



extended_correct_frozen

Table of Contents

You may find extracted or merged records containing incomplete or inaccurate information. Use the Extended maintenance pages to update and correct the data saved in the district database (i.e., frozen data).

Data on the maintenance pages is updated every time data is extracted, including data that is manually entered.

NOTE: You cannot maintain data on maintenance pages while running an extract; a warning message is displayed on the Extended maintenance page indicating that the extract is in progress, and the **Save** button is disabled.

- [Correct frozen demographic data.](#)

[State Reporting > Maintenance > Extended > Student > Demo](#)

DEMO COURSE COMPLETION ESY FLEX ATTENDANCE FLEX ATTENDANCE SPECIAL ED FLEX ATTENDANCE CTE ADSY BASIC ATT ADSY SPEC ED ATT

Complex Type - StudentExtension, StudentProgramExtension

Demographic Information

Name:

First Name Middle Name Last Name Generation TX Unique Stu ID Local ID

Date of Birth: Sex: Grade Level: Crisis Code: Hispanic: ☒

Races

American Indian ☐ Asian ☐ Black ☐ Pacific Islander ☐ White ☒

Status Indicators

Attribution Cd: Migrant: ☐ Summer School BI/ESL: ☐ G/T: ☒

Campus of Residence: T-STEM: ☐ ECHS: ☐ Foster Care:

Campus of Enrollment: P-TECH: ☐ New Tech: ☐ LEP:

ADSY: ☐

☐ Update data for the *StudentExtension* and *StudentProgramExtension* complex types as needed.

NOTE: If you are retrieving a student who was not extracted but was included in the PEIMS Summer Submission, the following message is displayed when you retrieve the student:

Student demo record retrieved from Summer file

Cross reference for Demo tab:

State Reporting Field	Element	ASCENDER Field(s)
District Admin > Maintenance > Non-Employee		
Staff Type	STAFF-TYPE-CODE (E1073) (Code table: C181)	Extracted as 1 unless a non-employee record exists
Human Resources > Maintenance > Staff Demo > Demographic Information		
Name - First	FIRST-NAME (E0703)	Legal - First
Name - Middle	MIDDLE-NAME (E0704)	Legal - Middle
Name - Last	LAST-NAME (E0705)	Legal - Last
Generation	GENERATION-CODE (E0706) (Code table: C012)	Legal - Generation
TX Unique Staff ID	TX-UNIQUE-STAFF-ID (E1524)	Texas Unique Staff ID
Date of Birth	DATE-OF-BIRTH (E0006)	DOB
Sex	SEX-CODE (E0004) (Code table: C013)	Sex
Hispanic	HISPANIC-LATINO-CODE (E1064) (Code table: C088)	Hispanic/Latino
Races - American Indian	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) (Code table: C088)	
Races - Asian	ASIAN-CODE (E1060) (Code table: C088)	
Races - Black	BLACK-AFRICAN-AMERICAN-CODE (E1061) (Code table: C088)	
Races - Pacific Islander	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) (Code table: C088)	
Races - White	WHITE-CODE (E1063) (Code table: C088)	
Human Resources > Maintenance > Staff Job/Pay Data > Employment Info		
Percent of Day	PERCENT-DAY-EMPLOYED (E0760)	Percent Day Employed
District Years	YEARS-EXPERIENCE-IN-DISTRICT (E0161)	Years Experience - Professional - In District
Total Years	TOTAL-YEARS-PROF-EXPERIENCE Years (E0130)	Experience - Professional - Total
Highest Degree	HIGHEST-DEGREE-LEVEL-CODE (E0730) (Code table: C015)	Highest Degree
Auxiliary Role ID	AUXILIARY-ROLE-ID PEIMS (E1594) (Code table: C213)	Auxiliary Role ID
Human Resources > Maintenance > Staff Job/Pay Data > Job Info		
Days Employed	NUMBER-DAYS-EMPLOYED (E0160)	Calendar/Local Info - # of Days Empld

- [Enter course completion data for dual-credit courses.](#)

You must manually enter course completion data for dual-credit courses taken in summer.

In submission 4, one *StudentAcademicRecord* complex type must be submitted for each unique class (course-section) that was attended by a student during the summer (between school years) for the purpose of attempting to earn dual credit.

PEIMS Extended Year Submission (4): Reporting students that completed courses during the summer (between school years) for:

- a high school Career and Technical Education (CTE) course, or
- a dual credit course, or
- College Preparatory Course English Language Arts (CP110100), or
- College Preparatory Course Mathematics (CP111200).

NOTE: You cannot report more than six course completion records per student.

[State Reporting > Maintenance > Extended > Student > Course Completion](#)

☐ Update data for the *CourseTranscriptExtension* and *StudentAcademicRecord* complex types as needed.

