



**PEIMS Department**  
**End of the Year Attendance Check out List**



**School Year:** 2022 - 2023

**Campus:** \_\_\_\_\_

**In Order      Missing**

[      ]      [      ]      Teachers' Attendance Sheets (Second Period Only)  
If Applicable\* (Six-weeks: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>)

[      ]      [      ]      Teachers' Absence Verification Report  
(Six-weeks: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>)

[      ]      [      ]      PEIMS Student Detail Report  
(Six-weeks: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>)

[      ]      [      ]      PEIMS Campus Summary Report  
(Six-weeks: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>)

[      ]      [      ]      Reconciliation of student membership  
(1<sup>st</sup> and 4<sup>th</sup> six-weeks)

\_\_\_\_\_  
Signature of Principal or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Attendance Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Data Entry Clerk

\_\_\_\_\_  
Date

\*Note: Copies of 2<sup>nd</sup> period attendance sheets are needed if the attendance for that day was taken on paper and entered into eSchoolPlus by an Attendance clerk. Examples would include but not limited to Substitutes, PE or athletic classes, or days in which the network was down.

**For Office Use Only**

\_\_\_\_\_  
PEIMS Department

\_\_\_\_\_  
Date

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