



# Be Audit Ready!

UNDERSTANDING PRS AUDIT DOCUMENTATION REQUIREMENTS

My name is Christina Page. I am an Attendance Specialist with the Financial Compliance Division. I began my career at the Texas Education Agency in 2001. I have performed attendance audits and investigations for over 24 years. In this time, I have worked closely with the Student Attendance Accounting Handbook, and I assist districts and charter schools to understand attendance compliance requirements for funding purposes.

## Financial Compliance

Christina Page

Attendance Specialist  
(512)463-9530

TEA Financial Compliance Division

Email: [christina.page@tea.texas.gov](mailto:christina.page@tea.texas.gov)

# Today's Agenda



- Where PRS documentation requirements are listed?
- What each audit requirement states and what it means?
- Show examples of good forms to use.
- What you need for each student in your audit?
- Best practice, Tips and shortcuts you can use for an audit.
- Recommendations for organization of documentation.

# Pregnancy Related Services (PRS)

**Pregnancy Related Services (PRS)** are support services provided by the school to a pregnant student during the pregnancy prenatal and postpartum periods.

**Compensatory Education Home Instruction (CEHI)** provides face-to-face academic services to the student at home or a hospital bedside when the student has a medical reason to not attend classes during the prenatal or postpartum periods.

PREG  
DAYS  
ELIGIBLE

5.0  
24.0  
22.0  
21.0  
26.0  
28.0





## Who is eligible for PRS services?

- PRS services are for the pregnant mothers only.

## How much is the funding?

- PRS has a weighted funding of 2.41 per student.

## Do we have to offer CEHI? Yes!

- A district is NOT required to provide PRS but if PRS is offered, then you are required to offer CEHI.

# Student Attendance Accounting Handbook (SAAH) Section 9

## Section 9 Pregnancy-Related Services (PRS)

**Pregnancy-related services** are support services, including compensatory education home instruction (CEHI), that a student receives during the pregnancy prenatal and postpartum periods to help her adjust academically, mentally, and physically and stay in school. These services are delivered to a student when:

- the student is pregnant and attending classes on a district campus,
- a valid medical necessity for confinement during the pregnancy prenatal period prevents the student from attending classes on a district campus, or
- a valid medical necessity for confinement during the pregnancy postpartum period prevents the student from attending classes on a district campus.

Your district may choose whether to offer a PRS program. **If your district chooses to offer a PRS program, the district must offer CEHI services as part of that program.** Your district may offer CEHI only or both CEHI and other support services. However, your district must not code any student as PRS in the attendance accounting system unless CEHI is one of the services provided by the district's PRS program. A district receives 2.41 PRS weighted funding while pregnancy-related services, consisting of support services and CEHI, are being provided to the student. Documentation by campus officials, licensed medical practitioners, and certified teachers is required to claim PRS eligible days present for funding (see [9.15 Documentation](#)).

**CEHI** is the mandatory component districts offer in a PRS program. CEHI provides academic services to the student at home or hospital bedside when a valid medical necessity for confinement during



# SAAH 9.15 Documentation Requirements

## 9.15 Documentation

For your district to claim PRS eligible days present for funding, all required documentation supporting a student's eligibility must be on file. Documentation requirements are as follows:

- affirmation by a campus official or by a licensed medical practitioner verifying the student's eligibility to receive PRS (see [9.3 Enrollment Procedures](#))
- intake documentation by a campus official recording the date of initial contact with a student regarding the student's pregnancy (see [9.7 On-Campus PRS Support Services](#))
- for each period of prenatal confinement, documentation from a licensed medical practitioner stating a medical necessity for confinement that requires the student to remain at home or in the hospital and specifying the anticipated length of the prenatal confinement (see [9.8 CEHI during Prenatal Confinement](#))
- documentation by a campus official of the date when the student's pregnancy ended (see [9.9 CEHI during Postpartum Confinement](#))

**9.15 of the SAAH describes the documentation requirements for funding of PRS students.**

**You can provide the best PRS program to your students, however if it is not documented correctly, you could still lose the funding.**

# Documentation Requirements

**Affirmation by a campus official or by a licensed medical practitioner verifying the student's eligibility to receive PRS. (see 9.3 Enrollment Procedures)**

- This means to document the date a student informed a “campus official” that she was pregnant.
- A “campus official” can be a teacher or administration.
- A “campus official” can “affirm” that a student informed them of being pregnant therefore, PRS services may begin.
- If later, the student finds that she was not pregnant, the LEA may back out the PRS days.