Campus ID	CAMPUS-ID-OF-ENROLLMENT (E0782) Type or select the three-digit campus ID. For submission 4, this is the campus that scheduled and/or awarded the high school credit for the dual-credit course attempted by the student in the summer between school years.
------------------	---

Class ID	CLASS-ID-NUMBER (E1056) Type the 14-digit number identifying the class. The class ID can be any 14-character district-defined identifier comprised of letters and numbers that uniquely identifies a class at the employee and campus level. Spaces are not allowed. The ID is unique for each employee at the campus. The first 7-11 digits are required. The length depends on the length of the course number. The ID is automatically zero-filled when you save. When extracting from the master schedule, the class ID is set to the course number (4-8 digits) + 2-digit section number + 1-digit semester number + padding with zeros.
Service ID	SERVICE-ID (E0724) Code table: C022 Select the code indicating the services supplied by the employee. Service IDs that begin with SA, SE, SR, SS, 01, 8, or 9 are not reported. Service IDs for PK and KG that begin with 02 cannot be reported. Verify that all service IDs to be reported exist in code table 022 (C022) in the TEDS.
Course Sequence	COURSE-SEQUENCE-CODE (E0948) Code table: C135 This is the order in which the course was scheduled. This should only be used if the course, or part of the course, is taught out of sequence. Leave blank if the course is not taught out of sequence. Rule 43415-0036: If a student passed a course where Dual Credit is selected and Course Sequence is 0, 2, 5, or 9, then College Credit Hrs must be greater than 0.
Pass/Fail	PASS/FAIL-CREDIT-INDICATOR-CODE (E0949) Code table: C136 Select the student's outcome for the course. You must enter a pass/fail indicator for each service ID reported. Rule 43415-0036: If a student passed a course where Dual Credit is selected and Course Sequence is 0, 2, 5, or 9, then College Credit Hrs must be greater than 0.
Dual Credit	DUAL-CREDIT-INDICATOR-CODE (E1011) Code table: C088 Select if the student is eligible to receive both high school and college credit for the course. You can select Dual Credit or ATC, but not both. Rule 43415-0036: If a student passed a course where Dual Credit is selected and Course Sequence is 0, 2, 5, or 9, then College Credit Hrs must be greater than 0.
College Credit Hrs	COLLEGE-CREDIT-HOURS (E1081) This is the number of college hours the student earned for the completion of the dual-credit course. If a student takes a dual-credit course and does not complete the course, type 0.

ATC	ATC-INDICATOR-CODE ATC (E1058) PEIMS code table: C088 For Submission 4, the field must be 0 (i.e., not selected).
Course Completion	COURSE-COMPLETION-INDICATOR (E1068) This indicates if the student finished the full sequence of instruction for the course, but does not necessarily indicate that the student met all requirements to receive credit or a grade for the course. The PASS/FAIL-CREDIT-INDICATOR-CODE field is used for COURSE-COMPLETION-INDICATOR. All students must have a Pass/Fail indicator to create the course completion record.
Begin Date	STUDENT-BEGIN-DATE (E1069) Type the beginning date for the student's current year class assignment. Use the MMDDYYYY format. This is the date the dual-credit course began. If a student is assigned to a class, withdraws from that class, and then returns to that class at a later date, there must be a record for each begin date.
End Date	STUDENT-END-DATE (E1070) Type the ending date for the student's current year class assignment. Use the MMDDYYYY format. This is the date the dual-credit course ended. If a student withdraws from a class, returns to that class, and then withdraws from class at a later date, there must be a course completion record for each of these STUDENT-END-DATES. Whether or not a student completes a particular course section, report the STUDENT-END-DATE as the last day the student was assigned to the class. The STUDENT-END-DATE should never be greater than a student's withdrawal date from the campus.

☐ Click **Save**.

- [Enter ESY data.](#)

For Submission 4, you must report actual contact hours by instructional setting of special education students served in the Extended School Year (ESY) program. This data is required for funding the program. A record must be reported for each special education student served by the ESY program.

[State Reporting](#) > [Maintenance](#) > [Extended](#) > [ESY](#)

DEMO COURSE COMPLETION ESY FLEX ATTENDANCE FLEX ATTENDANCE SPECIAL ED FLEX ATTENDANCE CTE

Complex Type - StudentESYProgramAssociationExtension

Del	Campus	Grade	Instr Set	ESY Total Hrs	Local ID
	101	11	42	555	000100013

Rows: 0

Add

☐ Update data for the *StudentESYProgramAssociationExtension* complex type as needed.

