

Huron Valley Schools

Pupil Accounting & Student Data Handbook



**2006-2007
School Year**

NOTES:

PREFACE

Excerpts regarding pupil accounting requirements have been taken directly out of the Revised Pupil Accounting Manual: <http://www.michigan.gov/mde> . In areas where the PA Manual refers to Huron Valley Schools Board Policy, the policy reference number is given for review. In areas which speak to changing data in Skyward, parentheses indicate those areas to change the data item.

This booklet is created for the purpose of creating a quick reference guide for Huron Valley Schools personnel responsible for the input of student data and pupil accounting related information; enrollment procedures, how to accommodate various populations of students for count day documentation, how and where to log applicable data in the Skyward software system, Single Record Student Database and to provide quick reference points to find additional information.

Reminder emails have been submitted on a delay delivery for all deadline dates listed in the Pupil Accounting, SRSD, SIRS and Attendance Sheet printing timelines. You should expect the reminder emails the day prior to the actual deadline, however please make appropriate notes as needed to prepare for these dead-line requests.

Contact Information:

- | | |
|---|-------|
| a. Janell Craig, Pupil Acc'ting, Data Mgmt, State & Federal Rpts. | x8232 |
| b. Dawn Cruz, Supervisor CIS | x8433 |
| c. Cindy Rakocy, Secondary Skyward System Contact | x8247 |
| d. Terri Ensman, Elementary Skyward System Contact | x8432 |
| e. Debi Niss, Open Enrollment, Schools of Choice | x8230 |
| f. Angie Jantz, Special Education, Online IEP/ Evals., Homeless | x8238 |
| g. Carol Cervin, Homebound, Other Health Related Services | x8236 |

TABLE OF CONTENTS

| | |
|--|----|
| Preface..... | 3 |
| Fall Pupil Count Time-Line (condensed) | 5 |
| Spring Pupil Count Time-Line (condensed)..... | 8 |
| Preparation for Fall/Spring Counts | 10 |
| End of Year SRSD Submission Timeline | 13 |
| Fall SIRS/MCIR Immunization Time-Line (condensed) | 14 |
| Spring SIRS/MCIR Immunization Time-Line (condensed)..... | 15 |
| HVS Attendance Procedures | 16 |
| KOSI / KOSIER Meeting Schedule | 19 |
| Monthly Enrollment Reports | 20 |
| Year End Student Records Reports | 23 |

Quick Reference Guide Topics

| | |
|---|----|
| Official Count Days..... | 23 |
| SRSD Data Information..... | 23 |
| FTE Calculation..... | 23 |
| Individual Pupil Requirements..... | 23 |
| Homeless Identification Process | 24 |
| Schools of Choice / Open Enrollment..... | 25 |
| Affidavits..... | 25 |
| Guardianship / Custody..... | 25 |
| Count Day Audit Packet (Non Conventional Pupils)..... | 26 |
| ▪ Cooperative Education Programs | |
| ▪ Homebound / Hospitalized | |
| ▪ Part-Time Students | |
| ▪ Reduced Schedule | |
| ▪ Split Schedule Students | |
| ▪ Virtual High School | |
| ▪ Home Based Instruction | |
| ▪ Non-Public PT / Home School | |
| ▪ Dual Enrollment | |
| ▪ SE Early Childhood | |
| ▪ Suspension / Expulsion | |
| ▪ Work Based Education (SE/GE) | |
| Additional Information | 30 |
| HVS FERPA Statement | 31 |
| HVS HIPAA Statement..... | 32 |

| | |
|---|--|
| September 12 & 13 | Michigan Pupil Accounting and Attendance Association Fall Conference, Lansing |
| Friday, September 15 | Second preliminary email pupil count from buildings to Janell Craig in CIS (by grade /program & building). |
| Monday, September 18 | MPAAA Fall Conference Marquette |
| Tuesday, September 19 | All Buildings: Deadline to make student corrections on system. If CIS is assisting Elementary buildings with data entry, please have paperwork to CIS prior to 9/19. |
| Thursday, September 21 | Membership List Working Copies for Elementary emailed. (Secondary to process & print own). |
| Friday, September 22 | Third preliminary email pupil count from buildings to Janell Craig in CIS (by grade /program & building). |
| Monday, September 25 | Print 1 st week attendance sheets – Date Range: 9/18 thru 9/22 |
| <p style="text-align: center;">Wednesday, September 27, 2006</p> <p style="text-align: center;">COUNT DAY</p> | <p>Final email pupil count from buildings to Janell Craig in CIS (by grade& building).</p> <p>Positive attendance taken in all classes. Principals check all September 27 absences; document excused/unexcused absences and attendance from Thursday, September 28 through Friday, October 13.</p> <p>Population 1 students = All students present and in attendance all day on count and not = to Pop 3 students.</p> <p>** Identify / Verify Unexcused Student Absences (10-Day Rule) ** Identify / Verify Excused Student Absences (30-Day Rule)</p> <p>These students become Population 2 students. They should be listed under Letter B on your count day audit packet and tracked for date of return. If students do not return by rule dates indicate, FTE = Proration.</p> <p>Population 3 students from your review (listed on page 5) are entered</p> <p>** Secondary buildings: Make sure all schedule changes applicable to count day are made by today and print student schedules today. From this point forward, through the end of the six week count period, all schedule changes must be accounted for:</p> <ul style="list-style-type: none"> - Place a line through the class(s) being changed indicating last day of attendance. - Write in the new class and teacher and first day of attendance - Verify computer attendance reflects the proper codes for the student transfer. <p><u>FREEZE DATA CHANGES</u> Data on Membership lists and in SRSD need to reflect statuses as of count day. Unless correcting an error, do not make student data changes which would include:</p> <ul style="list-style-type: none"> Change to a student address Drop Special Ed. Students Make changes to percent enrolled Change current yr member to 'NO' <p>** Special Ed Worksheet B & C Preliminary Print ** Preliminary SRSD Extract</p> |

| | |
|---|---|
| Monday, October 2 | Print 2 nd week attendance sheets – Date Range: 9/25 thru 9/29 |
| Friday, October 6 | All Buildings: Deadline to make corrections in system, including categorical changes from the lists provided for verification on 9/11 & 9/21. If CIS is assisting Elementary buildings with data entry, please have paperwork to CIS prior to 10/6. |
| Monday, October 9 | CIS to print <u>ALL</u> final Building Membership lists and email to buildings: (Continue to Freeze Data Changes Until Notified) <ul style="list-style-type: none"> • Alpha x Building, Alpha x Grade Emailed ALL buildings • Special Ed Worksheet B & C (SE Membership Lists) Run • Final Non UIC SRSD Resolution completed / changes uploaded to Skyward • Documentation & Fld 29/125 data verified/entered into skyward • Previous year non grads updated in Skyward for proper reporting • Final SRSD extract • Final membership numbers verified against Final email count rcvd 9/27 |
| Monday, October 9 | Print 3 rd week attendance sheets – Date Range: 10/02 thru 10/06 |
| Friday, October 13 | Principals receive & sign all membership lists dated the <u>day of review</u> . <u>10 Day Rule Deadline:</u> Final day for students marked unexcused absent on Count Day, September 27, to return and be counted for membership. |
| Monday, October 16 and Tuesday, October 17 | Buildings meet by appointment, with all records and forms required for audit. Bring back up documentation for all students with audit packet. |
| Monday, October 16 | Print 4 th week attendance sheets – Date Range: 10/09 thru 10/13 |
| Monday, October 23 | Print 5 th week attendance sheets – Date Range: 10/16 thru 10/20 |
| Friday, October 27 | <u>30 Day Rule Deadline:</u> Final day for students marked excused absent on Count Day, September 27, to return and be counted for membership. |
| Monday, October 30 | Print 6 th week attendance sheets – Date Range: 10/23 thru 10/27 |
| Tuesday, October 31, 2006 | Audit Packets, Membership Lists and SRSD files due to OISD. Verify six week period of teacher attendance books signed & dated |
| End of Reporting Period (October) | Janell to email 06/07 Monthly Enrollment Report spreadsheet. |
| February 14, 2007 | SUPPLEMENTAL (SPRING) COUNT DATE |

