TSDS PEIMS Summer Submission

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ASCENDER State Reporting - TSDS PEIMS Summer 2018 Submission

The ASCENDER State Reporting application provides programs to extract the appropriate data for each collection from the ASCENDER Business and Student systems. These programs are reviewed and modified annually, per the published Texas Education Data Standards (TEDS), to ensure that the data extracted to the district database is as accurate as possible. The extracts provide many of the edits as defined in the TEDS.

The TSDS PEIMS Summer Collection (Collection 3) includes yearlong student attendance (regular and flexible), including the required calendar minutes reporting, as well as program data, course completions, disciplinary actions, student restraints, Title I Part A participation, course-sections, instructor class assignments/staff data, and Foundation High School Program participation data.

The extract programs create the appropriate records in the district database, taking into account the school-start window and the as-of date. The as-of status code is automatically generated for each student record.

Staff data can be extracted from the Business system, the Student system, or both.

For a complete list of extract rules and edits for 2017-2018, see http://castro.tea.state.tx.us/tsds/teds/2018A/ds8/teds-peims-ds8.5.pdf.

Prerequisites

Prerequisites:

- Verify that all roles and users are correct in ASCENDER Security Administration.
- All staff responsible for extracting data must coordinate activities with each other. This is especially important when deleting data from the frozen file, extracting data, and manually entering data.
- End-of-year processes, including posting cycle grades, computing final grades, awarding credit, and assigning pass/fail indicators must be completed prior to extracting summer submission data.

Checklist Overview

Checklist Overview:

❑ Verify and update ASCENDER State Reporting options.

❑ Clear all previous data.

❑ Verify data in ASCENDER.

❑ Update frozen Organization data as needed.

❑ Extract the data. Or, import data from an external file.

❑ Check for audit red flags.

❑ Correct frozen data as needed.

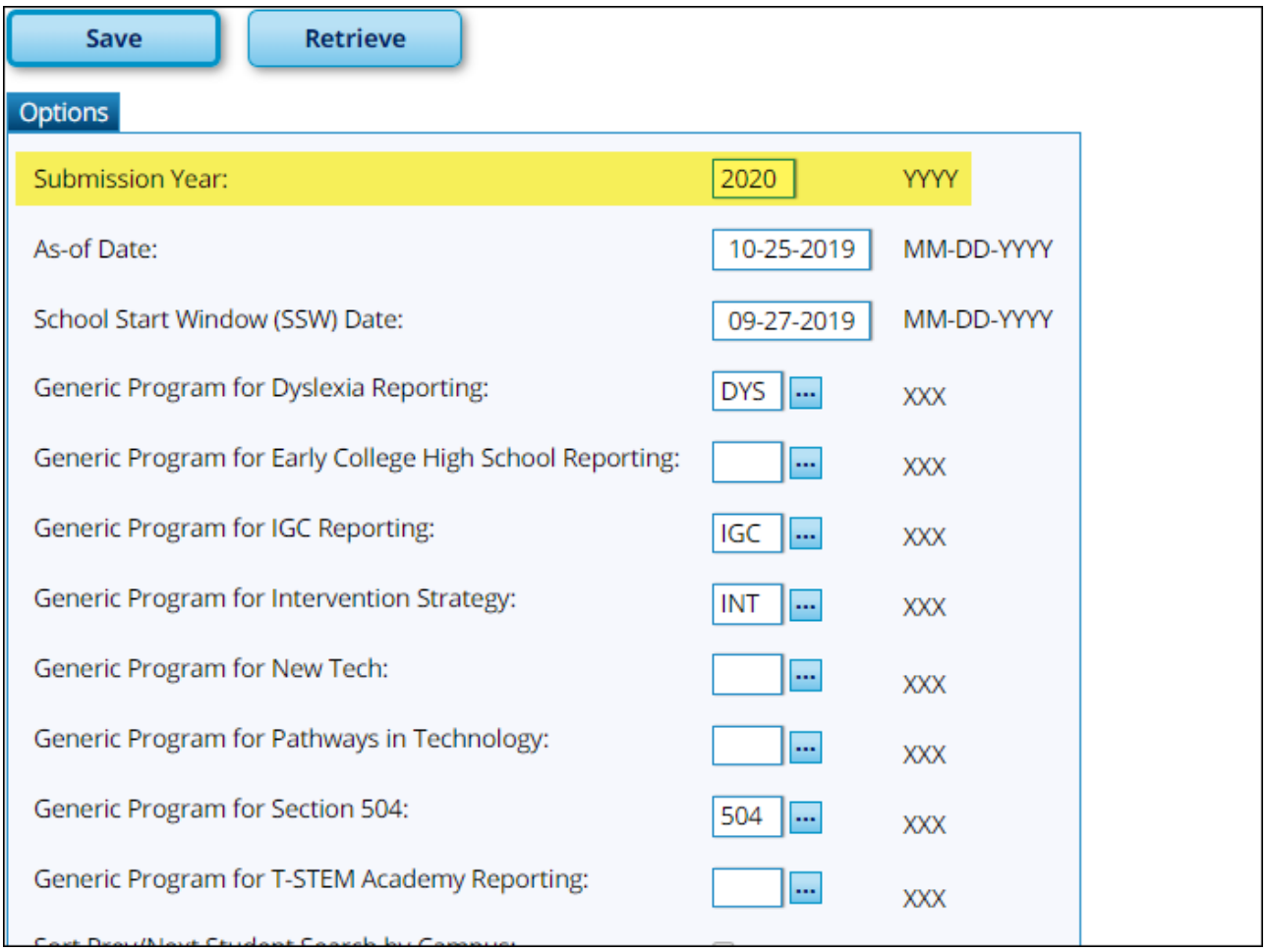
❑ Run extract reports, and verify report data.

❑ Create the State Reporting Interchanges xml file.

Before You Extract Data

1. Verify State Reporting options.

   State Reporting > Options



   Verify that the following is set correctly:

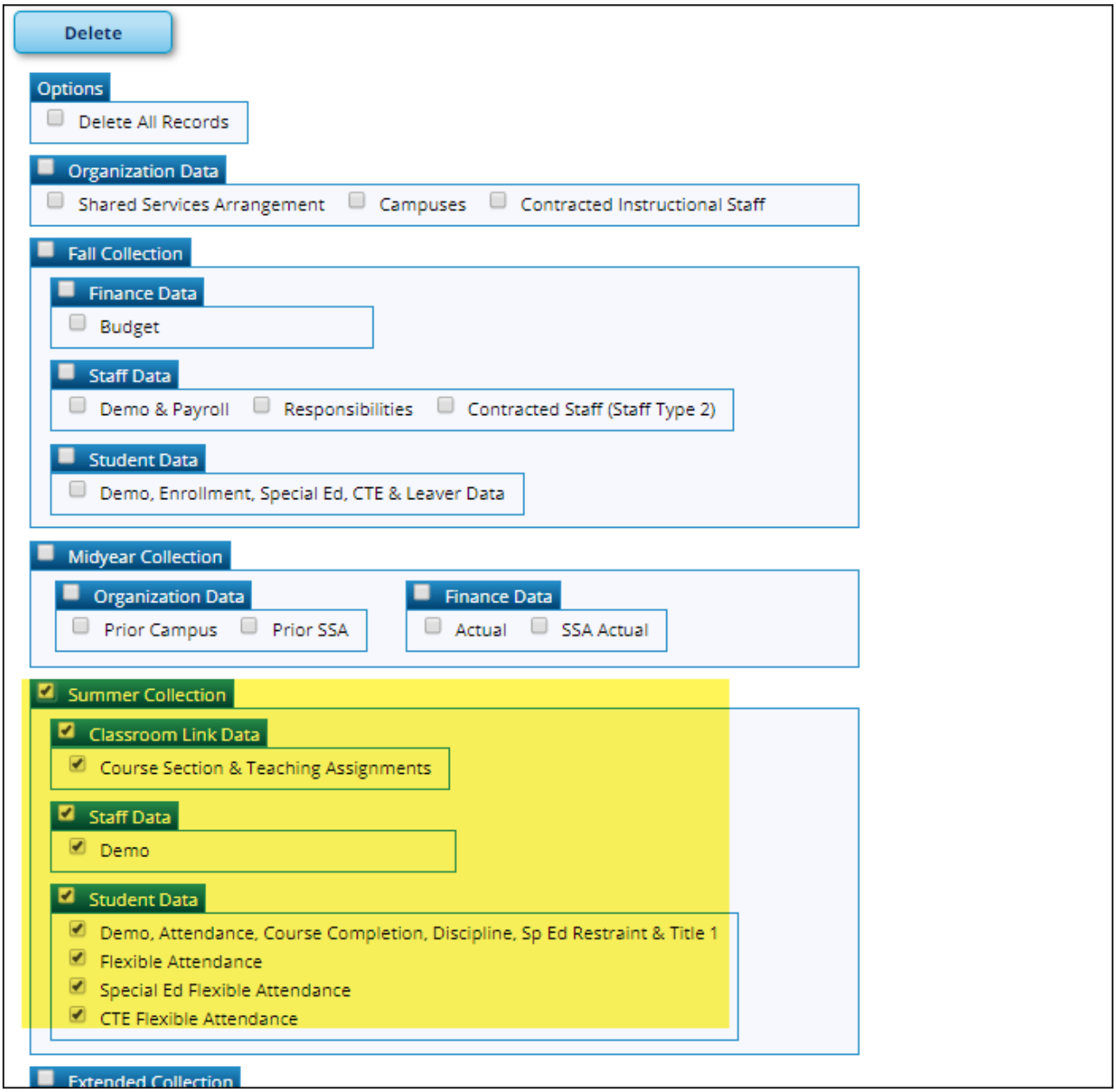
Submission Year	For example, for the 2020-2021 summer submission, the field would be set to 2021.

NEW FOR 2018: It is no longer necessary to enter a crisis code on the Options page in ASCENDER State Reporting. The **Generic Program for Crisis Reporting** field was removed. Changes in the Registration application now allow the program to automatically extract all crisis codes that are defined for students.

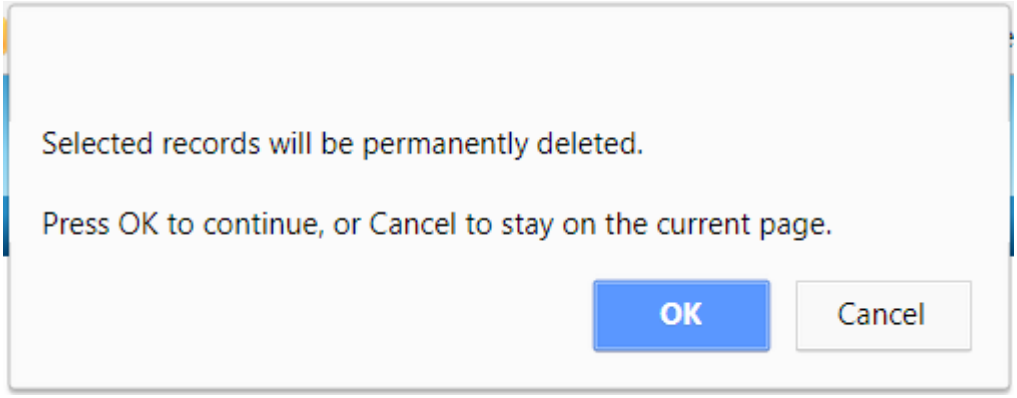
2. Clear data from the previous year.

   State Reporting > Utilities > Delete/Clear Tables

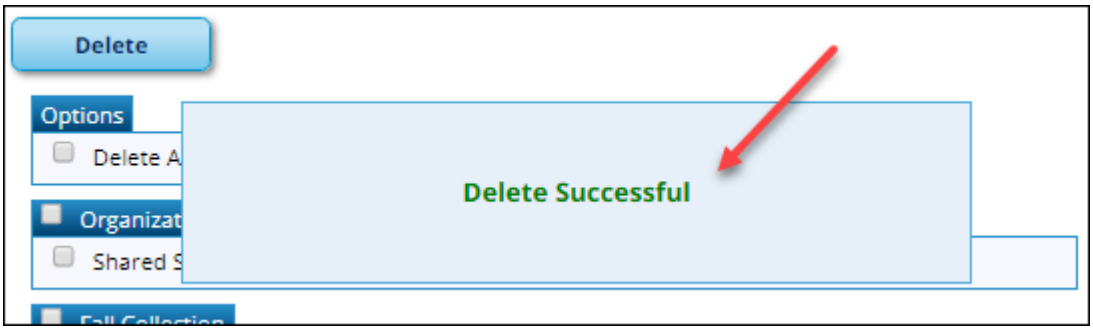
   Under **Summer Collection** select the data you want to delete.



Click **Delete**. You are prompted to confirm that you want to delete the records.



Click **OK** to continue. A message is temporarily displayed when the process is finished.



Verify ASCENDER Data

Verify data for each element in the ASCENDER Student and Business applications. It is suggested that you run reports first, and then use the maintenance pages to update data where needed.

Common Elements

Common elements

The following elements are used in multiple interchanges:

❑ SCHOOL-YEAR (E1093) is the identifier for the school year.

❑ CAMPUS-ID (E0266) is the unique campus ID registered with the Texas Education Agency. It is the linking of DISTRICT-ID with the CAMPUS-ID associated with the student.

❑ CAMPUS-ID-OF-ENROLLMENT (E0782) is the unique ID of the campus at which the student is enrolled.

❑ DISTRICT-ID (E0212) is the district identification number registered with the TEA who is reporting the student.

❑ COURSE-IDENTIFICATION-SYSTEM (E1089) is the system used to identify the organization of subject matter and related learning experiences provided for the instruction of students. **This is hard coded in the program as “State Course Code.”**

❑ STUDENT-ID (E0001) is the student’s social security number or state-approved alternative identification number.

❑ TX-UNIQUE-STUDENT-ID (E1523) is a unique number assigned to a student by the Texas Education Agency.

❑ CLASS-ID-NUMBER (E1056) is a 14-character, alphanumeric, district-defined ID identifying a unique course-section that is unique for a particular school year, campus, and service ID. When extracting from the master schedule, the class ID number is set to the course number (four to

eight digits) + two-digit section number + one-digit semester number + padding with zeros. This unique ID is assigned to the instructor's duties for a particular class. The class ID number can be repeated at a campus if multiple instructors are assigned to the same course-section.

❑ TX-UNIQUE-STAFF-ID (E1524) is a unique number or code assigned to staff by the TEA.

❑ STAFF-IDENTIFICATION-SYSTEM (E1088) is always reported with a value of "State."

❑ ORGANIZATION-CATEGORY (E1240) is the classification of the education agency according to the level of administrative and operational control granted by the state. **This is hard coded in the program as "ESC," "LEA," or "School" according to the county-district number.**

Category: Organization

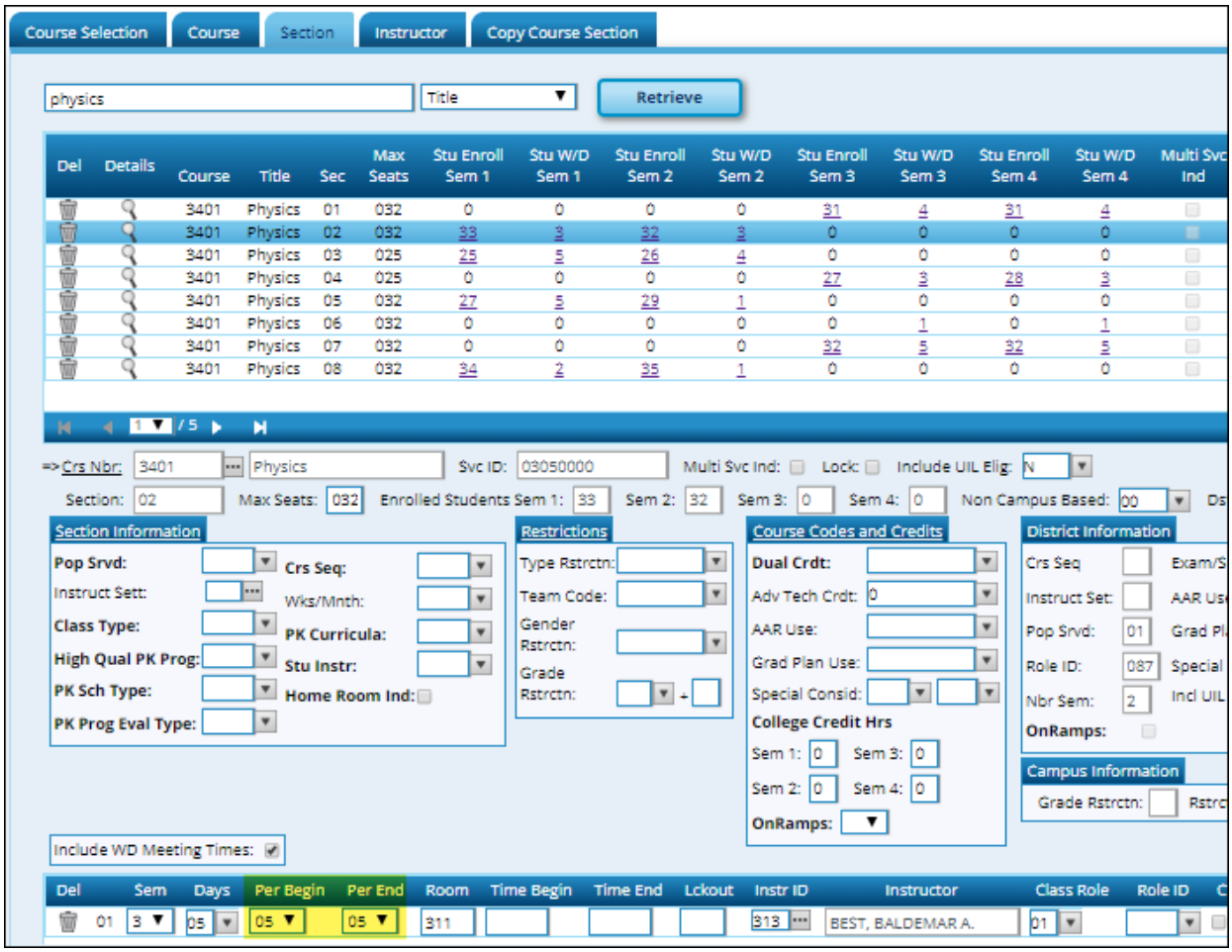
1. Interchange: EducationOrganization

Complex Type: ClassPeriod

Description: Represents the designation of regularly scheduled series of class meetings at designated times and days of the week.

The following element from the *ClassPeriod* complex type is included in Submission 3:

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section



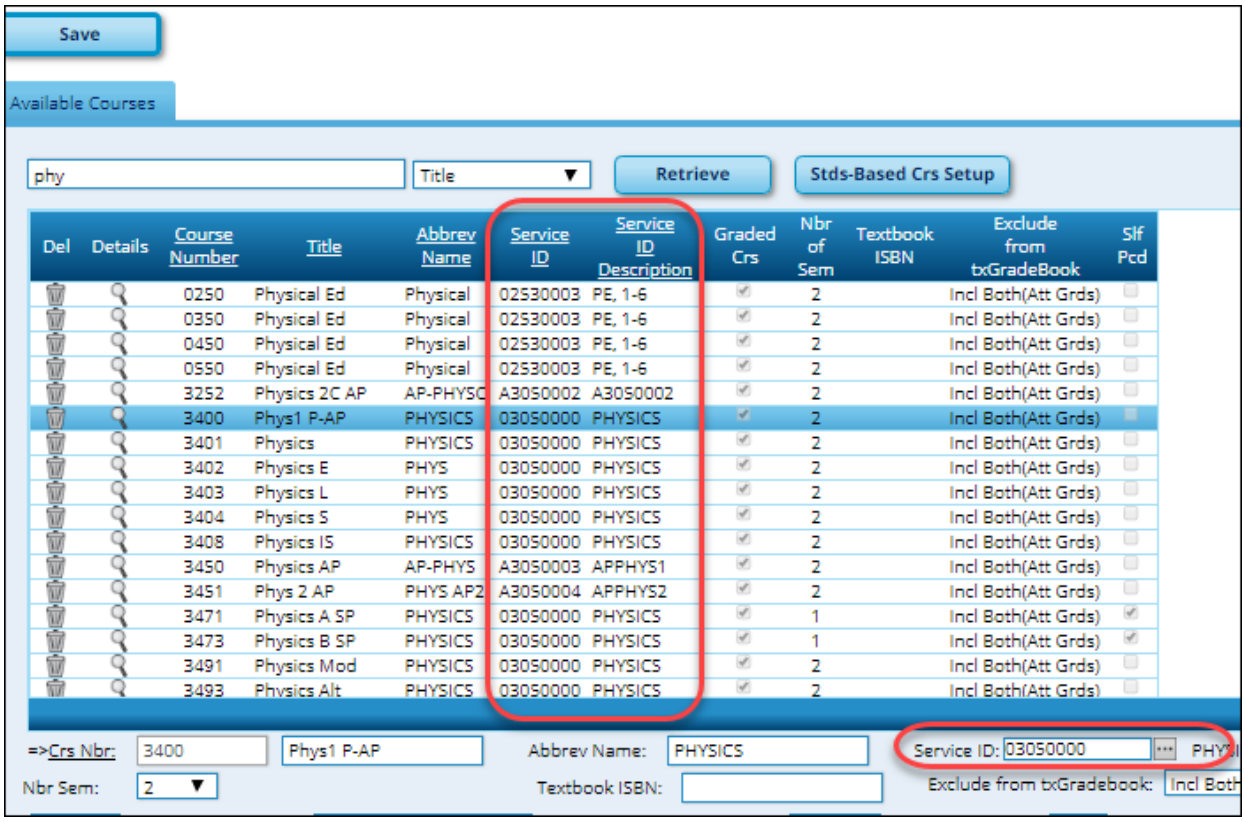
❑ CLASS-PERIOD **Per Begin** and **Per End** (E1074) identify the time of the school day that a class was offered.

Complex Type: Course

Description: Represents the organization of subject matter and related learning experiences provided for the instruction of students (i.e., the catalog of all courses offered at each campus).

The following element from the *Course* complex type is included in Submission 3:

Grade Reporting > Maintenance > Master Schedule > District Schedule



❑ SERVICE-ID **Service ID** (E0724) refers to the services supplied by staff. 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.