# Documentation Requirements

**Intake documentation by a campus official recording the date of initial contact with a student regarding the student's pregnancy. (see 9.7 On-Campus PRS Support Services)**

- **This is the date you start providing services to the student. It can be the same as the verification date or it may be different.**
- **For your district to claim PRS eligible days present for funding, all required documentation supporting a student's eligibility must be on file. We recommend developing a form to track this information. (must be legible)**
- **Check that all required PRS dates that are required in SAAH 9.15 are documented.**

# Example PRS Intake Form

Is available on TEA website here:

<https://tea.texas.gov/sites/default/files/Pregnancy%20Related%20Services%20Form.pdf>

<b>PREGNANCY RELATED SERVICES</b>		
<b>STUDENT DATA RECORD</b>		
<b>DISTRICT:</b> _____	<b>CAMPUS:</b> _____	
*****		
<b>REFERENCE:</b> Texas Education Agency Student Attendance Accounting Handbook Section 9. Use of this form will satisfy some TEA requirements.		
<b><u>A COPY OF THIS FORM SHOULD BE RETAINED IN STUDENT PRS FOLDER FOR A PERIOD OF NOT LESS THAN 5 YEARS</u></b>		
*****		
<b>STUDENT NAME:</b> _____	<b>STUDENT ID#:</b> _____	
<b><u>PRS ENTRY DATA</u></b>		
<b>DATE OF PREGNANCY VERIFICATION:</b> _____		
<b>VERIFYING OFFICIAL/TITLE:</b> _____		
<b>PREGNANCY RELATED SERVICE ENTRY DATE:</b> _____		
*****		
<b><u>COMPENSATORY HOME INSTRUCTION RECORD</u></b>		
	<b><u>PRENATAL</u></b>	<b><u>POSTPARTUM</u></b>
<b>CEHI ENTRY/EXIT DATES</b>	_____/_____/_____	_____/_____/_____
<b>CEHI ENTRY/EXIT DATES</b>	_____/_____/_____	_____/_____/_____
<b><u>SPECIAL EDUCATION HOMEBOUND RECORD (IF USED)</u></b>		
<b>HOMEBOUND ENTRY/EXIT DATES:</b> _____/_____/_____		
*****		
<b><u>PRS PROGRAM EXIT DATA</u></b>		
<b>PREGNANCY END DATE:</b> _____		
<b>OFFICIAL PRS PROGRAM EXIT DATE:</b> _____		
<b>DATE STUDENT RETURNED TO FULL TIME CLASSROOM:</b> _____		
_____ <b>SIGNATURE OF PRS SCHOOL OFFICIAL</b>		

# Documentation Requirements

For each period of prenatal confinement, documentation from a licensed medical practitioner stating a medical necessity for confinement that requires the student to remain at home or in the hospital and specifying the anticipated length of the prenatal confinement (see 9.8 CEHI during Prenatal Confinement)

A doctor's note must contain 4 key things.

- The note must be dated.
- It must state a valid medical reason for a need to be served at home. It must be specific and not general like “pregnant” or “teen pregnancy”.
- It must list an anticipated length of time the student will need the homebound service.
- It must show the name of the licensed medical practitioner that is making the recommendation.