NOTES:

| | |
|---|--|
| <p style="text-align: center;">Count Day</p> <p style="text-align: center;">Continued</p> | <p>** Identify / Verify Unexcused Student Absences (10-Day Rule) ** Identify / Verify Excused Student Absences (30-Day Rule)</p> <p>These students become Population 2 students. They should be listed under Letter B on your count day audit packet and tracked for date of return. If students do not return by rule dates indicate, FTE = Proration.</p> <p>Population 3 students from your review (listed on page 8) are noted</p> <p>** Secondary buildings: Make sure all schedule changes applicable to count day are made by today and print student schedules today. From this point forward, through the end of the six week count period, all schedule changes must be accounted for:</p> <ul style="list-style-type: none"> - Place a line through the class(s) being changed indicating last day of attendance. - Write in the new class and first day of attendance (w/teacher name) - Verify computer attendance reflects the proper codes for the student transfer. <p><u>FREEZE DATA CHANGES</u> Data should reflect statuses as of count day. Unless correcting an error, do not make student data changes which would include:</p> <ul style="list-style-type: none"> - Change student address - Change % Enrolled - Drop Special Ed. Students - Current Year Member to NO |
| <p>Tuesday, February 27</p> | <p>Cut-off date for data entry / file maintenance to be completed (elementary and secondary). If CIS is assisting with data entry for elementary buildings, please have documentation to CIS prior to 02/27.</p> |
| <p>Thursday, March 1</p> | <p>CIS to print <u>ALL</u> final Building Membership lists and email to buildings: (Continue to Freeze Data Changes Until Notified)</p> <ul style="list-style-type: none"> • Alpha x Building, Alpha x Grade Emailed to buildings • Special Ed Worksheet B & C (SE Membership Lists) run • Final Non UIC SRSD Resolution completed / changes uploaded to Skyward • Documentation & Fld 29/125 data verified/entered into skyward • Final SRSD Extract • Final membership numbers verified against Jan/Feb monthly enrollment Rpt |
| <p>Friday, March 2</p> | <p>Principals receive & sign all membership lists dated the <u>day of review</u>.</p> <p><u>30 Day Rule Deadline:</u> Final day for students marked unexcused absent on Count Day, February 14, to return and be counted for membership.</p> |
| <p>Tuesday/Wednesday, March 6 & 7</p> | <p>Buildings meet by appointment, with all records and forms required for audit. Bring back up documentation for all students with audit packet.</p> |
| <p>Friday, March 16</p> | <p><u>30 Day Rule Deadline:</u> Final day for students marked excused absent on Count Day, February 14, to return and be counted for membership.</p> |
| <p>March 2007</p> | <p>Audit Packets, Membership Lists and SRSD files due to OISD. Verify Six week count period teacher attendance sheets signed and dated</p> |

NOTES:

PREPARATION OF PUPIL MEMBERSHIP COUNT DAY LISTS (Fall & Spring Count):

Narrative

1. Homeroom and Grade Membership Lists

Elementary building membership lists working copies will be printed on the dates set forth in the time-line (Secondary buildings will process & print own working copies). These lists should be as up-to-date as possible based on enrollment data entered into Skyward. The following are suggested procedures for correcting membership lists. Clerical or teaching staff may do the editing and correcting of membership lists.

a. FTE (Full-Time Equivalent)

- i. If you need assistance calculating a part-time student's FTE, call Janell for assistance or use the following calculation (See also Quick reference Section page 23 for additional FTE calculation help):

$$\text{Min. per day} \times \text{Days per year} / 60 / 1098$$

- b. Note the FTE for general & special ed. along the right hand side of the membership lists. The sum of these two columns should total 1.00 for full-time pupils and must be less than 1.00 for part-time students. The total FTE should never be greater than 1.00 for any student.
- c. For any reason a FTE change is needed, changes should be noted on the membership lists with red ink and must be changed in Skyward as well (E/W Tab under % enrolled field).
- d. All FTE totals that are amended must be changed on all membership list copies printed (including the last page which has the building's totals).

2. Correcting Membership Lists

- a. Remember... all changes identified on the membership lists should also be made in Skyward. If you need assistance with changing data in Skyward so the membership lists reflect count day data properly, please call the CIS Department.
- b. Use a red pen when making changes on membership lists. This will make your entries easy to find and read.
- c. Dropped students should not appear on your membership lists. If a student who should be dropped is appearing on your membership lists, draw a red-line through the entire entry write the drop date and reason. If a student transfers to another building within the district, indicate the new building.
- d. If you delete an entry in error, rewrite the entire entry in the location (alphabetically) it should have appeared (name, birth date, address, etc.). Do not label the crossed out entry - OK, use white out or label over the error.
- e. If a student who should be appearing on the membership lists is not, using your red pen, write in the entry including all listed fields (including FTE) and amend the FTE and headcount totals at the end of the membership report. The data NEEDS to be corrected in the system. If this is occurring, call Janell and the data issue will be amended so the data pulls for SRSD and Membership Lists.
- f. Check the grade / grad year of each pupil listed. If there is a grade/grad yr change, indicate the change in red ink on the membership list and change the student grad yr in Skyward.
- g. Check total FTE and Headcount on your memberships. If the total headcount = 100 and you see only 98 FTE, you have a problem unless you know this may be due to part-time students. These discrepancies should be accounted for however to ensure proper FTE calculation, % enrolled etc. Call Janell if you encounter this issue.
- h. If on the by grade / homeroom membership lists, you have students listed only one or two to a page, the students more than likely fall into one of the following categories:
 - i. The listed student has an error / or no Homeroom assigned on the Entity Tab (assigned the proper advisor, Homeroom # and schedule for the student).
 - ii. The listed student has an improper grad year assigned (Assign the proper Grad Yr).

- i. Membership lists include the following items. These items should be double-checked as part of membership list verification process for student records via the CA or other official student documentation:
 - i. Full, legal name, exactly as it appears on the birth certificate is to be entered into Skyward
 - ii. Gender
 - iii. Date of Birth
 - iv. Resident Address – DO NOT list students with a PO Box. All student address must show residential.
 - v. Entry Date – Date student first attended class
 - vi. Residency Status (R = Resident NR = Non-resident)
 - vii. Resident District (NR district number **should not** equal 63220)
 - viii. Residency Code (NR students **should not** equal 14)
 1. Part-time / home school students who are residents = 15
 - ix. Student Type
 - x. Grade
 - xi. Ethnicity
 - xii. FTE Breakdown by GE & SE (Sp.Ed. FTE totals matched to Worksheet B&C)
- j. Check for duplication of names -- names listed twice or name order reversed (i.e., "James, Charles" or "Charles James"). Again, pay attention to full legal name (Thomas vs Tommy etc.)
- k. Check for blank spaces; i.e., birth date or address omitted (No PO Boxes).
- l. More often an error occurs in FTE calculation due to the incorrect % enrolled - resulting in a FTE indicated as 0.00 for an actively enrolled student. FTE columns should be diligently checked for such occurrences.
- m. **DO NOT** accept and/or enter a PO Box or general delivery number as an official student residence address as addresses on membership lists must represent the physical location of the pupil's residence. A separate mailing address can be added in Skyward for mail to be sent to a different address. The student primary address should always reflect on membership listings as the physical location the student / family resides in.

3. Records Personnel

As stated, changes identified using the membership work copies should be made in Skyward and **prior** to the final membership list print, SRSD extract and worksheet B reporting. If CIS is assisting elementary buildings with data entry, notifications should be sent in to CIS in the appropriate manner (email, forms etc.) by the dates listed in the timeline portion of this document. **AGAIN – Regarding all membership lists:**

- a. Proof-read all lists carefully. This check will pick up names of pupils listed more than once.
- b. Check, double check, and cross check, proofread for typographical errors.
- c. Teachers do not need to sign homeroom membership lists. Building principals need to sign and date all by building and by grade membership lists signing with date of review.
- d. If CIS is assisting in data entry, send documents listing changes to CIS by the dates provided.

4. Final Membership Lists

- a. CIS will print final copies of the membership lists by Building and Grade only for all buildings. Although these are final copies of our district membership lists and will be cataloged, the Oakland County Auditors require lists provided via the CEPI edit checker which CIS will run via the SRSD process. Principal's still must continue to sign and date building membership lists (both building and grade using the date of review as the signing date).
- b. Janell Craig will check the building membership lists carefully using a variety of cross-check reports including your monthly enrollment reports. Buildings will be consulted to resolve discrepancies. Final membership list headcount totals will be validated against the headcount numbers called in on count day.

