

August 7th

KISD ESC-12 PEIMS Audit CAP Workshop

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Audited Attendance – Ensuring Accurate Attendance during ADA time framing.

Finding: Audited Attendance Results – Instances of missed or improperly timed ADA attendance during cycle 4 (25-26) with a potential financial impact.

Corrective Action Prompts	KISD Responses
ESC-12 Recommendation, if any?	1. Align official attendance times: synchronize campus attendance-taking windows with bell schedules before locking attendance tracks. 2. Provide ongoing professional development and active monitoring training for key attendance-taking personnel.
Killeen ISD Corrective Actions and Recommendations accepted	1. Audit official campus bell schedules against RaaWee/eSchoolPlus attendance-taking windows; corrected any misalignment before locking tracks. 2. Re-issued mandatory attendance-taking and ADA compliance training to all attendance-taking staff, with emphasis on timing requirements. 3. Implementing a recurring district-level spot-check of attendance-taking timestamps by campus (bi-weekly for the first six weeks; monthly thereafter).
Killeen ISD Department and Staff Responsible for Corrective Action Process.	Campus Attendance Officers, Campus Registrars, Campus Principals, District PEIMS/Attendance Team, and IT/Data Services.



Withdrawal and Leaver Results

Finding: Withdrawal and Leaver results with inconsistent monitoring, students' leavers and potential dropouts are not being tracked regularly or uniformly across the district.

Corrective Action Prompts	KISD Responses
ESC-12 Recommendation, if any?	Verify student schedules: implement a counselor checklist to confirm minimum required class periods before locking full-day coding.
Killeen ISD Corrective Actions and Recommendations accepted	1.Appointed a designated in-district reviewer to serve as a second-layer verification for all leaver/withdrawal data prior to PEIMS submission. 2.Audited all current Code 98 (Unknown/Dropout) records against enrollment-verification and TREx data; reclassify any confirmed enrollments. 3.Standardized withdrawal documentation districtwide: require the official withdrawal form for every leaver and eliminate signature-stamp use in favor of physical/electronic signatures — Principal signatures only. 4.Added leaver/withdrawal tracking to the existing MTSS/attendance monitoring cadence for consistent, uniform district oversight.
Killeen ISD Department and Staff Responsible for Corrective Action Process.	Campus Registrars, the PEIMS Specialist, and Campus Attendance Officers, with second-layer review by Student Support Services.



Master Schedule Results

Finding: Master Schedule Results – Coding discrepancies across the 3 audited high schools. Fourteen students were coded as "full-day" without having the required course load.

Corrective Action Prompts	KISD Responses
ESC-12 Recommendation, if any?	Verify student schedules: implement a counselor checklist to confirm minimum required class periods before locking full-day coding.
Killeen ISD Corrective Actions and Recommendations accepted	1. Corrected the 14 identified student records for the current reporting period (spring 2026) and verified no additional cases existed at the same three high schools. 2. Implementing a counselor checklist confirming minimum required class periods for every student coded “full-day” before each six-weeks lock. 3. Added a full-day coding validation report to PEIMS pre-submission review, cross-referencing course load against coding.
Killeen ISD Department and Staff Responsible for Corrective Action Process.	Campus Registrars, the PEIMS Specialist, High School Counselors, and Campus Principals at the high schools.



CTE Master Schedule

Finding: CTE Master Schedule Results, contact hours of CTE courses where some courses were being counted for 1 contact hour but coded for 2 contact hours. The district is failing to satisfy the mandated instructional time for what is coded. Error in which some CTE courses are scheduled for 2 contact hours but only eligible to receive funding for 1 contact hour. The coding is correct, but they are taking up an additional period where you are not getting additional funding.

Corrective Action Prompts	KISD Responses
ESC-12 Recommendation, if any?	Update the master schedule for all Practicum Trans Sys–Auto Tech sections currently marked as 1 period. Convert these sections to 2-period blocks to align with state-mandated instructional time.
Killeen ISD Corrective Actions and Recommendations accepted	Academic Advising & Planning, CTE, and PEIMS staff proactively reviewed applicable CTE courses requiring extended instructional time to ensure students are scheduled in the appropriate instructional periods. Master schedules have been reviewed to verify continued compliance across both CTE and dual credit categories.
Killeen ISD Department and Staff Responsible for Corrective Action Process.	Academic Advising & Planning, CTE, and PEIMS, in coordination with the Director for STEM & Innovative Programs for dual credit courses



Recommendation: CTE Revenue Optimization

Finding: CTE Master Schedule Results, contact hours of CTE courses where some courses were being counted for 1 contact hour but coded for 2 contact hours. The district is failing to satisfy the mandated instructional time for what is coded. Error in which some CTE courses are scheduled for 2 contact hours but only eligible to receive funding for 1 contact hour. The coding is correct, but they are taking up an additional period where you are not getting additional funding.

