

## Texans Can Academies Best Practices for Counselors

- Monitor student Counselor Enrollment Form daily to insure students show with a schedule for the date of enrollment.
- If student is not on Roster as of the second day contact the Academic Advisor regarding unscheduled.
- Insure the At Risk Form is completed by the 3<sup>rd</sup> attendance day for Registrar to code the student according to appropriate documentation.
- Monitor student's attendance if absent 5 consecutive days to promptly make contact via contact list or home visit.
- At 10 consecutive days absent student will be withdrawn with code 98=Unknown Dropout. Withdrawal date will be 1<sup>st</sup> date of absence unless it is after current year SNAPSHOT for Fall PEIMS 18-19 October 26, 2018.