# Documentation Requirements

Documentation by a campus official of the date when the student's pregnancy ended (see 9.9 CEHI during Postpartum Confinement)

- This is usually the student's delivery date.
- Best practice is to use the term "pregnancy end date" because students are automatically eligible for 6-weeks CEHI no matter how a pregnancy ends.
- SAAH 9.9.1 states to select one type of beginning date for the district (the day pregnancy ends or the day after pregnancy ends and be consistent.
- This date must be documented, it is the date from where the eligible six-weeks CEHI will begin.

# Documentation Requirements

When the break-in-service option is used, documentation by a campus official of the infant's hospitalization period(s), including the date(s) the infant was released from the hospital

- The “break-in-service” option is for a complication of the baby, not the mom. So that the mom can break up her CEHI time if the baby must remain in the hospital and doesn't get to come home right away.
- Documentation is required that the baby must remain or go back into the hospital.
- The date the baby is released from the hospital must be documented, whether it's a doctors note or documented by a campus official.
- A student using the break-in-service option remains eligible to receive CEHI for a max of 10 weeks. For a baby recovery period, the student is not required to provide a medical note indicating a need for extended postpartum confinement HOWEVER, you must have documentation showing that the baby was in the hospital.

# Documentation Requirements

## Break-in-Service Option, Continued...

The following chart shows the beginning and ending dates for CEHI eligibility for a student who requires break-in-service confinement.

	Begins On	Ends On
<b>Eligibility for CEHI During Student Recovery Period</b> (first period of confinement)	your district's beginning date (day pregnancy ends or day after)	the date the student returns full time to school to await the baby's release from the hospital <b>or</b> the last day of the sixth week (or 10th week if extended confinement is required) after the beginning date, whichever comes first
	Begins On	Ends On
<b>Eligibility for CEHI During Baby Recovery Period</b> (second period of confinement)	the date the infant is released from the hospital*	the date on which the student has been confined for a total of 10 weeks (including the student recovery and baby recovery periods) during the postpartum period or the end of the school year, whichever comes first (a student who has received 10 weeks of CEHI during the student recovery period is not eligible to receive any more CEHI)



# Documentation Requirements

For each student whose postpartum period was extended, documentation from a licensed medical practitioner stating a medical necessity for confinement that requires the student to remain at home or in the hospital and specifying the anticipated length of the extended confinement (see 9.9 CEHI during Postpartum Confinement)

CEHI is allowed for 6 weeks after the pregnancy ends (no doc note required). However, any CEHI needed beyond 6 weeks requires a doctor's note.

- The note must be dated.
- It must state a valid medical reason for a need to be served at home past the 6 week period. It must be specific and not general.
- It must list an anticipated length of time the student will need the homebound service.
- It must show the name of the licensed medical practitioner that is making the recommendation.

What happens if the student or baby needs more than 10 weeks?

# Documentation Requirements

When the prenatal or extended postpartum student confined to the home or hospital returns to campus to receive temporary, limited support services or take required state assessments, documentation by a licensed medical practitioner granting permission for the student to be on campus for the temporary, limited services (see 9.11 Returning to Campus for Support Services or Testing)

- A student that already has a doctor's note requiring them to be at home may not be on campus for any reason unless they also have a doctor's release to do so.
- This applies to students receiving extended CEHI as well.
- If the student obtains a doctor's release to come to campus for testing, then the testing time will not count towards their 4 hours CEHI.
- A special education student receiving homebound services who returns to campus to take assessments **MUST** have a medical release. SAAH 4.7.2.6

# Documentation Requirements

## 9.14 Test Administration during CEHI- Provided at home.

Differs from 9.11 (testing on Campus)

- A student being administered standardized, six-weeks, semester, final exams or required state assessments is limited to earning one hour for one day present. If the testing lasts for more than one hour, you may only claim one hour and the remaining contact hours must not be credited.
- If the test administration requires less than one hour, then the CEHI instructor must complete the hour with additional instruction.