Corrective Action Prompts	KISD Responses
ESC-12 Recommendation, if any?	CTE Revenue Optimization Show Enrollment, Underutilizing CTE programs at the secondary level – 61% of high school students are enrolled in a CTE course (2024-2025 data) Middle School CTE Expansion.
Killeen ISD Corrective Actions and Recommendations accepted	During the 26-27 SY, middle schools have identified and scheduled all eligible 8 th graders and STEM students into approved CTE/STEM courses, expanding CTE course enrollment for the identified students.
Killeen ISD Department and Staff Responsible for Corrective Action Process.	CTE & STEM administration, Academic Advising & Planning team, Campus administrators responsible for master schedule and counselors responsible for student scheduling, PEIMS/Data & Information services staff for coding verification and graduation requirements.



CCMR Results

Finding: CCMR Results – (a) Strong commitment to student success and CCMR attainment. (b) Reliance on institutional knowledge rather than documented procedures. (c) Inconsistent formalization of roles and responsibilities. (d) Need for greater cross-training and succession planning. (e) Opportunities to standardize data review, student tracking, and accountability processes.

Corrective Action Prompts	KISD Responses
ESC-12 Recommendation, if any?	Provide Targeted Data Entry Training to ensure that any unreviewed records are identified sooner, alleviating any discrepancies in students LPAC documentation and coding.
Killeen ISD Corrective Actions and Recommendations accepted	1.Developed a District CCMR Operating Manual documenting all major CCMR processes. 2.Established a districtwide CCMR structure for defining roles, responsibilities, and accountability for counselors, registrars, administrators, CCMR specialists, and Career Center personnel. 3.Standardized CCMR meetings and data reviews with consistent agendas, reporting templates, and action-planning protocols.
Killeen ISD Department and Staff Responsible for Corrective Action Process.	Executive Director Academic Initiatives, Executive Director of Assessment, Director of Accountability and Research, Coordinators and Specialists of Academic Initiatives and Assessment and Accountability.



LPAC Results

Finding: ESC Reviewers audited student records and physical folders across multiple KISD campuses to verify LPAC files and parent permission forms are complete and correctly filed. The review identified 34 issues, falling into three categories: missing forms, conflicting same-day paperwork, and misfiled folders — requiring prompt action to protect district funding and state compliance.

Corrective Action Prompts	KISD Responses
ESC-12 Recommendation, if any?	Provide Targeted Data Entry Training to ensure that any unreviewed records are identified sooner, alleviating any discrepancies in students LPAC documentation and coding.
Killeen ISD Corrective Actions and Recommendations accepted	1. TEA's Financial Compliance Division confirmed the four Critical Risk findings — same-day approvals and denials — reflect two distinct standardized forms for different services, not conflicting actions. No corrective action required. 2. Conduct quarterly audits to ensure LPAC documentation and processes remain compliant. 3. Revised department handbook to reinforce LPAC process expectations and support staff training.
Killeen ISD Department and Staff Responsible for Corrective Action Process.	Emergent Bilingual Specialist Compliance Technician Executive Director of Multilingual Services



Benefits of the ESC 12 PEIMS Audit for KISD Systems

The ESC PEIMS audit confirmed several areas where strengthening our data systems and procedures will improve compliance, funding accuracy, and accountability outcomes. Enhancements in LPAC processes, CTE coding, ADA attendance practices, and CCMR reporting will help ensure students receive appropriate services, the district receives accurate funding, and our accountability results fully reflect student achievement and postsecondary readiness.

Rather than viewing the ESC 12 PEIMS audit as a compliance exercise, we view it as a continuous improvement opportunity. The findings provide a roadmap for strengthening our systems, improving data quality, and ensuring that every student program, attendance record, course completion, and college, career, and military readiness outcome is accurately captured and reported, ultimately supporting both student success and district accountability.