Attendance Contact Hour Summary Report

🧩 Key Concepts

Understanding the foundation of Contact Hour reporting

Contact Hours represent the total minutes of eligible instruction actually delivered. They are grouped by campus, grade, program, course, or student and reflect real instructional time—not just attendance presence. The report helps districts reconcile instructional minutes with funding eligibility, ensuring accuracy before state submissions.

Key elements include: -

- **Contact Hours** – Count of eligible instructional minutes that qualify for funding.
- **Eligibility Rules** – Define which minutes count based on program code, enrollment, and teacher-of-record.
- **Roll-ups & Groupings** – Summarize data across campuses, grades, or programs.
- **Cross-Report Validation**
  This summary is intended to be **cross-checked** with:
  - ADA/FTE Summary Report (state funding verification)
  - Student Detail or Campus Summary Reports (local accuracy check)
- **Error Detection Purpose**
  The Contact Hour Summary helps identify:
  - Over- or under-counted attendance in certain programs (e.g., SPED, CTE)
  - Missing attendance data
  - Incorrect instructional setting codes
  - Misalignment between ADA and FTE totals

⚙️ Applying the Report in District Data Reporting

Step 1. Verify Data Source Integration

Action: Confirm that OnDataSuite is pulling the correct attendance data file from your SIS.
How:

- Verify from the File Center – Ed-Fi API Summer that attendance data is promoted and Ed-Fi Pull Log is up to date.
- Ensure attendance files reflect the correct snapshot dates for each six-week reporting period.
  Why it matters: A missing or outdated load will cause contact hours to mismatch with the ADA/FTE Summary.

Step 2. Generate the Attendance Contact Hour Summary

Action: Navigate to *Reports → Attendance → Contact Hour Summary* in OnDataSuite.
Filter settings to use:

- Reporting Period: Select one six-week period at a time.
- Group by: *Campus, Grade, Program Type*.
- Display: *Contact Hours, FTEs, ADA, Instructional Setting*.

Result: You'll get a visual grid summarizing hours per campus/program—ideal for side-by-side review with your ADA/FTE report.

Step 3. Cross-Check with ADA/FTE Summary

Action: Compare each campus total from the **Attendance Contact Hour Summary** to the **ADA/FTE Summary Report.**
What to look for:

Issue	What It Means	Next Step
ADA matches but FTEs differ	Likely incorrect instructional setting	Recode in SIS and reload PEIMS
FTEs match but ADA differs	Attendance minutes or eligibility code errors	Verify attendance entry logic
Large variance in special programs	Incorrect SPED, CTE, or Bilingual instructional settings	Review campus entry setup

Step 4. Investigate Anomalies

Action: Drill down in OnDataSuite by clicking totals to view **student-level detail**.
Purpose: Identify whether errors stem from student-level coding or attendance minute calculations.
Tip: Export the student detail to Excel, sort by "Minutes Present," and check for zeros, unusually high totals, or missing settings.

Step 5. Validate Against Campus Schedules

Action: Cross-verify contact hours against bell schedules or master schedules, especially for:

- Special programs (SPED, CTE, Bilingual) by running the Funding Validation Reports (specifically CTE courses less than 45 minutes)
- Partial-day or flexible attendance settings
  Result: Ensures that minutes recorded in SIS align with real instructional time per TEA guidance.

Step 6. Prepare for PEIMS Submissions

Action: Use this report before each submission window (Fall, Summer) to confirm accuracy.
Checklist for submission prep:

- ✅ Verify all instructional settings are coded.
- ✅ Check that each student has valid ADA eligibility codes.
- ✅ Ensure contact hours align with TEA maximums (usually 1,200 per FTE).
- ✅ Confirm the total FTEs match the ADA/FTE Summary Report.

💡 Realistic Example of Application

Scenario:
You notice that your high school's CTE program FTEs dropped compared to last year.

Action Path Using the Report:

1. Run the *Attendance Contact Hour Summary* filtered for "CTE" program type.
2. Identify which instructional settings show lower contact hours.

3. Drill into student detail — find students coded for CTE but missing minutes.
4. Notify the campus PEIMS clerk to correct the SIS entry for CTE minutes.
5. Re-upload PEIMS attendance to OnDataSuite and rerun the report.
6. Confirm ADA/FTE Summary now aligns — restoring FTE totals and funding accuracy.

⚖️ Integrating into Your Workflow

- **Weekly:** Use for campus-level quality control (spot-check minutes, eligibility codes).
- **Monthly:** Compare cumulative contact hours vs. ADA totals to project funding trends.
- **Pre-Submission:** Validate both ADA/FTE and Contact Hour Summary reports for consistency before sending to TEA.
- **Post-Submission:** Archive reports and document any variance explanations for audit readiness.

🏁 Summary

The **Attendance Contact Hour Summary Report** from OnDataSuite:

- Converts attendance minutes into **fundable FTEs**
- Serves as a **reconciliation tool** between SIS data and PEIMS outputs
- Identifies **coding and data accuracy issues** early
- Enables **proactive monitoring** of funding trends by program and campus

When systematically used as part of your district's **ADA/FTE verification workflow**, this report becomes the foundation of clean, defensible PEIMS attendance reporting

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⚖️ Meaning in Context

Understanding how Contact Hours complement ADA/FTE reporting

While ADA/FTE reporting focuses on student attendance and enrollment averages, **Contact Hours reveal how much eligible instructional time was actually realized.** Together, they present a complete picture of student presence and instructional delivery:

- **ADA/FTE** measures the consistency of student attendance.
- **Contact Hours** quantify the eligible time students receive instruction that qualifies for funding.

If ADA is strong but Contact Hours lag, potential funding loss may exist due to missing codes or misaligned schedules. Reviewing both ensures your district captures full program funding and maintains compliance.