2. Interchange: MasterSchedule

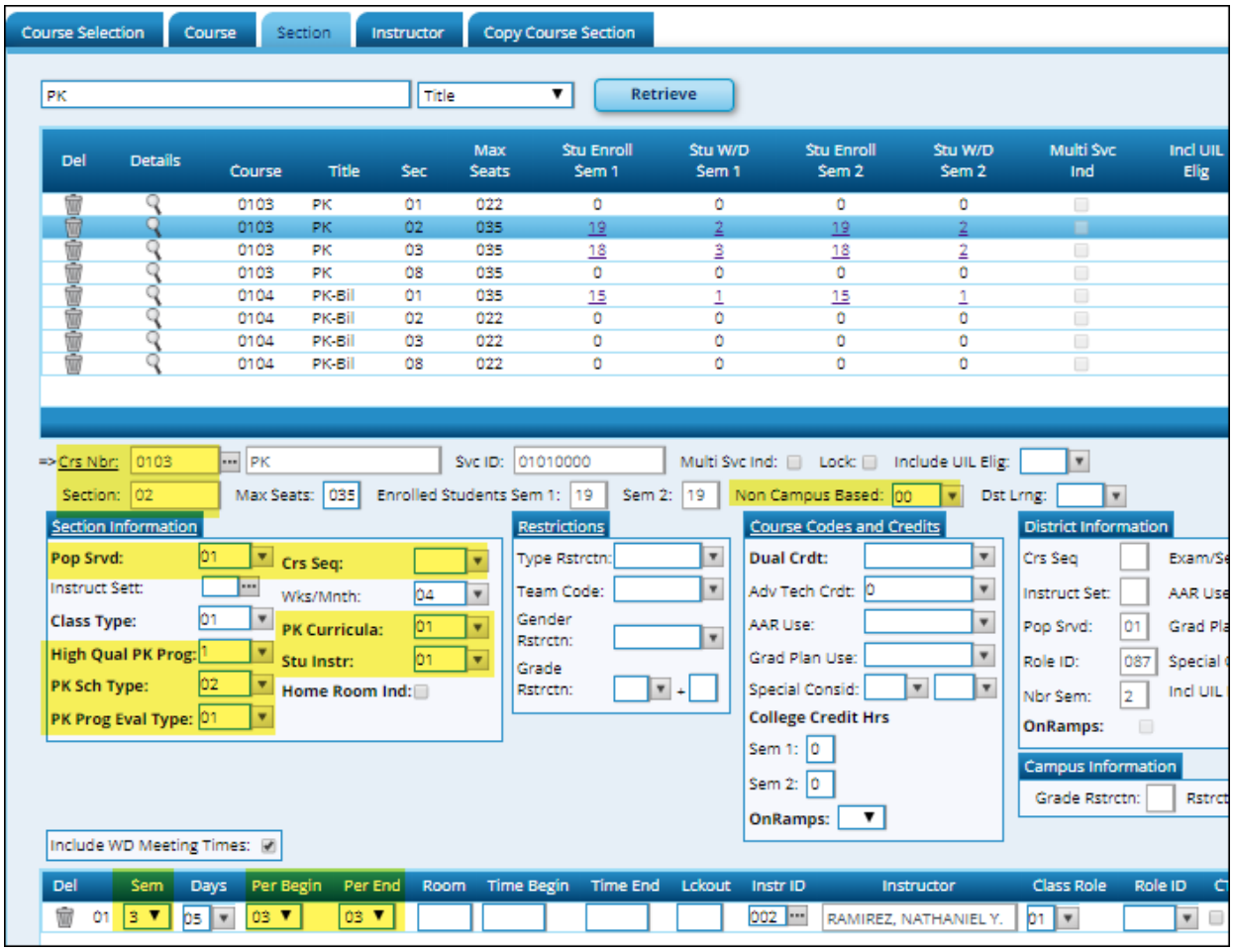
Complex Type: SectionExtension

Description: Represents a setting in which organized instruction of course content is provided to one or more students for a given period of time.

For Submission 3, one record must be submitted for each unique course-section offered during the school year.

The following elements from the *SectionExtension* complex type are included in Submission 3:

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section



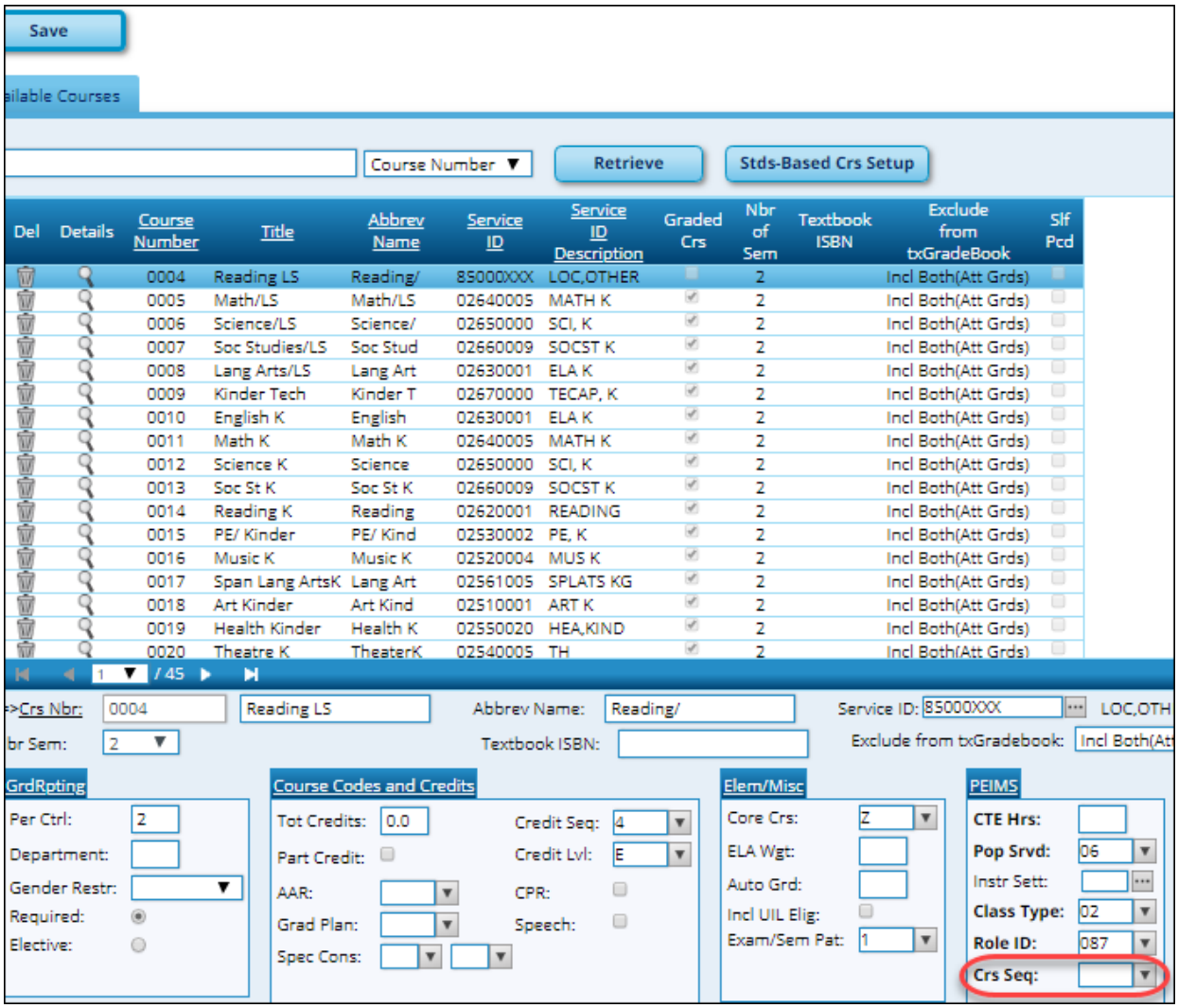
❑ PK-CURRICULA **PK Curricula** (E1579) is the curricula used in the district's prekindergarten program section.

❑ HIGH-QUALITY-PK-PROGRAM-INDICATOR **High Qual PK Prog** (E1580) indicates if the campus-course-section participates in the High Quality PK Program consistent with requirements in TEC 29.167-29.171.

❑ STUDENT-INSTRUCTION **Stu Instr** (E1558) indicates if the student attends full day, half day morning, or half day afternoon. This only applies to course-sections that use the Pre-Kindergarten service ID (01010000).

❑ PK-SCHOOL-TYPE **PK Sch Type** (E1555) indicates the PK program offered at the campus for that course-section.

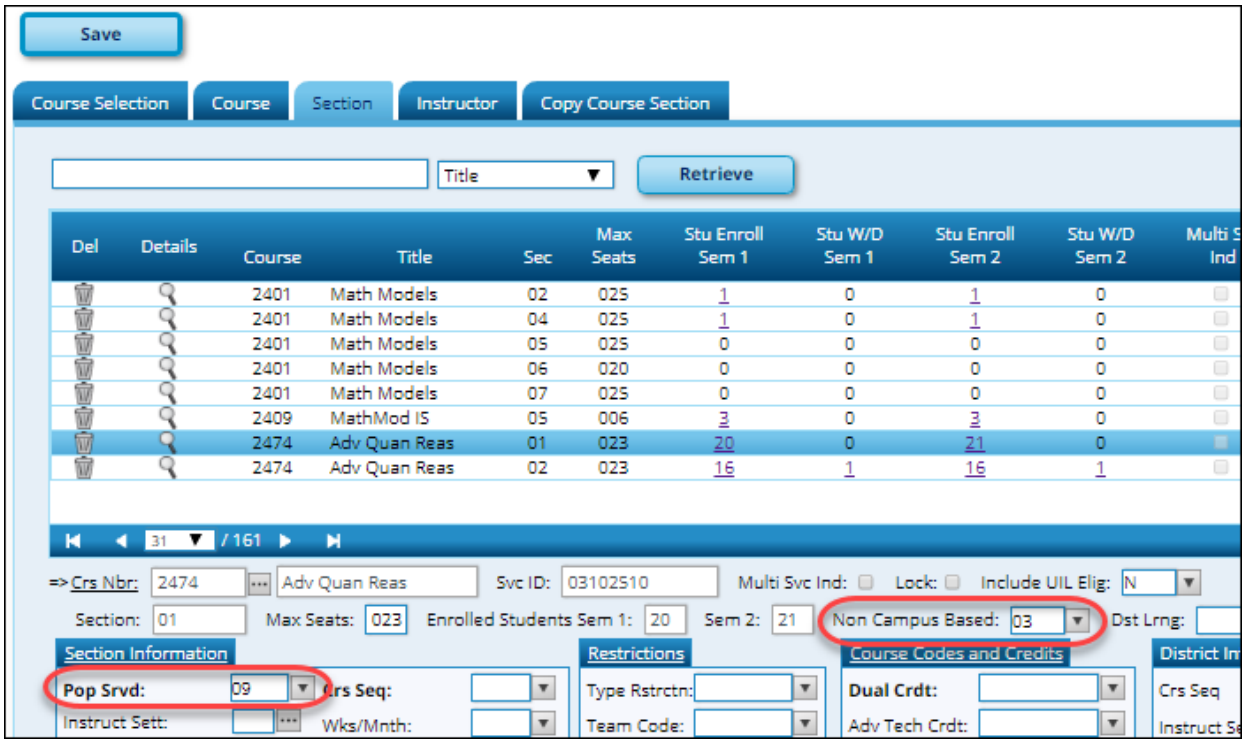
Grade Reporting > Maintenance > Master Schedule > District Schedule



❑ COURSE-SEQUENCE-CODE **Crs Seq** (E0948) 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, such as a credit recovery or self-paced course (e.g., the second semester of English I is taught during the first semester). Leave blank if the course is not taught out of sequence. Verify all course sequence codes in the district course and campus section records in the master schedule.

> **NOTE:** This field exists in both the district course and the campus section records. If a code is entered in the section record, it is extracted from the section record. If the code is blank in the section record, the code is extracted from the district course record. If both the district and campus section record codes are blank, the default codes are extracted for the semesters specified.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section

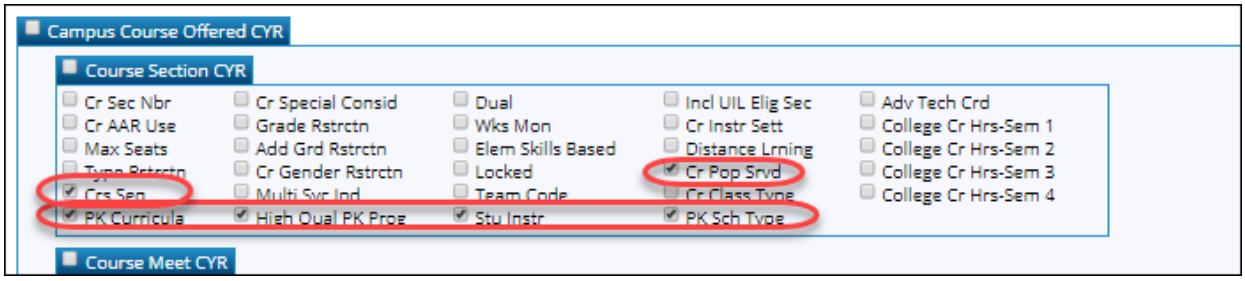


❑ NON-CAMPUS-BASED-INSTRUCTION-CODE **Non Campus Based** (E1072) indicates if the course was not taught by an employee of the LEA (e.g., *08 - Credit by Exam*).

❑ POPULATION-SERVED-CODE **Pop Srvd** (E0747) identifies the student population for which a service was designed or intended. It does not necessarily identify program eligibility. Only one code can be reported per course-section. If intent cannot be determined, use code *01* (i.e., *Regular Students*).

RUN REPORTS FOR VERIFYING SECTION-EXTENSION COMPLEX TYPE DATA

Grade Reporting > Reports > Create Grade Reporting Report



Data in the *SectionExtension* complex type can be verified by creating a customized report. Select the fields for the various elements, and click **Create Report**.

Complex Type : CourseOffering

Description: Represents a course offered by a campus during a session, representing the catalog of available courses.

The following elements from the *CourseOffering* complex type are included in Submission 3:

❑ SERVICE-ID (E0724) - Described previously.

RUN REPORTS FOR VERIFYING MASTER-SCHEDULE INTERCHANGE DATA

Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0050 - District Master List (Grd Rpting)

Date Run: [redacted]
Cnty-Dist: 001-901

District Master List (Grade Reporting)
TXEIS ISD
Sch Year: 2019

Program ID: SGR0050
Page: 1 of 41

Course Number	Title	Abbrev Name	Stf Pcd	Nbr Sem	Exm Sem	Prd Ctrl	Core Crs	ELA Wgt	Auto Grade	Crd Lvl	Prd Crdt	Credit	Crdt Seq	Grd Crs	Gender	HR Cd	HR Tbl	HR Wgt	GA Tbl	GA Wgt	Service ID	Service ID Description	Dept	Textbook ISBN	Spec Crs Consid	Incl Elig	Priority Cd	AAR Use	PEIMS CTE Hours	PEIMS Course Seq	PEIMS Pop Srv	PEIMS Role ID	PEIMS Instr Set	PEIMS Class Typ
0004	Reading LS	Reading/	N	2	1	2	Z			E	N	0.0	4	N		R	1	R	1		02620001	READING				N	R				06	087		02
0005	Math/LS	Math/LS	N	2	1	2	Z			E	Y	0.0	4	Y		R	1	R	1		02640005	MATH K				Y	R				06	087		02
0006	Science/LS	Science/	N	2	1	2	Z			E	Y	0.0	4	Y		R	1	R	1		02650000	SCI, K				Y	R				06	087		02
0007	Soc Studies/LS	Soc Stud	N	2	1	2	Z			E	Y	0.0	4	Y		R	1	R	1		02660009	SOCST K				Y	R				06	087		02
0008	Lang Arts/LS	Lang Art	N	2	1	2	Z			E	Y	0.0	4	Y		R	1	R	1		01020000	KINDER				Y	R				06	087		02
0009	Kinder Tech	Kinder T	N	2	1	2	Z			E	Y	0.0	4	Y		R	1	R	1		02670000	TECAP, K				Y	R	S			01	087		01
0010	English K	English	N	2	1	2	Z			E	Y	0.0	4	Y		R	1	R	1		01020000	KINDER				Y	R				01	087		01
0011	Math K	Math K	N	2	1	2	Z			E	Y	0.0	4	Y		R	1	R	1		02640005	MATH K				Y	R				01	087		01
0012	Science K	Science	N	2	1	2	Z			E	Y	0.0	4	Y		R	1	R	1		02650000	SCI, K				Y	R				01	087		01
0013	Soc St K	Soc St K	N	2	1	2	Z			E	Y	0.0	4	Y		R	1	R	1		02660009	SOCST K				Y	R				01	087		01
0014	Reading K	Reading	N	2	1	2	Z			E	Y	0.0	4	Y		R	1	R	1		02620001	READING				Y	R				01	087		01

SGR0050 lists every course in the district master schedule for the school year. Verify all applicable data for each course.

Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0100 - Master Schedule (Grd Rpting)

Date Run:
Cnty-Dist: 001-901
Campus: 001

Master Schedule (Grd Rpting)
001 School
Sch Year: 2019

Program ID: SGR0100
Page: 1 of 2
Inactive Instructor

Course Number	Title	Slf Pcd	Nbr of Sem	Per Cntrl	Credit Seq	Exam Sem Pattrn	Prgd Grd Restr	+	Core Cd	LA Wt	Auto Grd	Credit Lvl	Incld on Cnflict	Allw Part Crdt	Crdt	Rpt Card Grd Type	Graded Crs	HR Cd	HR Tbl	HR Wt	GA Tbl	GA Wt	Service ID	Abbr. Crs Name
0004	Reading LS	N	2	2	4	1			Z			E	Y	N	0.0	N	N		R	1	R	1	02620001	Reading/

Sec	Inst	Inst Name	Class Role	Non Cam Bsd	Sem Cd	Period Beg	Period End	Days Met	Wks Month	Room	Max Seats	Crs Seq	Restrictions Grd	Restrictions +	Restrictions Sex	Lockout Cd	Team Cd	Instr Set	Class Type	Pop Srv	Role ID	AAR Use	Multi Svc	Dual Crd	ATC	Dist Lrn	Spc Crns	Semesters 1 Act	Semesters 1 WD	Semesters 2 Act	Semesters 2 WD	Semesters 3 Act	Semesters 3 WD	Semesters 4 Act	Semesters 4 WD	College Credit Hours Semesters 1	2	3
																			02		087							0	0	0	0	0	0	0	0	0	0	0

Total Seats: 0 Total for Course: 0 0 0 0 0 0 0 0 0 0 0

Course Number	Title	Slf Pcd	Nbr of Sem	Per Cntrl	Credit Seq	Exam Sem Pattrn	Prgd Grd Restr	+	Core Cd	LA Wt	Auto Grd	Credit Lvl	Incld on Cnflict	Allw Part Crdt	Crdt	Rpt Card Grd Type	Graded Crs	HR Cd	HR Tbl	HR Wt	GA Tbl	GA Wt	Service ID	Abbr. Crs Name
0005	Math/LS	N	2	2	4	1			Z			E	Y	Y	0.0	N	Y		R	1	R	1	02640005	Math/LS

Sec	Inst	Inst Name	Class Role	Non Cam Bsd	Sem Cd	Period Beg	Period End	Days Met	Wks Month	Room	Max Seats	Crs Seq	Restrictions Grd	Restrictions +	Restrictions Sex	Lockout Cd	Team Cd	Instr Set	Class Type	Pop Srv	Role ID	AAR Use	Multi Svc	Dual Crd	ATC	Dist Lrn	Spc Crns	Semesters 1 Act	Semesters 1 WD	Semesters 2 Act	Semesters 2 WD	Semesters 3 Act	Semesters 3 WD	Semesters 4 Act	Semesters 4 WD	College Credit Hours Semesters 1	2	3
																			02		087							0	0	0	0	0	0	0	0	0	0	0

Total Seats: 0 Total for Course: 0 0 0 0 0 0 0 0 0 0 0

Course Number	Title	Slf Pcd	Nbr of Sem	Per Cntrl	Credit Seq	Exam Sem Pattrn	Prgd Grd Restr	+	Core Cd	LA Wt	Auto Grd	Credit Lvl	Incld on Cnflict	Allw Part Crdt	Crdt	Rpt Card Grd Type	Graded Crs	HR Cd	HR Tbl	HR Wt	GA Tbl	GA Wt	Service ID	Abbr. Crs Name
0006	Science/LS	N	2	2	4	1			Z			E	Y	Y	0.0	N	Y		R	1	R	1	02650000	Science/

SGR0100 lists every course-section in the campus master schedule. Verify all applicable data for each course-section.

Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0110 - Master Schedule PEIMS (Grd Rpting)

Date Run:
Cnty-Dist: 001-901
Campus: 001

Master Schedule PEIMS Information
001 School
Sch Year: 2019

Program I
Page:
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Inac

Sec	Inst	Inst Name	Class Role	Sem	Days Met	Per Beg	Per End	Beg Time	End Time	Entry Date	Withdraw Date	Non Campus Based	Svc ID	Class Type	Pop Srv	Role ID	Crs Seq	PK Curr	High Qual PK	PK Stu Instr	PK Sch Type	Home Room Ind	On Ramps	Dual Crd	Adv Tech Crd	CTE Hrs	Teacher Cert	College Sem1
		Course Number	0004		Title				Reading LS				02620001															0
		Course Number	0005		Title				Math/LS				02640005															0
		Course Number	0006		Title				Science/LS				02650000															0
		Course Number	0007		Title				Soc Studies/LS				02660009															0
		Course Number	0008		Title				Lang Arts/LS				01020000															0
		Course Number	0009		Title				Kinder Tech																			

SGR0110 provides campus-level TSDS information. Verify all section data. If there is a

difference between the values at the campus section level and the district level, the section record data overrides the district-level data.

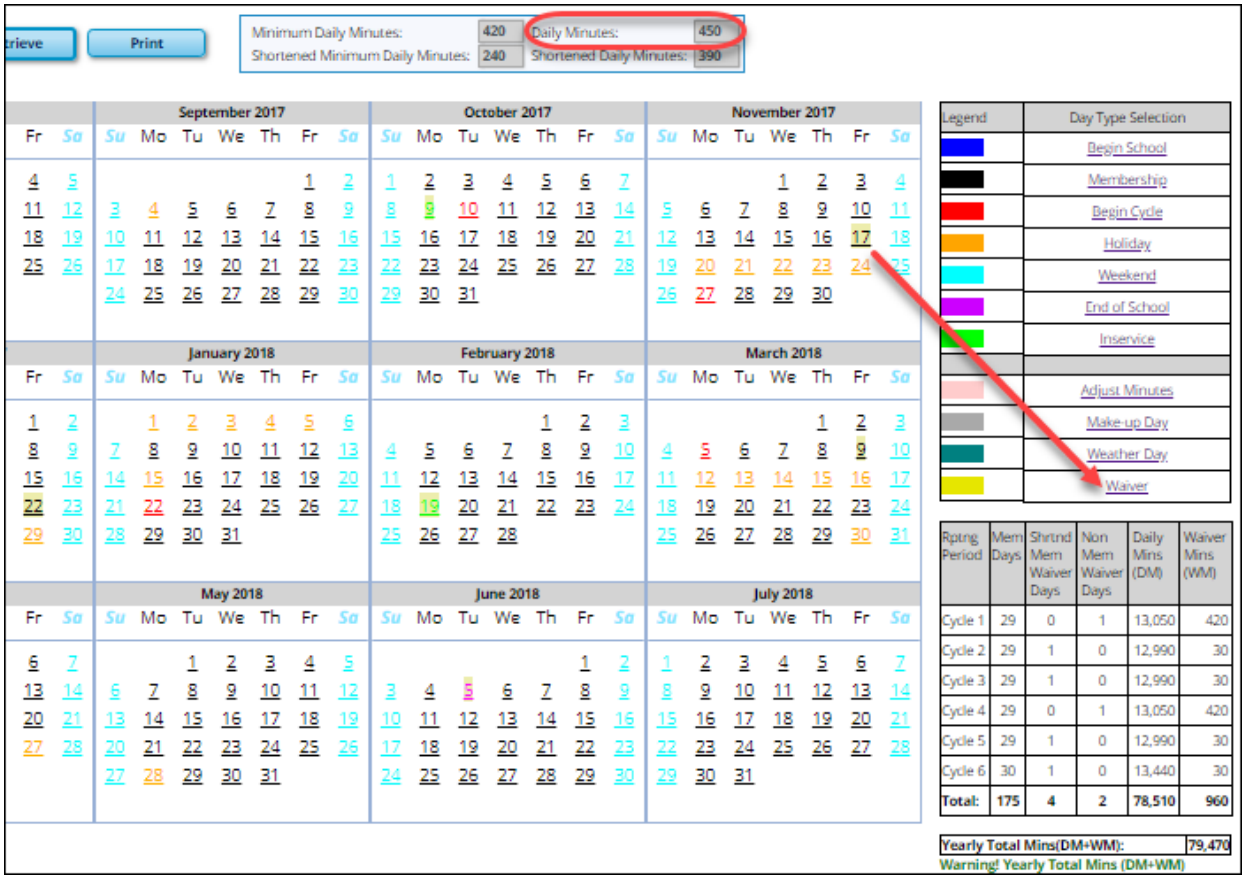
3. Interchange: EducationOrgCalendar

Complex Type: CalendarDateExtension

Description: Represents a day in the school calendar.

The following elements from the *CalendarDateExtension* complex type are included in Submission 3:

Attendance > Maintenance > Campus > Campus Calendar



❑ CALENDAR-DATE (E1168) is the month, day, and year of the calendar date.

❑ SCHOOL-DAY-EVENT-CODE (E1582) is the type of scheduled or unscheduled event for the day, such as student instructional day or waiver day.

