



RESPONSIBILITIES

***SPECIAL PROGRAM COORDINATOR:**

- Responsible for student special program identification, coding and accountability
- Maintain current listing of students identified and served in the special program throughout school year
- Report any identification/coding changes throughout the school year to the Registrar
- Responsible for final Special Program report verifications

****REGISTRAR:**

- Responsible for maintenance of student data using Student Information System
- Disseminate reports to special program coordinators for coding verification
- Make necessary identification/coding changes as directed by the Special Program Coordinator
- Ensure verified coding is reported in TSDS PEIMS

* "Special Program Coordinator" may be used interchangeably with Counselor, Bil/ESL, Pre-K, CTE, SPED, or Testing coordinators, etc...

** "Registrar" may be used interchangeably with Student Operator, Attendance Clerk, PEIMS Clerk, PEIMS Coordinator, etc...