Cross reference for ESY tab:

State Reporting Field	Element	ASCENDER Field(s)
Registration > Maintenance > Student Enrollment > Demo1		
Grade	GRADE-LEVEL-CODE (E0017) (Code table: C050)	Grade
Special Education > Maintenance > Student Sp Ed Data > Current Year > Demographic Data		
Instr Set	INSTRUCTIONAL-SETTING-CODE (E0173) (Code table: C035)	Instruction Setting Code
Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information		
ESY Total Hrs	TOTAL-ESY-CONTACT-HOURS-IN-INSTR-SETTING (E1013)	Extended School Year Services Hours
Registration > Maintenance > Student Enrollment (Directory)		
Local ID	LOCAL-STUDENT-ID (E0923)	Campus ID plus student ID (most current campus of enrollment for the school year)

- Enter flexible attendance data.

Manually enter flexible attendance data for the Optional Flexible School Day Program (OFSDP) Credit/Promotion Recovery Program as needed.

The following fields are displayed on all three Flex Att tabs:

Campus	CAMPUS-ID-OF-ENROLLMENT (E0782) Type or select the three-digit campus ID.
Grade	GRADE-LEVEL-CODE (E0017) Code table: C050 Select the student's current grade level.
Track	INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) Code table: C141 Select the campus calendar track to which the student is assigned.
Report Period	REPORTING-PERIOD-INDICATOR-CODE (E0934) Code table: C130 Select the period for which the data is being reported. For Submission 4, only codes 7 and 8 are allowed.
Flexible Attendance Program	FLEXIBLE-ATTENDANCE-PROGRAM-TYPE-CODE (E1045) Code table: C177 Select the code indicating whether the student's flexible attendance is related to the OFSDP (Optional Flexible School Day Program) or the HSEP (High School Equivalency Program). For Submission 4, this must be set to 3-OFSDP Credit Recovery Program.
Days Taught	NUMBER-DAYS-TAUGHT (E0935) Type the number of days of instruction offered per the school calendar during the selected Report Period . For Submission 4, this must be reported as 30 days.

[State Reporting > Maintenance > Extended > Flex Att](#)

☐ Manually add data for the *SpecialProgramsReportingPeriodAttendanceExtension* complex type as needed.

Eligible Minutes Present	FLEX-ATTEND-TOTAL-ELIGIBLE-MINUTES-PRESENT (E1046) Type the total number of minutes the student was present and eligible for Foundation School Program funding during the selected reporting period. Report minutes in whole numbers only, rounded down to the nearest minute. The minimum is 45 minutes per reporting period.
---------------------------------	--

Ineligible Minutes Present	FLEX-ATTEND-TOTAL-INELIGIBLE-MINUTES-PRESENT (E1047) Type the number of minutes the student was present but ineligible for Foundation School Program funding during the selected reporting period, up to five digits. Report minutes in whole numbers only, rounded down to the nearest minute. The minimum is 45 minutes per reporting period.
PRS Days	FLEX-ATTEND-TOTAL-PRS-DAYS-ELIGIBLE (E1048) Type the total number of days the female student was eligible for Compensatory Education Home Instruction (CEHI) and and/or pregnancy-related services (PRS) during the specified Report Period.
Special Ed Days	FLEX-ATTEND-TOTAL-SP-ED-MAINSTREAM-DAYS-ELIGIBLE (E1049) Type the total number of days the student with a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting (Instr Set = 40), was eligible for the instructional arrangement/setting during the reporting period.
Bilingual ESL Days	FLEX-ATTEND-TOTAL-BILINGUAL/ESL-DAYS-ELIGIBLE Bilingual (E1050) Type the total number of days the student was eligible to participate in the state-approved bilingual/ESL program during the reporting period.
G/T	GIFTED-TALENTED-INDICATOR-CODE (E0034) Select if the student is participating in a state-approved gifted and talented program.
Primary Disability	PRIMARY-DISABILITY-CODE (E0041) Code table: C053 Click  to select the code indicating the student's primary disability as recorded in the student's Individualized Education Program (IEP). Rule 41163-0003: At least one disability must be selected for a special education student.
Multiply Disability	MULTIPLY-DISABLED-INDICATOR-CODE (E0882) Code table: C088 Select if the student was designated by the Admission, Review, and Dismissal (ARD) committee as multiply disabled during the reporting period.
EB	EMERGENT-BILINGUAL-INDICATOR-CODE (E0790) Code table: C061 Select the year of monitoring, if the student has been identified as emergent bilingual (EB) during the reporting period.
Local ID	LOCAL-STUDENT-ID (E0923) (Optional) Type the student's local ID number as assigned by the district. This is a nine-digit number, the first three digits of which are the campus ID followed by the student ID.

☐ Manually add data for the *SpecialProgramsReportingPeriodAttendanceExtension* complex type as needed for special education students.