- c. Principals will receive membership lists to sign and date (last page). The date indicated on the membership should reflect the date the list was verified. In the past we were directed to sign with the date of count, this has been changed. Please be sure principal's sign and date all lists properly.
 - d. Submit all additional records and forms required for the record audit; i.e., audit packet with supporting documentation signed and dated including the final membership lists. Supporting documentation to be returned with your audit packet would include all population 2 & 3 student documentation (schools of choice / Non-resident, dual enrollment, homebound paperwork etc.). Please call to schedule an appointment on the dates listed in the above time-lines.
5. Pupil Accounting Records:
 Pupil accounting records from the 2001 – 2002 year and earlier may be destroyed. Four-Year Retention Schedule for Pupil Accounting Records is as follows: 2005-06, 2004-05, 2003-04, 2002-03

Pupil Membership Time Schedule:

| Date | Item |
|--|--|
| Wednesday, September 27, 2006 | Pupil Count Day – Fall |
| Wednesday, October 13, 2006 | 10 day period - to verify student attendance marked unexcused on Count Day. |
| Friday, October 27, 2006 | 30-day period – to verify student attendance marked excused on Count Day. |
| | |
| Wednesday, February 14, 2007 | Pupil Count Day – Spring |
| Wednesday, March 2, 2007 | 10 day period - to verify student attendance marked unexcused on Count Day. |
| Wednesday, March 16, 2007 | 30-day period – to verify student attendance marked excused on Count Day. |
| 2007 / 2008 Count Dates | |
| September 26, 2007 | February 13, 2008 |
| Be sure to make sure field trips are not scheduled for these dates in the 07/08 year. | |

SIRS / MCIR UPDATES AND TIME-LINE – Fall Time-line

Section 167 of P.A. 130 of 1995 continues the same 90 and 95% compliance requirements for the fall and winter reports, with a five percent state aid reduction penalty for not meeting the criteria. Remember, P.A. 130 of 1995 also defines new entrants for the November 2006 (fall) report as those students who have enrolled from January 1, 2006 through September 30, 2006. The February 2007 (spring) report encompasses all students from the fall report plus any new student enrolled from October 2006 through December 2006. All kindergarten and 6th grade students will continue to be assessed regardless of their entry date.

Please Note: We will continue to require Varicella (Chickenpox) immunizations on the date the student had the chicken pox disease. In May of 2006, CIS provided letters to all fifth grade students' parents. The intent of the letter was to inform parents that their children would be assessed in the fall of the 6th grade year. The letter also gave current versus needed immunization dates.

We will continue to operate in the SIRS / MCIR web based platform for reporting immunizations to the Michigan Department of Health. CIS will upload student immunization data to the MCIR / SIRS website on the dates listed below. This import process will automatically create your building "roster". Through additional imports as needed, your roster will be updated to include new students through the submission periods listed below. Additional imports will not remove students who may have dropped your building. Please email Janell with such discrepancies or remove them from your roster when you are in MCIR.

Please note the deadlines and complete all updates on time. Remember, it is critical that we have at least a 90% (Fall) and 95% (Spring) district-wide compliance for the 2006-07 school year. If you have any questions, call the Special Education office at x8238 or Janell Craig at x8232.

FALL 2006 - SIRS IMMUNIZATION REPORTING TIME-LINE:

| | |
|-----------------------------|---|
| Monday, August 14 | First download / import – Initial rosters created (rosters will include those enrolled as of 8/14). |
| Wednesday, August 16 | Initial rosters and reports in building packets (Buildings send incomplete letters home)? Continue entering immunization data in Skyward. If CIS is assisting elementary buildings with data entry, please continue sending updates to CIS. |
| Friday, Sept 15 - 12pm. | On-line updates completed by <u>ALL</u> buildings by 12:00 p.m. Please notify Janell of any building to building transfer and/or dropped students for removal from / transfer between MCIR / SIRS building rosters. |
| Friday, Sept 15 - 12pm | Second (2 nd) Skyward download / import into MCIR. Rosters updated with new students who enrolled since first download. Please identify dropped/transferred students who continue to appear on your roster. CIS will notify via email when the import was uploaded for reports to be run again (mail letters). |
| Thursday, October 5 | Third (3 rd) Skyward download / import into SIRS. This is the final download to import student enrolled through 09/29/06. Incomplete lists should be run to identify students who should be notified they will be excluded from school on Monday, October 9. |
| Friday, October 6 | Exclusion date - Last day for incomplete students to attend school – unless they bring updated immunization information this day, they should be instructed not to attend school until they bring the needed information. <u>ALL Buildings</u> : Continue entering immunization data in Skyward. <u>Elementary</u> : If CIS is assisting with data entry, send updates to CIS. |
| Through end of October 2006 | Individual incomplete records will be checked for updates. Buildings rosters will be completed as they reach compliancy. Nurses will not need to come to buildings to get reports. Mail copies of student waivers to: Oakland County Immunization Program 250 Elizabeth Lake Rd. Suite 1510 Pontiac, MI 48341 |

Reminder: No student should be registered without a record of immunization. Parents should bring the record with them or obtain record or immunization from their doctor. By state law in order to attend school, the student must have a completed, waived, or provisional immunization record on file.

SPRING 2007 - SIRS IMMUNIZATION REPORTING TIME-LINE:

| | |
|------------------------|---|
| Thursday, November 30 | First download / import – includes all students enrolled through 11/30. Continue to enter updates in Skyward. Identify dropped / transferred students and notify Janell or remove them from you roster while in MCIR. Mail / send letters home. |
| Thursday, December 21 | Second download / import – includes all students enrolled through December 31. Continue to enter updates in Skyward. Identify dropped / transferred students and notify Janell or remove them from you roster while in MCIR; mail letters over break / after break for incomplete students. |
| Thursday, January 18 | Final download / import into MCIR. Incomplete lists should be run to identify students who should be notified they will be excluded from school on Monday, January 22. |
| Friday, January 19 | Exclusion date - Last day for incomplete students to attend school – unless they bring updated immunization information this day, they should be instructed not to attend school until they bring the needed information. <u>ALL Buildings:</u> Continue entering immunization data in Skyward. <u>Elementary:</u> If CIS is assisting with data entry, send updates to CIS. |
| Through end of January | Individual incomplete records will be checked for updates. Buildings rosters will be completed as they reach compliancy. Nurses will not need to come to buildings to get reports. Mail copies of student waivers to: Oakland County Immunization Program 250 Elizabeth Lake Rd. Suite 1510 Pontiac, MI 48341 |

NOTES:

Huron Valley Schools Attendance Procedures - 0607

1. Reduce the amount of paperwork to essential documentation.
2. Teachers request validated attendance so they are assured that the attendance was accurate - not changed without their direct input. The attendance secretary would not change a student's status from present to absent or visa versa. This does not include office absence codes of excused, unexcused and co-curricular school activities.
3. The district must be assured that attendance is taken each hour by all secondary teachers every day and twice each day by elementary teachers.
4. All pupil accounting requirements as determined by Oakland Schools must be met.

The following policy was developed in consultation with directly impacted employees to meet the legislative and District requirements.

Huron Valley Attendance Procedures for Skyward System

Student attendance has two purposes. The first is to maintain safe custodial care of the students placed in our charge. District staff has a professional responsibility to know where students are and that they are safe. The second attendance record keeping purpose is to develop a state approved official student count. This official count is used to secure State Aid revenue. Additionally, parents are using the "Family Access" feature to view their child's attendance. These reports make student attendance essential to Huron Valley Schools' mission achievement and operation. We must ensure student attendance is conducted and recorded with accuracy.

Teachers have the ultimate responsibility, as legislatively dictated, to maintain accurate student attendance records. The requirements for elementary and secondary student attendance records are different; therefore the Huron Valley School District procedures reflect those differences.