# Documentation Requirements

When a special education student is served through the PRS program, both PRS and special education documentation (see 9.12 PRS and Special Education Services (SPED))

- Special Education services takes priority.
- ARD reports must document the homebound need.
- 4 hours Special Education Hmbd+ 2 hours PRS CEHI = 1 week funding.
- Special Education hmbd teacher **MUST** be SPED certified- (name must be legible on log sheet.) We do verify this requirement.
- If Special Education hmbd services are not provided during the week, then the student is absent.

# Documentation Requirements

## Detailed Special Education Requirements

As soon as a special education student is identified as pregnant, an ARD should be held to address her upcoming homebound need. This documentation needs to be ready in case the student were to need prenatal services.

- A special education student's services can not change without an ARD being held.
- A student that is served at home cannot be coded as anything other than homebound. (code 01)
- If the student's pregnancy ends and the homebound ARD has not been held, the student will be counted as absent until it is done and any services provided during that period of time will be ineligible for funding.
- Ensure all special education students have a sped code of 01 while served at home.

# Documentation Requirements

## Special Education/PRS Homebound Instruction

### 9.12.2 SPED, PRS, and Earning Eligible Days Present

Use the following chart to determine eligible days present when a student receives homebound services through **both** the special education and the PRS programs.

Amount of Time Served per Week (SPED and PRS Combined) (Week Is Sunday Through Saturday)		SPED and PRS Eligible Days Present Earned per Week
SPED Homebound	PRS	
1 hour	1 hour	1 day present SPED and PRS
2 hours	2 hours	2 days present SPED and PRS
3 hours	2 hours	3 days present SPED and PRS
4 hours	2 hours	4 days present SPED and PRS (if the week is a 4-day week) 5 days present SPED and PRS (if the week is a 5-day week)
More than 4 hours	2 hours	4 days present SPED and PRS (if the week is a 4-day week) 5 days present SPED and PRS (if the week is a 5-day week)

- A Sped certified teacher may provide both the Sped and PRS service, however it is best practice to log or identify services separately.



# Documentation Requirements

The teacher's log of the actual amount of CEHI each student received for each week the student received CEHI (applies to both prenatal and postpartum periods)

The minimum documentation required in the PRS CEHI (or Sped Hmbd) logs is the following:

- the name of the teacher,
  - the student's name and Texas Unique Student ID,
  - the date that the teacher visited the student, and
  - the specific time period that the student was served.
- What does the header of your log sheet say about the type of service being provided?

It's recommended to include a student's due date if their pregnancy ends after the school year.

- SAAH 9.16 states “No student may be coded PRS unless CEHI is one of the services provided by your district. If CEHI is offered but not provided to a student, your district must maintain documentation explaining why the student was not provided CEHI. “

# Helpful Things To Know About

**CEHI On-Campus Waiver – What is this? Could this help us?**  
**This waiver must be renewed.**

- **Does your district have reasons that teachers are unable to physically go to a student's home?**
  - **Safety?**
  - **Parents will not allow teachers at the home?**
  - **Lack of teachers?**
- **The on campus waiver allows PRS CEHI to be offered on campus in a small group of four or less eligible students in a postpartum recovery that are transitioning back to school. The LEA must be able to provide transportation.**
  - **Is it allowed for prenatal or extended?- No**

# Helpful Things To Know About

Remote CEHI is not allowed for funding without a waiver.

CEHI must be provided to the student in-person, face-to-face instruction at home or hospital bedside.

Remote CEHI (homebound) is only allowed with an approved waiver. Student must be considered as “medically fragile”. See SAAH 12.3.3

Your district can submit a request for a general "Other" waiver using TEA's automated waiver application system, which is available in TEAL. When submitting a waiver request, cite one of the following applicable requirement(s) in item 3 of the General Waivers section:

- the requirement that a homebound teacher serves a student in person at the student's home or hospital bedside in order for FSP funding to be generated, as required by [3.7.3 GEH Funding Chart](#) or
- [9.10 Confinement and Earning Eligible Days Present](#) of the handbook, which is adopted annually through [19 TAC §129.1025](#).

These waivers will **only be granted in extremely severe medical or psychological circumstances**, and a waiver must be submitted for each individual student.



