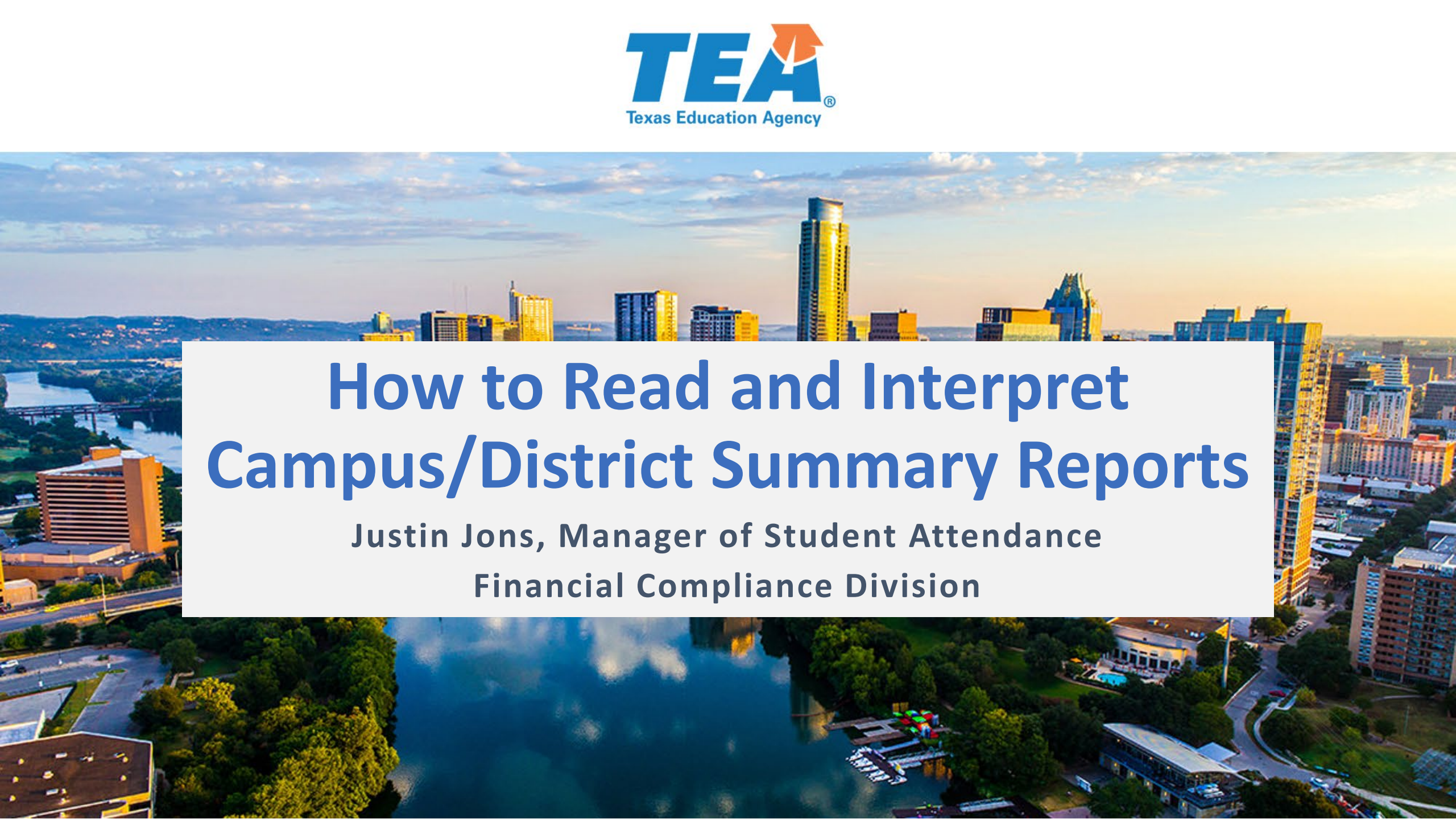


The background of the slide is a composite image. The top half shows a city skyline at dusk or dawn, with several tall buildings illuminated against a sky with soft clouds. The bottom half shows a large body of water, likely a lake or reservoir, surrounded by lush green trees and some buildings. The water reflects the sky and the surrounding landscape.