Elementary

- Each elementary school teacher will submit attendance through Skyward, at the beginning of class, in both the morning and afternoon. Students arriving late or leaving early will have their attendance adjusted by the office staff.
- **Office personnel may enter student absences such as excused, unexcused, pre-arranged, etc.- to ensure accuracy and efficiency without contacting the teacher when the change is authorized by a parent, coach, administrator or other appropriate staff member.** A written record (attendance update) of an attendance change approval must be kept. This change record may be a signed form or email from the teacher, **phone or written notification from a parent, class roster from a coach , or any other form of proof from an administrator** Teachers will be responsible for notifying office personnel if a student is present in class, but has been marked absent. If a response is required from a teacher, a timely response (within 24 hours) from the teacher is mandated.
- Teachers will be required to print updated class rosters for use in an emergency evacuation, for guest teachers and manual attendance if the electronic system "is down." Guest teachers must submit student attendance to the office for proper recording. In the event they are absent, teachers must provide student attendance lists and seating charts to support collecting accurate student attendance by guest teachers.
- Long-term substitutes can be set-up in Skyward to take attendance electronically. It will be the Office Coordinator's responsibility to contact the CIS department with the following information: Substitute teacher name, classroom teacher name and assignment dates. The CIS department will set up security for the substitute teacher. It will be the building's Skyward teacher expert's responsibility to train the substitute teacher.

Secondary

- Secondary teachers must take and submit student attendance through the Skyward system during each period they have a scheduled class and/or a student assistant.
- This attendance must be submitted each period in accordance with district attendance policy expectations.
- **Office personnel may enter student absences such as excused, unexcused, pre-arranged, etc.- to ensure accuracy and efficiency without contacting the teacher when the change is authorized by a parent, coach, administrator or other appropriate staff member.** A written record (attendance update) of an attendance change approval must be kept. This change record may be a signed form or email from the teacher, **phone or written notification from a parent, class roster from a coach , or any other form of proof from an administrator.** Teachers will be responsible for notifying

office personnel if a student is present in class, but has been marked absent. If a response is required from a teacher, a timely response (within 24 hours) from the teacher is mandated.

- Teachers will be required to print updated rosters for use in an emergency evacuation, for guest teachers and manual attendance if the electronic system "is down." Guest teachers must submit student attendance to the office for proper recording. In the event they are absent, teachers must provide student attendance lists and seating charts to support collecting accurate student attendance by guest teachers.
- Long-term substitutes can be set-up in Skyward to take attendance electronically. It will be the Office Coordinator's responsibility to contact the CIS department with the following information: Substitute teacher name, classroom teacher name and assignment dates. The CIS department will set up security for the substitute teacher. It will be the building's Skyward teacher expert's responsibility to train the substitute teacher.

All Buildings

- Building administrators are responsible to insure all teachers are submitting daily student attendance, on time, guaranteeing accurate daily data is collected within State, district, and building attendance parameters.
- A system of checks and balances must be established and reviewed daily to check for irregular attendance (i.e. student missing in a.m. or p.m. in elementary schools or missing during one or more periods when shown present in the rest of the school day for secondary schools).
- This is not a secretary or para-educator responsibility. Guaranteeing accurate student attendance records are a significant administrative responsibility that requires professional teacher compliance and often includes policy and expectations review with individual parents and their non-compliant students.

Official Student Count

The student attendance sheets will be printed by office staff and placed in a teacher official student attendance binder for signature and date. Missing and /or late teacher signature on the official attendance sheets will be referred to a building administrator for appropriate action. All student attendance data will be stored in each school's main office, filed by teacher (alpha order) by period/or class (elementary) and kept for four years per state legislative regulations.

This official student attendance data will be made available for State Pupil Count Audit and for individual student attendance checks as required. The specific parameters to be followed include:

Student attendance records for the week before official count day, the week of the count and during the four weeks after official student count period must be printed weekly and signed and dated by the teacher. The teacher signature must be the full first and last name. This is mandated by the State and enforced by the Oakland Schools pupil accounting auditors.

The following system will be followed in each building using existing personnel and resources:

- All attendance records will have the teacher's full signature and be dated by the assigned classroom teacher.
- The first student attendance record will be dated from the first day of the semester, up to and including the Friday **prior to the start of the official count period**. This record will be printed **by the CIS Department and saved in a shared folder for reference because a signature is not required**.
- The **six weeks of official attendance records** will be separate weekly student attendance counts beginning with the Monday **the week** before official count day and ending the Friday after 30 calendar days from official count day. These records will be printed and compiled in the school office for teacher signature and date on the Monday following the student attendance week recorded.
- The last student attendance record will include of the Monday after the official count period through the end of the semester. Skyward will only accommodate four (4) weeks printed per page. Please refer to printing schedule.
- All official student attendance records must be signed and dated, within two school days, by the teacher assigned to each class and student assistant. The sheets must be signed by the end of the school day that Wednesday.
- Building principal(s) will review the binders for missing/late signatures and take appropriate steps to ensure compliance with the legislated mandates.

Listed below are the district codes for all computer generated attendance records:

The electronic attendance report will automatically place a "+" sign on a student's record on the student's first day enrolled in class. The system will place a "-" sign on days that the student is not enrolled in class. All students should have a "+" sign on 9/5/2006 if

they are enrolled in the class on the first day of school. For example, if a student enrolls on a Wednesday, there will be a "-" sign under Monday and Tuesday and a "+" sign under Wednesday.

Attendance Record Keeping Symbols

| | | | |
|----------------------------------|---|---|--|
| <u>Teacher Attendance Codes:</u> | | <u>Excused Absence Reason Codes (Office):</u> | |
| Code | Status | IL | Personal Illness |
| P | Present (Skyward Default) | PA | Pre-Arranged Absence (parent elected absence - vacation, wedding, etc) |
| A | Absent (Teacher Entered) | DF | Death in Family |
| T | Unexcused Tardy (Teacher Entered) | FA | Funeral Attendance |
| | | CT | Court |
| | | DA | Doctor/Dental Appointment |
| | | HB | Homebound |
| | | RE | Religious Holiday Observance |
| | | AD | Administrative Approval (used in conjunction with X) |
| | | CO | Guidance Counselor Approval (used in conjunction with X) |
| <u>Office Attendance Codes:</u> | | | |
| Code | Status | Code | Status |
| + | Entered (Skyward Enters) | P | Present (Skyward/Teacher Entered) |
| E | Excused Absent | U | Unexcused Absent |
| S | Out of School Suspended | I | In-School Suspended |
| C | Co-Curricular/Field Trips | K | Skip (Reported by Teacher) |
| T | Unexcused Tardy | L | Excused Tardy |
| - | Dropped/Transferred (Skyward Enters) | X | Exempt (Late Bus, Act of God, etc...) |
| O | Other – Excused Abs. included in 75% rule i.e. Take your student to work day | F | Excused Abs. submitted via Family Access |
| D | Early Dismissal | | |

*There is a free form comment area that can be used to identify specific illnesses to report to the health nurse (office use only and not viewable by the teacher). *These are the acceptable excused absences for the student code of conduct.

Tracking of Transfers

To eliminate the need for teachers to track transfers in and out, we will rely solely on a master set of schedules with the transfers noted on them by counselors or office personnel. I suggest this begin the week of September 11, 2006.

Transfers and drops are to be clearly noted on the master set of schedules. Do not white out the original class; instead record the date, T.O. – for transfer out, then initials (of person making the change), hours, room, course name, and teacher. Drops should be recorded with date and initialed.

Also, in an effort to reduce the complications of getting attendance in Skyward for the Career Internship Program, coordinators of such programs may collect weekly attendance logs with the teacher's or employer's signature to verify attendance. The logs will be accepted by the auditors as the record. Buildings may still want to enter this data into Skyward, but it is not required.

Printing Teacher Attendance Sheets During Count Period: Secretaries - Use the following check list through printing period.

| FALL 2006 | | | |
|-------------|------------|--------------------|---------------------------|
| Done | Print Date | | For Attendance Date Range |
| | 1 | September 25, 2006 | 09-18-06 thru 09-22-06 |
| | 2 | October 2, 2006 | 09-25-06 thru 09-29-06 |
| | 3 | October 9, 2006 | 10-02-06 thru 10-06-06 |
| | 4 | October 16, 2006 | 10-09-06 thru 10-13-06 |
| | 5 | October 23, 2006 | 10-16-06 thru 10-20-06 |
| | 6 | October 30, 2006 | 10-23-06 thru 10-27-06 |
| Spring 2007 | | | |
| Done | Print Date | | For Attendance Date Range |
| | 1 | February 12, 2007 | 02-05-07 thru 02-09-07 |
| | 2 | February 19, 2007 | 02-12-07 thru 02-16-07 |
| | 3 | February 26, 2007 | 02-19-07 thru 02-23-07 |
| | 4 | March 5, 2007 | 02-26-07 thru 03-02-07 |
| | 5 | March 12, 2007 | 03-05-07 thru 03-09-07 |
| | 6 | March 19, 2007 | 03-12-07 thru 03-16-07 |

All other attendance weeks for the school year (outside the 6 week count period) will be printed by the CIS Department and placed on your building office server for proper record keeping. Contact the CIS Department if you need assistance accessing these other attendance reports.

