

# Texans Can Academies Best Practices for Administrators

- Monitor enrollment counts via auto notifications in eSchool which you can set up regarding. By your log in select the down arrow the Notification Subscriptions to get a daily email of enrollment/withdrawal information.

The screenshot shows the eSchoolPLUS interface. At the top, there is a navigation bar with the eSchoolPLUS logo and a user profile dropdown for 'tcacclements'. A dropdown menu is open, showing options: 'Change Password', 'Preferences', and 'Notification Subscriptions'. The 'Notification Subscriptions' option is highlighted in yellow. Below the navigation bar, there is a 'Home' link and a search bar. The main content area is titled 'Notification Subscriptions' and includes an 'Unsaved Changes' button. The 'Preferences' section is expanded, showing the 'Daily Digest' checkbox checked with a note: 'If checked, bundle my emails into a single daily digest email'. Below this is the 'Registration Notifications' table.

Do Not Subscribe	Subscribe	Subscribe with Email	High Priority	Notification	Home Building Only
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	New Student Enrolled	<input checked="" type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Student Withdrawn	<input checked="" type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Student's Counselor Assignment Changed	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Contact Information Updated	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Student's At-Risk Status Changed	<input type="checkbox"/>

You will get an email at the end of each day showing a list of the students in whatever field you select. Best practice is to at least check the New Student Enrollment and Student Withdrawal or other options you want to validate by monitoring.

- Use the report for Attendance Audit in Cognos to monitor teachers are submitting attendance each period of the day as in the Attendance Agreement.
- Only allow students an Attendance Session Attendance Correction 3 time within a 30 day Attendance Cycle. This will not be allow in an Attendance Audit it is only acceptable for credit not to recover ADA Attendance Funding.
- Daily monitor email notices to insure all student on Counselor Enrollment form show were enrolled via notifications.
- Monitor absences to insure Counselors are in close contact with student needs.
- Session Change moving a student schedule from one attendance session to another should only be done 1 time per Grading Period.
- Grade level must be set at time of enrollment should be reviewed in October after Grading Term 1 to insure if a student could graduate in January the grade level is changed to 12<sup>th</sup> at the beginning of Cycle Funding 4. At no other time should a grade level be changed. This effects Student Enrollment Tracking reported weekly to TEA in TSDS.