Instructional Setting	INSTRUCTIONAL-SETTING-CODE (E0173) Code table: C035
Instructional Setting 2	Select the instructional setting used to provide instruction to the student. (Extended ESY only) Rule 42408-0003: The following instructional settings in the drop-down field are <i>not</i> eligible for extended school year services: 31, 32, 34, 40, 50, 60, 70, or 71.
Instructional Setting 3	
Eligible Days	FLEX-ATTEND-DAYS-ELIGIBLE-IN-INSTR-SETTING (E1051)
Eligible Days 2	Type the total number of school days the student was eligible for a particular special education instructional setting that was eligible for Foundation School Program funding during the reporting period.
Eligible Days 3	
Excess Minutes	FLEX-ATTEND-EXCESS-MINUTES-IN-INSTR-SETTING (E1052)
Excess Minutes 2	Type the number of minutes above the allowable 360-minute daily limit of combined Career & Technical Education (CTE), special education, and related services in the designated instructional setting the student was served during the selected reporting period.
Excess Minutes 3	

If the student was provided instruction in more than one instructional setting, add data for the additional instructional settings.

[State Reporting > Maintenance > Extended > Flex Att CTE](#)

☐ Manually add data for the *SpecialProgramsReportingPeriodAttendanceExtension* complex type as needed for CTE students.

CTE Minutes Present	FLEX-ATTEND-TOTAL-CAREER-TECH-MINUTES-PRESENT (E1053) Type the total number of minutes the student was present, eligible, and enrolled in an approved CTE course during a particular reporting period.
----------------------------	--

- [Enter Staff data](#)

[State Reporting](#) > [Maintenance](#) > [Extended](#) > [Staff](#) > [Demo and Experience](#)

STAFF: 456952258 : ACOSTA, MELISSA R TEXAS UNIQUE STAFF ID: 7796877536 Retrieve

Change ID Delete Add

DEMO AND EXPERIENCE CLASSROOM RESPONSIBILITIES

Complex Types - StaffExtension

Demographic Information
Name: MELISSA R ACOSTA ▼ 7796877536
First Middle Last Generation TX Unique Staff ID
Date of Birth: 03-10-1973 Sex: F Hispanic: ☒
Races

American Indian: ☐ Asian: ☐ Black: ☐ Pacific Islander: ☐ White: ☒

Experience
Staff Type: 1 District Years: 19 Total Years: 19 Highest Degree: 2 Master's

Manually add data for the *StaffExtension* and *PayrollExtension* complex type as needed.

☐ Under **Demographic Information:**

First Name	FIRST-NAME (E0703) Type the person's legal first name, up to 60 characters.
Middle Name	MIDDLE-NAME (E0704) Type the person's legal middle name, up to 60 characters.
Last Name	LAST-NAME (E0705) Type the person's legal last name, up to 60 characters.

Generation	GENERATION-CODE (E0706) Code table: C012 Select the generation suffix attached to the person's name.											
TX Unique Staff ID	TX-UNIQUE-STAFF-ID (E1524) Type the employee's ten-digit unique staff ID. The ID cannot begin with zero. The Texas Unique Student ID is assigned to employees by TEA and issued to schools by the TSDS TX Unique ID application; it cannot be generated by a Local Education Agency (LEA).											
Date of Birth	DATE-OF-BIRTH (E0006) Type the person's date of birth in the MMDDYYYY format.											
Sex	SEX-CODE (E0004) Code table: C013 Select the person's gender.											
Hispanic	HISPANIC-LATINO-CODE (E1064) Code table: C088 Select if the person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.											
Races	Code table: C088 Select one or more races, regardless of whether the person is Hispanic/Latino: <table border="1" data-bbox="400 1079 1477 1856"> <tr> <td>American Indian</td><td> AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) Has origins in any of the original peoples of North and South America (including Central America). </td></tr> <tr> <td>Asian</td><td> ASIAN-CODE (E1060) Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam). </td></tr> <tr> <td>Black</td><td> BLACK-AFRICAN-AMERICAN-CODE (E1061) Has origins in any of the black racial groups of Africa. </td></tr> <tr> <td>Pacific Islander</td><td> NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. </td></tr> <tr> <td>White</td><td> WHITE-CODE (E1063) Has origins in any of the original peoples of Europe, the Middle East, or North Africa. </td></tr> </table>		American Indian	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) Has origins in any of the original peoples of North and South America (including Central America).	Asian	ASIAN-CODE (E1060) Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).	Black	BLACK-AFRICAN-AMERICAN-CODE (E1061) Has origins in any of the black racial groups of Africa.	Pacific Islander	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	White	WHITE-CODE (E1063) Has origins in any of the original peoples of Europe, the Middle East, or North Africa.
American Indian	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) Has origins in any of the original peoples of North and South America (including Central America).											
Asian	ASIAN-CODE (E1060) Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).											
Black	BLACK-AFRICAN-AMERICAN-CODE (E1061) Has origins in any of the black racial groups of Africa.											
Pacific Islander	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.											
White	WHITE-CODE (E1063) Has origins in any of the original peoples of Europe, the Middle East, or North Africa.											