KOSI & KOSIER MEETING SCHEDULE

These meetings are scheduled for all elementary office coordinators and secondary records clerks to disseminate and discuss pertinent information as it relates to pupil accounting, student data management, SRSD, Skyward software use, Huron Valley Schools process and procedures contained therein. However, any person needing information on any of these subjects is welcome to attend. The intent is to conduct our meetings in the Huron Valley Schools Commitment to Collaboration and Professional Learning Communities environment. The purpose of these meetings is to provide framework for collaboration in the areas of pupil accounting and student data management thus defining processes and procedures. Official notes from each session will be created and emailed to members after each meeting for proper record keeping.

The first meeting is held at the secretarial in-service in August. Thereafter, four meetings are scheduled generally the second Wednesday in November, January, March and May. The agenda will be communicated from Janell however, members of each group are asked to submit items that need discussion which are not on the agenda. Please email Janell if anyone is interested in hosting the meeting at their building on the dates listed below. Conference Room A at the Administration building has been reserved in the event others do not wish to host the meeting.

The following is the 2006-2007 meeting schedule. Members of each group were notified via email of these dates on July 20, 2006

KOSIER – Keepers of Student Information Elementary Rules

KOSIER is comprised of Secretaries from Elementary, CIS, Special Education, Pupil Personnel, State and Federal Programs and PAL; generally meeting 10:00 am to 12:00 pm. Location: Conference RM A, Administration Bldg (unless otherwise notified).

KOSI – Keepers of Student Information

KOSI is comprised of Secretaries from the secondary buildings, CIS, Special Education, and Pupil Personnel.; generally meeting 1:00 pm to 3:00 pm. Location: Conference RM A, Administration Bldg (unless otherwise notified).

- November 8, 2006
- January 10, 2007
- March 14, 2007
- May 9, 2007

MONTHLY ENROLLMENT REPORTS

Monthly enrollment reports (7 total reports for the school year) are due to Janell in the CIS Department by the 5th day of each month for the proceeding month. See the submission schedule and additional details below:

| Report Name | Report Date Range | Due Date | Report Name | Report Date Range | Due Date |
|---------------|--|--------------------------|----------------|--|---|
| Sept/Oct 2006 | Sep 28 - Oct 30, 2006 | Nov 5 th , 06 | Mar 2007 | Feb 15 – Mar 31, 07 | Apr. 5 th , 07 |
| Nov 2006 | Nov 1 - Nov 30, 06 | Dec 5 th , 06 | Apr 2007 | Apr 1 – Apr 30, 07 | May 5 th , 07 |
| Dec 2006 | Dec 1 - Dec 31, 06 | Jan 5 th , 07 | May / Jun 2007 | May 1 – Jun 14, 07 | End of June Return w/other yr-end reports |
| Jan/Feb 2007 | Jan 1 – Feb 14, 07 (Through Spring Count) | Feb 9 th , 07 | | Totals reflect year end Student Totals | |

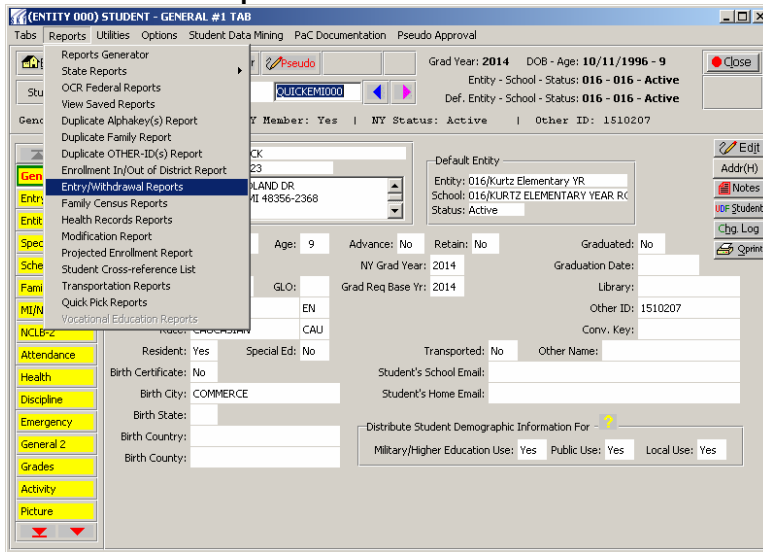
New Process (06/07):

The goal of the monthly enrollment reporting process is to document and validate enrollments and withdrawals; to balance your membership changes (totals) throughout the school year (much like balancing a checkbook). This process is also in place to assist in headcount / enrollment issues from count period to count period; accounting for proper exiting of student records via SRSD as reporting dropped students accurately is extremely critical for AYP and No Child Left Behind.

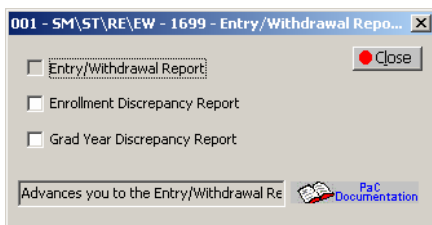
Totals reported each month should be validated against reports from the system, **not** from the entity count button in Skyward. The following procedure is proposed for the 06/07 school year (Addendums to this procedure will be sent as an addendum to this section if changes are made from discussions at the 06/07 Secretarial In-Service and subsequent KOSI / KOSIER meetings):

- 1) Each year, Janell will provide your monthly enrollment spreadsheet (screenshot on page 21) which contains all reports for the year. It will be pre-populated with your beginning balances (line 1) – derived from Fall Count totals by building and grade. This file will be emailed after Fall Count but prior to the report due date (Mid October?). Fields will be locked only allowing +/- #'s to be entered under each instance of drop or membership change.
- 2) Starting the day after fall count (09/28), begin tracking your membership changes and identify any: drop, add, change of grad year or FTE from full to < 1 / from < 1 to full etc.), indicate the change in your add/drop log book. This log book becomes your "To Do" list.
- 3) From your log book, complete the needed student record changes Skyward.
- 4) At the end of each month, and when all data changes are completed for the report range, complete your month enroll report by running an entry withdrawal report from skyward (06/07 report ranges have been set up for you). Compare the entry withdrawal report against the entries in your log book to ensure all changes have been made in Skyward (see documentation following) to make sure all items on your to do list have been completed on the "DATA" side.
- 5) If your entries do not match, identify the discrepancy and amend the log book and/or complete data entry task in Skyward and re-run the entry withdrawal report if needed.
- 6) If your entries match (on report and in your log book), go to the month enroll spreadsheet and under each grade (in the blue highlight area), enter the +/- numbers under each instance of membership change in lines 2 thru 6.
- 7) Line 7 is automatically calculated by formula within the spreadsheet and will give you your month end membership count by building and grade.
- 8) Run a membership list by grade at the end of each month to verify the totals on the membership list match the totals shown in line 7 on the month enrollment report.
- 9) Email your file to me each month by the due date designated on the report with entry withdrawal reports attached or names and data listed on page 2 of the report.