❑ CALENDAR-WAIVER-EVENT-TYPE (E1570) indicates the type of state-approved waiver.

❑ SCHOOL-DAY-OPERATIONAL-MINUTES **Daily Minutes** (E1571) is the minutes that a

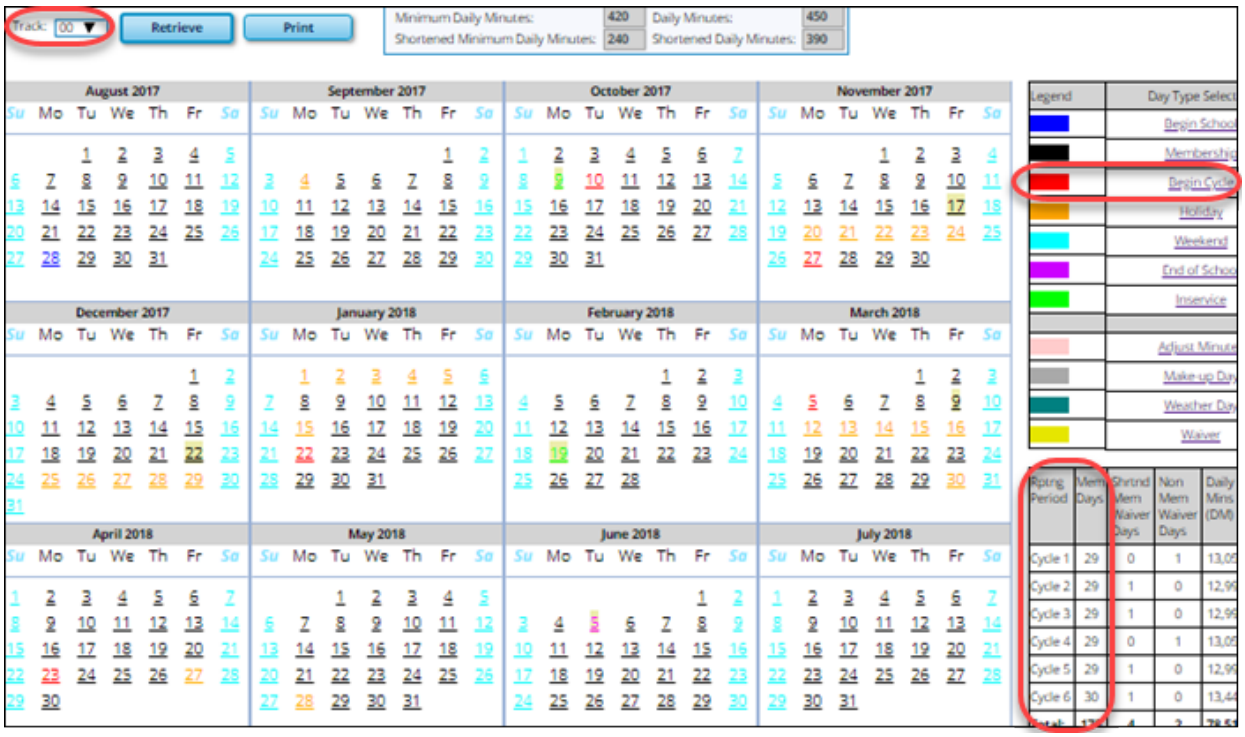
campus operated on a particular school day 2016-2017 for the purpose of student instruction.

❑ SCHOOL-DAY-WAIVER-MINUTES (E1572) indicates the waiver minutes for the campus and calendar date.

Complex Type: ReportingPeriodExtension

Description: Represents a time period for which student attendance data are reported.

Attendance > Maintenance > Campus > Campus Calendar



❑ INSTRUCTIONAL-TRACK-INDICATOR-CODE **Track** (E0975) is a unique campus calendar of school days for a particular group of students at a campus. Students with the same instructional track have the same number of days taught in a particular reporting period at a campus.

❑ REPORTING PERIOD INDICATOR CODE **Cycle #** (E0934) indicates the period for which the attendance data is being reported.

❑ NUMBER-DAYS-TAUGHT **Mem Days** (E0935) is the number of days of instruction offered during a particular reporting period, as indicated on the campus calendar. For Submission 3, the number cannot exceed 45 days for the first five six-week reporting periods or 90 days for the sixth six-week reporting period.

❑ REPORTING-PERIOD-BEGIN-DATE (E1568) is the first day of the reporting period (cycle).

❑ REPORTING-PERIOD-END-DATE (E1569) is the last day of the reporting period (cycle).

RUN REPORT FOR VERIFYING EDUCATION-ORG-CALENDAR INTERCHANGE DATA

Attendance > Maintenance > Campus > Campus Calendar (**Print** button)

Date Run:
Cnty-Dist: 020-020
Campus: 001
Track: 00

Campus Calendar
Mockingbird ISD
Agarita High School
School Year

Page

First Day of School : 08/28/2017 Daily Minutes: 450
Last Day of School : 06/05/2018 Shortened Daily Minutes: 390

Rptng Period	Begin Date	Mem Days	Shrtnd Mem Waiver Day	Non Mem Waiver Day	Daily Min (DM)	Waiver Min (WM)
1	08/28/2017	29	0	1	13,050	420
2	10/10/2017	29	1	0	12,990	30
3	11/27/2017	29	1	0	12,990	30
4	01/22/2018	29	0	1	13,050	420
5	03/05/2018	29	1	0	12,990	30
6	04/23/2018	30	1	0	13,440	30
Total:		175	4	2	78,510	960

Yearly Total Minutes(DM+WM) : 79,470

Warning! Please make sure to check the total of Daily Minutes and Waiver Minutes. Total must be at least 75,600 minutes.

B Begin Sch
Membersh
C Begin Cyc
H Holiday
W Weekend
E End Of Sc
I In Service
F Weather
M Make-up
A Adjust Mir
V Waiver

AUGUST 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 B	29	30	31		

SEPTEMBER 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					01	02 W
03 W	04 H	05	06	07	08	09 W
10 W	11	12	13	14	15	16 W
17 W	18	19	20	21	22	23 W
24 W	25	26	27	28	29	30 W

OCTOBER 2017

Sun	Mon	Tues	Wed	Thur
01 W	02	03	04	05
08 W	09 W	10 C	11	12
15 W	16	17	18	19
22 W	23	24	25	26
29 W	30	31		

NOVEMBER 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			01	02	03	04 W
05 W	06	07	08	09	10	11 W

DECEMBER 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					01	02 W
03 W	04	05	06	07	08	09 W

JANUARY 2018

Sun	Mon	Tues	Wed	Thur
	01 H	02 H	03 H	04 H
07 W	08	09	10	11

The cycle data begins on page 3 of the report.

Date Run:
Cnty-Dist: 020-020
Campus: 001
Track: 00

Campus Calendar
Mockingbird ISD
Agarita High School
School Year

Page: 3 of 8

Calendar Minutes Verification List

Adjust Minutes | Make-up Day | Weather Day | Waiver Day

Reporting Period	Day No	Date	Day Type	Daily Mins (DM)	Waiver Mins (WM)	Waiver Events
1	1	08/28/2017	Membership Day	450	0	
	2	08/29/2017	Membership Day	450	0	
	3	08/30/2017	Membership Day	450	0	
	4	08/31/2017	Membership Day	450	0	
	5	09/01/2017	Membership Day	450	0	
	6	09/05/2017	Membership Day	450	0	
	7	09/06/2017	Membership Day	450	0	
	8	09/07/2017	Membership Day	450	0	

Category: Student

For Submission 3, if the student is in membership in the LEA (served at least two hours per day), report any student who was served any time during the school year.

1. Interchange: StudentExtension

Complex Type: StudentExtension

Description: Represents a student for whom instruction and/or services are provided in an elementary, secondary, or post-secondary educational program under the jurisdiction of an LEA.

The following elements from the *StudentExtension* complex type are included in Submission 3:

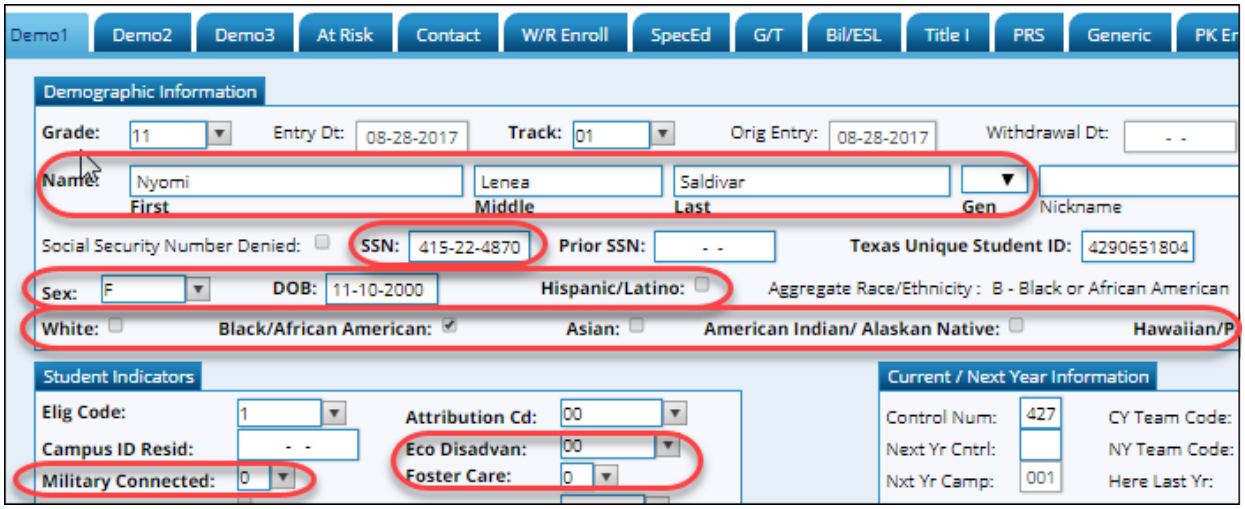
❑ STUDENT-IDENTIFICATION-SYSTEM (E1090) is the coding scheme used for identification and record-keeping purposes by schools, social services, or other agencies to refer to a student. **This is hard coded in the program as “State” and the student’s SSN is used.**

❑ LOCAL-STUDENT-ID (E0923) is the optional student’s local identification number as assigned by the district.

❑ AS-OF-STATUS-CODE (E1002) is generated by the program during the extracts. The code indicates the student’s enrollment status in the district on the Submission 3 as-of date. Report codes *H*, *I*, and *X* only.

- Code *X* is used for students in grade levels EE-06.
- Codes *H* and *I* are used for students in grade levels 7-12 and indicate the student enrollment status on the final day of the school year.

Registration > Maintenance > Student Enrollment > Demo1



❑ FIRST-NAME **Name - First** (E0703) is the student's legal first name. Do not use an initial unless an initial is the legal first name.

❑ MIDDLE-NAME **Name - Middle** (E0704) is the student's legal middle name as shown on the identification documentation used for school enrollment. If the student has no middle name, the field must be blank. The middle name can be reported as blank for students only when the student does not have a middle name on his identification documentation. Do not use text such as NONE or NA.

❑ LAST-NAME **Name - Last** (E0705) is the student's legal last name.

❑ GENERATION-CODE **Name - Gen** (E0706) is the suffix attached to the student's name. The field can be blank. The field must be blank if the student does not have a generation suffix on his name based on the identification documentation used for enrollment at the campus.

❑ SEX-CODE **Sex** (E0004) indicates the student's gender.

❑ DATE-OF-BIRTH **DOB** (E0006) is the month, day, and year of the student's birth.

❑ HISPANIC-LATINO-CODE **Hispanic/Latino** (E1064) indicates a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

❑ WHITE-CODE **White** (E1063) indicates a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

❑ BLACK-AFRICAN-AMERICAN-CODE **Black/African American** (E1061) indicates a person having origins in any of the black racial groups of Africa.

❑ ASIAN-CODE **Asian** (E1060) indicates a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

❑ AMERICAN-INDIAN-ALASKA-NATIVE-CODE **American Indian/ Alaskan Native** (E1059) indicates a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

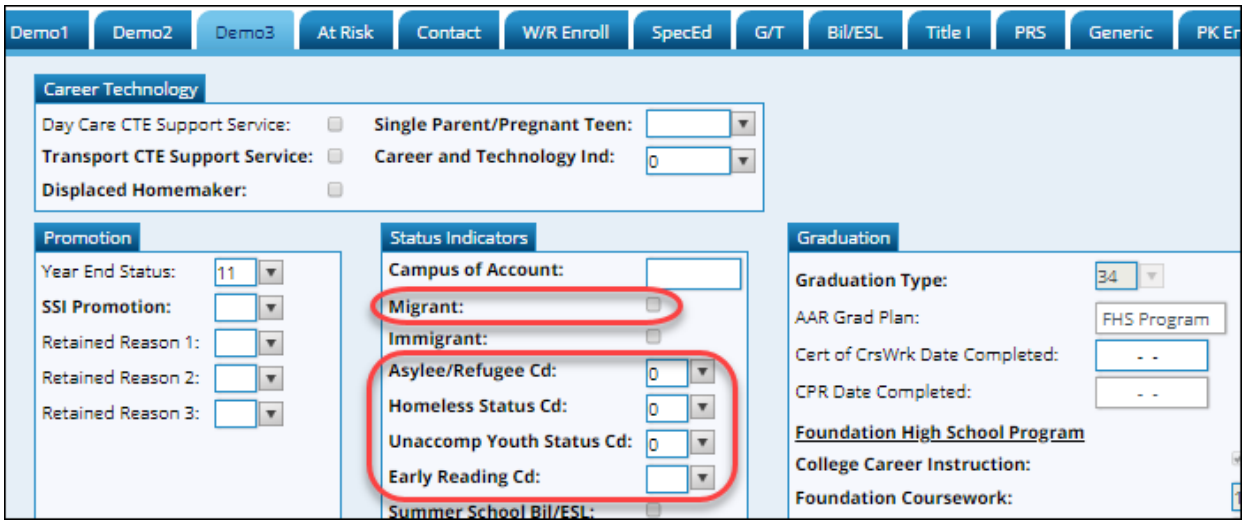
❑ NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE **Hawaiian/Pacific Isl** (E1062) indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

❑ ECONOMIC-DISADVANTAGE-CODE **Eco Disadvan** (E0785) indicates the student's economic disadvantage status based on his latest status at the end of the school year or at the end of the student's enrollment period; whichever comes last. The status may be derived from National School Lunch Program (NSLP) indicators such as family income or a survey instrument created by the LEA. For Submission 3, it is reported based on a student's last status at the end of the school year or at the end of the student's enrollment period; whichever comes last.

❑ MILITARY-CONNECTED-STUDENT-CODE **Military Connected** (E1529) indicates a PK-12 student who is a dependent of a member of the United States armed forces. All students identified as being military connected in the Fall Snapshot must also be coded as being military connected in the summer collection.

❑ FOSTER-CARE-INDICATOR-CODE **Foster Care** (E1528) indicates if the student is in the conservatorship of the Department of Family and Protective Services (DFPS). All students identified as being in foster care in the Fall Snapshot must also be coded as being in foster care in the summer collection.

Registration > Maintenance > Student Enrollment > Demo3



❑ MIGRANT-INDICATOR-CODE **Migrant** (E0984) indicates if the student, or the student's parent, spouse, or guardian, is a migratory agricultural worker. LEAs identify the students using their own recruitment program for self-identifying migrants, or they use the ESC co-op to identify migrants. Students coded as a migrant must provide a Certificate of

Eligibility (COE). For Submission 3, the code is 1 for a migrant student who has a COE on file as of the student's last day of enrollment during the school year.

❑ UNSCHOOLED-ASYLEE/REFUGEE-CODE **Asylee/Refugee Cd** (E1076) applies only to students initially enrolled in grade levels 7-12 in the United States as unschooled asylees or refugees.

❑ HOMELESS-STATUS-CODE **Homeless Status Cd** (E1082) indicates whether a student is homeless and, if homeless, what his primary nighttime residence is at the time of identification (shelter, doubled up, unsheltered, motel/hotel). LEAs must report all students who have experienced homelessness at some point during the school year. If a homeless student enters into permanent housing later in the same school year, this code should not be changed and should still indicate that the student is homeless for the remainder of the current school year. All students identified as homeless in the Fall Snapshot must also be coded as homeless in Submission 3.

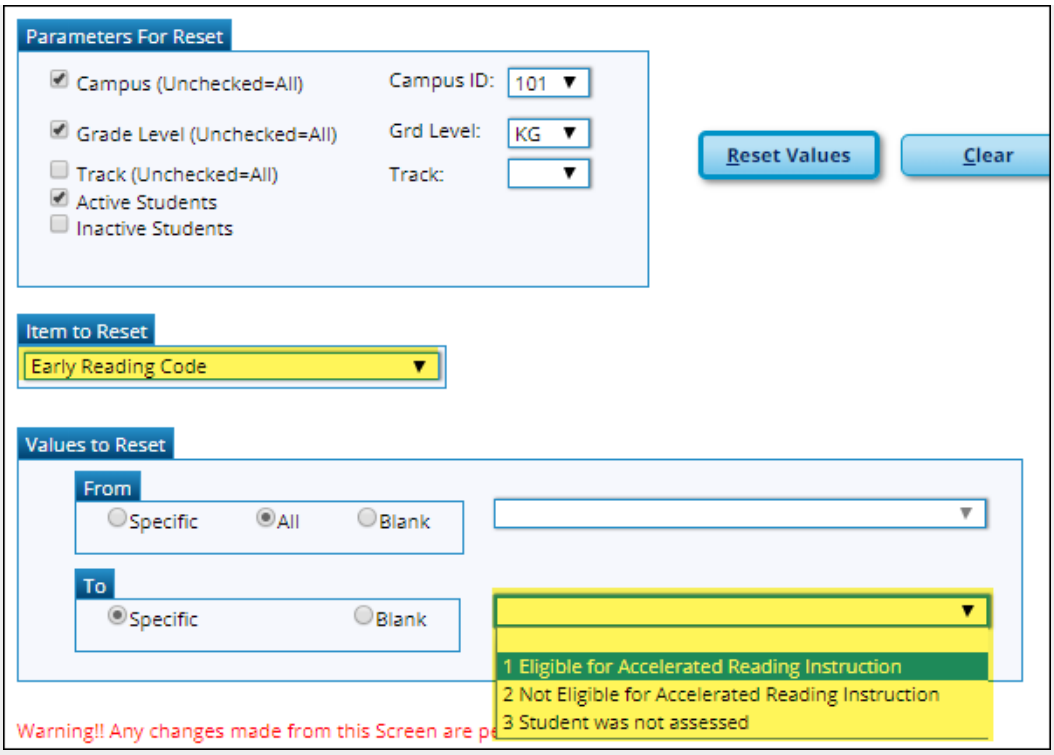
❑ UNACCOMPANIED-YOUTH-STATUS-CODE **Unaccomp Youth Status Cd** (E1084) indicates a youth (under 21 as of September 1) who is homeless, whether in or not in the physical custody of a parent or guardian, and receives services from the school district at least two hours per day. LEAs must report whether a homeless student is unaccompanied. If an unaccompanied student becomes accompanied later in the same school year, this code should not be changed and should still indicate that the student is unaccompanied for the remainder of the current school year. All students identified as unaccompanied in the Fall Snapshot must also be coded as unaccompanied in Submission 3.

❑ EARLY-READING-INDICATOR-CODE **Early Reading Cd** (E1522) indicates if the student is eligible for accelerated reading instruction due to reading difficulties or dyslexia. This field applies only to grade levels KG-2 and is required for those students. Eligibility status is based on the latest assessment results available for the student. For Submission 3, report grade level reading status based on the latest assessment results available for the student.

You can use the Reset Values utility to set the early reading indicator code for all students in grade levels KG-2:

1. Go to ***Registration > Utilities > Reset Values***.

2. In the **Item to Reset** field select *Early Reading Code*.

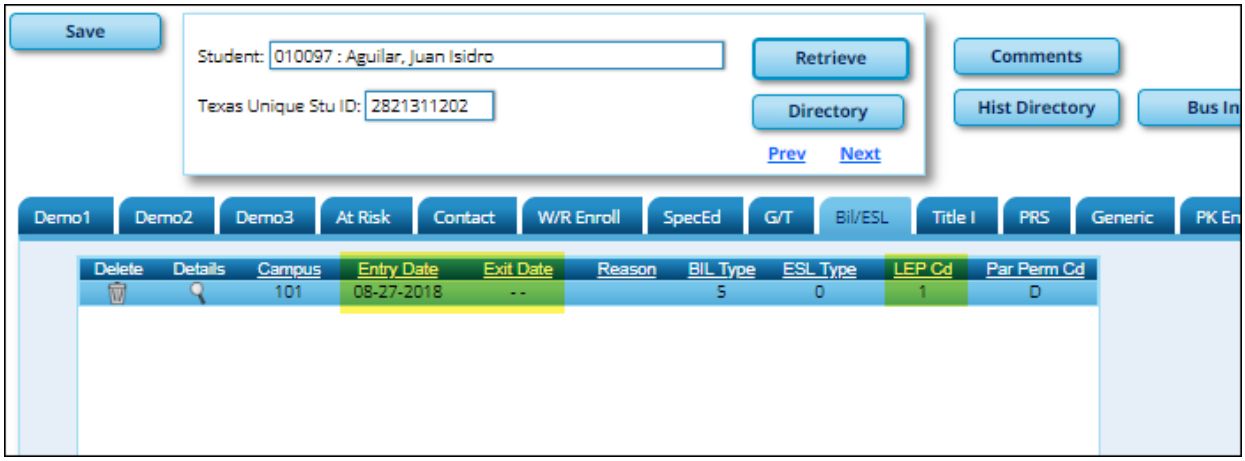


3. Click **Reset Values**.

NOTE:

- See online Help for specific instructions on running this utility.
- The utility may need to be run multiple times to assign different codes to different groups of students.

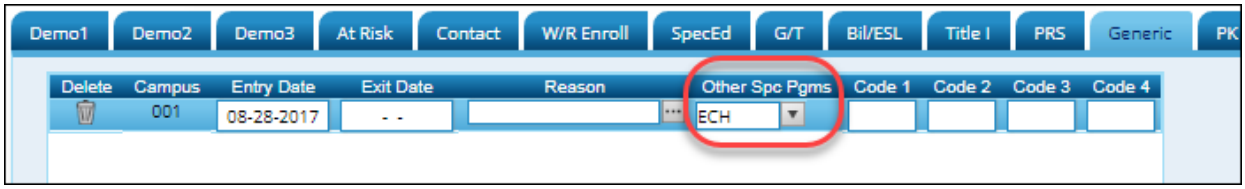
Registration > Maintenance > Student Enrollment > Bil/ESL



❑ LEP-INDICATOR-CODE **LEP Cd** (E0790) indicates if the student has been identified as limited English proficient. For submission 3, the code must reflect the student's LEP

status for the school year. The code must be *1* if the student was identified as LEP at any time during the school year.

Registration > Maintenance > Student Enrollment > Generic



NOTE: ECHS, T-STEM, and any needed crisis codes should be set up as generic programs on ***Registration > Maintenance > Campus Profile > Campus Generic Ent/Wd Program Codes***. The student should have a row on the Generic tab where the **Other Spc Pgms** field is set to the generic code for ECHS, T-STEM, or the crisis code if applicable.