☐ Under **Experience:**

Staff Type	STAFF-TYPE-CODE (E1073) Code table: C181 Indicate if the employee is on the district payroll or is a contracted instructional staff person.
District Years	YEARS-EXPERIENCE-IN-DISTRICT (E0161) Type the number of completed years the person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service.
Total Years	TOTAL-YEARS-PROF-EXPERIENCE (E0130) Type the number of verifiable years of creditable experience as specified in 19 TAC, chapter 153.
Highest Degree	HIGHEST-DEGREE-LEVEL-CODE (E0730) Code table: C015 Select the highest post-secondary degree the person has earned from an accredited institution.

[State Reporting > Maintenance > Extended > Staff > Classroom Responsibilities](#)

STAFF: 456952258 : ACOSTA, MELISSA R TEXAS UNIQUE STAFF ID: 7796877536 [Retrieve](#) [Directory](#)

[Change ID](#) [Delete](#) [Add](#) [Prev](#) [Next](#)

DEMO AND EXPERIENCE CLASSROOM RESPONSIBILITIES

Complex Types - StaffResponsibilitiesExtension

Del	District	Campus	Role ID	Service ID	Class ID	Class Type	Pop Served	Nbr of Students	ESC SSA	ADSY
	015904	103	087	01010000	0094-04-2-0000000C	01	01	1		☒
					- - -			0		☐

Rows: 1

[Add](#)

Manually add data for the *StaffResponsibilitiesExtension* complex type as needed.

District	DISTRICT-ID (E0212) Type the district ID number registered with the TEA.
Campus	CAMPUS-ID (E0266) Select the campus. Click to add or change the code for the field.

Role ID	ROLE-ID (E0721) Code table: C021 Select the capacity in which the employee serves, such as instructor, therapist, superintendent, etc. Rule 30090-0117: If Role ID is not 033 or 036, there must be at least one staff payroll record with a matching Texas Unique Staff ID where Obj is 6119 or 6112. Click  to add or change the code for the field.
Service ID	SERVICE-ID (E0724) Code table: C022 Select the code indicating the services supplied by the employee. Local service IDs beginning with 8 or 9 can be manually entered. If highlighted in red, the value entered is not a valid selection in the drop down. However, if the service ID matches a local service ID mask value on the table, the program will allow the value when saving the record. Click  to add or change the code for the field.
Class ID	CLASS-ID-NUMBER (E1056) Type the 14-digit number identifying the class. The class ID can be any 14-character district-defined identifier comprised of letters and numbers that uniquely identifies a class at the employee and campus level. Spaces are not allowed. The ID is unique for each employee at the campus. The first 7-11 digits are required. The length depends on the length of the course number. The ID is automatically zero-filled when you save. When extracting from the master schedule, the class ID is set to the course number (4-8 digits) + 2-digit section number + 1-digit semester number + padding with zeros.
Class Type	CLASS-TYPE-CODE (E1055) Code table: C179 Select the code identifying the type of class providing instruction to students in the particular class settings.
Pop Served	POPULATION-SERVED-CODE (E0747) Code table: C030 Select the student population for which the service has been designed or is intended.
Nbr of Students	NUMBER-STUDENTS-IN-CLASS (E0170) Type the number of students in membership in the class as of the reporting date.
ESC SSA	ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA (E1015) Code Table: C169 Select whether the ESC staff responsibility being reported is part of a shared services arrangement (SSA) for which the ESC is the fiscal agent. This is reported by ESCs only; the field is not valid for school districts.

ADSY	ADDITIONAL-DAYS-PROGRAM-PARTICIPATION-INDICATOR-CODE (E1672) Code table: C088 Select to indicate if an ADA eligible prekindergarten through fifth grade student participates in the additional days school year program as described in TEC Sec. 48.0051.
-------------	---

- [Update/Enter ADSY Attendance data](#)

[State Reporting > Maintenance > Extended > Staff > Demo and Experience](#)

STAFF: 456952258 : ACOSTA, MELISSA R TEXAS UNIQUE STAFF ID: 7796877536 Retrieve

Change ID Delete Add

DEMO AND EXPERIENCE CLASSROOM RESPONSIBILITIES

Complex Types - StaffExtension

Demographic Information

Name: MELISSA R ACOSTA 7796877536
First Middle Last Generation TX Unique Staff ID

Date of Birth: 03-10-1973 Sex: F Hispanic: ☒

Races

American Indian: ☐ Asian: ☐ Black: ☐ Pacific Islander: ☐ White: ☒

Experience

Staff Type: 1 District Years: 19 Total Years: 19 Highest Degree: 2 Master's

Manually add data for the *StaffExtension* and *PayrollExtension* complex type as needed.