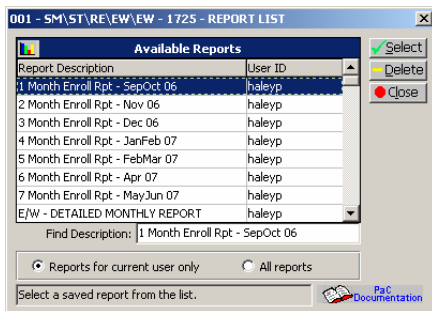
Month Enroll Report Documentation



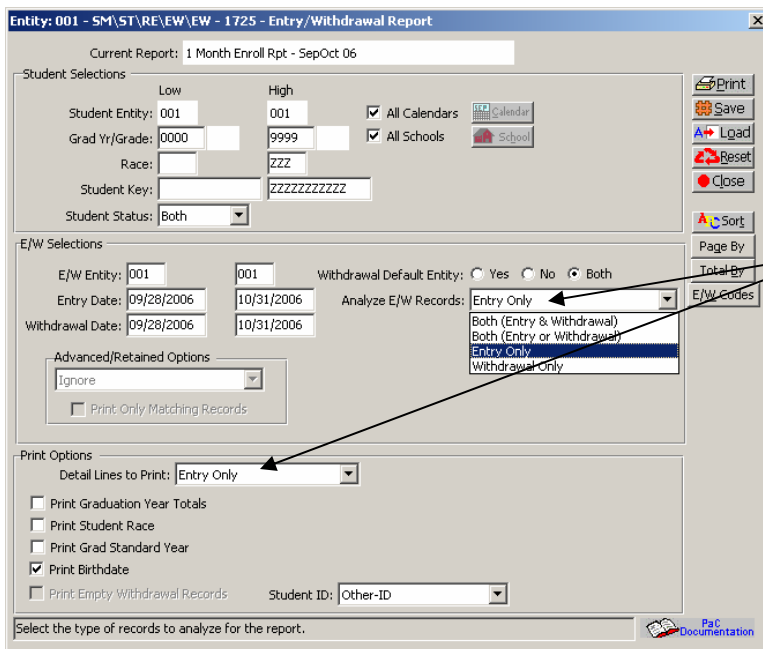
- From Skyward Main Screen:
- Click Student Mngmnt
 - Click Student
 - Reports
 - Entry / Withdrawal Reports



- From Skyward Main Screen:
- Click Entry/Withdrawal Report



- From Skyward Main Screen:
- Locate the pre -loaded ranges
 - Click Load
 - Highlight & Select Report Period



Run This Report twice ...

- Once for Enrolled Only:
From Loaded Report Ranges:
- Run for Entry Only
 - Print Report

Once for Withdrawn Only:

- Change these ranges to Withdrawal only
- Click Print
- Print Report
- Compare both reports to your Add/Drop Log Book (to do list) and verify all needed data changes have been completed..

YEAR – END REPORTS:

The following reports are to be turned in as part of our year end processes following the time line stated in the Month Enrollment Report section of this booklet. Year end reports and process will be re-accessed through the 06/07 year and will change via collaborative processes in the KOSI and KOSIER meetings.

- ▶ Grade Level Attendance Report
 - For Elementary, Middle, High and Harbor HS
 - Shows Number of students/grade and shows attendance days as a %
- ▶ Building Retention Report (for Elementary Only)
 - Shows number retained by grade and reason
- ▶ CA Checklist
 - Used primarily for those students moving from 5th to 6th and 8th to 9th grade.
 - Lists items to look for before the CA is transferred to the student's new school
- ▶ Summer Storage of Student Records Information
 - List where student records are housed over the summer
 - Lists where to find records keys
 - List other information regarding student CA60's
- ▶ Year End Enrollment Report
 - Lists all membership changes from May 1 through end of June (Last report in your month report)
 - Due at the end of June with other year end reports
 - Ending totals should be verified to what is listed in by grade/building totals on year end membership lists and are also verified for EOY SRSD Submission.
 - List student names corresponding to membership list entries/losses on report
- ▶ Year End CA60 Information Memo
 - Includes school days
 - Lists snow day / school closing related information
 - Other general CA60 information included.
- ▶ Year End Student Record Memo
 - Additional CA60 information.
- ▶ Year End Membership Lists
 - Membership lists as of the last day of school will be produced
 - Check for data accuracy
 - Check by grade and building totals against year end enrollment report to validate totals
 - Turn in to Janell Craig with building principal signature validating that they have reviewed the records. Turn in with all other year end reports.
 - Date on membership list should reflect the date final review took place.

QUICK REFERENCE GUIDE

Official Count Days:

- ▶ The State School Aid Act rules are as follows (*PA Manual 3-1*):
 - Fall count is always the 4th Wednesday following Labor Day (revised for 06/07)
 - Spring count is always 2nd Wednesday in February
 - Future Fall / Spring Count Days. Report days staff to ensure no field trips are scheduled:
 - 2006-07: 09/27/06 - 02/14/07
 - 2007-08: 09/26/07 - 02/13/08
 - 2008-09: 09/24/07 - 02/11/09
 - 2009-10: 09/30/09 - 02/10/10

Single Record Student Database Submission Window (SRSD):

- ▶ Completed simultaneously w/pupil accounting and count day with additional submission at the end of June.
 - Fall reporting window includes students active, added and dropped since prior year end of year submission.
 - Spring reporting window includes students active, added and dropped since fall count.
 - End of Year reporting window includes students active, added and dropped since the spring count.
 - UIC Resolution Phase 1 & 2 begins after each submission
 - Fall Phase 1 & 2: Mid November – February Count
 - Spring Phase 1 & 2: Mid-March – June 30
 - End of Year Phase 1: Mid July – Next year Fall Count
- Janell will run NON SRSD Batch file for UIC processes throughout the year as indicated in the included time lines. Buildings will be notified during the review process to facilitate data validation.

FTE Calculation (*PA Manual 2-2 through 2-6*):

- ▶ Student FTE
 - FTE calculation applies as follows:
 - Identify number of minutes per day, example 120
 - Multiply minutes per day by number of days per year
 - Answer = 120 minutes/year x 175 Days/year = (21,000)
 - Divide minutes per year by 60 (converts minutes to hrs/yr)
 - Answer = 21000 minutes/year ÷ 60 to = Hours per year (350)
 - Divide hours 350 hours/year ÷ required hours 1098 = .32 FTE
 - To change FTE, go to the E/W Student tab in skyward click Edit and enter new FTE in the % enrolled field – click ok

Individual Pupil Requirements for Enrollment:

- ▶ Verification of Age and Identity (*PA Manual 3-2 & Board Policy AP-5111(2)(3)*):
 - Certified Birth Certificate (not a photocopy for first time enrollees to the district)

Other reliable proof can be used only when it is accompanied by an affidavit signed by the parent and notarized which outlines the reasons why a certified student birth certificate cannot be provided. Other proof includes:

- Baptismal Certificate
- Court Records
- Life Insurance Policy
- Government Records
- Doctor/Hospital Records
- Family Records

If neither of these documentation options is completed by the parent (i.e. the parent does neither upon enrollment), use the HVS notice of deficient student records form and inform the parent they have 30 days to provide either of the two options listed above or per Michigan Law, failure to comply will be reported to the proper authorities. This must be done in writing per the PA Manual (Page 1-6.). This form is written notice:

- Fill out your specific areas (your name, contact, signature)
- Count out 30 days and indicate that date in the date due area the date
- The parent is to sign the document as well
- Make copies for both parties – track for day of compliance (received paperwork)
- If the parent fails to comply, notify authorities

- ▶ Verification of student immunizations – Exceptions: Enrollment requires immunizations to be provided.
 - Immunizations are provisional
 - Immunizations are waived (requires a Waiver signed by the parent or Medical Contradiction signed by the students physician if the student cannot receive immunizations due to a medical condition).
 - Immunization waivers are only valid for the building the student is actively enrolled in. Once a student transfers, a new waiver must be completed by the parent (includes level transfers – 5th to 6th & 8th to 9th grade transfers).

- ▶ Verification of Residency (PA Manual 3-2, 4-1 & Board Policy AP-5111(2)(3):
There are two types of residency verification defined by HVS Board policy - **Determinative** and **Corroborative**. One determinative and one corroborative document can be requested. As the Pupil Accounting Manual requires only that residency be reasonably verified, the secretary can reserve the right to request additional pieces as needed to reasonably verify district residency.

- **Determinative** residency proof would include a **MOST RECENT** copy of a document that shows a residential address; something tied to a physical address includes the following:
 - Purchase Agreement / Closing Statement / Mortgage Documents / Leasing Papers
 - Property Tax Statements
 - Utility Bills (Phone, Electric, Gas)
 - Rent Receipts
 - Court Order / Foster Home License
- **Corroborative** residency proof would include:
 - Parent/Student Drivers License
 - Other bills/mailings/documentation w/name & address to home not specified above.

- ▶ When enrolling students (SRSD Data etc.):

This booklet was designed for quick reference, so the entire Skyward enrollment documentation booklet will not be listed here. If you have specific questions on where to look specific data, refer to your Skyward documentation or call the CIS Dept. for clarification. However, the HVS Official enrollment form was created to satisfy all demographic information regarding the PA Manual and needed SRSD information.