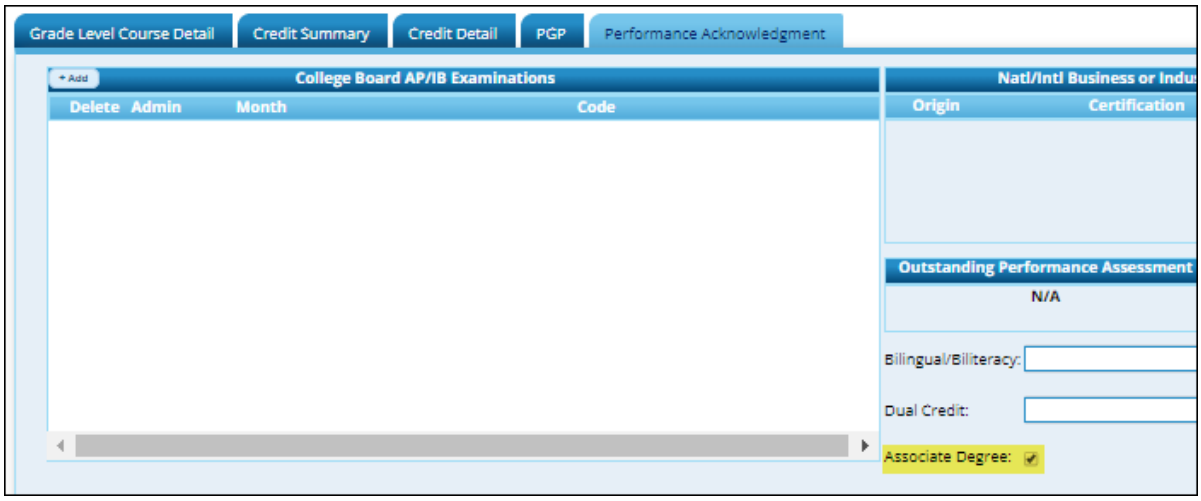
❑ ECHS-INDICATOR-CODE (E1560) indicates if the student is enrolled in an Early College High School (ECHS). Students enrolled in an ECHS at any point in time during the school year are reported in Submission 3.

❑ T-STEM-INDICATOR-CODE (E1559) indicates if the student is enrolled in a Texas Science, Technology, Engineering, and Mathematics (T-STEM) Academy. Students enrolled in T-STEM at any point in time during the school year are reported in Submission 3.

❑ CRISIS-CODE (E1054) is used when a state health or weather related event impacts a group of students, and may or may not cause a student to leave the district or campus of residence. A crisis event is designated by the Commissioner of Education.

Check the district Generic Ent/Wd Program Codes tab to determine the program code used for a particular crisis.

Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgement

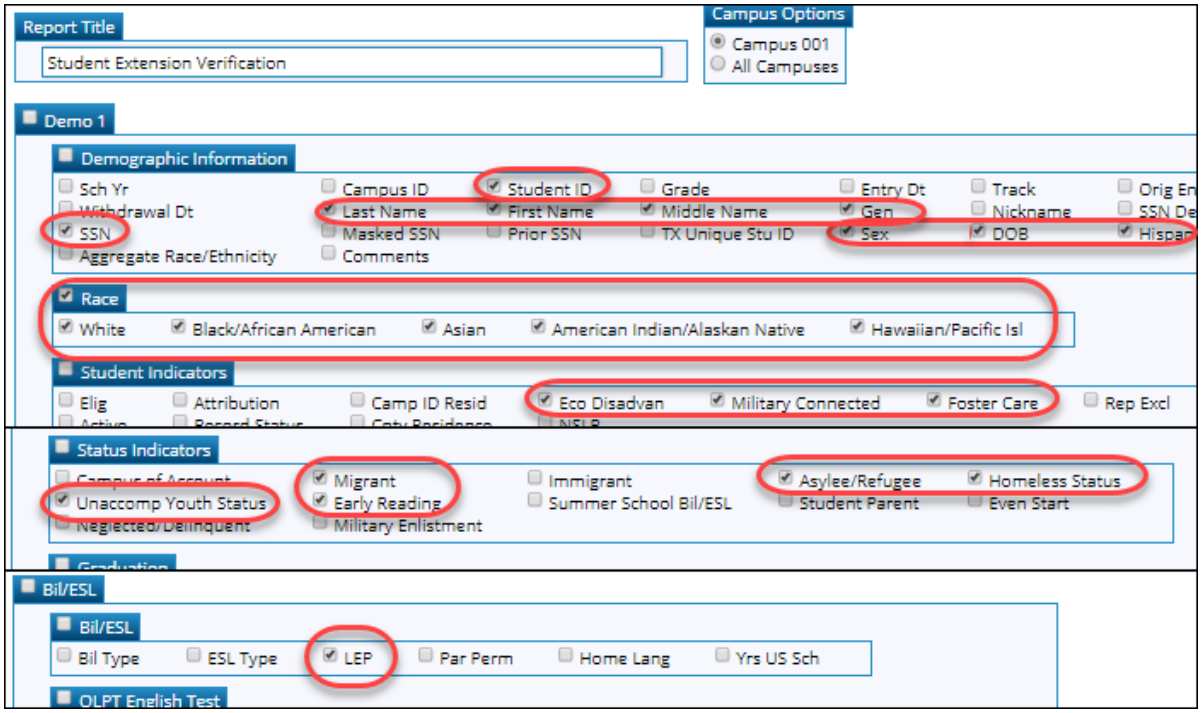


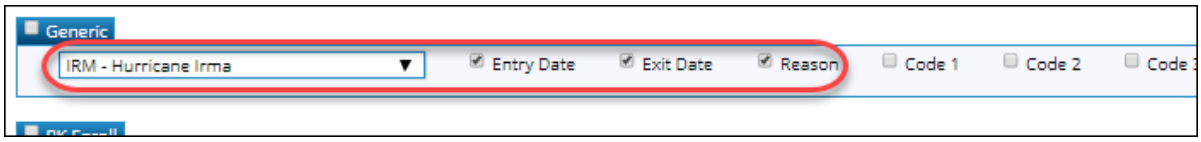
❑ **NEW for 2018!** ASSOCIATE-DEGREE-INDICATOR-CODE **Associate Degree** (E1596) indicates if the student earned an associate degree prior to graduation from high school. This should be reported by the district where the student received the associate degree.

RUN REPORT FOR VERIFYING STUDENT-EXTENSION INTERCHANGE DATA

Registration > Reports > Create Registration Report

Data in the *StudentExtension* Interchange can be verified by creating a customized report. Select the fields for the various elements, and click **Create Report**.





2. Interchange: StudentEnrollmentExtension

Complex Type: StudentSchoolAssociationExtension

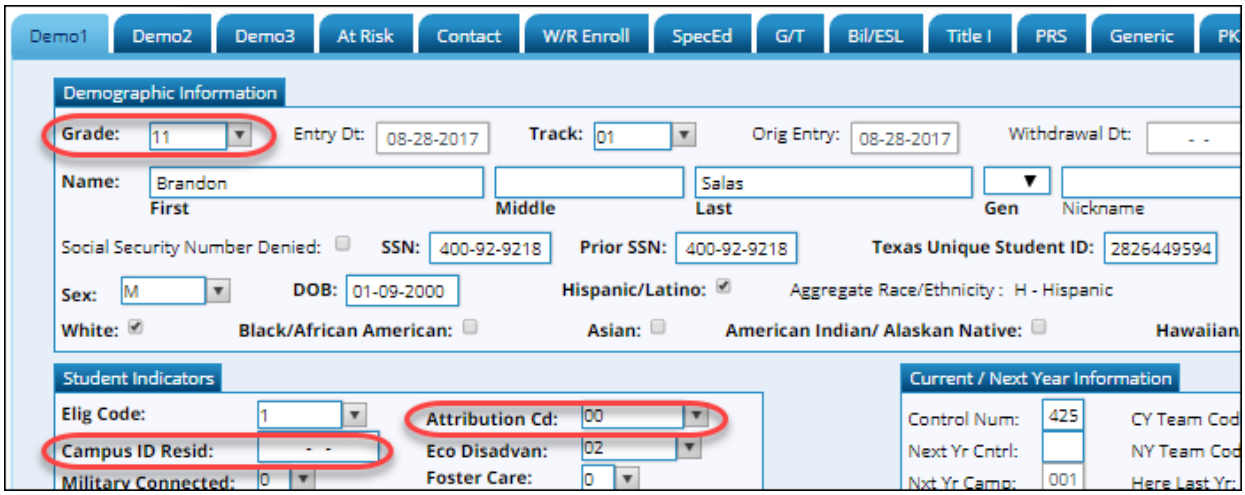
***Description*:** Represents the campus(es) in which a student is enrolled and/or withdrawn.

For Submission 3, each student must be reported with one and only one *StudentSchoolAssociationExtension* for the last campus on which the student was enrolled.

The following elements from the *StudentSchoolAssociationExtension* complex type are included in Submission 3:

❑ LAST-DATE-OF-ENROLLMENT (E1044) is generated by the program during the extracts and indicates the student's final date of enrollment in the district in the school year. Either the student's exit date or the last day of school is used, whichever is later. This is required for students in grade levels 7-12.

Registration > Maintenance > Student Enrollment > Demo1



❑ GRADE-LEVEL-CODE **Grade** (E0017) is the student's last grade level at the end of the school year or on the last day of enrollment of the school year.

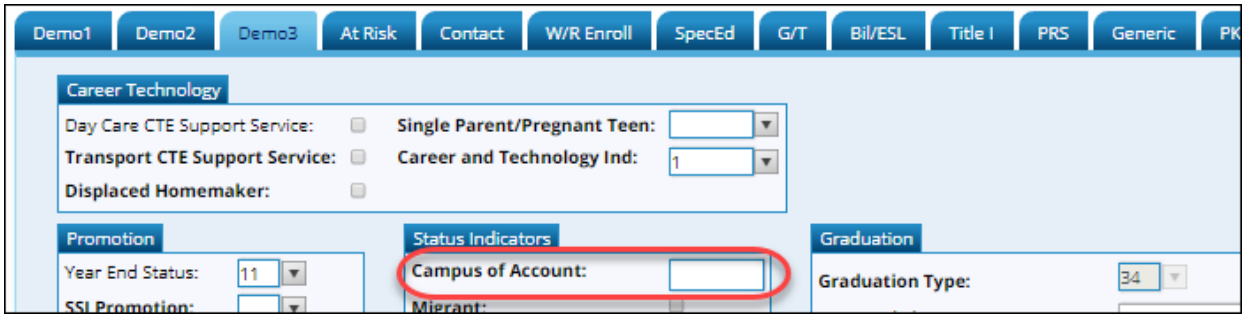
❑ STUDENT-ATTRIBUTION-CODE **Attribution Cd** (E1000) indicates students enrolled in a charter school or students who are not legal residents of the district but are served by

the district. These student should not have **Attribution Cd** *00* (i.e., No Attribution Code). Charter school students should *not* have **Attribution Cd** *00* or *03* (i.e., *PEG - Public Education Grant*).

❑ CAMPUS-ID-OF-RESIDENCE **Camp ID Resid** (E0903) is the campus ID that corresponds to the campus attendance area in which the student currently resides. The field is required for all students who do not legally reside in the district (regardless of where his parent/guardian resides), and for all students attending charter schools and JJAEPs.

- All students with **Elig Code** *3* (i.e., *Eligible Transfer - Full Day*) or *6* (i.e., *Eligible Transfer Half Day*) must have a **Camp ID Resid**, and the **Attribution Cd** must be *06* (i.e., *Transfer Between Public School Districts*).
- A student whose current address is outside Texas must be reported with **Camp ID Resid** *255000000*, and **Attribution Cd** must be *07* (i.e., *Out of State*).
- All students at a charter school must have a **Camp ID Resid**, and **Attribution Cd** must be *01* (i.e., *Open Enrollment Charter School*).
- All students at a JJAEP must have a **Camp ID Resid**, and **Attribution Cd** must be *02* (i.e., *JJAEP - Juvenile Justice Alternative Ed Program*).

Registration > Maintenance > Student Enrollment > Demo3

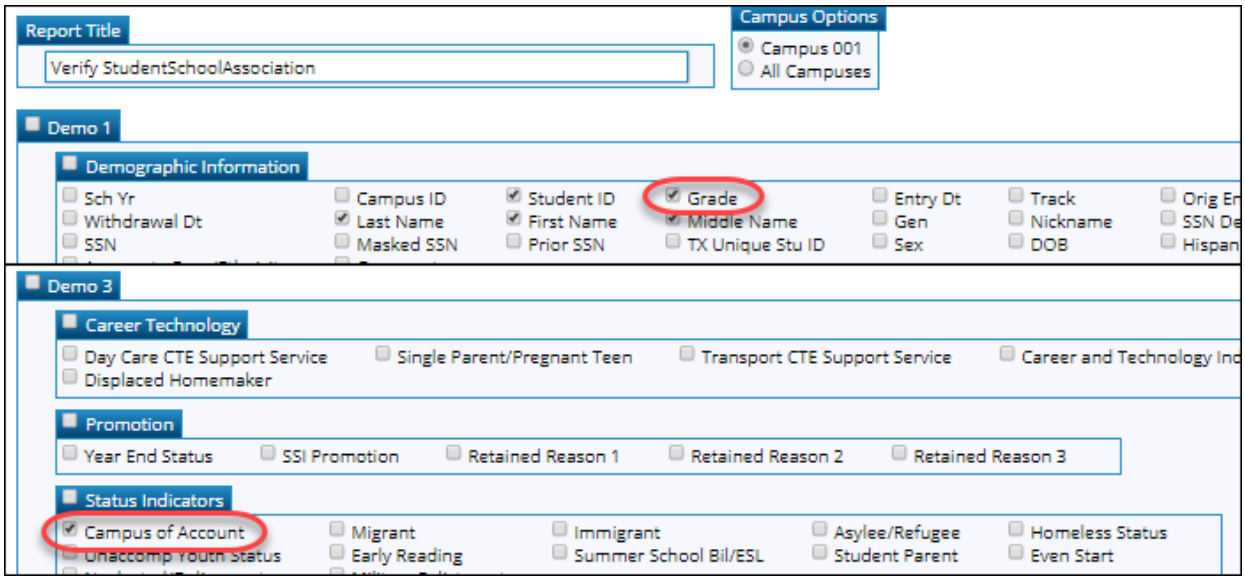


❑ CAMPUS-ID-OF-ACCOUNTABILITY **Campus of Account** (E1027) is only required for students enrolled in DAEP or JJAEP and is used to determine attendance and leaver data. For Submission 3, this field is used to determine attendance and/or leaver data attribution for campus accountability. It cannot be a DAEP or JJAEP. This field is used for a student who was only enrolled at a DAEP and/or a JJAEP.

RUN REPORTS FOR VERIFYING STUDENT-SCHOOL-ASSOCIATION COMPLEX TYPE DATA

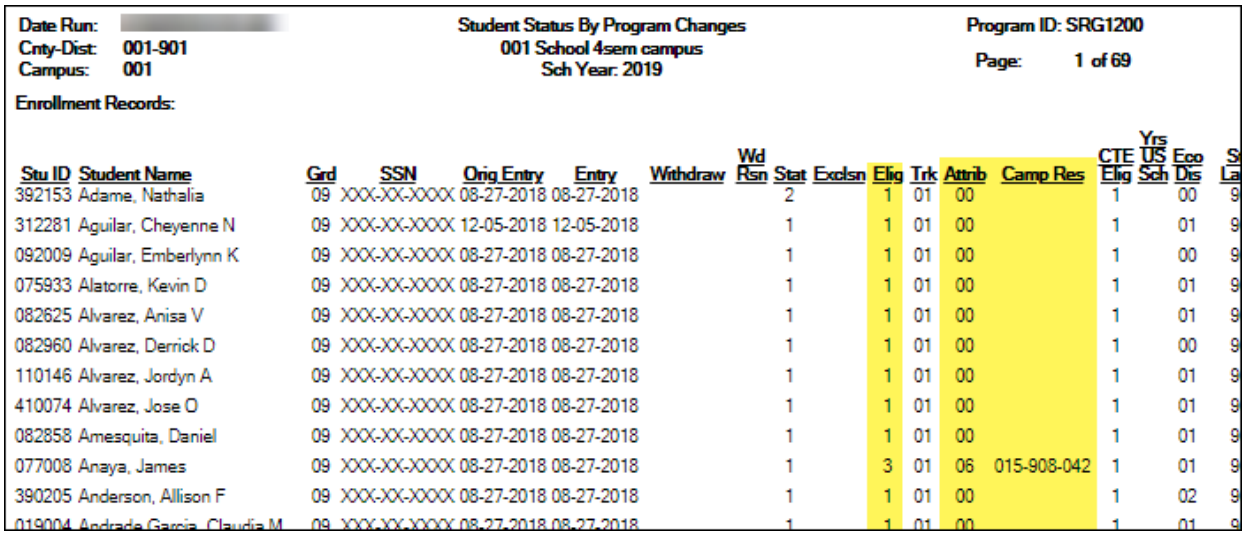
Registration > Reports > Create Registration Report

Data in the *StudentSchoolAssociation* complex type can be verified by creating a customized report. Select the fields for the various elements, and click **Create Report**.



Registration > Reports > Registration Reports > Program > SRG1200 - Student Status Changes by Program

SRG1200 provides a list of student status in all programs. Set the **Print Enroll Records** parameter to *Y*. Use the report to verify eligibility, attribution code, and campus of residence.



Date Run:
Cnty-Dist: 001-901
Campus: 001

Student Status By Program Changes
001 School 4sem campus
Sch Year: 2019

Program ID: SRG1200
Page: 1 of 69

Enrollment Records:

Stu ID	Student Name	Grd	SSN	Orig Entry	Entry	Withdraw	Wd Rsn	Stat	Exclsn	Elig	Trk	Attrib	Camp Res	CTE Elig	Yrs US Sch	Eco Dis	S La
392153	Adame, Nathalia	09	XXX-XX-XXXX	08-27-2018	08-27-2018			2		1	01	00		1		00	9
312281	Aguilar, Cheyenne N	09	XXX-XX-XXXX	12-05-2018	12-05-2018			1		1	01	00		1		01	9
092009	Aguilar, Emberlynn K	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1		00	9
075933	Alatorre, Kevin D	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1		01	9
082625	Alvarez, Anisa V	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1		01	9
082960	Alvarez, Derrick D	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1		00	9
110146	Alvarez, Jordyn A	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1		01	9
410074	Alvarez, Jose O	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1		01	9
082858	Amesquita, Daniel	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1		01	9
077008	Anaya, James	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		3	01	06	015-908-042	1		01	9
390205	Anderson, Allison F	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1		02	9
019004	Andrade Garcia, Claudia M	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1		01	9

Registration > Reports > Registration Reports > Student > SRG1800 - Enrollment by District of Residence

SRG1800 provides a list of students who were enrolled during the selected attendance cycle, grouped by district of residence. Use the report to verify campus ID of residence (CIR).

Date Run:	**Enrollment by District of Residence**	**Program ID: SRG1800**
Cnty-Dist: 001-901	**School Year: 2019**	**Page: 1 of 97**
Campus: All	**Campuses 001, 003, 005, 006, 101**	
Cycle: 6		

District of Residence: Blank

Student Id	Student Name	Grade	Dt Entry	Dt Withdraw	Wd Cd	Track	Status
Campus: 001							
312101	Abrams, D'Koven Dominic	12	08/27/2018			03	Active
370382	Acevedo, Nicholas Ryan	12	08/27/2018			03	Active
370374	Acevedo, Sydney Desarey	12	08/27/2018			03	Active
016582	Acosta, Levi Rene	12	08/27/2018			01	Active
370398	Acuna, Michael Rene	11	08/27/2018			07	Active
023937	Adame, Marcus Vincent	12	08/27/2018			03	Active
392153	Adame, Nathalia	09	08/27/2018			01	Active
091654	Adams, Alexander Daven	11	08/27/2018			01	Active
091488	Adams, Christopher Patrick	11	08/27/2018			03	Active
016088	Adams, Jarrett John	10	08/27/2018			03	Active

Complex Type: StudentSectionAssociation

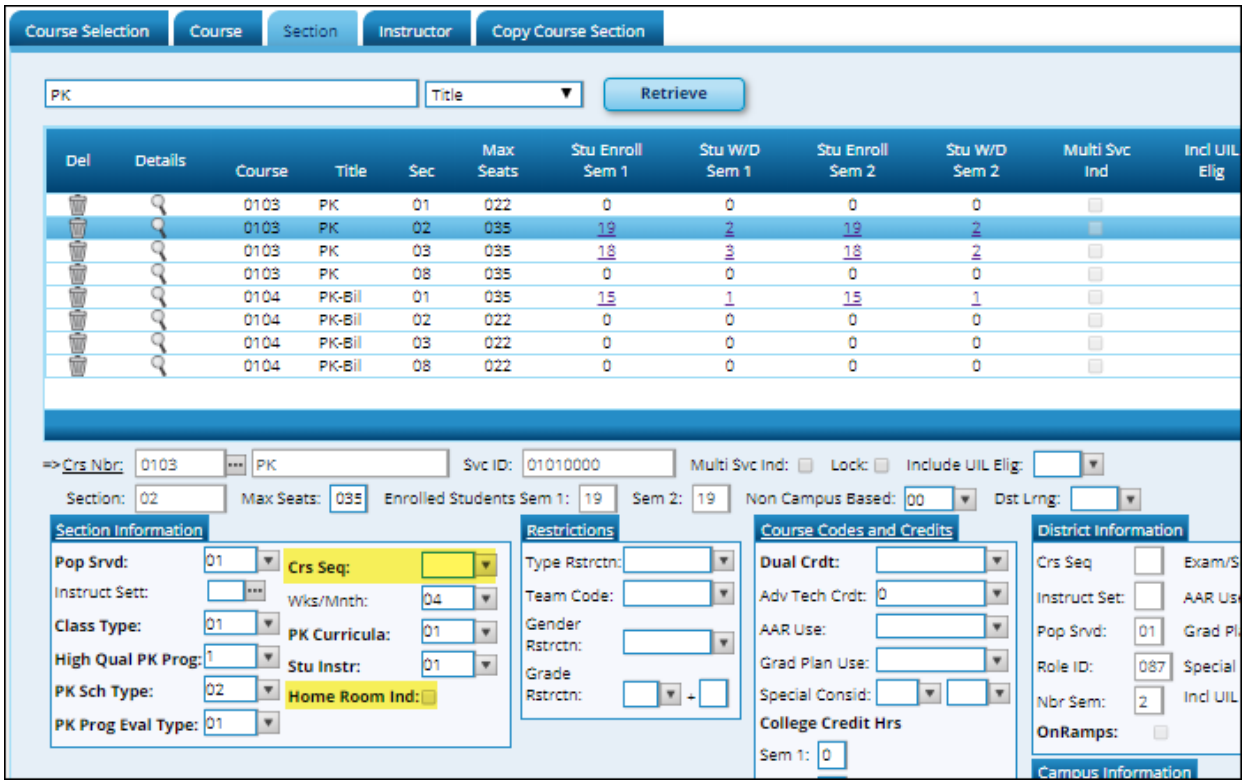
Description: Represents the complete list of courses that a student is taking or has attempted.

For Submission 3, one *StudentSectionAssociation* complex type data record must be reported for each reportable course from TEDS code table C022 that was attempted or completed by each student in membership in grade levels PK, KG, and 1-12. If a student repeats a course during the year with different outcomes, each course completion must be reported.

The following elements from the *StudentSectionAssociation* complex type are included in Submission 3:

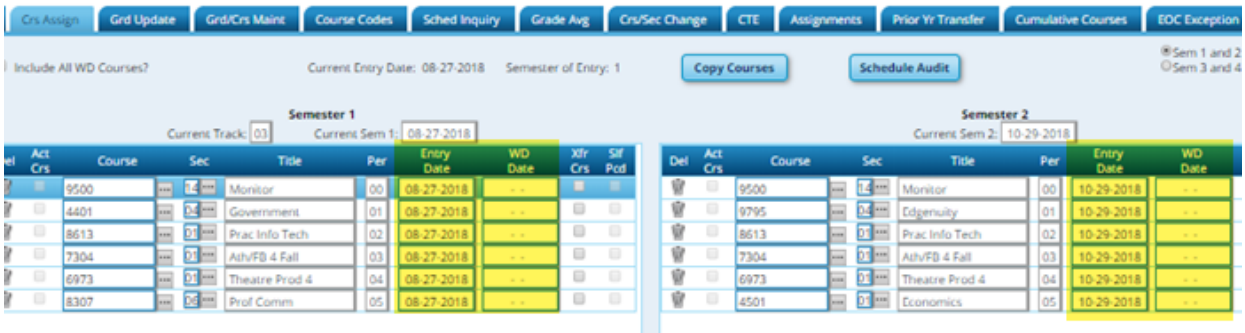
- ❑ COURSE-SEQUENCE-CODE (E0948) - Described previously.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section



❑ HOMEROOM-INDICATOR **Home Room Ind** (E1440) Indicates if the section is the student's homeroom. For Submission 3, this must be reported for all kindergarten students.