The *StaffExtension* complex represents an individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion. This information can be entered manually or extracted from ASCENDER Human Resources or imported from another source.

The *PayrollExtension* complex represents the sum of the financial transactions to date for employee compensation. An “employee” who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings.

☐ Under **Demographic Information:**

First Name	FIRST-NAME (E0703) Type the person's legal first name, up to 60 characters.
Middle Name	MIDDLE-NAME (E0704) Type the person's legal middle name, up to 60 characters.
Last Name	LAST-NAME (E0705) Type the person's legal last name, up to 60 characters.
Generation	GENERATION-CODE (E0706) Code table: C012 Select the generation suffix attached to the person's name.
TX Unique Staff ID	TX-UNIQUE-STAFF-ID (E1524) Type the employee's ten-digit unique staff ID. The ID cannot begin with zero. The Texas Unique Student ID is assigned to employees by TEA and issued to schools by the TSDS TX Unique ID application; it cannot be generated by a Local Education Agency (LEA).
Date of Birth	DATE-OF-BIRTH (E0006) Type the person's date of birth in the MMDDYYYY format.
Sex	SEX-CODE (E0004) Code table: C013 Select the person's gender.
Hispanic	HISPANIC-LATINO-CODE (E1064) Code table: C088 Select if the person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Races	Code table: C088	
	Select one or more races, regardless of whether the person is Hispanic/Latino:	
	American Indian	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) Has origins in any of the original peoples of North and South America (including Central America).
	Asian	ASIAN-CODE (E1060) Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
	Black	BLACK-AFRICAN-AMERICAN-CODE (E1061) Has origins in any of the black racial groups of Africa.
	Pacific Islander	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	WHITE-CODE (E1063) Has origins in any of the original peoples of Europe, the Middle East, or North Africa.	

☐ Under **Experience:**

Staff Type	STAFF-TYPE-CODE (E1073) Code table: C181 Indicate if the employee is on the district payroll or is a contracted instructional staff person.
District Years	YEARS-EXPERIENCE-IN-DISTRICT (E0161) Type the number of completed years the person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service.
Total Years	TOTAL-YEARS-PROF-EXPERIENCE (E0130) Type the number of verifiable years of creditable experience as specified in 19 TAC, chapter 153.
Highest Degree	HIGHEST-DEGREE-LEVEL-CODE (E0730) Code table: C015 Select the highest post-secondary degree the person has earned from an accredited institution.

[State Reporting > Maintenance > Extended > Staff > Classroom Responsibilities](#)

STAFF: 456952258 : ACOSTA, MELISSA R TEXAS UNIQUE STAFF ID: 7796877536 Retrieve Directory

Change ID Delete Add Prev Next

DEMO AND EXPERIENCE CLASSROOM RESPONSIBILITIES

Complex Types - StaffResponsibilitiesExtension

Del	District	Campus	Role ID	Service ID	Class ID	Class Type	Pop Served	Nbr of Students	ESC SSA	ADSY
	015904	103	087	01010000	0094-04-2-0000000C	01	01	1		☒
					- - -			0		☐

Rows: 1

+ Add

Update data for the *StaffResponsibilitiesExtension* complex type as needed for services that occur inside the classroom.

The *StaffResponsibilitiesExtension* complex reflects the assignments for professional and paraprofessional staff only. Multiple records are required for persons who perform duties on more than one campus, assume more than one role, and/or perform more than one type of service. By definition, if no staff responsibility record is reported, the assumption is made that the person is an auxiliary staff member.

District	DISTRICT-ID (E0212) Type the district ID number registered with the TEA.
Campus	CAMPUS-ID (E0266) Select the campus. Click to add or change the code for the field.
Role ID	ROLE-ID (E0721) Code table: C021 Select the capacity in which the employee serves, such as instructor, therapist, superintendent, etc. Rule 30090-0117: If Role ID is not 033 or 036, there must be at least one staff payroll record with a matching Texas Unique Staff ID where Obj is 6119 or 6112. Click to add or change the code for the field.
Service ID	SERVICE-ID (E0724) Code table: C022 Select the code indicating the services supplied by the employee. Local service IDs beginning with 8 or 9 can be manually entered. If highlighted in red, the value entered is not a valid selection in the drop down. However, if the service ID matches a local service ID mask value on the table, the program will allow the value when saving the record. Click to add or change the code for the field.