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

- **Definitions**
 - Report Types
 - ADA
 - FTEs
- **Report Review Process**
 - Campus Summary Reports
 - District Summary Reports
- **Q&A**

- **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

- **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

- **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

LEA: [REDACTED]

Campus: [REDACTED]

Instruction Method: All Methods (Combined)

Total Grade Summary

	EE	PK	KG	01	02	03	04	05
B. Days Membership	1,194.0	3,657.0	16,261.0	13,318.0	16,572.0	17,371.0	18,192.0	14,826.0
C. Total Days Absent	132.0	379.5	1,223.0	1,042.0	1,185.0	1,259.0	1,161.0	932.0
D. Total Days Present	1,062.0	3,277.5	15,038.0	12,276.0	15,387.0	16,112.0	17,031.0	13,894.0
E. Total Ineligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
F. Total Eligible Days	1,062.0	3,277.5	15,038.0	12,276.0	15,387.0	16,112.0	17,031.0	13,894.0
G.1 BE - Elig Days Bilingual/ESL	432.0	514.0	948.0	640.0	1,196.0	774.0	1,235.0	1,306.0
G.2 D1 - Elig Days Bil Dual Lang	0.0	1,502.5	2,566.0	156.0	161.0	1,256.0	0.0	0.0
G.3 D2 (EB) - Elig Days Bil Dual Lang	0.0	0.0	1,234.0	2,402.0	3,199.0	1,751.0	4,213.0	1,711.0
G.4 D2 (Non-EB) - Elig Days Bil Dual Lang	0.0	0.0	1,622.0	645.0	1,126.0	811.0	657.0	334.0
H.1 Early Ed Eco Dis Elig Days	X	X	9,027.0	8,565.0	10,192.0	10,994.0	X	X
H.2 Early Ed Lang Elig Days	X	X	4,877.0	3,252.0	4,677.0	3,819.0	X	X
I. Eligible Days In Res Fac	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
J. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K. Elig Days SpecEd main	0.0	0.0	0.0	0.0	0.0	77.0	326.0	57.0
L.1 BE - Bil/ESL Refined ADA	2.585	3.046	5.546	3.786	7.057	4.574	7.249	7.726
L.2 D1 - Bil Dual Lang Refined ADA	0.000	8.868	15.245	0.919	0.953	7.433	0.000	0.000
L.3 D2 (EB) - Bil Dual Lang Refined ADA	0.000	0.000	7.198	14.261	18.786	10.349	24.915	10.055
L.4 D2 (Non-EB) - Bil Dual Lang Refined ADA	0.000	0.000	9.599	3.817	6.659	4.800	3.883	1.976
M. Res Fac Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
N. SpecEd Main Refined ADA	0.000	0.000	0.000	0.000	0.000	0.485	1.962	0.322
O.1 Early Ed Eco Dis Refined ADA	X	X	53.351	50.619	60.342	64.988	X	X
O.2 Early Ed Lang Refined ADA	X	X	28.737	19.260	27.495	22.580	X	X
P. Preg Related Serv FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q.1 Career & Technical Ed FTE - Tier 1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q.2 Career & Technical Ed FTE - Tier 2	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q.3 Career & Technical Ed FTE - Tier 3	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
R. Special Education FTE	3.234	0.299	2.027	3.239	6.709	7.732	6.247	10.614
S. Regular Program Ref ADA	3.007	19.056	86.830	69.354	84.361	87.531	94.619	71.613
T. Total Refined ADA	6.241	19.355	88.858	72.593	91.069	95.263	100.866	82.226
U. Percent in Attendance	88.945%	89.623%	92.479%	92.176%	92.849%	92.752%	93.618%	93.714%

LEA: [REDACTED]

Campus: [REDACTED]