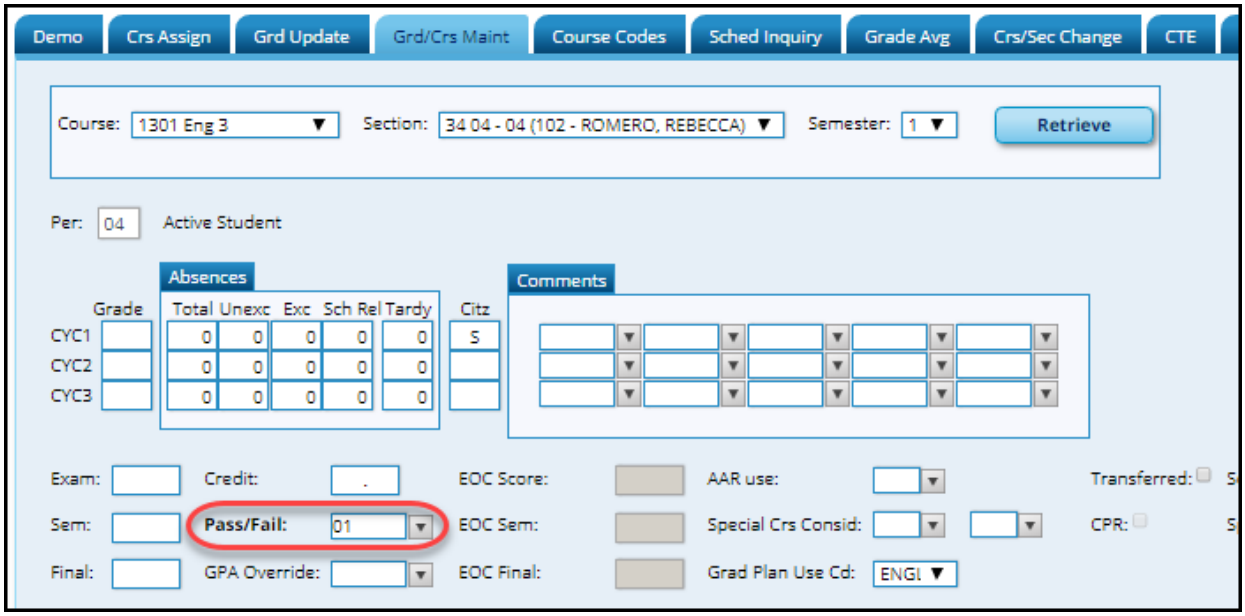
Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign



❑ STUDENT-BEGIN-DATE **Entry Date** (E1069) is the date(s) the student was assigned, or reassigned, to a particular course-section in the current school year. For submission 3, this identifies the first date a student was assigned to the class in the current school year.

❑ STUDENT-END-DATE **WD Date** (E1070) is the last date(s) the student was assigned, or reassigned to a particular course-section in the current school year. For submission 3, this identifies the last date a student was assigned to the class in the current school year.

Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint



❑ COURSE-COMPLETION-INDICATOR **Pass/Fail** (E1068) indicates if the student finished the full sequence of instruction for a course.

The same field is used for PASS/FAIL-CREDIT-INDICATOR-CODE (E0949) described later in this guide.

Complex Type: StudentGraduationProgramExtension

Description: For Submission 3, this identifies the intent of students enrolled in the Foundation High School Program by collecting the Participant Code, Distinguished Level of Achievement Indicator Code, and the Endorsement Indicator Codes. If a student has attended multiple campuses within the same school district over the course of a school year, then the last campus should be the one that is reporting the *StudentGraduationProgramExtension* Complex Type.

The following elements from the *StudentGraduationProgramExtension* complex type are included Submission 3:

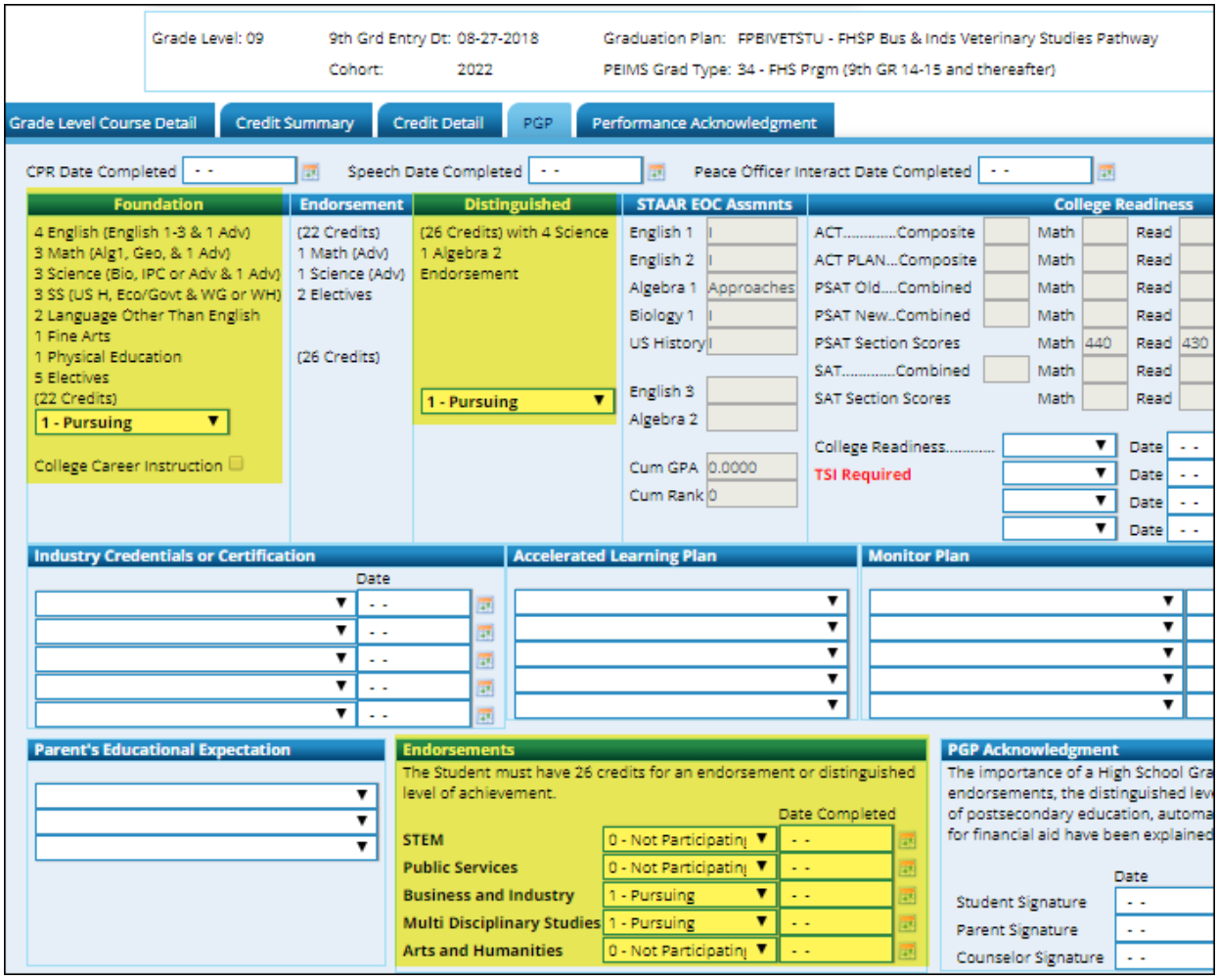
❑ CAMPUS-ID (E0266) For Submission 3, this refers to the campus where the high school student was enrolled on the last day of the school year, or his last day of enrollment during the school year. For example, if a student was enrolled at both campus 004 and campus 003 during the course of the school year, and was last enrolled at campus 003, the extension should reflect the FHSP data from campus 003, not 004. The student's exit date field must be blank for the campus he was last enrolled in.

Registration > Maintenance > Student Enrollment > Generic

> **NOTE:** IGC should be set up as a generic program on ***Registration > Maintenance > Campus Profile > Campus Generic Ent/Wd Program Codes***. The student should have a row on the Generic tab with a row where **Other Spc Pgms** is set to the generic code for IGC if applicable.

❑ INDIVIDUAL-GRADUATION-COMMITTEE-REVIEW-CODE (E1563) indicates if an Individual Graduation Committee (IGC) has been established for the student. For Submission 3, this is only reported for 11th and 12th grade students.

Graduation Plan > Maintenance > Student > Individual Maintenance > PGP



> **NOTE:** If the student does not have a graduation plan, the fields can be updated on ***Registration > Maintenance > Student Enrollment > Demo3*** instead.

❑ FHSP-PARTICIPANT-CODE **Foundation** (E1541) indicates if the student is currently enrolled in the FHSP. The code is reported at the end of the school year for all students in grade levels 9-12.

❑ FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE **Distinguished** (E1542) indicates if the student is currently pursuing or has successfully completed the distinguished level of achievement program under the FHSP. For Submission 3, the code must be reported for any student who has completed or is pursuing the FHSP.

❑ STEM-ENDORSEMENT-INDICATOR-CODE **STEM** (E1544) indicates if the student is currently pursuing or has successfully completed a Science, Technology, Engineering, and Mathematics Endorsement. For Submission 3, the code must be reported for any student who has completed or is pursuing the FHSP.

❑ PUBLIC-SERVICES-ENDORSEMENT-INDICATOR-CODE **Public Services** (E1546) indicates if the student is currently pursuing or has successfully completed a Public Services Endorsement. For Submission 3, the code must be reported for any student who has completed or is pursuing the FHSP.

❑ BUSINESS-AND-INDUSTRY-ENDORSEMENT-INDICATOR-CODE **Business and Industry** (E1545) indicates if the student is currently pursuing or has successfully completed a Business and Industry Endorsement. For Submission 3, the code must be reported for any student who has completed or is pursuing the FHSP.

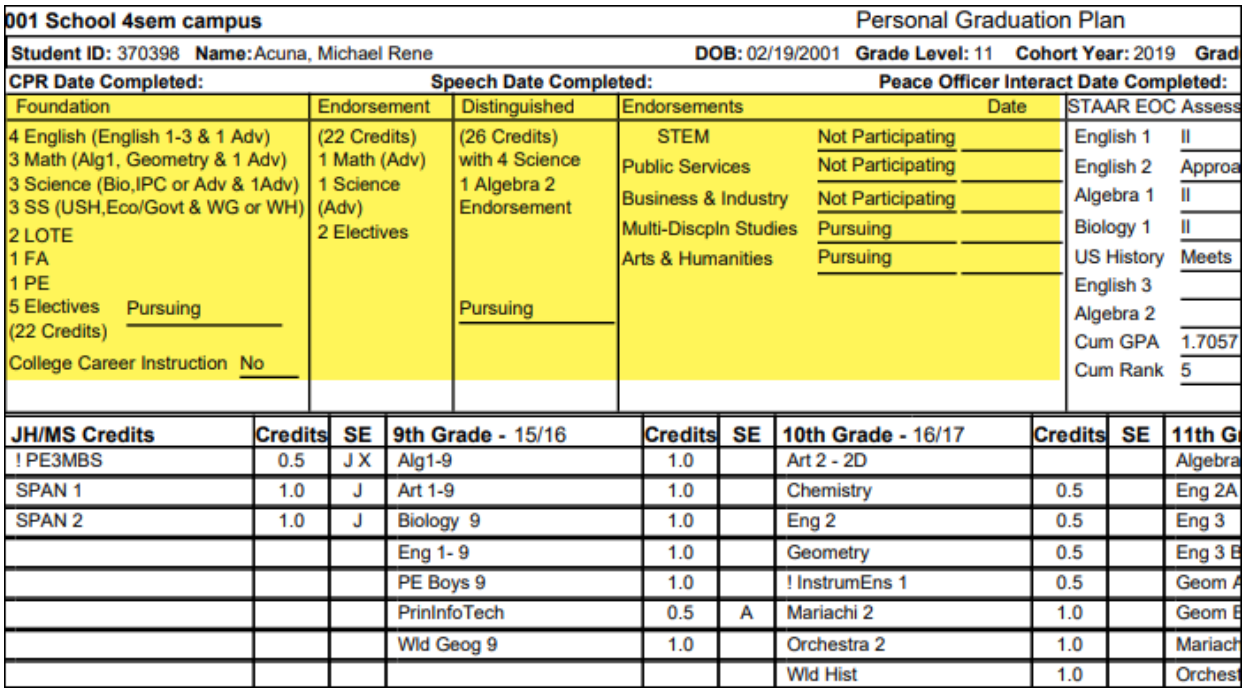
❑ MULTI-DISCIPLINARY-STUDIES-ENDORSEMENT-INDICATOR-CODE **Multi Disciplinary Studies** (E1548) indicates if the student is currently pursuing or has successfully completed a Multi-Disciplinary Studies Endorsement. For Submission 3, the code must be reported for any student who has completed or is pursuing the FHSP.

❑ ARTS-AND-HUMANITIES-ENDORSEMENT-INDICATOR-CODE **Arts and Humanities** (E1547) indicates if the student is currently pursuing or has successfully completed an Arts and Humanities Endorsement. For Submission 3, the code must be reported for any student who has completed or is pursuing the FHSP.

RUN REPORTS FOR VERIFYING STUDENT-GRADUATION-PROGRAM-EXTENSION COMPLEX TYPE DATA

Graduation Plan > Reports > SGP1000 - Student Personal Graduation Plan

SGP1000 allows you to view students personal graduation plans (PGPs). Verify data for each student who has a graduation plan.



001 School 4sem campus — Personal Graduation Plan

Student ID: 370398 Name: Acuna, Michael Rene DOB: 02/19/2001 Grade Level: 11 Cohort Year: 2019 Grad

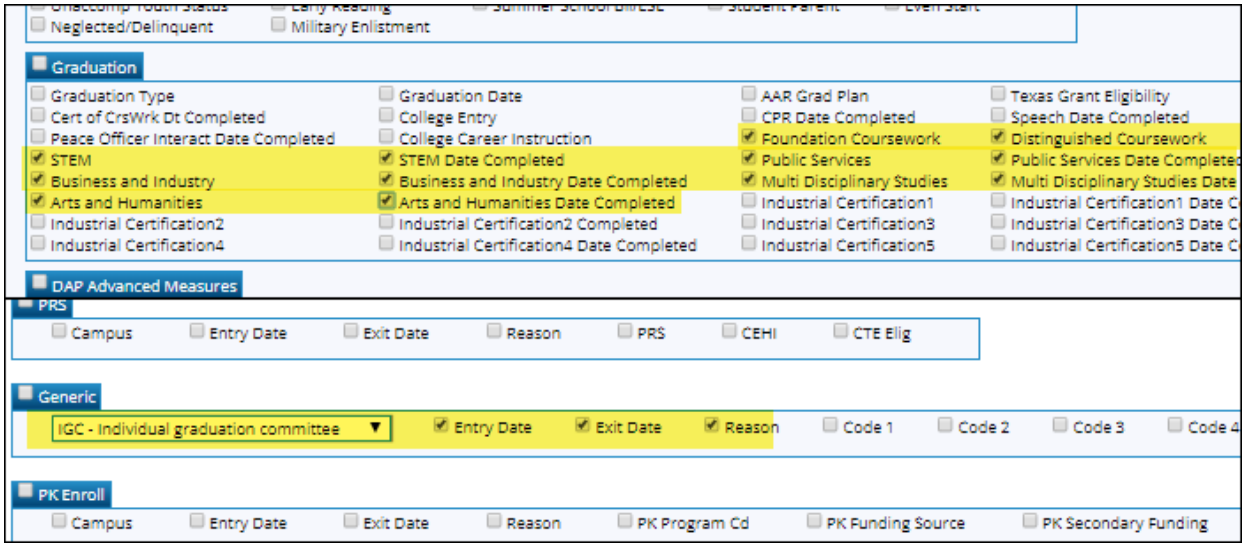
CPR Date Completed: Speech Date Completed: Peace Officer Interact Date Completed:

Foundation	Endorsement	Distinguished	Endorsements		Date	STAAR EOC Assess	
4 English (English 1-3 & 1 Adv)	(22 Credits)	(26 Credits)	STEM	Not Participating		English 1	II
3 Math (Alg1, Geometry & 1 Adv)	1 Math (Adv)	with 4 Science	Public Services	Not Participating		English 2	Approa
3 Science (Bio,IPC or Adv & 1Adv)	1 Science	1 Algebra 2	Business & Industry	Not Participating		Algebra 1	II
3 SS (USH,Eco/Govt & WG or WH)	(Adv)	Endorsement	Multi-Discpln Studies	Pursuing		Biology 1	II
2 LOTE	2 Electives		Arts & Humanities	Pursuing		US History	Meets
1 FA						English 3	
1 PE						Algebra 2	
5 Electives (22 Credits) Pursuing		Pursuing				Cum GPA	1.7057
College Career Instruction No						Cum Rank	5

JH/MS Credits	Credits	SE	9th Grade - 15/16	Credits	SE	10th Grade - 16/17	Credits	SE	11th G
! PE3MBS	0.5	J X	Alg1-9	1.0		Art 2 - 2D			Algebra
SPAN 1	1.0	J	Art 1-9	1.0		Chemistry	0.5		Eng 2A
SPAN 2	1.0	J	Biology 9	1.0		Eng 2	0.5		Eng 3
			Eng 1- 9	1.0		Geometry	0.5		Eng 3 B
			PE Boys 9	1.0		! InstrumEns 1	0.5		Geom A
			PrinInfoTech	0.5	A	Mariachi 2	1.0		Geom B
			Wld Geog 9	1.0		Orchestra 2	1.0		Mariach
						Wld Hist	1.0		Orchest

Registration > Reports > Create Registration Report

If the student does not have a graduation plan, data can be verified by creating a customized report. Select the fields for the various elements, and click **Create Report**.



3. Interchange: StudentProgramExtension

Complex Type: StudentProgramExtension

Description: Represents any program designed to work in conjunction with or to supplement the main academic program to provide instruction, training, services or benefits through federal, state, or local agencies. Programs may include organized extracurricular activities.

The following elements from the *StudentProgramExtension* complex type are included in Submission 3:

Registration > Maintenance > Student Enrollment > Demo3

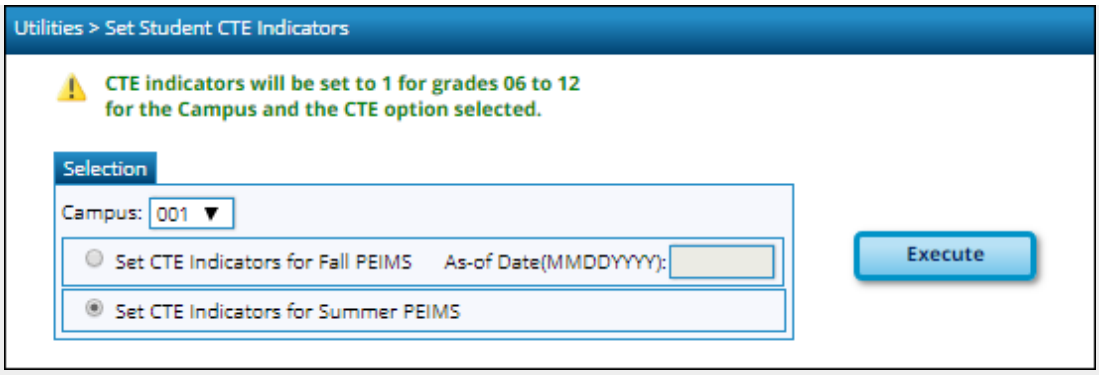
❑ CAREER-AND-TECHNICAL-ED-IND-CD **Career and Technology Ind** (E0031) indicates if the student is enrolled in a state-approved career and technical education course (CTE) as an elective, as a participant in the district's career and technical coherent sequence of courses, or as a participant in the district's tech prep program. For Submission 3, the code is based on the student's end-of-year status. If the student is in grade level 6-12 and the CTE indicator is 1, there must be a course completion record with a valid CTE service ID from the C022 table.

NOTE: A student can have this code set to *1* if he completed the first semester of a CTE course and did not enroll in the CTE course for the second semester.

You can use the Set Student CTE Indicators utility to automatically set student CTE indicators for Submission 3:

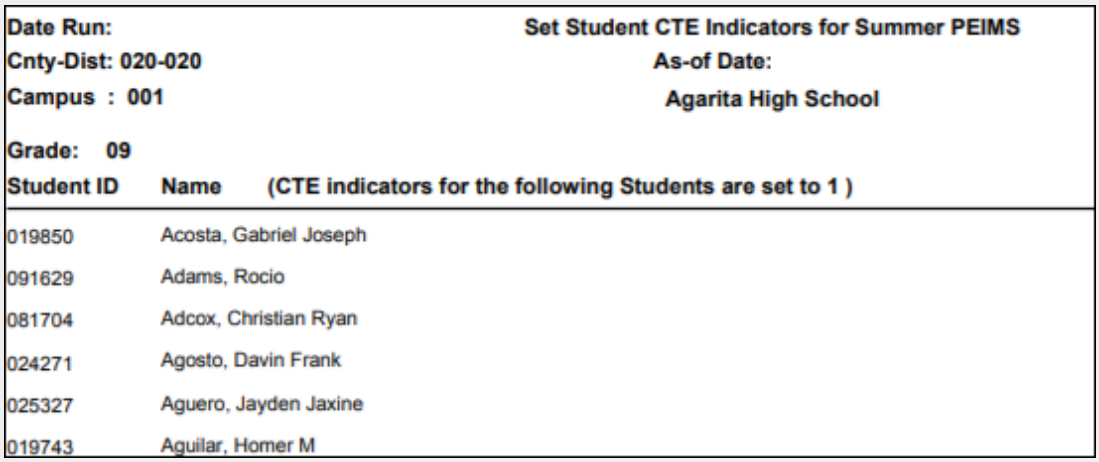
This utility assigns students who are taking at least one CTE course (i.e., the C022 service ID type = VOED) to code 1.

1. Go to ***Registration > Utilities > Set Student CTE Indicators***.



2. Select the campus, select **Set CTE Indicators for Summer PEIMS**, and click **Execute**.

3. Review the Preview Report, which lists students by grade level whose CTE indicator is set to 1.

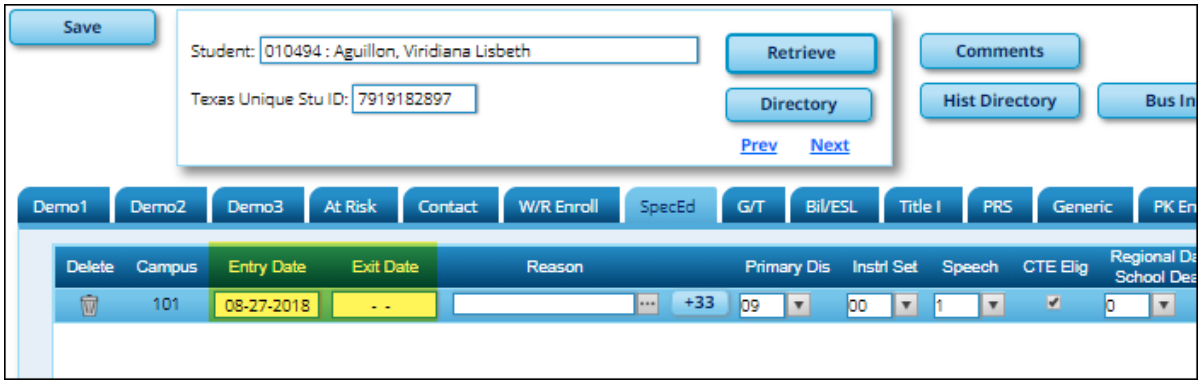


Date Run: **Set Student CTE Indicators for Summer PEIMS**
Cnty-Dist: 020-020 **As-of Date:**
Campus : 001 **Agarita High School**

Grade: 09

Student ID	Name (CTE indicators for the following Students are set to 1)
019850	Acosta, Gabriel Joseph
091629	Adams, Rocio
081704	Adcox, Christian Ryan
024271	Agosto, Davin Frank
025327	Aguero, Jayden Jaxine
019743	Aguilar, Homer M

Registration > Maintenance > Student Enrollment > SpecEd



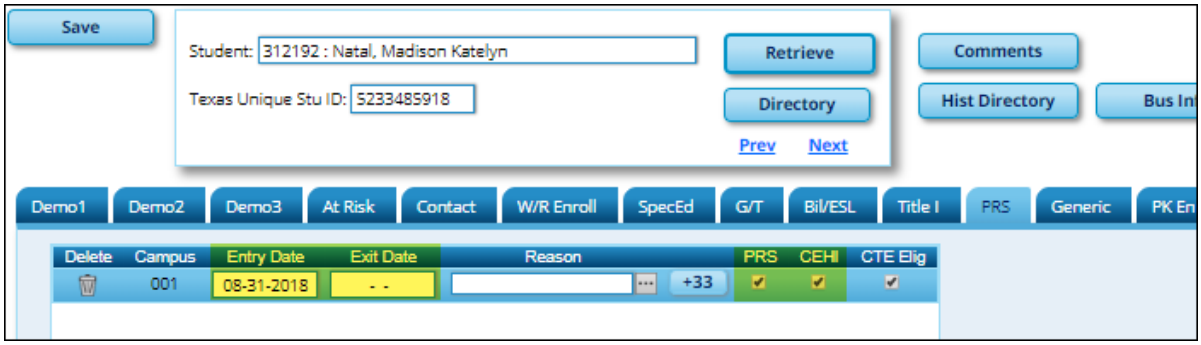
❑ SPECIAL-ED-INDICATOR-CODE (E0794) indicates if the student is participating in a special education instructional and related services program, or a general education

program using special education support services, supplementary aids, or other special arrangements.