Class ID	CLASS-ID-NUMBER (E1056) Type the 14-digit number identifying the class. The class ID can be any 14-character district-defined identifier comprised of letters and numbers that uniquely identifies a class at the employee and campus level. Spaces are not allowed. The ID is unique for each employee at the campus. The first 7-11 digits are required. The length depends on the length of the course number. The ID is automatically zero-filled when you save. When extracting from the master schedule, the class ID is set to the course number (4-8 digits) + 2-digit section number + 1-digit semester number + padding with zeros.
Class Type	CLASS-TYPE-CODE (E1055) Code table: C179 Select the code identifying the type of class providing instruction to students in the particular class settings.
Pop Served	POPULATION-SERVED-CODE (E0747) Code table: C030 Select the student population for which the service has been designed or is intended.
Nbr of Students	NUMBER-STUDENTS-IN-CLASS (E0170) Type the number of students in membership in the class as of the reporting date.
ESC SSA	ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA (E1015) Code Table: C169 Select whether the ESC staff responsibility being reported is part of a shared services arrangement (SSA) for which the ESC is the fiscal agent. This is reported by ESCs only; the field is not valid for school districts.
ADSY	ADDITIONAL-DAYS-PROGRAM-PARTICIPATION-INDICATOR-CODE (E1672) Code table: C088 Select to indicate if an ADA eligible prekindergarten through fifth grade student participates in the additional days school year program as described in TEC Sec. 48.0051.

Manually enter ADSY attendance data for the Additional Days School Year Program as needed.

The following fields are displayed on the ADSY tabs:

Campus	CAMPUS-ID-OF-ENROLLMENT (E0782) Type or select the three-digit campus ID.
---------------	---

Track	INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) Code table: C141 Select the campus calendar track to which the student is assigned.
Report Period	REPORTING-PERIOD-INDICATOR-CODE (E0934) Code table: C130 Select the period for which the data is being reported. For Submission 4, only codes 7 and 8 are allowed.
Days Taught	NUMBER-DAYS-TAUGHT (E0935) Type the number of days of instruction offered per the school calendar during the selected Report Period . For Submission 4, this must be reported as 30 days.
Grade	GRADE-LEVEL-CODE (E0017) Code table: C050 Select the student's current grade level.

[State Reporting > Maintenance > Extended > Student > ADSY Basic Att](#)

DEMO COURSE COMPLETION ESY FLEX ATTENDANCE FLEX ATTENDANCE SPECIAL ED FLEX ATTENDANCE CTE **ADSY BASIC ATT** ADSY SPEC ED ATT

Complex Type - BasicReportingPeriodAttendanceExtension

Delete	Campus	Track	Report Period	Days Taught	Grade	Total Days Absent	Elig Days Present	RS Elig Days Present	RA Elig Days Present	BiL ESL Days	RS BiL ESL Days	RA BiL ESL Days	PRS Days	RS PRS Days	RA PRS Days	Spec Ed Mains Days	RS Spec Ed Mains Days	RA Spec Ed Mains Days	Local ID	BiL Fund	RS BiL Fund	RA BiL Fund
	101	32	1	0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				

Rows: 0

Add

Update data for the *BasicReportingPeriodAttendanceExtension* complex type as needed.

The *BasicReportingPeriodAttendanceExtension* complex represents the recording of a student's regular reporting period attendance.

Total Days Absent	Type the number of days during the specified Report Period on which the student was absent, up to four digits.
Elig Days Present	Type the number of days the student was present and eligible for Foundation School Program funding during the specified Report Period , up to four digits.
RS Elig Days Present	Type the number of days the student was Remote Synchronous (RS) present and eligible for Foundation School Program funding during the specified Report Period , up to four digits.
RA Elig Days Present	Type the number of days the student was Remote Asynchronous (RA) present and eligible for Foundation School Program funding during the specified Report Period , up to four digits.
BiL ESL Days	FLEX-ATTEND-TOTAL-BILINGUAL/ESL-DAYS-ELIGIBLE Bilingual (E1050) Type the total number of days the student was eligible to participate in the state-approved bilingual/ESL program during the reporting period.