Program Participation Data reporting via SRSD includes:

- Title 1 - Special Ed - Early On - Advanced/Accelerated - LEP - Migrant
- Adult Ed - Section 504 - Foreign - Alternative Ed

These refer to the reports that will be generated and sent to the appropriate personnel for review prior to SRSD submissions. Those persons will be contacted prior to each submission and informed of the timelines and back up documentation request. All other demographic SRSD data will be reviewed during the count day and EOY process to ensure proper data management.

- ▶ HVS Parent Notification Regarding Child Custody Form: Increasingly, district secretaries are asked to monitor child custody arraignments and are brought in the middle of parent/child custody issues. At the time of enrollment, provide in your enrollment packet, a copy of this form to parents to communicate Huron Valley School's policy on this issue.
- ▶ When sending student CA's: As stated at the secretarial in-service, do not forward Birth Certificates with the transferring student or via mailed records transfer. The PA Manual states (PA Manual 3-2) that a parent must provide a certified copy of the birth certificate upon enrolling a child for the first time in the district. If the receiving district phones requesting a fax or you to mail the birth certificate copy, please refer them to the PA Manual and inform them Huron Valley Schools does not forward or provide proof of age & identity for student enrollment to receiving districts/buildings.
- ▶ When Processing Enrollment Forms: All fields marked in highlighted yellow must be completed - especially the checklist area at the bottom of the form (Checklist for birth certificate verification, residency and immunization etc.) This indication that documentation has been checked is required in the PA Manual and must be completed, showing that the items listed have been verified with the name of person who verified these required items.

Students full legal name must be entered in Skyward as official name established at the time of enrollment. Student names should be verified against the certified copy of the birth certificate. To minimize data entry errors, this should be done prior to entering the student name in Skyward.

Birthdates entered on the form by parents should be verified against the certified copy of the birth certificate. To minimize data errors, this should be done prior to data entry in Skyward.

Student Address information should be verified against the residency verification provided by the parent and a copy of the residency used is to be copied. To minimize data errors, this verification should be done prior to any and all residency changes in Skyward -- This includes currently enrolled students as well. All students must show proof of residency upon enrollment and when you are informed of address changes.

Use the HVS Official Street Guide to verify the address provided is a Huron Valley Residential Address. If the address does not appear in the street guide, it is due to 1) The address is not a Huron Valley Schools address and therefore the student should not be enrolled or 2) the address may be a new street in the district that is not in the street guide. In either event contact Janell for further research.

Birth Certificates are copied for future reference by Huron Valley during enrollment and are kept in the CA60. Under no means is it to be forwarded with a transferring student CA60.

Homeless Process:

- ▶ Definition: Where an enrolled student lacks a fixed, regular and adequate residence; identify his/her most frequent primary nighttime residence. The following are recognized designations of homeless:
 - Homeless / Youth / Victim Shelter
 - Doubled Up
 - Motel / Hotel
 - Other Location
 - Temporary Arrangement
 - Other
- Who defines the child as homeless?
 - The family situation is discussed and determined during enrollment. If this occurs, complete the homeless form and fax to Janell Craig in CIS.
 - A family situation changes during the school year. The school becomes aware of the situation (family home burns down, eviction etc.) Complete the homeless form and fax it to CIS.
 - Oakland Schools Notification: Oakland Schools notifies HVS of the homeless designation.
- What does this mean to you?
 - When the homeless process is initiated by the school, return the form to CIS for proper data management for state reporting. The form will be immediately forwarded to the Student Support Services and Food Service Departments.
 - When the designation comes from the ISD, you will be notified via email of the student name and situation.

- In any case, all students identified as homeless will be validated prior to each pupil accounting / SRSD submission for proper state reporting (September, February and June).
- When a child who is homeless enrolls in your building, they are to be enrolled immediately per state law.
- Homeless students do not need to provide proof of residency, birth certificate or immunizations to enroll. Once notified, Oakland Schools can facilitate for the parent getting these documents.
- Homeless students automatically receive free lunch.
- Other services will be set up through the Student Support Services Department in association with Oakland Schools.
- Upon review, those students found not homeless, all parties will be notified for proper accounting.

Schools of Choice / Other Non Residents / Open Enrollment:

- ▶ Definition: Schools of Choice (105 & 105c)
 - Section 105: Approved SOC non residents from other districts within Oakland Cnty.
 - Section 105c: Approved SOC non residents attending from counties contiguous to Oakland County.
 - Non Residents: Other designations of non resident students attending HVS.
 - Open Enrollment: Resident students attending a building other than their HVS attendance area building.

Affidavits Used for Enrollment:

- ▶ Affidavit of Age & Identity:
 - Used in conjunction with other reliable proof of child's identity to verify age and identity. For use when a parent cannot provide a child's birth certificate
- ▶ Affidavit of Child residing in Other Home:
 - Used when student moves in with relative for the purpose of establishing a suitable home and not for educational purposes. The family member the child resides with and the parent must sign the affidavit, have it notarized and the homeowner must provide determinative proof of residency as listed above.
- ▶ Affidavit of Family
 - Used when a family moves in with a friend or relative for the purpose of establishing a suitable home and not for educational purposes. The homeowner the family is living with and the parent must sign the affidavit, have it notarized and the homeowner must provide determinative proof of residency as listed above.

Guardianship & Custody:

- ▶ Types of Custody
 - Legal Custody: Outlines and awards a parent / both parents the right to make legal decisions for the child regarding education, health care, religion, and his/ her general welfare.
 - Sole Legal: when only one parent holds the right to make legal decisions for the child regarding education, health care, religion, and his or her general welfare.
 - Joint Legal Custody: when both parents hold the right to make legal decisions for the child regarding education, health care, religion, and his or her general welfare, without either parent having superior rights. The most common form of joint legal custody designates one parent as having primary residential (i.e., physical) custody.
 - Physical Custody: defines and declares the child's residency.
 - Sole Physical Custody: child lives with one parent and the other has specific visitation rights.
 - Joint Physical Custody: when a child is able to reside with each parent for a substantial amount of time during the course of a calendar year. The arrangement does not have to be split 50-50, but it does require some consistent plan or schedule. This type of custody arrangement is not very common, for it is rare when this type of arrangement is found to be best for a child.
 - What does this mean to School Districts?
 - FERPA states parents have the right to review and inspect their child's records regardless with whom the child resides.
 - When the child is with either parent on parenting time, that parent decides routine matters.
 - The rights of a non custodial parent are equal to that of the custodial parent unless and until a court order states otherwise.

- Parents who identify separation / divorce / child custody issues concerning a student in your building should be notified that this is the legal precedent we must follow and that the school / secretary cannot be an intermediary in such matters. Please refer to the parent notification form that can be used as part of your enrollment packet (new for 06/07).
- Our HVS FERPA and HIPPA statements are included on the last 2 pages of this handbook

Audit Packet Information:

► This section covers the pupil accounting audit packet provided by Oakland Schools which is completed for pupil count. Identified below are the items (pages) and what category of student is to appear on each page.

- A. [Alternative Education Report](#) (HS Only – Click yes and list Harbor HS)
- B. [Count Day Absence Form that includes:](#) (Your Pop2 Students ID'd as absent on count)
Pupil's legal name; grade and/or hours; class period absent; excused/unexcused; date returned for each class period absent; FTE reported.
- C. [Homebound/Hospitalized/Home Based/Mandatory Expulsion Program Pupils](#)
(No explanation needed)
- D. [In School Placement List](#) (HS Only – Student Assistants / TIES)
- E. [Nonpublic Part-Time/Home Schooled Pupils](#) (Home schooled part time – FTE usually Prorated)
- F. [Non-Res under School State Aid Section 6\(6\) \(release not required\)](#) (Non Res – Moved after fall count etc.)
- G. [Non-Res Pupils attending your General Education Cooperative Education Programs](#) (Non Resident OTC Students)
- H. [Nonresident School of Choice Pupils Sec. 105](#) (SOC students from within Oakland County)
- I. [Nonresident School of Choice Pupils Sec 105C](#) (SOC Students outside but contiguous to Oakland County)
- J. [Nonresident Waiver/Release Pupils](#) (NR resident student attending with release)
- K. [Oakland Schools Verification Statement: Educational Field Trip/Birth Date](#) (Verification of Field trip / and Birth cert)
- L. [Part-Time Pupils](#) (Any student not = to 1.00 fte – Home schooled part time are not listed here)
- M. [Postsecondary Enrollment Pupils](#) (HS ONLY – Students enrolled at college/university – Pull verification report by Course)
- N. [Reduced Schedule Pupils](#) (4-block schedule: ___Yes ___No) (no explanation)
- O. [Residents in district's General Education Cooperative Education Programs](#) (Resident students in IA and OTC)
- P. **Calendar (September count only)** (Unless a change from fall)
 - 1. [Secondary School Building Bell Schedule](#) Buildings provide
 - 2. [Scheduled Hours of Instruction](#) Janell Does
 - 3. [Calendar Blocks](#) Janell Does
- Q. [Split Schedule](#) Students attending more than 1 HVS School within the school year
- R. [Virtual Enrollment Form](#) Any student in distance learning – pull verification reports on course.
- S. [Work Based General Education Pupils](#) General ed Work Based – list only those courses within the 6 periods of instruction provided. Do not list students with work based as a 7 or 8th period
- T. [Work Site Based Learning Special Education Pupils](#) Special ed work based list only those courses within the 6 periods of instruction provided. Do not list students with work based as a 7 or 8th period