Registration > Maintenance > Student Enrollment > G/T

❑ GIFTED-TALENTED-INDICATOR-CODE **Gift/Talent** (E0034) indicates if the student is participating in a state-approved gifted and talented program for each six-week reporting period. For Submission 3, the code must reflect the student's participation in the program for the school year. If a student leaves the program during the school year, report the student with code 1 at the end of the school year.

Registration > Maintenance > Student Enrollment > PRS



❑ PREGNANCY-RELATED-SERVICES **PRS** (E1432) indicates whether a female student was eligible to receive pregnancy-related services.

RUN REPORTS FOR VERIFYING STUDENT-PROGRAM-EXTENSION COMPLEX TYPE DATA

Registration > Reports > Registration Reports > Program > SRG1200 - Student Status Changes by Program

SRG1200 lists student status in all programs. Type Y for each program and print each report separately.

Date Run:
Cnty-Dist: 015-102
Campus: 001

Student Status By Program Changes
TxEIS High School
Sch Year: 2020

Program ID: SRG1200
Page: 1 of 2

Gifted and Talented Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Gifted & Talented Indicator	General Intelligent Ability	Creative Productive Thinking	Specific Subj. Matter Apt.	Leadership Ability
082417	ALDERMAN, ORLANDO J	09	XXX-XX-XXXX	08-21-2019			1	0	0	0	0
007041	BROWN, JERRY J	09	XXX-XX-XXXX	08-21-2019			1	1	1	1	1
081019	DURAN, CALI J	09	XXX-XX-XXXX	08-21-2019			1	0	0	0	0
100936	FLORES, DEVYN J	09	XXX-XX-XXXX	08-21-2019			1				
081536	GARCIA, MICHAEL A	09	XXX-XX-XXXX	08-21-2019			1	0	0	0	0
081689	HAGEN, REESE E	09	XXX-XX-XXXX	08-21-2019			1	0	0	0	0

Grade Reporting > Reports > Grade Reporting Reports > Student Verification > SGR1600 - Career & Technology Code Verification

SGR1600 provides a list of all students who have a CTE course in their schedule.

un:
Dist: 001-901
us: 001

Career and Technology Code Verification Report
001 School 4sem campus
Sch Year: 2019 Semester: 2

Program ID: SGR1600
Page: 1 of 53

t Name	Student ID	SSN State ID	Grd Lvl	Cntrl Nbr	Act Cd	Trk	WD Date	Course Number	Sec Nbr	Period	Sem Nbr	Car Tech Code	CTE Crd Amt	Xfr Crs	TEA Service ID	TEA Service ID Description	TEA Service ID Override	Crs Dt Entry	Crs Dt Withdrw
, D'Kovan D	312101	XXX-XX-3554	12	802	1	03		8811	02	01 - 01	2	1	1		13018300	POLISCI1		10/29/2018	
o, Nicholas R	370382	XXX-XX-6977	12		1	03		8515	01	01 - 01	2	2	2		13040300	DISTLGS		10/29/2018	
o, Sydney D	370374	XXX-XX-3241	12	310	1	03		8012	01	04 - 04	2	2	1		13000700	ADVANSCI		10/29/2018	
								8018	01	02 - 02	2	2	2		13002500	PRACAFNR1		10/29/2018	
Levi R	016582	XXX-XX-5747	12	309	1	01		8106	03	04 - 04	2	2	1		13034400	ENTREP		10/29/2018	
								8613	01	02 - 02	2	2	2		13028000	PRACIT1		10/29/2018	
Marcus V	023937	XXX-XX-5288	12	815	1	03		8604	01	01 - 01	2	2	2		13027300	COMPMTN		10/29/2018	
Alexander D	091654	XXX-XX-0396	11	815	1	01		8604	03	02 - 02	2	2	2		13027300	COMPMTN		10/29/2018	
Jarrett J	016988	XXX-XX-9246	10	504	1	03		8307	05	05 - 05	2	2	1		13009900	PROFCOMM		10/29/2018	
								8802	03	02 - 02	2	2	1		13029300	LAWENF1		10/29/2018	
Gregorio	081381	XXX-XX-0119	11	705	1	03		8015	01	04 - 04	2	2	1		13002000	HORTISCI		10/29/2018	
								8307	05	05 - 05	2	2	1		13009900	PROFCOMM		10/29/2018	
Sebastian	081852	XXX-XX-8816	10	502	1	03		8007	01	05 - 05	2	2	1		13002200	AGMECHMT		10/29/2018	
Aaron B	076775	XXX-XX-3260	10	602	1	01		8503	01	04 - 04	2	2	1		13005100	CONTECH1		10/29/2018	
Alexzander	024139	XXX-XX-2329	11	419	1	01		8902	02	02 - 02	2	2	1		13020400	HLTHSCI		10/29/2018	
Eduardo	023865	XXX-XX-1081	12	210	1	03		8213	01	05 - 05	2	2	2		13025300	COSMET2		10/29/2018	
								8217	05	03 - 03	2	2	1		13025050	PRICOSMO		10/29/2018	
Latavia D	025604	XXX-XX-5260	10	205	2	01	10/01/2018	8006	01	03 - 03	2	0	1		13000300	LIVEPROD		10/29/2018	10/29/2018
								8904	02	04 - 04	2	0	1		13020300	MEDTERM		10/29/2018	10/29/2018
Mario	082390	XXX-XX-6909	12	210	1	03		8913	01	04 - 04	2	2	1		13020600	ANATPHYS		10/29/2018	

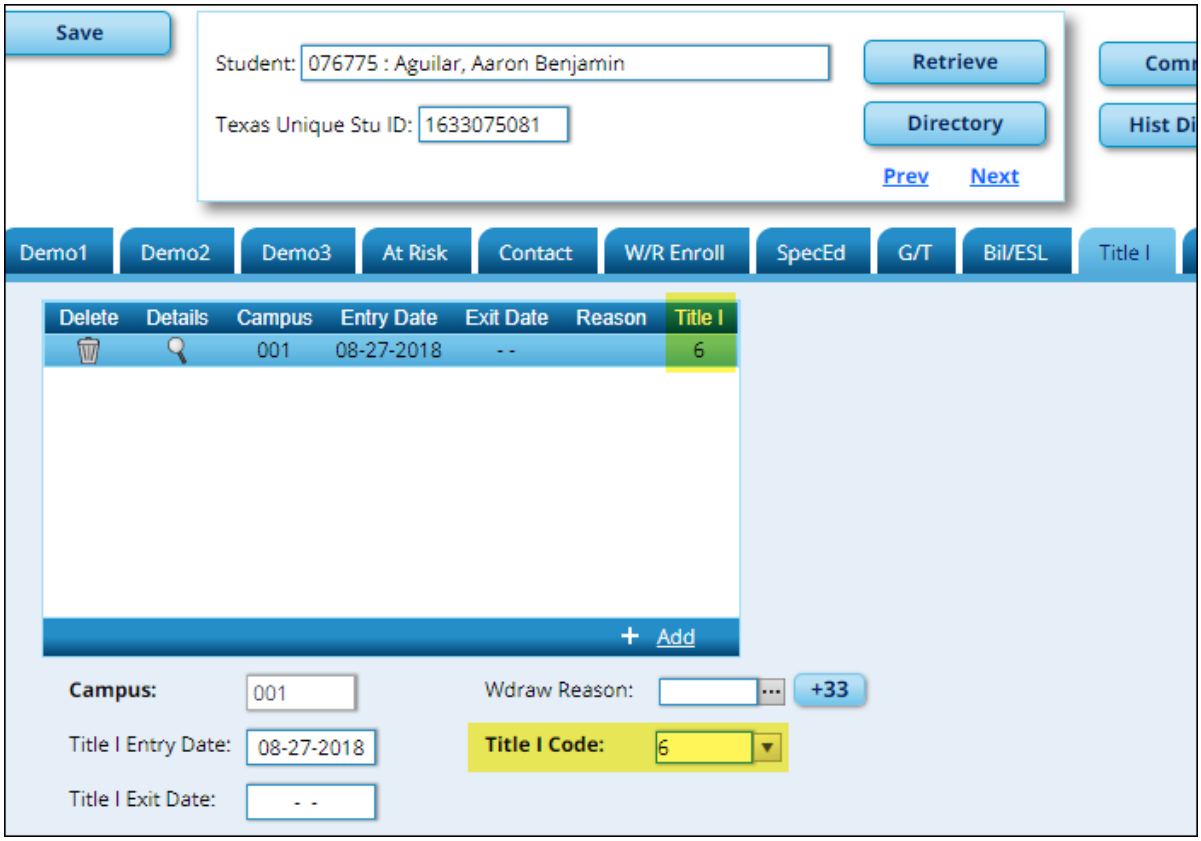
- Verify and update data for students in CTE, and verify their enrollment in a CTE-eligible class.
- Verify the information in columns **Car Tech Code** and **TEA Service ID**. Sorting the report by these columns may be helpful.
- The **CTE Crd Amt** field displays the number of hours earned for each course toward CTE contact hours. Ensure that all 6th-8th grade CTE courses display 0, unless it is a self-contained course for special education students only.

Complex Type: StudentTitleIPartAProgramAssociationExtension

***Description*:** Represents the Title I Part A program(s) that a student participates in or receives services from.

The following elements from the *StudentTitleIPartAProgramAssociationExtension* complex type are included in Submission 3:

Registration > Maintenance > Student Enrollment > Title I



❑ TITLE-I-PART-A-INDICATOR-CODE **Title I Code** (E0894) indicates if the student is participating in a Title I, Part A program. For submission 3, valid codes are *6* (*schoolwide program school*), *7* (*targeted assistance*), *9* (*homeless*), and *A* (*neglected*). All students attending a Title I, Part A Schoolwide Program School must be reported as code *6*.

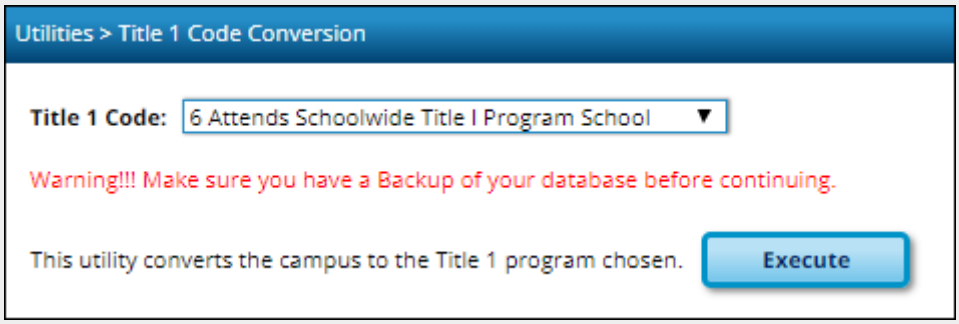
NOTE: Verify Title I entry and withdrawal dates for all Title I students. All students attending a Title I, Part A Schoolwide Program School must be reported with a TITLE-1-PART-A-INDICATORCODE 6.

For a schoolwide Title I campus, you can use the Title I Code Conversion utility to set **Title I Code** to *6* for all students:

1. Go to ***Registration > Utilities > Title 1 Code Conversion***.

2. In the **Title 1 Code** field, select *6 Attends Schoolwide Title I Program*

School.



3. Click **Execute**.

❑ TITLE-I-PART-A-READING-INDICATOR-CODE **Reading Code** (E1018) indicates if the student at a targeted-assistance campus or identified as homeless or neglected has received Title I, Part A-funded supplementary reading instruction during the current school year, or will receive instruction before July 1.

❑ TITLE-I-PART-A-SCIENCE-INDICATOR-CODE **Science Code** (E1021) indicates if the student at a targeted-assistance campus or identified as homeless or neglected has received Title I, Part A-funded supplementary science instruction during the current school year, or will receive instruction before July 1.

❑ TITLE-I-PART-A-MATHEMATICS-INDICATOR-CODE **Math Code** (E1020) indicates if the student at a targeted-assistance campus or identified as homeless or neglected has received Title I, Part A-funded supplementary mathematics instruction during the current school year, or will receive instruction before July 1.

❑ TITLE-I-PART-A-SOCIAL-STUDIES-INDICATOR-CODE **Social Studies Code** (E1022) indicates if the student at a targeted-assistance campus or identified as homeless or neglected has received Title I, Part A-funded supplementary social studies instruction during the current school year, or will receive instruction before July 1.

❑ TITLE-I-PART-A-GUIDANCE-COUNSELING-SERVICES-INDICATOR-CODE **Guidance Couns** (E1024) indicates if the student at a targeted-assistance campus or identified as homeless or neglected has received Title I, Part A-funded supplementary counseling, pupil services, or college and career awareness and preparation during the current school year, or will receive guidance/counseling services before July 1.

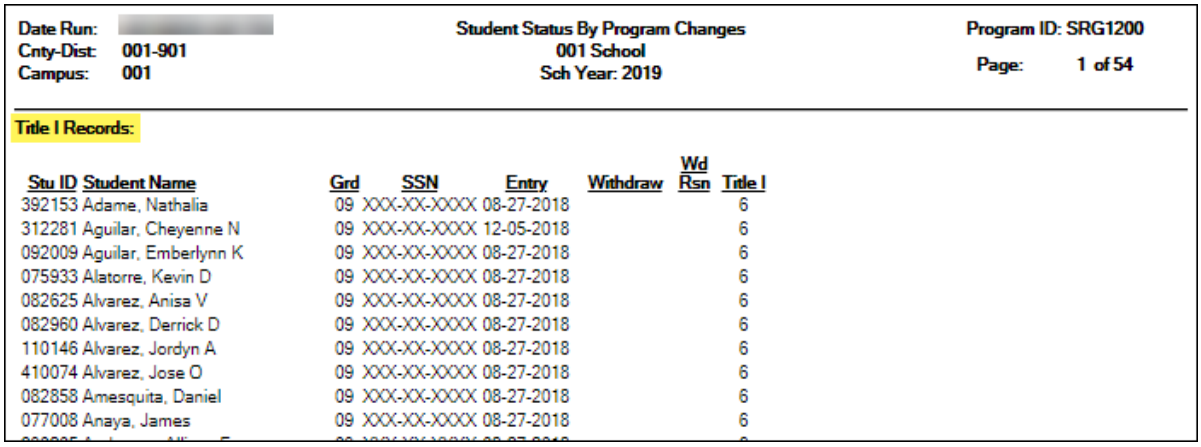
❑ TITLE-I-PART-A-HEALTH-SERVICES-INDICATOR-CODE **Health** (E1026) indicates if the student at a targeted-assistance campus or identified as homeless or neglected has received Title I, Part A funded health, dental, or eye care services during the current school year, or will receive services before July 1.

❑ TITLE-I-PART-A-SOCIAL-WORK-SERVICES-INDICATOR-CODE **Social Work** (E1025) indicates if the student at a targeted-assistance campus or identified as homeless or neglected has received Title I, Part A-funded supplementary social work services during the current school year, or will receive services before July 1.

RUN REPORT FOR VERIFYING STUDENT-TITLE-I-PART-A-PROGRAM-ASSOCIATION-EXTENSION COMPLEX TYPE DATA

Registration > Reports > Registration Reports > Program > SRG1200 - Student Status Change by Program

Run SRG1200 with the **Print Title 1** Records parameter set to Y. Verify all entry and withdrawal dates and special program services.



Date Run:
Cnty-Dist: 001-901
Campus: 001

Student Status By Program Changes
001 School
Sch Year: 2019

Program ID: SRG1200
Page: 1 of 54

Title I Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Title I
392153	Adame, Nathalia	09	XXX-XX-XXXX	08-27-2018			6
312281	Aguilar, Cheyenne N	09	XXX-XX-XXXX	12-05-2018			6
092009	Aguilar, Emberlynn K	09	XXX-XX-XXXX	08-27-2018			6
075933	Alatorre, Kevin D	09	XXX-XX-XXXX	08-27-2018			6
082625	Alvarez, Anisa V	09	XXX-XX-XXXX	08-27-2018			6
082960	Alvarez, Derrick D	09	XXX-XX-XXXX	08-27-2018			6
110146	Alvarez, Jordyn A	09	XXX-XX-XXXX	08-27-2018			6
410074	Alvarez, Jose O	09	XXX-XX-XXXX	08-27-2018			6
082858	Amesquita, Daniel	09	XXX-XX-XXXX	08-27-2018			6
077008	Anaya, James	09	XXX-XX-XXXX	08-27-2018			6

4. Interchange: StudentAttendanceExtension

Complex Type: BasicReportingPeriodAttendanceExtension

Description: Represents the recording of a student's regular reporting period attendance.

The following elements from the *BasicReportingPeriodAttendanceExtension* complex type are included in Submission 3:

❑ GRADE-LEVEL-CODE (E0017) - Described previously.

❑ INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) - Described previously.

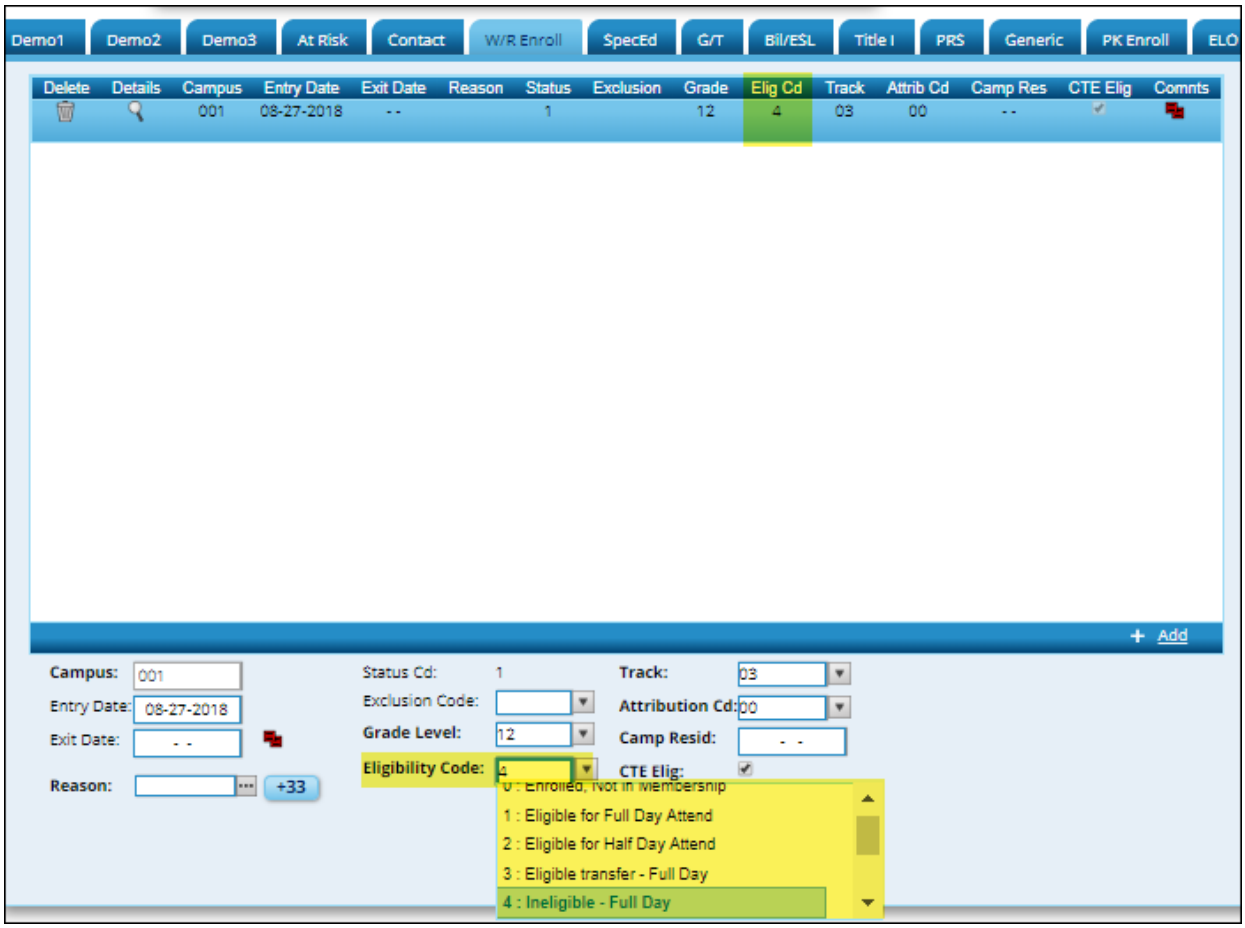
❑ REPORTING-PERIOD-INDICATOR-CODE (E0934) - Described previously.

❑ NUMBER-DAYS-TAUGHT (E0935) - Described previously.

❑ TOTAL-ELIGIBLE-DAYS-PRESENT (E0937) is the total number of days the student was present and eligible for Foundation School Program funding during a particular reporting period. This is calculated as the number of days the student was enrolled in the reporting period minus the number of days the student was absent.

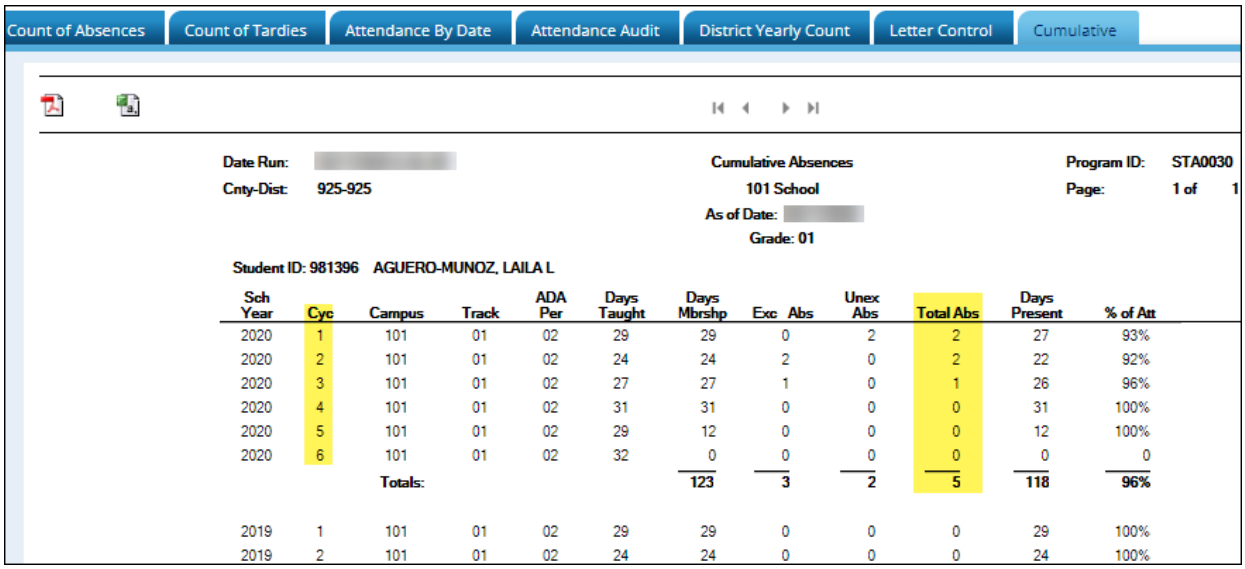
❑ ATTENDANCE-EVENT-INDICATOR (E1085) is the attendance event type (i.e., Regular, Bilingual, CTE, ESL, PRS, Special Ed, Flexible-Regular, Flexible-Bilingual, Flexible-CTE, Flexible-ESL, Flexible-PRS, Flexible-Special Ed). **This is hard coded in the program according to the code table C188.**

Registration > Maintenance > Student Enrollment > W/R Enroll



❑ TOTAL-INELIGIBLE-DAYS-PRESENT (E0936) is the total number of days the student was present but ineligible for Foundation School Program funding during a particular reporting period. This is a count of the days the student was enrolled in school but not eligible for membership.