# Helpful Things To Know About

If a student's pregnancy ends a few weeks prior to the beginning of the school year, then here's what you need to know.

## 9.10 Confinement and Earning Eligible Days Present

Over the period of her confinement, a student receiving CEHI services must be provided instruction in all core academic subject area courses in which she is enrolled. In addition, over the period of confinement, the student should be provided instruction in all other courses in which she is enrolled, if possible.

A student who commences school on homebound (including CEHI) may indicate their "official entry date" as the first day of the school year as long as all the documentation requirements are met and the full number of hours needed are provided by the end of that week.

Contact your students that are due in July/Aug to set up CEHI the first week of school so that their enrollment date can be the first day of school.



# Frequently Asked Questions





# Frequently Asked Questions

## FAQ is on the Pregnancy Related Services Webpage

<https://tea.texas.gov/texas-schools/health-safety-discipline/pregnancy-related-services>

### FREQUENTLY ASKED QUESTIONS: PREGNANCY RELATED SERVICES (PRS)



#### PRS (Pregnancy Related Services) Program Information

##### 1. Where can young mothers find nearby food pantries and other nutrition resources?

Listed below are resources to assist with locating food pantries and food banks in your area.

- [FoodPantries.org](http://FoodPantries.org)
- [Feeding.Texas](http://Feeding.Texas)
- [FindHelp.org](http://FindHelp.org)

##### 2. What certification is needed to teach PRS courses?

Compensatory Education Home Instruction (CEHI) must be given by a certified teacher of the district. A substitute teacher may provide CEHI instruction if they are a certified teacher. Please review Section 9 of the [Student Attendance Accounting Handbook](#).

#### PRS and Attendance Requirements

##### 1. If an LEA serves the student vocational (VOC) services during CEHI, can the LEA report those VOC contact hours in PEIMS?

In order to claim VOC contact hours in PEIMS, the LEA must provide the student daily VOC instruction in a manner comparable to the instruction on campus by a certified VOC instructor in addition to the student's regular CEHI instruction.

##### 2. What does the term "medical practitioner" include?

In this context, the term "medical practitioner" includes a physician, an advanced nurse practitioner, and a midwife licensed under the Texas Occupations Code, Chapter 203.

##### 3. If a student delivered her child during the summer before school started, do we still serve her CEHI?

The LEA should serve the student for the six-week period after delivery. The "six-week period" includes the summer months and times outside of the traditional school year calendar.

# Frequently Asked Questions

If we serve the student vocational instruction during CEHI, can we keep the VOC indicator on?

In order to claim VOC contact hours in PEIMS, the LEA must provide the student daily VOC instruction in a manner comparable to the instruction on campus by a certified VOC instructor in addition to the student's regular CEHI instruction. It is advised that this indicator be turned off while in CEHI.

What does the term “medical practitioner” include?

In this context, the term “medical practitioner” includes a physician, an advanced nurse practitioner, and a midwife licensed under the Texas Occupations Code, Chapter 203.

# Frequently Asked Questions

**If a student delivered during the summer before school started, do we still serve her CEHI?**

**The LEA should serve the student for the six-week period after delivery. The “six-week period” includes the summer months and times outside of the traditional school year calendar.**

**If a student miscarries, can they still receive CEHI?**

**CEHI is allowed for students who are pregnant no matter how the pregnancy ends. It is for students who deliver a live, or stillborn baby; suffer a miscarriage or death of a newborn; or place a baby up for adoption. See SAAH 9.2**



# Frequently Asked Questions

**What happens if a student comes back to class before their six weeks of CEHI is over?**

Once the student returns to class, any remaining CEHI is forfeited (except in unique scenarios noted below). Please communicate to all your PRS students as soon as they enter PRS that they do not have the ability to change their mind and go back to home instruction once they have returned to school during the six-week CEHI period. This is very important.