Instruction Method: All Methods (Combined)

Total Grade Summary

	06	07	08	09	10	11	12	Total
B. Days Membership	0.0	0.0	0.0	0.0	0.0	0.0	0.0	101,391.0
C. Total Days Absent	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7,313.5
D. Total Days Present	0.0	0.0	0.0	0.0	0.0	0.0	0.0	94,077.5
E. Total Ineligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
F. Total Eligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	94,077.5
G.1 BE - Elig Days Bilingual/ESL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7,045.0
G.2 D1 - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5,641.5
G.3 D2 (EB) - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14,510.0
G.4 D2 (Non-EB) - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5,195.0
H.1 Early Ed Eco Dis Elig Days	X	X	X	X	X	X	X	38,778.0
H.2 Early Ed Lang Elig Days	X	X	X	X	X	X	X	16,625.0
I. Eligible Days In Res Fac	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
J. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K. Elig Days SpecEd main	0.0	0.0	0.0	0.0	0.0	0.0	0.0	460.0
L.1 BE - Bil/ESL Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	41.569
L.2 D1 - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	33.418
L.3 D2 (EB) - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	85.566
L.4 D2 (Non-EB) - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	30.734
M. Res Fac Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
N. SpecEd Main Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2.769
O.1 Early Ed Eco Dis Refined ADA	X	X	X	X	X	X	X	229.299
O.2 Early Ed Lang Refined ADA	X	X	X	X	X	X	X	98.073
P. Preg Related Serv FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q.1 Career & Technical Ed FTE - Tier 1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q.2 Career & Technical Ed FTE - Tier 2	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q.3 Career & Technical Ed FTE - Tier 3	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
R. Special Education FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	40.100
S. Regular Program Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	516.371
T. Total Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	556.471
U. Percent in Attendance	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	92.787%

- **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



LEA:

Campus:

Instruction Method: All Methods (Combined)

Total Grade Summary

[illegible]

- **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, but further complicated by tiered funding model
 - 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

LEA: [REDACTED]

Campus: [REDACTED]

Instruction Method: All Methods (Combined)

Total Grade Summary

		06	07	08	09	10	11	12	Total
B.	Days Membership	0.0	0.0	0.0	109,493.0	107,089.0	115,175.0	88,280.0	420,037.0
C.	Total Days Absent	0.0	0.0	0.0	9,908.0	11,756.0	12,479.0	10,078.5	44,221.5
D.	Total Days Present	0.0	0.0	0.0	99,585.0	95,333.0	102,696.0	78,201.5	375,815.5
E.	Total Ineligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
F.	Total Eligible Days	0.0	0.0	0.0	99,585.0	95,333.0	102,696.0	78,201.5	375,815.5
G.1	BE - Elig Days Bilingual/ESL	0.0	0.0	0.0	13,143.0	11,642.0	8,937.0	9,710.0	43,432.0
G.2	D1 - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G.3	D2 (EB) - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G.4	D2 (Non-EB) - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
H.1	Early Ed Eco Dis Elig Days	X	X	X	X	X	X	X	0.0
H.2	Early Ed Lang Elig Days	X	X	X	X	X	X	X	0.0
I.	Eligible Days In Res Fac	0.0	0.0	0.0	190.0	671.0	36.0	0.0	897.0
J.	Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	13.0	0.0	5.0	18.0
K.	Elig Days SpecEd main	0.0	0.0	0.0	8,686.0	8,286.0	4,655.0	3,378.0	25,005.0
L.1	BE - Bil/ESL Refined ADA	0.000	0.000	0.000	77.883	68.878	52.962	57.477	257.201
L.2	D1 - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L.3	D2 (EB) - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L.4	D2 (Non-EB) - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
M.	Res Fac Refined ADA	0.000	0.000	0.000	1.069	3.970	0.218	0.000	5.256
N.	SpecEd Main Refined ADA	0.000	0.000	0.000	51.402	49.193	27.615	20.046	148.257
O.1	Early Ed Eco Dis Refined ADA	X	X	X	X	X	X	X	0.000
O.2	Early Ed Lang Refined ADA	X	X	X	X	X	X	X	0.000
P.	Preg Related Serv FTE	0.000	0.000	0.000	0.000	0.020	0.000	0.009	0.029
Q.1	Career & Technical Ed FTE - Tier 1	0.000	0.000	0.000	0.000	0.000	0.000	0.276	0.276
Q.2	Career & Technical Ed FTE - Tier 2	0.000	0.000	0.000	110.735	101.085	56.719	24.581	293.120
Q.3	Career & Technical Ed FTE - Tier 3	0.000	0.000	0.000	0.513	33.494	84.360	86.054	204.421
R.	Special Education FTE	0.000	0.000	0.000	23.220	17.276	13.730	12.847	67.073
S.	Regular Program Ref ADA	0.000	0.000	0.000	455.400	412.802	453.872	340.455	1,662.530
T.	Total Refined ADA	0.000	0.000	0.000	589.868	564.657	608.682	464.213	2,227.420
U.	Percent in Attendance	0.000%	0.000%	0.000%	90.951%	89.022%	89.165%	88.583%	89.472%