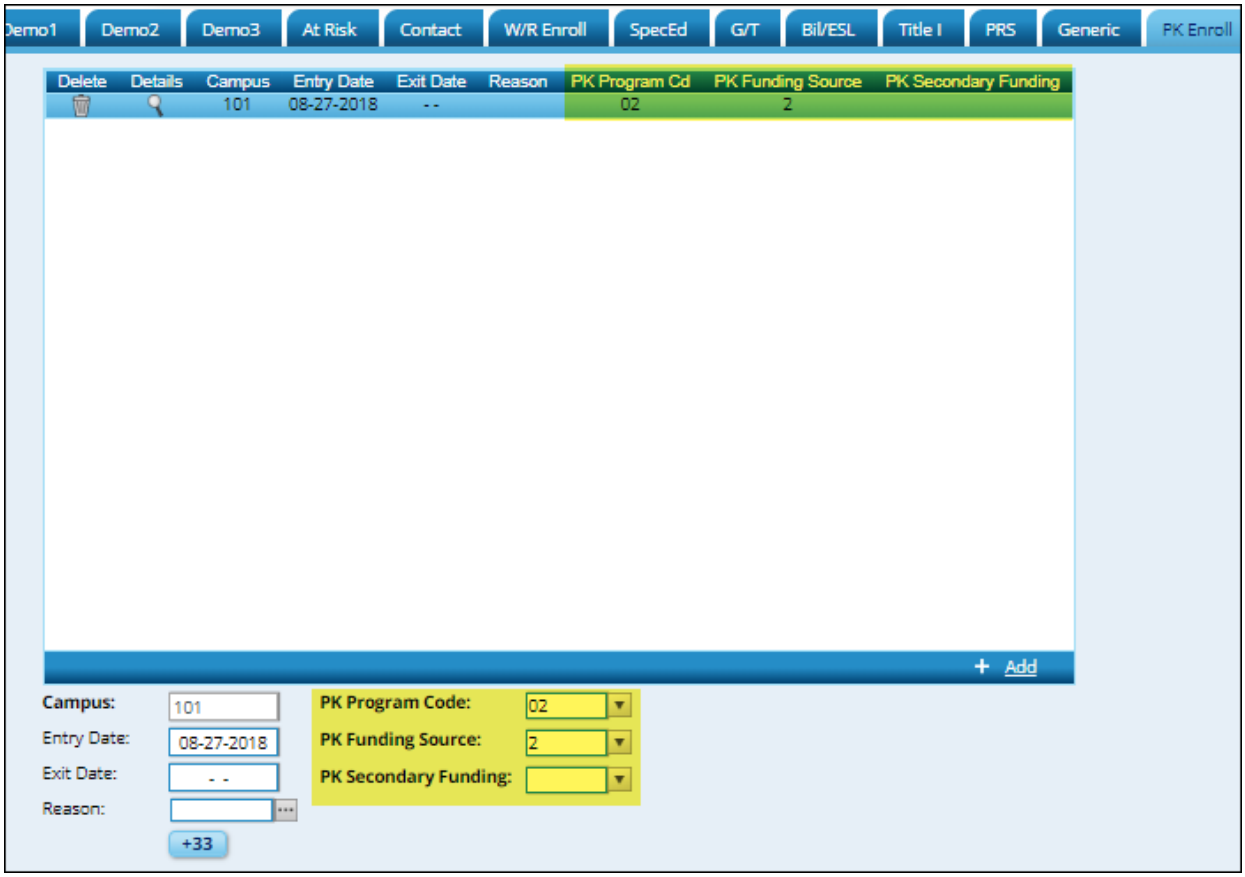
Attendance > Maintenance > Student > Student Inquiry > Cumulative



Sch Year	Cyc	Campus	Track	ADA Per	Days Taught	Days Mbrshp	Exc Abs	Unex Abs	Total Abs	Days Present	% of Att
2020	1	101	01	02	29	29	0	2	2	27	93%
2020	2	101	01	02	24	24	2	0	2	22	92%
2020	3	101	01	02	27	27	1	0	1	26	96%
2020	4	101	01	02	31	31	0	0	0	31	100%
2020	5	101	01	02	29	12	0	0	0	12	100%
2020	6	101	01	02	32	0	0	0	0	0	0
		Totals:				123	3	2	5	118	96%
2019	1	101	01	02	29	29	0	0	0	29	100%
2019	2	101	01	02	24	24	0	0	0	24	100%

❑ TOTAL-DAYS-ABSENT (E0036) is the total number of days the student was absent during a particular reporting period.

Registration > Maintenance > Student Enrollment > PK Enroll



❑ PK-PROGRAM-TYPE-CODE **PK Program Code** (E1078) is the length of the student's PK instructional day. The code is required for all PK students reported in Submission 3.

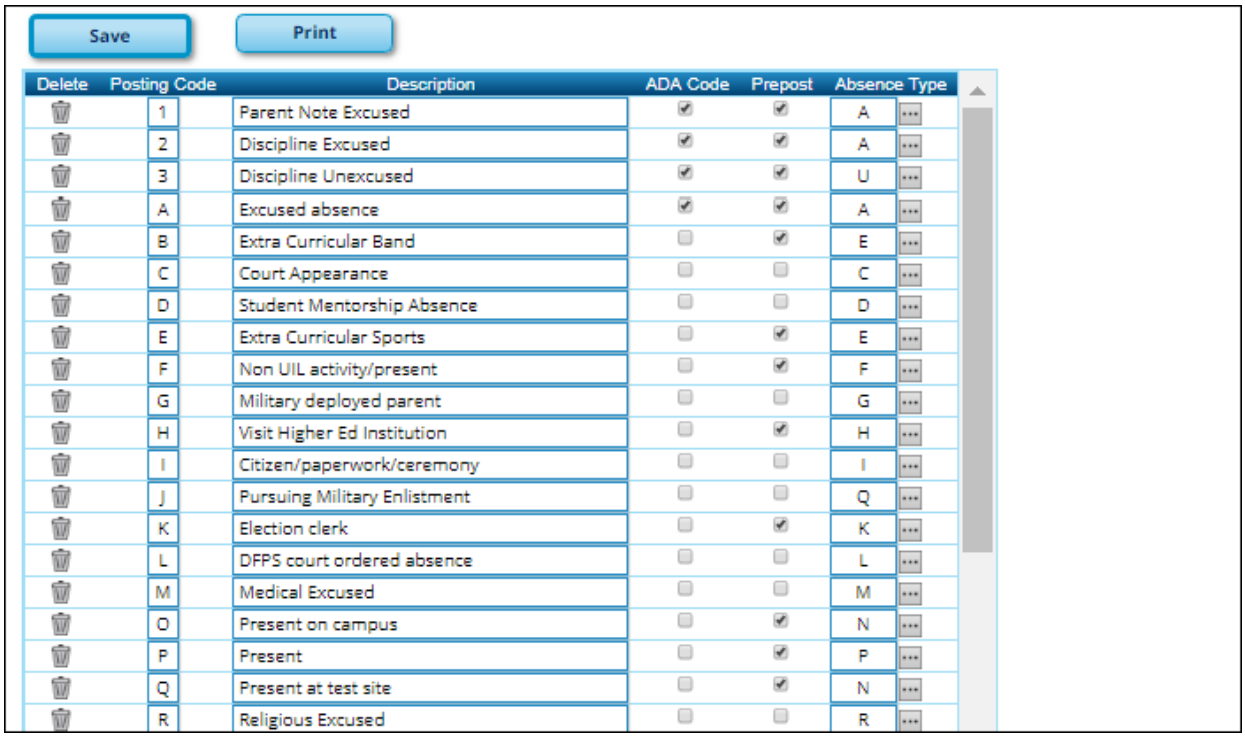
❑ PRIMARY-PK-FUNDING-SOURCE-CODE **PK Funding Source** (E1079) indicates the primary source of funding for the PK student.

❑ SECONDARY-PK-FUNDING-SOURCE-CODE **PK Secondary Funding** (E1080) indicates the secondary source of funding for the PK student.

VERIFY DISTRICT POSTING CODES

Attendance > Maintenance > District > Posting Codes

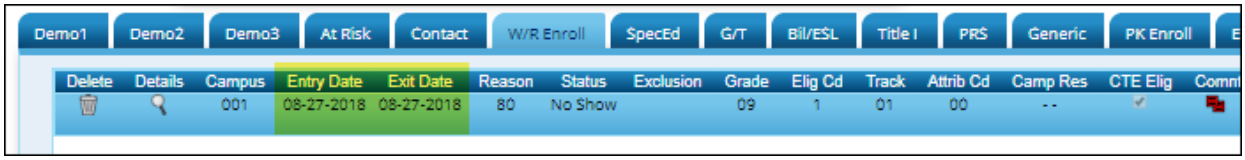
Verify all district posting codes, paying close attention to the ADA Codes.



Delete	Posting Code	Description	ADA Code	Prepost	Absence Type
	1	Parent Note Excused	✓	✓	A
	2	Discipline Excused	✓	✓	A
	3	Discipline Unexcused	✓	✓	U
	A	Excused absence	✓	✓	A
	B	Extra Curricular Band		✓	E
	C	Court Appearance			C
	D	Student Mentorship Absence			D
	E	Extra Curricular Sports		✓	E
	F	Non UIL activity/present		✓	F
	G	Military deployed parent			G
	H	Visit Higher Ed Institution		✓	H
	I	Citizen/paperwork/ceremony			I
	J	Pursuing Military Enlistment			Q
	K	Election clerk		✓	K
	L	DFPS court ordered absence			L
	M	Medical Excused			M
	O	Present on campus		✓	N
	P	Present		✓	P
	Q	Present at test site		✓	N
	R	Religious Excused			R

Registration > Maintenance > Student Enrollment > W/R Enroll

Ensure that valid campus entry and withdrawal dates are entered for all students.



RUN REPORTS FOR VERIFYING BASIC-REPORTING-PERIOD-ATTENDANCE-EXTENSION COMPLEX TYPE DATA

Attendance > Reports > Attendance Reports > Audit > SAT0500 - Campus Attendance Summary

SAT0500 provides absence information by campus, track, and period. You can use the report to verify attendance for each day, period, and code.

Date Run:
Cnty-Dist: 020-020
Campus: 001

Attendance Summary
Agarita High School
For: Attendance Track: All

Program ID: SA
Page: 3

Student ID	Student Name	Trk	Grd Lvl	Cntrl Nbr	0	1	2	3	4	5	6	7	8	9	10	Student Phone
					Period = Posting Reason											
091347	Aguilar, Frank N	01	09			U	U	U	U	U	U	U	U			(555) 557-9853
092528	Aguilar, Joshua Z	01	10	413		M	M	M	M	M	M	M	M	M	M	
018608	Aguinaga, Saleen A	01	12	855		U	U	U	U	U	U	U	U			(555) 257-0858
091626	Balderas Escalante, Samiel I	02	09	207		U										(555) 472-8983
024341	Cardoza, Mercedez A	01	09			J	J	J	J	J	J	J	J	J		(555) 431-9637
024001	Carey, Madeline M	01	10	117		U	U	U	U	U	U	U	U	U		(555) 269-8782
017096	Conley, Arturo A	01	10	413		2	2	2	2							(555) 401-7841
018495	Pacheco, Alexis M	01	10	115		U	U	U	U	U	U	U	U	U		(555) 542-4316
311926	Quevedo Martinez, Josue I	01	12	135		G	G	G								(492) 086-7986
092265	Talamantez, Jennifer R	02	12	432		U	U	U		1	1	1	1			(147) 298-3464
390000	Talamantez, Kamrie J	02	11	234		U										(555) 541-7962
372501	Wahrmund, Joe A	01	10	111		G	G	G								(555) 620-0484

Period		1	2	3	4	5	6	7	8	9	10
Total Excused Absences	(A)	1	1	1	1	1	1	1	1	0	0
Total Unexcused Absences	(U)	8	6	6	5	5	5	5	5	3	0
Total Excused From Class	(E)	0	0	0	0	0	0	0	0	0	0
Total Tardy	(T)	0	0	0	0	0	0	0	0	0	0
Total Medical Excused	(M)	1	1	1	1	1	1	1	1	1	1
Total Religious Holiday	(R)	0	0	0	0	0	0	0	0	0	0
Total Screening-Medicaid	(S)	0	0	0	0	0	0	0	0	0	0
Total Mentorship	(D)	0	0	0	0	0	0	0	0	0	0
Total School related non-UIL	(F)	0	0	0	0	0	0	0	0	0	0

Attendance > Reports > Attendance Reports > Audit > SAT0900 - Campus/District Summary Report

SAT0900 provides the eligible/ineligible attendance days present and absent and special program contact hours. SAT0900 should be run at the end of every cycle to verify data.

- Table I can be compared to TSDS reports PDM3-130-001, PDM3-130-004, and PDM3-130-005.
- Table II can be used to verify CTE contact hours.
- Table III can be used to verify special education data.
- Table IV can be used to verify G/T data.

Mockingbird ISD
Agarita High School

Table I
Campus Summary Report - Student Attendance and Contact Hours by Cycle
For School Year

Cycle 3 Reporting Period A Number of Days Taught -	Dates Covered Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11
B Tot Days Membership - All Students	0.00	0.00	0.00	0.00	0.00	0.00
C Tot Days Absent - All Students	0.00	0.00	0.00	0.00	0.00	0.00
D Tot Days Present - All Students (B-C)	0.00	0.00	0.00	0.00	0.00	0.00
E Ineligible Days Present	0.00	0.00	0.00	0.00	0.00	0.00
F Total Eligible Days Present (D-E)	0.00	0.00	0.00	0.00	0.00	0.00
G Eligible Days Bilingual/ESL	0.00	0.00	0.00	0.00	0.00	0.00
H Eligible Days Pg Related Services	0.00	0.00	0.00	0.00	0.00	0.00
I Eligible Days Sp. Ed. Mainstream	0.00	0.00	0.00	0.00	0.00	0.00
Q Percent Attendance	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

All Grades	Total
J Refined ADA - Bilingual/ESL (G/A)	0.00
K Refined ADA - Sp. Ed. Mainstream (I/A)	0.00
M Career & Technology FTE (T / (6 * A))	0.00
N Special Education FTE (U / (6 * A))	0.00
O Regular Program Refined ADA (P - R)	0.00
P Refined ADA (F/A)	0.00

TEXAS ISD
2Sem/3Cyc High School

Table II - TIER 1
Campus Summary Report - Student Career & Technical Contact Hours by Semester

4/24/2023 13:26:49
001-905-001
Track: 00

Semester: 1

1st Six Weeks
Aug. 10 - Sep. 16

Career & Tech Code	Column A Number of Days by CTE Code	Column B Contact Hour Value	Column C Tier Value	Total Eligible Contact Hours	FTE
V1	0.00	1	0.000	0.00	0.000
V2	0.00	2	0.000	0.00	0.000
V3	0.00	3	0.000	0.00	0.000
	0.00			0.00	0.000

2nd Six Weeks
Sep. 20 - Oct. 28

	Column A Number of Days by CTE Code	Column B Contact Hour Value	Column C Tier Value	Total Eligible Contact Hours	FTE
V1	0.00	1	0.000	0.00	0.000
V2	0.00	2	0.000	0.00	0.000
V3	0.00	3	0.000	0.00	0.000
	0.00			0.00	0.000

3rd Six Weeks
Nov. 01 - Dec. 16

	Column A Number of Days by CTE Code	Column B Contact Hour Value	Column C Tier Value	Total Eligible Contact Hours	FTE
V1	0.00	1	0.000	0.00	0.000
V2	0.00	2	0.000	0.00	0.000
V3	0.00	3	0.000	0.00	0.000
	0.00			0.00	0.000

TEXAS ISD
2Sem/3Cyc High School

Table III
Campus Summary Report - Special Education Hours by Semester
For School Year 2022-2023
1st Cycle
Aug. 10 - Sep. 16

4/24/2023 13:26:49
001-905-001
Track: 00

Codes	Special Education Instructional Settings	Column A Eligible Days by Instruct. Settings	Column B Contact Hour Value	Column C Special Ed Contact Hrs Served	Column D Excess Hours	Column E Total Eligible Contact Hours	FTE
(00)	Speech	812.00	0.250	203.000	0.000	203.000	1.253
(01)	Homebound	60.00	1.000	60.000	0.000	60.000	0.370
(02)	Hospital Class	0.00	4.500	0.000	0.000	0.000	0.000
(08)	Vocational Adjustment Class/Program	0.00	5.500	0.000	0.000	0.000	0.000
(30)	State Supported Living Centers	0.00	5.500	0.000	0.000	0.000	0.000
(41)	Resource Room - Less than 21%	637.00	2.859	1,821.183	29.674	1,791.509	11.059
(42)	Resource Room - Between 21% and 49%	107.00	2.859	305.913	0.000	305.913	1.888
(43)	Self-Contain Mild/Mod/Sev 50%-60%	19.00	2.859	54.321	0.000	54.321	0.335
(44)	Self-Contain Mild/Mod/Sev More than 60%	696.00	2.859	1,989.864	0.000	1,989.864	12.283

TEXAS ISD
2Sem/3Cyc High School

Table IV
Campus Summary Report - Gifted and Talented Students by Semester
For School Year 2022-2023

4/24/2023 13:26:49
001-905-001
Track: 00
Semester: 1

Section I. Gifted and Talented

Grade KG	Grade 01	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12	Total
0	0	0	0	0	0	0	0	0	30	30	27	23	110

NOTE: The Oath and Affidavits page must be signed and retained for audit purposes.

MOCKINGBIRD ISD
AGARITA HIGH SCHOOL

Oaths and Affidavits
Texas Education Agency
Peims Division

Campus Summary Report - Student Attendance and Contact Hours by Cycle

For School Year

3rd Cycle

This Report is True and Correct to the Best of My Knowledge

Typed Name of Authorized Contact Person	Telephone Number
Signature of Record Keeper	Date of final entry if replaced
Signature of Principal	Date

Attendance > Reports > Attendance Reports > Audit > SAT0920 - Campus/District Multi-Track Summary Report

SAT0920 provides multi-track campus or district summary reports that meet the audit documentation requirements specified in the Student Attendance Accounting Handbook. The report is similar to SAT0900 but allows you to run the report for all tracks at once.

Date Run: -
Cnty-Dist: 020-020
Campus: 001
Cycle: 3

Campus Multi-track Summary Report - Student Attendance and Contact Hours by Cycle
For School Year
Mockingbird ISD / Agarita High School
Table I

Program ID: SAT0920

Reporting Period for Cycle 3 **Dates Covered:**

A Grade Level	EE	PK	KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
B Tot Days Membership - All Students	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C Tot Days Absent - All Students	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D Tot Days Present - All Students (B - C)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E Ineligible Days Present	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F Total Eligible Days Present (D - E)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G Eligible Days Bilingual/ESL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H Eligible Days Pg Related Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
I Eligible Days Sp. Ed. Mainstream	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Q Percent Attendance	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

A Grade Level	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Total
B Tot Days Membership - All Students	0.00	0.00	0.00	16,473.00	13,623.00	13,690.00	23,066.00	66,842.00
C Tot Days Absent - All Students	0.00	0.00	0.00	37.00	18.00	12.00	16.00	83.00
D Tot Days Present - All Students (B - C)	0.00	0.00	0.00	16,436.00	13,605.00	13,678.00	23,040.00	66,759.00
E Ineligible Days Present	0.00	0.00	0.00	0.00	0.00	0.00	28.00	28.00
F Total Eligible Days Present (D - E)	0.00	0.00	0.00	16,436.00	13,605.00	13,678.00	23,012.00	66,731.00
G Eligible Days Bilingual/ESL	0.00	0.00	0.00	1,419.00	616.00	924.00	1,624.00	4,583.00
H Eligible Days Pg Related Services	0.00	0.00	0.00	20.00	0.00	28.00	28.00	76.00
I Eligible Days Sp. Ed. Mainstream	0.00	0.00	0.00	363.00	700.00	1,058.00	1,707.00	3,828.00
Q Percent Attendance	0.00%	0.00%	0.00%	99.78%	99.87%	99.91%	99.93%	99.88%

All Grades	Total
J Refined ADA - Bilingual/ESL	163.68
K Refined ADA - Sp. Ed. Mainstream	135.71
M Career & Technology FTE	815.37
N Special Education FTE	0.00
O Regular Program Refined ADA (P - R)	1,568.52

Attendance > Reports > Attendance Reports > Membership > SAT1700 - Entry/Withdrawal Summary

SAT1700 lists students who withdrew during a specified semester-cycle or date range, including students who withdrew and reentered. Verify all entry/withdrawal rows are correct.

Date Run:
Campus: 001 Track: 01
Cnty-Dist: 925-925

Entry / Withdrawal Summary For This Period Thru 05/15/2020
001 School
Sch Year:

Program ID: SAT1700
Page: 1 of 10

School Began: 08/26/2019
Begin Range: 08/26/2019
End Range: 05/15/2020

Student ID	Cntrl	Last Name	First Name	MI	Entry Date	Wd Date	Wd Cd	Mem	Grade	Sex	Ada Elig	Date of Birth
981320		AUSTERMILLER	VANIA			08/27/2019	80	1.0	09	F	1	04/27/2005
983081	902	BENDELE	TRISTA	A	01/13/2020	01/28/2020	98	11.0	11	F	1	10/11/2001
982111	602	BILLALOBOS	SOLEIL	M	09/10/2019			156.0	11	F	1	10/11/2002
993099	503	BOCANEGRA	LAZARO			09/19/2019	49	17.0	09	M	1	09/21/2004
993099	503	BOCANEGRA	LAZARO		01/31/2020			68.0	09		1	
993129	404	BRIDGES	KAYLA	C	09/09/2019			157.0	11	F	1	01/29/2003
983152		BROWN	EVELYN UTZEL	E	02/05/2020			65.0	10	F	1	08/25/2003

Attendance > Reports > Attendance Reports > Students > SAT0400 - Daily Attendance Summary

SAT0400 should be run daily and verified for accuracy against instructor records. Confirm that you have this report for all days of membership. Verify that you have withdrawal forms (section #5 on report) with matching dates on file in the student records.