Exceptions to this rule:

- If your district has an “on campus waiver” for CEHI;
- If the student returns for testing (provided all requirements are met); or
- If the “break-in-service” option is used.

# Frequently Asked Questions

**Is a doctor's note required for verification of pregnancy?**

**No. A campus official may document the date a student informed them that a student was pregnant OR provide a doctor's note. Please view SAAH 9.15**

- A “campus official” can be a teacher or administrator and they can “affirm” that a student informed them of being pregnant and PRS services may begin.
- If later the student finds that she was not pregnant, the LEA may remove the PRS days.

**Does the medical reason listed on a doctor's note for prenatal or extended CEHI need to be specific to a pregnancy?**

**No, the doctor's note must state a specific medical reason the student cannot physically come to school, but it does not have to relate specifically to the pregnancy.**

# Hot Topics



# Hot Topics – Under Construction

## SB 12 Do we need written parental consent to provide PRS services?

**NOTE:** This is not a document required for PRS funding until it gets put into SAAH. See TAA 8/28/25

SB 12: Required Parental Rights Form and Right to Health-Related Services Information

<https://tea.texas.gov/academics/special-student-populations/special-education/parent-and-family-resources/form-parental-rights-and-options-information.pdf>

The FAQ will be updated with guidance soon.



## Required Parental Rights Form

SB 12 requires TEA to “develop a form for use by school districts in providing information about parental rights and options.” Each district is required to provide the parental rights form to parents upon their child’s enrollment in the district for the first time and to the parent of each child enrolled in the district at the beginning of each school year. It further requires each district to post the form in a prominent location on the district’s website.

To comply with the parental rights form requirement, TEA has prepared a [Parental Rights and Options Form](#) designed for parents and families that details parental rights and options, including the right to withhold consent for or exempt the parent’s child from certain activities and instruction, related to:

- Courses of study and supplemental services
- Instructional materials and library materials
- Health education instruction
- Instruction regarding sexual orientation and gender identity
- School options, including virtual and remote schooling
- Immunizations
- Gifted and talented programs
- Promotion, retention, and graduation
- Grade, class rank, and attendance
- State standards and requirements
- Data collection practices
- Health care services, including notice and consent
- Special education and bilingual education
- Grievance procedures

By January 1, 2026, in addition to SB 12 parental rights form requirements and as a requirement of [SB 204](#), TEA must also create and maintain a parental rights handbook that explains all rights of a parent regarding the education of the parent’s child. This handbook is currently in development and will be released in the coming months.


**Note:** *This parental rights form is required for school districts. Open-enrollment charter schools should communicate with parents and families about their rights in alignment with legislation that applies to charter schools and their local policies.*



The background of the slide is an aerial photograph of Austin, Texas. It shows the city skyline with several tall buildings, including the Frost Tower. In the foreground, there is a river (likely the Colorado River) with a bridge crossing it. The water reflects the sky and the city. There are green trees and parks along the riverbanks. The sky is blue with some clouds, and the overall lighting suggests it might be late afternoon or early morning.

# Best Practice, Tips and Shortcuts

# End-of-Year Checklist

Pregnancy Related Services:  
**DOCUMENTATION END OF YEAR CHECKLIST**


The purpose of this checklist is to assist with the Pregnancy Related Services (PRS) program, including Compensatory Education Home Instruction (CEHI), for eligible students during the pregnancy and postpartum periods. This checklist could be used to help ensure completed PRS documentation. Keep in mind that the documentation should tell a complete story of what happened to the student.