2023 - 2024 Summer Collection, Accepted Submission

LEA: [REDACTED]
Campus: [REDACTED]

Instructional Track: 02

Number of Days Taught:

Instructional Setting	Weight Factor	28 Six-week 1			28 Six-week 2			23 Six-week 3		
		Elig Days	Excess Hrs	Contact Hrs	Elig Days	Excess Hrs	Contact Hrs	Elig Days	Excess Hrs	Contact Hrs
00 - No Instr Stg	0.250	68.0	0.000	17.000	76.0	0.000	19.000	50.0	0.000	12.500
44 - Self Cnt >60%	2.859	68.0	0.000	194.412	76.0	0.000	217.284	50.0	0.000	142.950
97 - Off Home-Com CI	4.250	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
Campus Total		136.0	0.000	211.412	152.0	0.000	236.284	100.0	0.000	155.450

Number of Days Taught:

Instructional Setting	Weight Factor	30 Six-week 4			28 Six-week 5			32 Six-week 6		
		Elig Days	Excess Hrs	Contact Hrs	Elig Days	Excess Hrs	Contact Hrs	Elig Days	Excess Hrs	Contact Hrs
00 - No Instr Stg	0.250	82.0	0.000	20.500	75.5	0.000	18.875	87.0	0.000	21.750
44 - Self Cnt >60%	2.859	73.5	0.000	210.137	63.5	0.000	181.547	75.0	0.000	214.425
97 - Off Home-Com CI	4.250	8.5	0.000	36.125	12.0	0.000	51.000	12.0	0.000	51.000
Campus Total		164.0	0.000	266.762	151.0	0.000	251.422	174.0	0.000	287.175

LEA: [REDACTED]

Campus: [REDACTED]

Instructional Track: 01

Number Of Days Taught:

CTE Code	CTE Contact Hour Multiplier	Service ID	CTE Course Tier	28 Six-week 1		28 Six-week 2		23 Six-week 3		30 Six-week 4		28 Six-week 5		32 Six-week 6		CTE FTE
				Elig Days	Contact Hours	Elig Days	Contact Hours	Elig Days	Contact Hours	Elig Days	Contact Hours	Elig Days	Contact Hours	Elig Days	Contact Hours	
V2	2.0	12701400	1	22.0	44.0	27.0	54.0	21.0	42.0	16.0	32.0	0.0	0.0	0.0	0.0	1.065
		V2 and Tier 1 Subtotal		22.0	44.0	27.0	54.0	21.0	42.0	16.0	32.0	0.0	0.0	0.0	0.0	1.065
V3	3.0	12701405	1	0.0	0.0	0.0	0.0	0.0	0.0	13.0	39.0	21.0	63.0	0.0	0.0	0.592
		V3 and Tier 1 Subtotal		0.0	0.0	0.0	0.0	0.0	0.0	13.0	39.0	21.0	63.0	0.0	0.0	0.592
		CTE Tier 1 Subtotal		22.0	44.0	27.0	54.0	21.0	42.0	29.0	71.0	21.0	63.0	0.0	0.0	1.657
V1	1.0	03580850	2	705.0	705.0	698.0	698.0	552.0	552.0	699.0	699.0	652.0	652.0	687.0	687.0	23.694
V1	1.0	13000200	2	3,949.0	3,949.0	3,930.0	3,930.0	3,150.0	3,150.0	3,980.0	3,980.0	3,677.0	3,677.0	4,048.0	4,048.0	134.806
V1	1.0	13000400	2	0.0	0.0	0.0	0.0	0.0	0.0	690.0	690.0	654.0	654.0	720.0	720.0	11.476
V1	1.0	13000500	2	680.0	680.0	695.0	695.0	539.0	539.0	0.0	0.0	0.0	0.0	0.0	0.0	12.090
V1	1.0	13002200	2	1,006.0	1,006.0	985.0	985.0	800.0	800.0	1,006.0	1,006.0	933.0	933.0	1,066.0	1,066.0	34.343
V1	1.0	13008300	2	1,779.0	1,779.0	1,775.0	1,775.0	1,410.0	1,410.0	1,799.0	1,799.0	1,685.0	1,685.0	1,820.0	1,820.0	60.876
V1	1.0	13009300	2	3,404.0	3,404.0	3,400.0	3,400.0	2,694.0	2,694.0	3,396.0	3,396.0	3,195.0	3,195.0	3,479.0	3,479.0	116.026
V1	1.0	13011200	2	6,518.0	6,518.0	6,437.0	6,437.0	5,260.0	5,260.0	6,647.0	6,647.0	6,264.0	6,264.0	6,723.0	6,723.0	224.458
V1	1.0	13011400	2	2,630.0	2,630.0	2,596.0	2,596.0	2,068.0	2,068.0	2,639.0	2,639.0	2,343.0	2,343.0	2,578.0	2,578.0	88.127
V1	1.0	13011700	2	640.0	640.0	599.0	599.0	469.0	469.0	619.0	619.0	586.0	586.0	604.0	604.0	20.846
V1	1.0	13012000	2	320.0	320.0	337.0	337.0	268.0	268.0	0.0	0.0	0.0	0.0	0.0	0.0	5.853
V1	1.0	13014200	2	1,336.0	1,336.0	1,348.0	1,348.0	1,125.0	1,125.0	1,437.0	1,437.0	1,306.0	1,306.0	1,535.0	1,535.0	47.880
V1	1.0	13014300	2	327.0	327.0	324.0	324.0	283.0	283.0	363.0	363.0	326.0	326.0	340.0	340.0	11.654
V1	1.0	13016200	2	1,932.0	1,932.0	1,896.0	1,896.0	1,492.0	1,492.0	1,845.0	1,845.0	1,702.0	1,702.0	1,807.0	1,807.0	63.390
V1	1.0	13016600	2	541.0	541.0	525.0	525.0	410.0	410.0	532.0	532.0	489.0	489.0	545.0	545.0	18.021
V1	1.0	13020200	2	5,122.0	5,122.0	5,184.0	5,184.0	4,234.0	4,234.0	5,352.0	5,352.0	5,020.0	5,020.0	5,549.0	5,549.0	180.542

