



**Department of Pupil Services**  
**708 Palm Blvd., Brownsville, TX 78521 Office (956) 544-3966**

**December 16, 2020**

## **Campus Principals/PEIMS Administrators**

Enclosed is your campus trend report identifying student attendance patterns from August 25-December 15-2020.

- Please ensure that all students with 10 or more absences (list provided) are coded into the eSchool Plus by the campus Data Entry as Optional Flexible School Day using the instructions by Computer Services (also provided) with a start date of **January 6, 2021**.
- These students must then be given a copy of the permission slip (also provided) indicating the day and time of your campus schedule for OFSDP.
- Campus Principal selected staff using the OFSD APP will be trained on its use on January 4, 2021 from 10-11am virtually (**Workshop ID-171830 / Remote Log In-OFSDP**) 2HR credit will be given.
- Please ensure that all students that will be participating in this program are coded into the eSchool Plus system (following provided instructions) by Friday January 8, 2021.
- The OFSDP is flexible on the funding source and may begin any day after January 6, 2021.
- OFSDP must be done **in person** for a minimum of 1HR a day 4 days a week or on Saturday for a 4HR period.
- Class size minimum of 5 students but no larger than 27 students is required.
- Lesson Plans/ Grades are not required but all classes must be instructional, (**minimum 60 min each**).

OFSDP is a new program that can be extremely beneficial to the district but most importantly to the students as it can help them maintain academic progress for the 2020-2021 school year. This must be a collaborative effort by all stakeholders to ensure its success which will in turn truly make BISD the Best Choice for all students. Once again, we thank you for all that you do for the students that make up the BISD school system. If you should have any additional question or concerns, please feel free to contact me.