1) PRS FORM	Review each PRS student form, ensure all required dates are listed and filled out. Check for each of the following dates. <ul style="list-style-type: none"> <li>» PRS entry date</li> <li>» Pregnancy End Date (delivery date) or due date if its summer</li> <li>» CEHI beginning and end date</li> <li>» PRS withdrawal date</li> <li>» Return to class date or note if the student withdrew from school or graduated. (Optional but good practice)</li> <li>» Is the student special education? (See step 5 &amp; 6)</li> </ul>
2) CTE INDICATORS	Double-check that the career and tech indicator is turned off for PRS students while they are being served at home or hospital bedside.
3) DOCTOR'S NOTES	Ensure that all PRS students receiving prenatal or extended CEHI have required doctor's notes that meet the following criteria: <ul style="list-style-type: none"> <li>» Is the doctor's note signed (or on letterhead) by a licensed medical professional?</li> <li>» Is it dated?</li> <li>» Is the duration of time the student needs indicated on the form?</li> <li>» Does it state a valid medical reason? (meaning issue specific, and not just state "pregnancy")</li> </ul>
4) CEHI LOGS	Ensure there are logs for all CEHI students and the logs contain all required dates, times (amount of time) and are signed by the teacher or have the teacher of record listed. Ensure all absences are correctly posted and the amount of time served does not go beyond the time allowed by SAAH. (6 weeks after pregnancy end date or max 10 weeks with doctor's note)
5) ARD DOCUMENTS	Ensure that each special education student had an ARD document to reflect the students homebound need and change their coding to an instructional code 01 (homebound). A student may not be coded anything other than 01 while being served at home and the coding cannot be changed without an ARD.
6) LOGS - SPED HOMEBOUND	Ensure logs have all required dates, times and are signed (or have their name listed) by the certified SPED teacher (4 hours SPED time and 2 hours of PRS/week).
7) PRS INDICATORS	Do you have students that will deliver over the summer? It is a good practice to turn off all indicators at the end of the year. This will help prevent a student from rolling over into the next year that may no longer be eligible for PRS. Make a list of students that were to deliver during the summer to "check on" to see if they will need CEHI at the beginning of the next year. <p><i>Keep in mind a student cannot be considered "enrolled" until they are served and there may be students needing CEHI the first week of school.</i></p>
8) REQUIRED WAIVERS	If your LEA has a CEHI on campus waiver, then check to see if the waiver needs to be renewed for the upcoming school year and will not expire.

If you have questions, email [christina.page@tea.texas.gov](mailto:christina.page@tea.texas.gov)

You can find this located on the TEA Pregnancy Related Services webpage.

# Organizing your PRS Documentation

**What should your documentation look like for each student in PRS?**

**In each PRS student file there should be:**

- **A PRS intake form (that is complete with all required dates)**
- **Required doctor's notes? (prenatal/extended/B-I-S)**
- **CEHI logs for every week of service**
- **ARD documentation to code student 01 (if student is SPED)**
- **SPED homebound logs (if student is SPED)**



# PRS Excel Spreadsheet

Do you have a lot PRS students?

You may benefit from creating a PRS spreadsheet containing all your PRS students required info.

	Name	SS#	PRS Entry Date	Delivery Date	PRS Termination Date	Date Student Returned to School	Dates of CEHI	Copy of Teacher Log	Doctor Statement CEHI PRENATAL	Doctor Statement to Extend CEHI Postpartum	Copy of ARD	Comments
1	Name	###-##-####	8/13/19	8/2/19	9/16/19	9/16/19	8/13/19-9/16/19	Yes	NA	NA	YES	SAPP unaware of student pregnancy until delivery. So no Health Assessment
2	Name	###-##-####										No Record - Healy Murphy Student
3	Name	###-##-####	1/17/19	NA	NA	NA	NA	NA	NA	NA	NA	No services provided - Delivered during summer
4	Name	###-##-####	11/4/19	NA	NA	NA	NA	NA	NA	NA	NA	No services provided
5	Name	###-##-####	5/28/19	1/5/20	2/18/20	2/18/20	1/07/20 -02/18/20	Yes	NA	NA	YES	
6	Name	###-##-####	1/29/19	5/7/20	5/27/20	End of School	5/8/20-5/27/20	NA	NA	NA	NA	Delivered during Covid.....Exit date is end of school
7	Name	###-##-####	11/20/19	2/12/20	3/26/20	3/27/20	1/23/20-3/26/20	Yes	Yes	NA	NA	Delivered during Covid...Ret Virtual
8	Name	###-##-####	1/15/20	NA	NA	NA	NA	NA	NA	NA	NA	Withdrew from school 2/7/20
9	Name	###-##-####	8/14/19	10/4/19	11/18/19	11/18/19	10/8/2019-11/18/19	Yes	NA	NA	NA	
10	Name	###-##-####	9/4/18	NA	NA	NA	NA	NA	NA	NA	NA	WD -2/14/19 No Services provided
11	Name	###-##-####	9/19/19	2/3/20	3/16/20	NA	12/18/19-3/16/20	Yes	Yes	NA	NA	Delivered during Covid.....did not return
12	Name	###-##-####	5/23/19	11/5/19	12/18/19	1/10/20	11/6/19-12/18/19	Yes	NA	NA	NA	Enrolled at Cooper Academy 1/10/20
13	Name	###-##-####	9/11/18	4/30/19	5/29/20	End of School	4/29/19-5/29/19	Yes	Yes	NA	NA	Student completed school year at Homebound