Audit Packet Information (Continued):

How do you define what students go to which pages? Some suggestions are included below (Letters correspond with the audit packet on the previous page:

**** 75% Attendance Report:** Janell will always compile centrally and will process the CEPI Lists.

- B. Count Day absences** are pretty straight forward. All students absent on count should be listed and accounted for. If a student is unexcused absent on count, they have 10 school days to return; excused have 30 calendar days to return. If these rules are not met, the FTE should be prorated for the class(es) not returned to – these absent students become your population 2 students.
- C. Home-Bound / Home Based** students can be identified through the Special Ed office (Carol Cervin). If you are not sure if your building has students receiving this service, the Special Ed office can verify this for you.

D, G, M, O, R, S, & T (In-School Placements, Non Res. Cooperative Ed, Post Secondary, Resident Cooperative Ed, Virtual High School, and Work Based General & Special Education)
These are POP 3 Students

- A class roster from the course master in skyward can be run by course to identify the students that fit these category items.
- Use the class selection button to pull students with courses:
 - TIES, Office Assist, OTC, Dual Enrolled, Virtual HS, Coop, Wrk Study etc.)

E, L, N & Q (Non Public / Part-time, Part Time, Reduced Schedule & Split Schedule) These are also Pop 3 students can be identified by running a report by Entity tab full/part time indicator = P/F, Student Type set to PT, FTE < 100, and/or periods scheduled < 6.

F, H, I, & J (Non Resident not needing a release, Needing a release, SOC 105 & 105c) These are also Pop 3 are all identified through comparing a non resident report pulled from skyward vs. the information supplied via the Non Resident database housed on the board office shared server. Documentation to retrieve this data was communicated in the 05/06 school year. Please call Janell in CIS if you have problems navigating to this database.

Additional information:

- ▶ This final section has been put together to offer one area to house helpful tips. Please use the following procedures to properly log data in Skyward for fast and accurate reporting:
 - **Homebound Hospitalized Students**
 - To meet requirements for count, doctor certification needs to be on file
 - Teacher visitation / record of attendance on file (w/Carol Cervin)
 - Student scheduled in classes as they would be if physically in school.
 - Mark student homebound / or remove from homebound in Skyward:
 - Click Student (yellow tab screen)
 - Click MI / NCLB Tab
 - Click Edit
 - Mark field "Homebound Service" = YES - Click OK
 - Attendance should be entered using the date range the student will be on homebound.
 - Attendance code = E-HB
 - Comment = Receiving homebound service for xxx to xxx.
 - **Mark Part Time students**
 - Click Entity - Change full/part time field to part-time – Click Ok
 - Click E/W tab - Change % enrolled to FTE calculation – Change Type to PT
 - (unless type indicates SE. DO not change a type from SE). Click OK
 - **105, 105c and Non Residents:**
 - Gen 1 Tab: Mark Resident to NO
 - E/W Tab: Mark Resident district to number/name of their residence.
 - E/W Tab: Mark State Aid Field to:
 - 02 for 105 (In County SOC)
 - 03 for 105c (Out County SOC)
 - 06 for Non Resident Released students (employee child, moving after count)
 - **Setting Additional Residency Codes (enter in State Aid on E/W):**
 - Non Residents:
 - 04 for Non Public (private) student taking non essential / AP courses
 - 07 for home school student taking non essential / AP courses
 - Resident Students:
 - 08 for resident non pubic (private) student taking non essential / AP courses
 - 15 for home school student taking non essential / AP courses
 - **Open Enrollment:**
 - Students wishing to attend another HVS building other than their building of residence, would need to fill-out an open enroll application and send to Debi Niss / Janet Roberts.
 - Open Enrollment students are not identified anywhere in the system.
 - **Kindergarten Round-Up:** During KDG round up (February – May), students can be entered in Skyward. To do this and not effect current K-5 student records in your entity do the following:
 - Be in your entity
 - Enter the student using the entry date of 08/01/yyyy date
 - Make sure the following are in order:
 - Click the entity tab
 - Make sure current / next year status = inactive / active
 - It is a good practice to verify data for KDG when the next school year begins
 - **Adding a student, Dropping a student, Adding or Dropping a Schedule:**
 - A student's entry date should = the day that student first attends school (not the date when parents fill enrollment paperwork out)
 - A students drop date should = the last day they were in attendance in class.
 - When adding a schedule, the effective date = the student entry date
 - When dropping a schedule, the effective date should = the student drop date.

Huron Valley Schools
Family Educational Rights and Privacy Act Notification

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Huron Valley Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The district also forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Oakland Schools
School Based Services Medicaid Program - Notice of Privacy Practices
This Notice Describes How Medical Information about You May be Used and Disclosed and
How You Can Get Access to this Information. Please review the Following Carefully.

The purpose of this notice is to inform you of how your school district and Oakland Schools may use and disclose a student's "Protected Health Information" (PHI) for treatment, payment or health care operations under the Medicaid School Based Services (SBS) Program. Oakland Schools is required by law to maintain the privacy of PHI and to provide notice of its legal duties and privacy practices with respect to PHI. Oakland Schools will abide by the terms set forth in this notice. This notice takes effect April 14, 2003 and will remain in effect until Oakland School's replaces or modifies it. Your school district and Oakland Schools may use or disclose a student's PHI without the student's or parent's consent for the following uses and disclosures:

- To You or Your Personal Representative: We may disclose a child's PHI to you as the child's parent or legal guardian or to the child if the child is 18 years of age or older.
- For Treatment: We may use and disclose a child's PHI to health care providers who request it in connection with the child's treatment.
- For Payment: We may use and disclose a child's PHI for payment-related activities including determining eligibility for the Medicaid SBS Program and submitting claims for Medicaid reimbursement.
- When Allowed or Required by Law: We will use and disclose a child's PHI if allowed to or required to do so by law. For example, we will use and disclose a child's PHI in compliance with the Family Educational Rights and Privacy (FERPA), in responding to court and administrative orders and subpoenas, or when required by federal or state regulatory authorities.

For any other use or disclosure of PHI, we must obtain your written authorization. You have the following rights and to exercise these rights, you must make a written request:

- Access: You have the right to look at or receive a copy of your child's PHI that Oakland Schools maintains. We may charge a fee for the costs associated with your requests. If we deny your request, you will be told the basis for the decision and whether you have a right to further review.
- Accounting of Disclosures: You have the right to request an accounting of certain disclosures of your child's PHI, such as disclosures allowed or required by law. This accounting will not include disclosures made to you or with your authorization. This accounting applies to disclosures to or made by Oakland Schools on or after April 14, 2003. If you request this accounting more than once in a 12-month period, we may charge you a fee to cover the cost of responding to these additional requests.
- Restrictions: You have the right to request that Oakland Schools place restrictions on the way it uses or discloses your child's PHI for treatment, payment, or health care operations. We are not required to comply with your request.
- Amendment: You have the right to request that Oakland Schools amend your child's PHI that we maintain. If we deny your request, we will provide you a written explanation. If you disagree, you may have a statement of your disagreement placed in our records.
- Communication: You have the right to request that Oakland Schools communicate with you in a specified manner.

If you believe Oakland Schools has violated these privacy rights, contact Oakland Schools or the US Department of Health and Human Services. You will not be retaliated against for reporting a privacy rights violation. For further information or to report a violation, please write to:

Oakland Schools
Attn: HIPAA Privacy Officer – Medicaid Program
2111 Pontiac Lake Road
Waterford, Michigan 48328
(248) 209-2345

NOTES: