

Optional Flexible School Day Program/Truancy Dropout Prevention (OFSDP)/TDP-App Handbook



Principal OFSDP Responsibility

At the beginning of each six weeks:

- Determine and provide list of students to Teachers and PEIMS Clerks of the students who will be part of ARP for the six weeks.
- Determine and provide list of students to Teachers and PEIMS Clerks of the students who will be coming off ARP for the six weeks.

Daily:

- Monitor the “Missing Attendance Submission Report” from eSchoolPLUS that shows the teachers who have not taken attendance in homeroom (Elementary Campuses) or in every period (Secondary Campuses)

Weekly:

- Determine who needs to go to ARP Saturday or during the school week (in the morning or afterschool) based on the week’s attendance via the **OFSDP/TDP App**.

PEIMS Administrator OFSDP/TDP Responsibility:

Daily:

- Run the “**Missing Attendance Submission Report**” and reach out to teachers to post attendance.
- Reach out to the substitutes who have not turned in the Substitute Teacher Roster Report

- Monitor Pupil Services Truancy Detection/Prevention App (TDP) responsibilities.

Teacher OFSDP Responsibility:

During regular school day hours:

- Campus teachers will submit attendance information electronically using **Teacher Access Center** in every class period for Secondary Campuses and during their Homeroom for Elementary Campuses.
- Campus teachers will review and approve attendance for ARP students on a weekly basis to ensure accuracy of data.
- Substitute teachers will take attendance on a Teacher Roster Report in every class period for Secondary Campuses and during the Homeroom for Elementary Campuses.
- These rosters will be submitted to the Attendance Clerk to be entered into **eSchoolPLUS**. The paper roster will be kept for auditing purposes with the official attendance documentation for that day.

For classes on Saturday:

- Campus teachers will take attendance using the attendance Minute Recovery App. They will need to create a session and check in/check out students.

For classes Before and After School:

- Campus teachers will take attendance using the attendance Minute Recovery App. They will need to create a session and check in/check out students.

Data Entry OFSDP Responsibility:

eSchoolPLUS Coding

PLEASE REMEMBER THAT ARP STUDENTS (CALENDAR 7) ARE NEVER PART OF YOUR ATTENDANCE CAMPUS BALANCING (But you must ensure that ADA 7 & Calendar 7 dates match)

At the beginning of each six weeks:

- Code the students that will be in ARP by updating their ADA and Calendar
 - **Menu > Registration > Programs > PEIMS Demographics >**
 1. **Close ADA Eligibility Vector** with the Starting Date of the Six weeks
 2. **Open new ADA Eligibility Vector** with Starting Date of Six weeks and
Value = 7 Eligible - Flexible attendance
program participation
 - **Go to Flexible Attendance Program Vector** with Starting Date of six weeks **Value = 1 Optional Flexible School Day Program (OFSDP)**
 - **Menu > Registration > Entry/Withdrawal**
 - **Withdraw students using Withdraw Code WDS** and
Withdrawal Date = Starting Date of six weeks.

- Add New Vector with **Entry Date = Starting Date of six weeks**, **Entry Type = RFLEX**, and **Calendar = 7– Flex**

Code the students that will stop being in ARP

Menu > Registration > Programs > PEIMS Demographics >

- Close **ADA Eligibility Vector** with Starting Date of six weeks
- Open **ADA Eligibility Vector** with Starting Date of six weeks = Corresponding ADA Code (usually this will be 1-Full Day)
- Close **Flexible Attendance Program** vector with Starting Date of six weeks
- **eSchoolPLUS > Student Summary > Entry/Withdrawal**
- Update the Calendar to 0-Regular
- Withdrawal students using **Code WDS** and **Withdrawal Date = Starting Date of six weeks**
- Add New Entry Line with **Entry Date = Starting Date of six weeks**, **Entry Type = EO**, and **Calendar = 0 Regular**

Add Tutorial to OFSDP-Tutorial Teachers & Students:

- With the OFSDP, you do not have to create a new master schedule course.
- For OFSDP, you can use the 970010 (State Comp Funds) or 970020 (Title 1 Funds).
- Please rename it from your regular tutorial to OFSDP.
- *Period 17 is recommended to keep OFSDP Separate from your regular tutorials. Please contact Computer Services if there is any issues with your Periods or Tutorial Courses.

Attendance Liaison/Parent Liaison TDP Responsibility:

- Follow and implement the BISD Truancy Process via the Pupil Services Truancy Detection/Prevention App (TDP).
- Assist in contacting parent/guardian.
- Issue the Principal Plan Letter via home visit and/or in person conference to obtain parent/student signature.

Weekly Campus Audits:

- All campuses must printout a weekly End of The Day Teacher Status Report for teachers to verify attendance records for students.



For assistance utilizing the app, contact Pupil Services at 956-544-3966.

For technical concerns, contact Computer Services at 956-554-8785.