# PRS Excel Spreadsheet

If you choose to use a PRS Spreadsheet, then please ensure that it contains ALL the required dates.

- Student Name
- Unique ID
- PRS Entry Date
- Pregnancy End Date (Delivery Date)
- Due Date (if student hadn't delivered)- *recommended*
- PRS Withdrawal Date
- Dates of CEHI
- Return to Class Date- *Required 24/25 SAAH*
- Comments- *recommended* (note if student refused CEHI)

Please review your spreadsheet often for errors.



**If you maintain an excel spreadsheet containing your required dates, then what other documentation would you need to maintain in PRS student files?**

- Any required doctor's notes,
- CEHI logs,
- ARD documents- *for Sped students*,
- Special education homebound logs- *for Sped students*

**Send “in addition” to the excel spreadsheet.**

# Recommendations

**Your documentation should tell the full story of what happened to the student.**

**Its not a good idea to let an auditor to have to “assume” anything.  
Please utilize “notes” and/or “comments”.**

- Did the student w/d from school prior to CEHI?
- Did the student graduate before delivery?
- Did the student refuse CEHI?
- Did the student miscarry early and just comeback to school rather than get CEHI?
- Did the student just run off to Vegas?








**Weird things happen in PRS, write it down, you won't remember in a year.**

# Organization of Files- (Recommended)

When an LEA is selected for a desk audit, we will provide a Sharefile link to upload all documentation.

It is beneficial to have all PRS student files scanned into pdf format.

- **File → Students Receiving Pregnancy Related Services**
  - **Subfiles → PRS Excel File (if applicable)**
  - **Subfiles → Individual files by Student Names**
    - **Each file contains→ All Required Docs as previously mentioned**

> San Antonio ISD > PRS Eligibility		▼ ↺	🔍 Search PRS Eligibility
Name	Type	Compressed size	
 2019-20InstructionalCalendar	Adobe Acrobat Document	147 KB	
 2019-2020 Audit PRS Students	Microsoft Excel Worksheet	16 KB	
 [REDACTED]	Adobe Acrobat Document	988 KB	
 [REDACTED]	Adobe Acrobat Document	1,133 KB	
 [REDACTED]	Adobe Acrobat Document	273 KB	
 [REDACTED]	Adobe Acrobat Document	96 KB	
 [REDACTED]	Adobe Acrobat Document	347 KB	

# Contact Information

I am NOT the PRS Program Coordinator, but if you have PRS Program related questions.

## Program Services

### John Dobbins

Highly Mobile and At-Risk  
Student Program Specialist

(512) 463-9066

TEA Pregnancy Related Services

Email:

[John.Dobbins@tea.texas.gov](mailto:John.Dobbins@tea.texas.gov)





## Financial Compliance

Christina Page

Attendance Specialist

(512)463-9530

TEA Financial Compliance Division

Email: [christina.page@tea.texas.gov](mailto:christina.page@tea.texas.gov)