- **Trend Analysis**

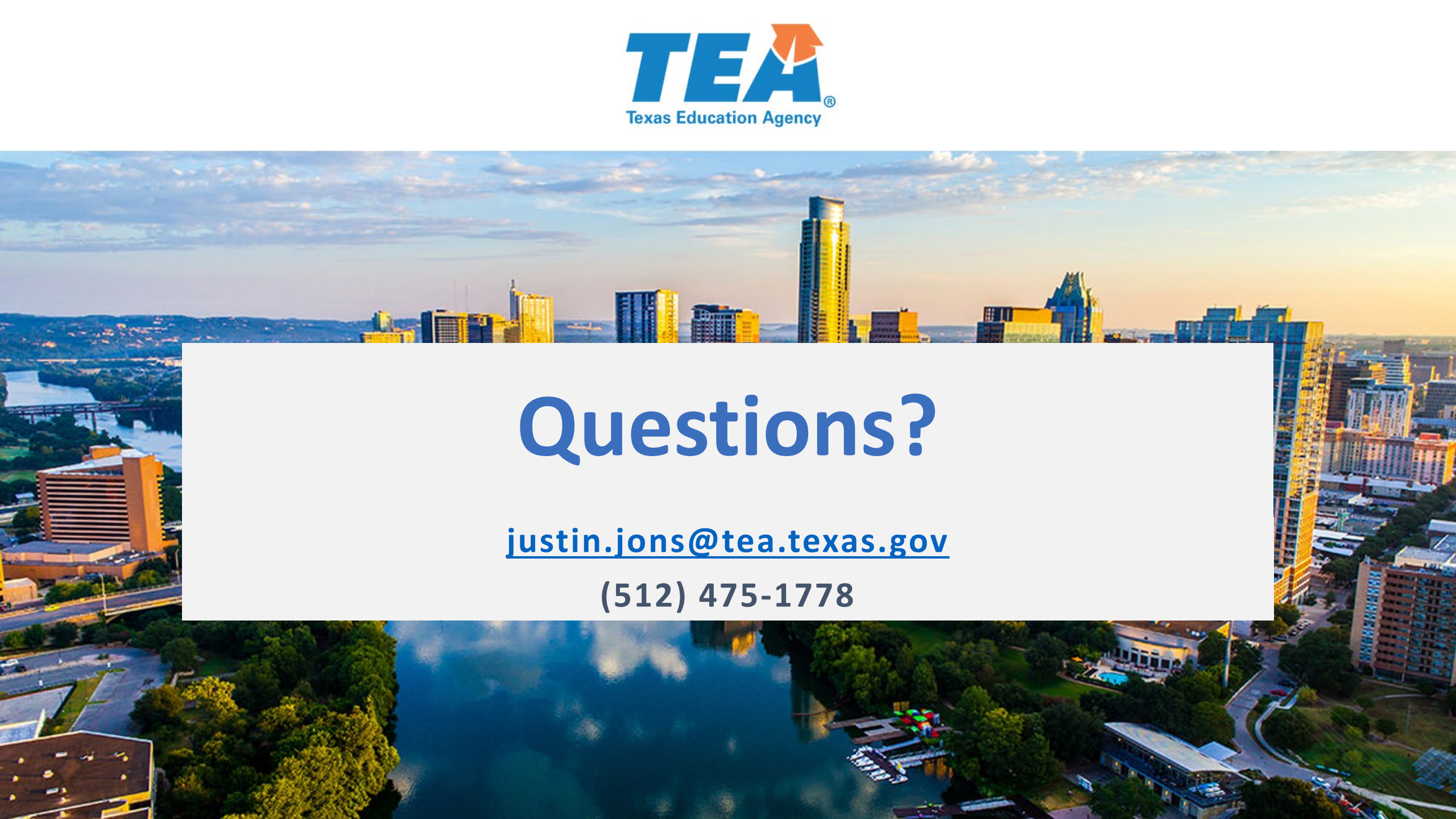
- Use ADA and FTE figures to compare data to prior periods
 - 3-Year Period
 - Can compare to prior six-week periods
- Build a simple spreadsheet
 - Columns for ADA and FTE figure entry
 - Another column with a formula that calculates % increase/decrease from the compared periods
- Great and simple way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

Report Review Process - District

- **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

The background of the slide is a composite image. The top half shows a panoramic view of the Austin skyline at dusk, with several skyscrapers illuminated against a blue and orange sky. The bottom half shows an aerial view of a lake with a marina, surrounded by lush green trees and some buildings.

Questions?

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