day of the cycle (where the OFYP dates are scheduled) using the Record Status Change.

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## Back Cover