How to Read and Interpret Campus/District Summary Reports

Justin Jons, Manager of Student Attendance

Financial Compliance Division

Presentation Goal

- **Assist with creation of local training to ensure adequate reviews are being performed each six-weeks/semester**
  - Current focus at TEA: Lots of data resubmissions outside the submission/resubmission window
  - Catch errors early

Topic Preview

- **Definitions**
  - Report Types
  - ADA
  - FTEs

- **Report Review Process**
  - Campus Summary Reports
  - District Summary Reports

- **Q&A**

Definitions

- **Report Types**
  - Campus Summary Reports AKA Principal Reports (SAAH 2.3.2)
    - Summary of attendance data on a campus
      - Regular and special program attendance
      - Review and signature requirements every six-weeks or semester
  - District Summary Reports AKA Superintendent Reports (SAAH 2.3.3)
    - Summary of attendance data for the entire LEA
      - Regular and special program attendance
      - Review and signature requirements every six-weeks or semester

Definitions

- **ADA – Average Daily Attendance**
  - On a given day, how many eligible students are generally present at school or in a special program
- **FTE – Full-time Equivalent**
  - Calculation that takes into effect both days present and a contact hour multiplier

Report Review Process - SAAH

- **SAAH says the review process should:**
  - Scrutinize regular and special program attendance based on approximate membership
  - Investigate any totals that have an exceptionally high value or zero
  - Compare current year and prior year totals to detect unreasonable differences

Report Review Process - Campus

- **Campus Summary Reports are a six-week snapshot of the student population on a campus**
  - Should be reviewed by the principal at the end of each six-week reporting period
    - Allowance for reviews to occur at end of semester
    - Charter schools: Every six-week period
  - Signatures are required after the review
    - Persons recording the data and persons approving the data must sign
      - Electronic signatures are acceptable

Report Review Process - Campus

- **Reviewing Campus Summary Reports ensures that the data being recorded in the SIS on a particular campus is accurate**
  - Principals and campus clerks know their campuses best and are best equipped to spot anomalies in the data
  - A strong review process at the campus level will ensure that the data the superintendent reviews is more likely to be accurate

Report Review Process - Campus

- **First Check – Total Refined ADA**
  - This figure is the number of students who were present on an average day
  - Anomalies?
    - Check ineligible days
    - Ensure PK students are reported as half-day students

Report Review Process - Campus

- **Second Check – Special Program ADA**
  - Bilingual/ESL and Special Education Mainstream
  - Again, these figures should match the number of students in a particular special program who are present on an average day during the six-week period
  - This is where special program coordinators on the campus can be helpful and you might want to enlist their help in the review process

- **Third Check – Special Program FTEs**
  - Special Education, CTE, and PRS
  - FTEs are calculated differently than ADA
    - For special education, you will need to look at the detailed part of the report that breaks down sped settings
    - Same for CTE
    - You COULD then take the eligible days reported for each setting and divide by days taught to get an "ADA"
      - For PRS this may not be helpful. Sometimes best to just ensure this number isn't zero if you know you have students in the PRS program
  - Trend analysis might be more helpful here

- **Trend Analysis**
  - Use ADA and FTE figures to compare data to prior periods
    - 3-Year Period
    - Can compare to prior six-week periods
  - Build a simple spreadsheet
    - Columns for ADA and FTE figure entry
    - Another column with a formula that calculates % increase/decrease from the compared periods
  - Great and simple way to discover unexpected changes in your regular and special program enrollment
    - Unexpected changes can then be investigated in the program area where they occurred

- **District Summary Reports are a six-week snapshot of the student population across an entire district or charter school**
  - Should be reviewed by the superintendent, or designee, at the end of each six-week reporting period
    - Allowance for reviews to occur at end of semester
    - Charter schools: Every six-week period
  - Signatures are required after the review
    - Persons recording the data and persons approving the data must sign
      - Electronic signatures are acceptable

Report Review Process - District

- **Similar process to the campus summary report review, just a larger scale**
    - In many cases, superintendents will involve the PEIMS Coordinator and special program coordinators
- **Trend analysis could be helpful here, but maybe not as effective as trend analysis at the campus level**
    - Fast-growth districts and charter schools could have drastic swings in enrollment

Questions?

justin.jons@tea.texas.gov

(512) 475-1778