RS Bil ESL Days	RA-TOTAL-ELIG-BILINGUAL/ESL-DAYS-PRESENT (E1683) Type the total number of days the student was Remote Asynchronous (RA) present and an eligible participant in the state-approved bilingual/ESL program during the specified Report Period .
RA Bil ESL Days	RA-TOTAL-ELIG-BILINGUAL/ESL-DAYS-PRESENT (E1683) Type the total number of days the student was Remote Asynchronous (RA) present and an eligible participant in the state-approved bilingual/ESL program during the specified Report Period .
PRS Days	FLEX-ATTEND-TOTAL-PRS-DAYS-ELIGIBLE (E1048) Type the total number of days the female student was eligible for Compensatory Education Home Instruction (CEHI) and and/or pregnancy-related services (PRS) during the specified Report Period .
RS PRS Days	RS-TOTAL-ELIG-PREG-REL-SVCS-DAYS-PRESENT (E1686) Type the total number of days a female student was Remote Synchronous (RS) present or served through Compensatory Education Home Instruction (CEHI) and an eligible recipient of pregnancy related services during the specified Report Period .
RA PRS Days	RA-TOTAL-ELIG-PREG-REL-SVCS-DAYS-PRESENT (E1687) Type the total number of days a female student was Remote Asynchronous (RA) present or served through Compensatory Education Home Instruction (CEHI) and an eligible recipient of pregnancy related services during the specified Report Period .
Spec Ed Mains Days	TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT (E0940) Type the total number of days the student was present during the specified Report Period and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting.
RS Spec Ed Mains Days	RS-TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT (E1688) Type the total number of days the student was Remote Synchronous (RS) present during the specified Report Period and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting.
RA Spec Ed Mains Days	RA-TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT (E1689) Type the total number of days the student was Remote Asynchronous (RA) present during the specified Report Period and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting.
Res Fac Days	TOTAL-ELIG-RESIDENTIAL-FACILITY-DAYS-PRESENT (E1652) Type the total number of days the student was present and eligible for LEA services in a Residential Facility during a particular reporting period.
RS Res Fac Days	RS-TOTAL-ELIG-RESIDENTIAL-FACILITY-DAYS-PRESENT (E1684) Type the total number of days the student was Remote Synchronous (RS) present and eligible for LEA services in a Residential Facility during a particular reporting period.
RA Res Fac Days	RA-TOTAL-ELIG-RESIDENTIAL-FACILITY-DAYS-PRESENT (E1685) Type the total number of days the student was Remote Asynchronous (RA) present and eligible for LEA services in a Residential Facility during a particular reporting period.

Local ID	LOCAL-STUDENT-ID (E0923) (Optional) Type the student's local ID number as assigned by the district. This is a nine-digit number, the first three digits of which are the campus ID followed by the student ID.
BiL ESL Fund	BILINGUAL/ESL-FUNDING-CODE (E1651) Code table: C225 Indicate the language program in which the student participates during the reporting period.
RS BiL ESL Fund	RS-BILINGUAL/ESL-FUNDING-CODE (E1680) Code table: C225 Indicate the Remote Synchronous (RS) language program in which the student participates during the reporting period.
RA BiL ESL Fund	RA-BILINGUAL/ESL-FUNDING-CODE (E1681) Code table: C225 Indicate the Remote Asynchronous (RA) language program in which the student participates during the reporting period.

[State Reporting](#) > [Maintenance](#) > [Extended](#) > [Student](#) > [ADSY Spec Ed Att](#)

Update data for the *SpecialProgramsReportingPeriodAttendanceExtension* complex type as needed.

The *SpecialProgramsReportingPeriodAttendanceExtension* complex represents the recording of attendance for a student's special programs reporting period.

DEMO COURSE COMPLETION ESY FLEX ATTENDANCE FLEX ATTENDANCE SPECIAL ED FLEX ATTENDANCE CTE ADSY BASIC ATT ADSY SPEC ED ATT

Complex Type - SpecialProgramsReportingPeriodAttendanceExtension

Delete	Campus	Track	Report Period	Days Taught	Grade	Instructional Setting	RS Instructional Setting	RA Instructional Setting	Eligible Days Present	RS Eligible Days Present	RA Eligible Days Present	Excess Hours	RDSPD	District of RDSPD Service
	101	32	1	0					0.0	0.0	0.0	0.000	0	

Rows: 0

+ Add

Instructional Setting	INSTRUCTIONAL-SETTING-CODE (E0173) Code table: C035 Select the code for the setting used to provide instruction to student.
RS Instructional Setting	RS-INSTRUCTIONAL-SETTING-CODE (E1692) Code table: C035 Select the code for the setting used to provide Remote Synchronous (RS) instruction to student.
RA Instructional Setting	RA-INSTRUCTIONAL-SETTING-CODE (E1693) Code table: C035 Select the code for the setting used to provide Remote Asynchronous (RA) instruction to student.

Eligible Days Present	ELIGIBLE-DAYS-PRESENT-IN-INSTR-SETTING (E0944) Type the number of days the student was eligible and present in a designated instructional setting during the selected reporting period. This is calculated as the total number of days the student was enrolled in special education in a particular instructional setting minus the number of days the student was absent.
Excess Hours	EXCESS-HOURS-IN-INSTRUCTIONAL-SETTING (E0945) Type the number of hours above the allowable six hours per day of combined CTE and special education and related services in a designated instructional setting during a particular reporting period. The Foundation School funding for LEAs is limited to six contact hours per day per student.
RDSPD	Code table: C067 Select the code indicating the student's enrollment in the regional day school program for the deaf (RDSPD).
District of RDSPD Service	Type the county-district number for the district providing RDSPD services to the student.



Back Cover