Date Run:
Cnty-Dist: 020-020
Campus: 001 Track: 01

Daily Attendance Summary
Agarita High School
Sch Year:
Date Range: to

Program ID: SAT0400
Page: 6 of 112
Sem: 1 Cycle: 3

Date: Grade: 09	Total
1. Beginning Membership	585
2. New or Reentry Students Today	
3. Total New Or Reentries	0
4. Total (1+3)	585
5. Withdrawals	
6. Total Withdrawals	0
7. Total Closing Membership (4-6)	585
8. Students Absent Today	

Last Name	First Name	MI	Elg	Cntrl Nbr	Last Name	First Name	MI	Elg	Cntrl Nbr
Aguilera	Jose	M	1		Garcia	David	M	3	
Garcia	Diego	E	1		Garcia	Fernando	R	1	
Garcia	Jarell	X	1		Garcia	John	D	1	
Garcia	Justin	D	1		Garcia	Kaylee	E	1	
Garcia	Luna		1		Garcia	Melanie		1	
Garcia	Melanie	A	1		Garcia	Raymond	M	1	
Garcia	Roxsaly	A	1		Garcia	Sarah	R	1	
Garcia	Savannah	J	1		Garcia	Tristan	A	1	
Garcia	Vincent	J	1		Gardea	Cerenity	L	1	
Garduno	Deaven	A	1		Garza	Aaliyah	L	1	
Garza	Andre	K	1		Garza	Dakota	J	1	
Garza	Daryn	I	1		Garza	Diego	E	1	
Garza	Juan	P	1		Garza	Leeyah	M	1	
Garza	Madeline	N	1		Garza	Vladimir		1	

9. Total Absences	28
10. Total Membership Present (7-9)	557

Attendance > Reports > Attendance Reports > Students > SAT1900 - Perfect Attendance Report

Run SAT1900 for the first semester-cycle of the school year through the final semester-cycle. Use this report to verify actual membership. Verify that all students on the report have course schedules and course completion records.

Date Run: [redacted]
Cnty Dist: 925-925
Campus: 001 Track: 01

Perfect Attendance Report
001 School
Term Report For Sem: 1 Cyc: 1 Thru Sem: 2 Cyc: 3 For All Periods
Sch Year: [redacted]

Program ID: SAT1900
Page: 1 of 1

Types of Absences that Exclude Students from Perfect Attendance: A C D E F G H I J K L M N Q R S T U V
Types of Absences that Include Students in Perfect Attendance:

Student ID	Last Name	First Name	Mid Init	Cntrl Nbr	Grade	Entry Date	
981320	AUSTERMILLER	VANIA			09	08/26/2019	*** Withdrawn
982131	DOMINGUEZ	ANGELIE	R		12	08/26/2019	*** Withdrawn
983129	FRIEDA	SAMANTHA	G		10	01/29/2020	
983175	SMALL	ANASTASIA	J		10	02/14/2020	

Total Students: 4

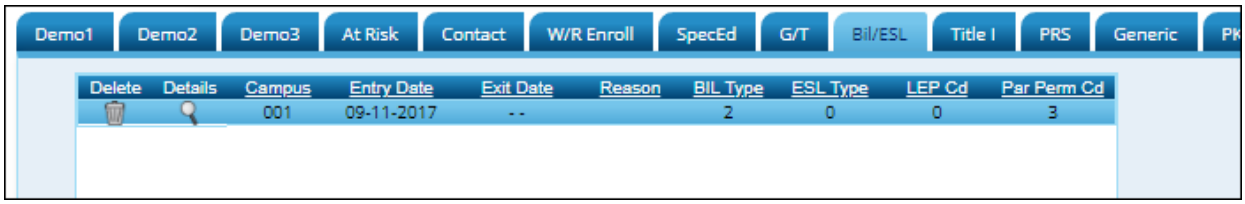
Complex Type: SpecialProgramsReportingPeriodAttendanceExtension

Description: Represents the recording of a student's special programs reporting period attendance.

The following elements from the *SpecialProgramsReportingPeriodAttendanceExtension* complex type are included in Submission 3:

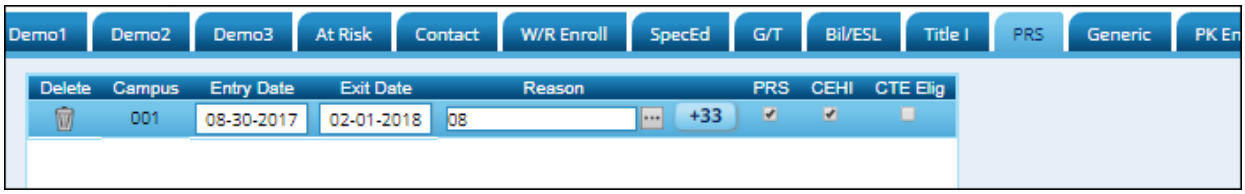
- ❑ INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) - Described previously.
- ❑ GRADE-LEVEL-CODE (E0017) - Described previously.
- ❑ ATTENDANCE-EVENT-INDICATOR (E1085) - Described previously.
- ❑ REPORTING PERIOD INDICATOR CODE (E0934) - Described previously.
- ❑ NUMBER-DAYS-TAUGHT (E0935) - Described previously.
- ❑ TOTAL-ELIGIBLE-DAYS-PRESENT (E0937) - Described previously.

Registration > Maintenance > Student Enrollment > Bil/ESL



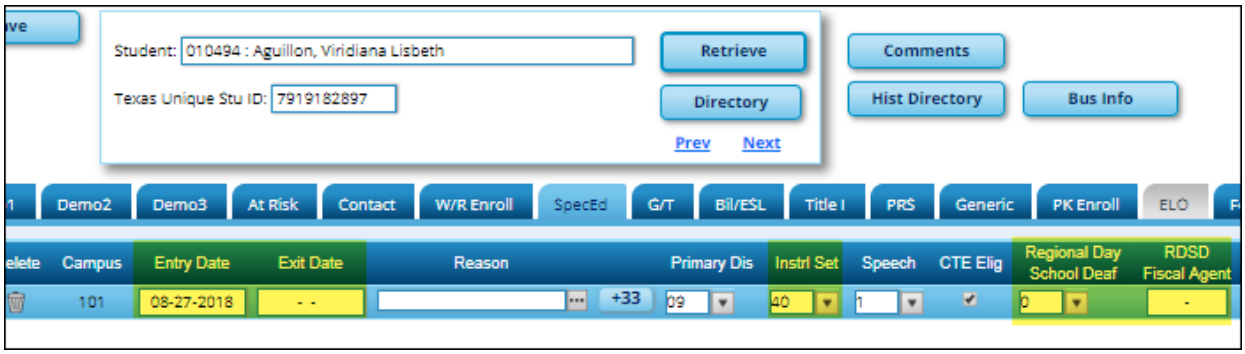
❑ TOTAL-ELIG-BILINGUAL/ESL-DAYS-PRESENT (E0938) is the total number of days the student was present and eligible to participate in the state-approved bilingual/ESL program during a particular reporting period. This is calculated as the total number of days the student was enrolled in Bil/ESL in the reporting period minus the number of days the student was absent.

Registration > Maintenance > Student Enrollment > PRS



❑ TOTAL-ELIG-PREG-REL-SVCS-DAYS-PRESENT (E0939) is the total number of days a female student was present at school or served through Compensatory Education Home Instruction (CEHI) and eligible to receive pregnancy-related services during a particular reporting period. This is calculated as the total number of days the student was enrolled in CEHI in the reporting period minus the number of days the student was absent.

Registration > Maintenance > Student Enrollment > SpecEd



❑ TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT (E0940) is the total number of days a student with a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting, was present during a particular reporting period. This is calculated as the total number of days the student was enrolled

in special education with the **Instrl Set code** set to *40* (i.e., *mainstream*) in the reporting period minus the number of days the student was absent.

❑ ELIGIBLE-DAYS-PRESENT-IN-INSTR-SETTING-CODE (E0944) is the number of days the student was eligible and present in a designated instructional setting during a particular 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.

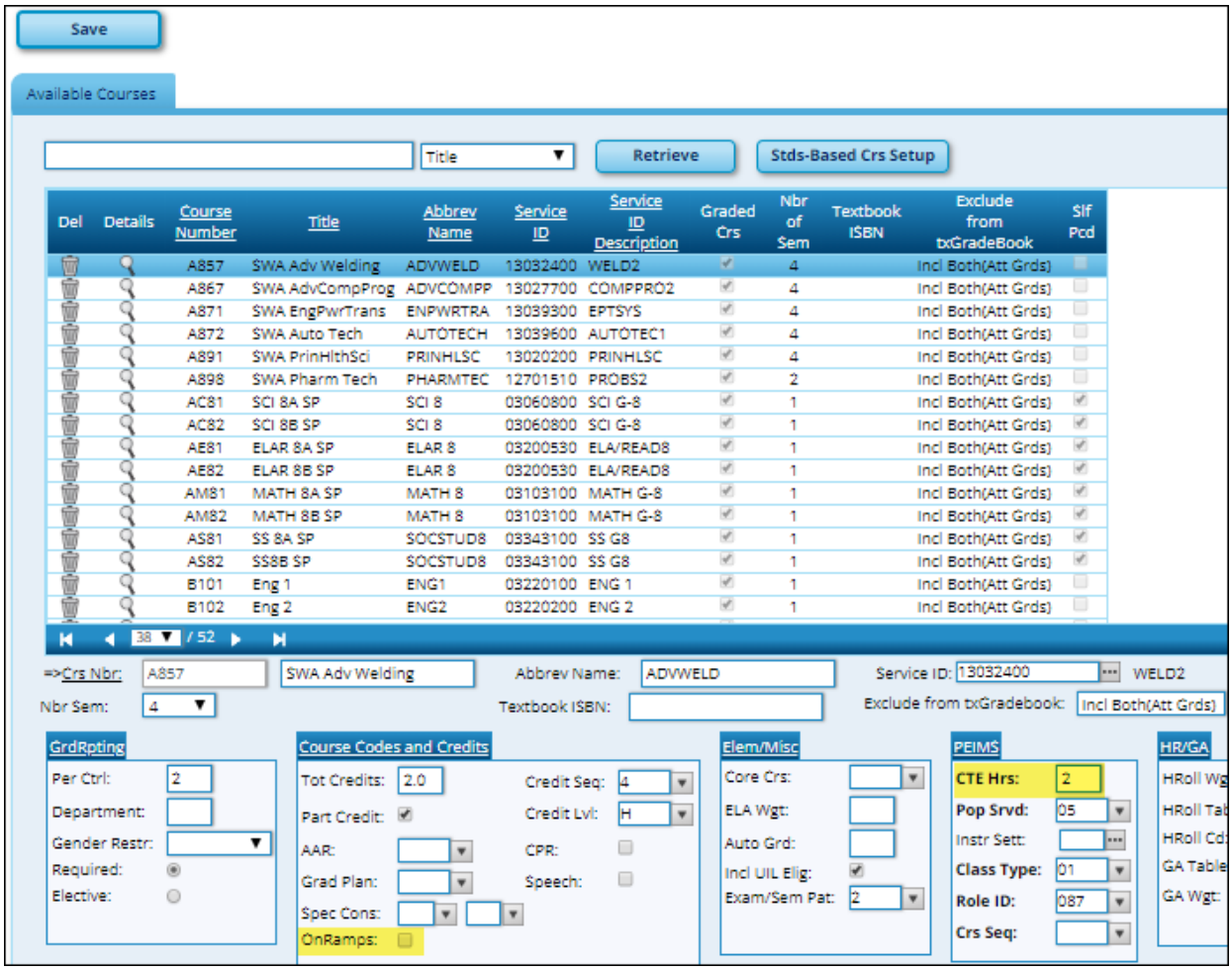
❑ EXCESS-HOURS-IN-INSTRUCTIONAL-SETTING (E0945) is the number of hours above the allowable six hours per day of combined CTE and special education and related services in a designated instructional setting during a particular reporting period. The Foundation School funding for LEAs is limited to six contact hours per day per student.

❑ INSTRUCTIONAL-SETTING-CODE **Instrl Set** (E0173) identifies the setting used to provide instruction to students.

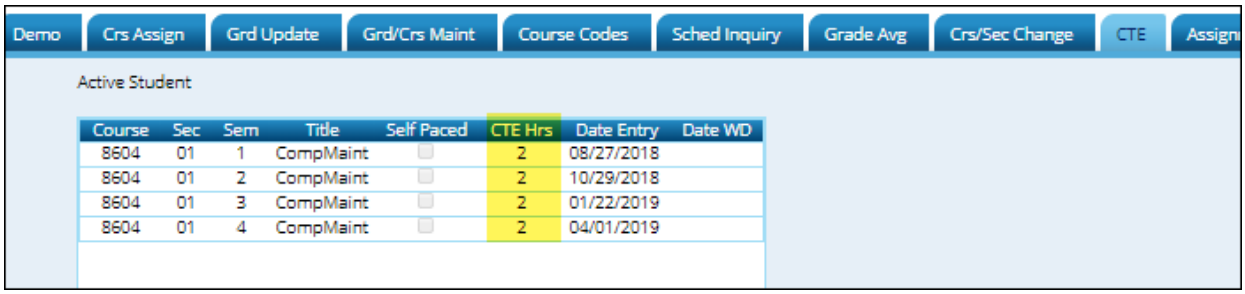
❑ REG-DAY-SCH-PROG-DEAF-CODE **Regional Day School Deaf** (E0833) indicates if the student is receiving instructional services from the regional day school program for the deaf.

❑ DISTRICT-OF-RDSPD-SERVICE RDSD **Fiscal Agent** (E1527) is the RDSPD Fiscal Agent district that provides the RDSPD service to a particular RDSPD student.

Grade Reporting > Maintenance > Master Schedule > District Schedule



Grade Reporting > Maintenance > Student > Individual Maint > CTE



Registration > Maintenance > Student Enrollment > Demo3

❑ ELIGIBLE-DAYS-PRESENT-V1 (E0950) is the total number of days the student was eligible, present, and enrolled in an approved CTE course that generated <u>one</u> contact hour during a particular reporting period.

This is determined as follows:

- ***Grade Reporting > Maintenance > Master Schedule > District Schedule***: The **CTE Hrs** field is set to *1*.
- ***Grade Reporting > Maintenance > Student > Individual Maint > CTE***: The student is enrolled in a CTE course with the **CTE Hrs** field set to *1*.
- ***Registration > Maintenance > Student Enrollment > Demo3***: The student's **Career and Technology Ind** field is *not* set to 0 (i.e., *the student* is *enrolled or participating in CTE*).

❑ ELIGIBLE-DAYS-PRESENT-V2 (E0951) is the total number of days the student was eligible, present, and enrolled in an approved CTE course that generated two contact hours during a particular reporting period.

This is determined as follows:

- ***Grade Reporting > Maintenance > Master Schedule > District Schedule***: The **CTE Hrs** field is set to *2*.
- ***Grade Reporting > Maintenance > Student > Individual Maint > CTE***: The student is enrolled in a CTE course with the **CTE Hrs** field set to *2*.
- ***Registration > Maintenance > Student Enrollment > Demo3***: The student's **Career and Technology Ind** field is *not* set to 0 (i.e., *the student* is *enrolled or participating in CTE*).

❑ ELIGIBLE-DAYS-PRESENT-V3 (E0952) is the total number of days the student was eligible, present, and enrolled in an approved CTE course that generated three contact hours during a particular reporting period.

This is determined as follows:

- ***Grade Reporting > Maintenance > Master Schedule > District Schedule***: The **CTE Hrs** field is set to *3*.
- ***Grade Reporting > Maintenance > Student > Individual Maint > CTE***: The student is enrolled in a CTE course with the **CTE Hrs** field set to *3*.
- ***Registration > Maintenance > Student Enrollment > Demo3***: The student's **Career and Technology Ind** field is *not* set to 0 (i.e., *the student* is *enrolled or participating in CTE*).

❑ ELIGIBLE-DAYS-PRESENT-V4 (E0953) is the total number of days the student was eligible, present, and enrolled in an approved CTE course that generated four contact hours during a particular reporting period.

This is determined as follows:

- ***Grade Reporting > Maintenance > Master Schedule > District Schedule***: The **CTE Hrs** field is set to *4*.
- ***Grade Reporting > Maintenance > Student > Individual Maint > CTE***: The student is enrolled in a CTE course with the **CTE Hrs** field set to *4*.

- ***Registration > Maintenance > Student Enrollment > Demo3***: The student's **Career and Technology Ind** field is *not* set to 0 (i.e., *the student* is *enrolled or participating in CTE*).

❑ ELIGIBLE-DAYS-PRESENT-V5 (E0954) is the total number of days the student was eligible, present, and enrolled in an approved CTE course that generated five contact hours during a particular reporting period.

This is determined as follows:

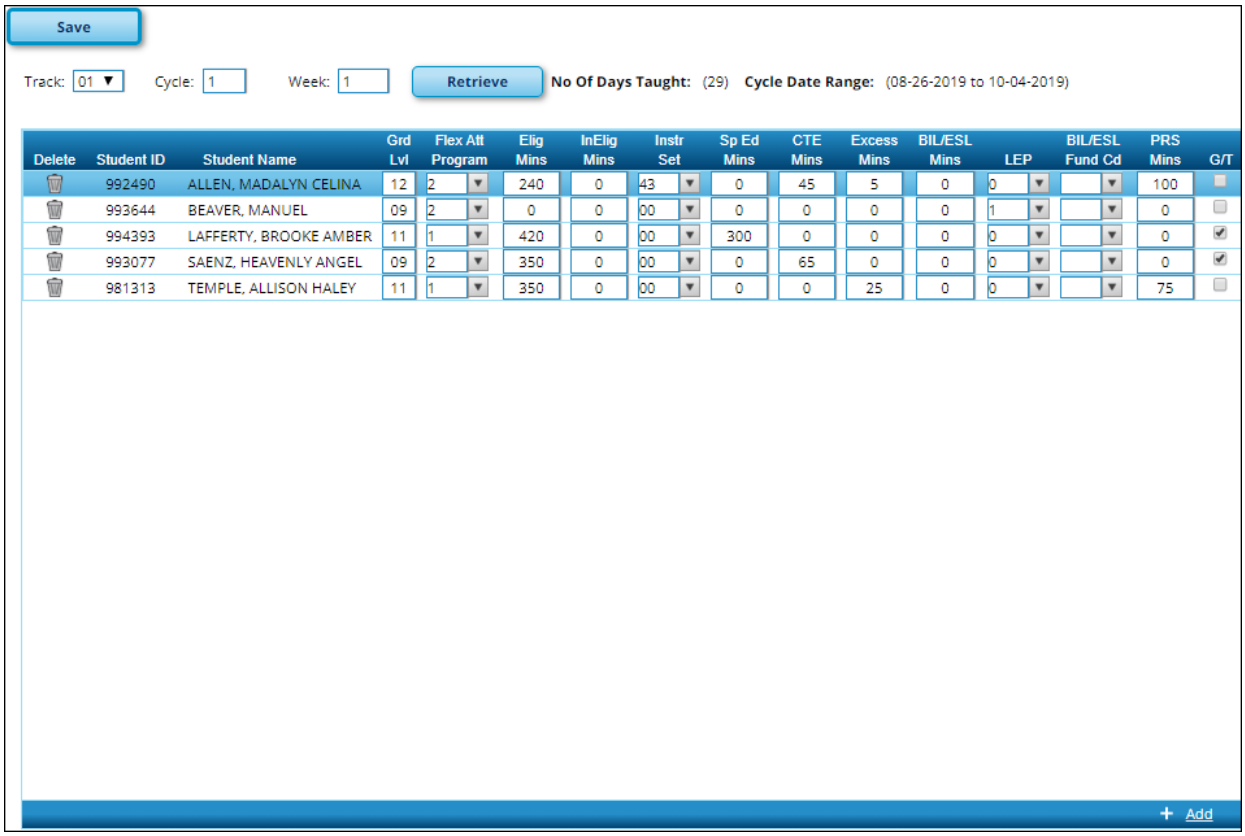
- ***Grade Reporting > Maintenance > Master Schedule > District Schedule***: The **CTE Hrs** field is set to *5*.
- ***Grade Reporting > Maintenance > Student > Individual Maint > CTE***: The student is enrolled in a CTE course with the **CTE Hrs** field set to *5*.
- ***Registration > Maintenance > Student Enrollment > Demo3***: The student's **Career and Technology Ind** field is *not* set to 0 (i.e., *the student* is *enrolled or participating in CTE*).

❑ ELIGIBLE-DAYS-PRESENT-V6 (E0955) is the total number of days the student was eligible, present, and enrolled in an approved CTE course that generated six contact hours during a particular reporting period.

This is determined as follows:

- ***Grade Reporting > Maintenance > Master Schedule > District Schedule***: The **CTE Hrs** field is set to *6*.
- ***Grade Reporting > Maintenance > Student > Individual Maint > CTE***: The student is enrolled in a CTE course with the **CTE Hrs** field set to *6*.
- ***Registration > Maintenance > Student Enrollment > Demo3***: The student's **Career and Technology Ind** field is *not* set to 0 (i.e., *the student* is *enrolled or participating in CTE*).

Attendance > Maintenance > Flexible Attendance > Weekly Register Worksheet



Delete	Student ID	Student Name	Grd Lvl	Flex Att Program	Elig Mins	InElig Mins	Instr Set	Sp Ed Mins	CTE Mins	Excess Mins	BIL/ESL Mins	LEP	BIL/ESL Fund Cd	PRS Mins	G/T
	992490	ALLEN, MADALYN CELINA	12	2	240	0	43	0	45	5	0	0		100	
	993644	BEAVER, MANUEL	09	2	0	0	00	0	0	0	0	1		0	
	994393	LAFFERTY, BROOKE AMBER	11	1	420	0	00	300	0	0	0	0		0	✓
	993077	SAENZ, HEAVENLY ANGEL	09	2	350	0	00	0	65	0	0	0		0	✓
	981313	TEMPLE, ALLISON HALEY	11	1	350	0	00	0	0	25	0	0		75	

❑ FLEXIBLE-ATTENDANCE-PROGRAM-TYPE-CODE **Flex Att Program** (E1045) indicates the unique program to which the student's flexible attendance is related. For submission 3, only the following programs are reported:

- Optional Flexible School Day Program (OFSDP)
- High School Equivalency Program (HSEP)

❑ FLEX-ATTEND-TOTAL-ELIGIBLE-MINUTES-PRESENT **Elig Mins** (E1046) is the total number of school days (in minutes) the student was present and eligible for Foundation School Program funding during a particular reporting period.

❑ FLEX-ATTEND-TOTAL-INELIGIBLE-MINUTES-PRESENT **InElig Mins** (E1047) is the total number of school days (in minutes) the student was present but ineligible for Foundation School Program funding during a particular reporting period.

❑ FLEX-ATTEND-TOTAL-SP-ED-MAINSTREAM-DAYS-ELIGIBLE **Sp Ed Mins** (E1049) is the total number of school days (in minutes) a 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 a particular reporting period.

❑ FLEX-ATTEND-DAYS-ELIGIBLE-IN-INSTR-SETTING **Sp Ed Mins** (E1051) is the total number of school days (in minutes) the student was eligible for a particular special education instructional setting which was eligible for Foundation School Program funding during a particular reporting period.

❑ FLEX-ATTEND-TOTAL-CAREER-TECH-MINUTES-PRESENT **CTE Mins** (E1053) is the total number of school days (in minutes) the student was present, eligible, and enrolled in an approved CTE course during a particular reporting period.

❑ FLEX-ATTEND-EXCESS-MINUTES-IN-INSTR-SETTING **Excess Mins** (E1052) is the total number of school days (in minutes) the student was present in a designated instructional setting above the allowable 360-minute daily limit of combined CTE and special education and related services during a particular reporting period. The Foundation School funding is limited to six contact hours per day per student.

❑ FLEX-ATTEND-TOTAL-BILINGUAL/ESL-DAYS-ELIGIBLE **BIL/ESL Mins** (E1050) is the total number of school days (in minutes) the student was eligible to participate in the state-approved bilingual/ESL program during a particular reporting period.

❑ FLEX-ATTEND-TOTAL-PRS-DAYS-ELIGIBLE **PRS Mins** (E1048) is the total number of school days (in minutes) a female student was eligible for compensatory education home instruction (CEHI) services and/or pregnancy-related services (PRS) during a particular reporting period.

VERIFY ENTRY/WITHDRAWAL DATES FOR ENROLLMENT

- If a student has been placed in a disciplinary setting, and is not receiving special program services during that time, the student may be withdrawn from the program while he is in the disciplinary setting, either by performing a status change or withdrawing the student from the program for those dates. In this case, for programs such as special education, bilingual/ESL, etc, the student may be withdrawn from the special program during his disciplinary assignment, and then re-enrolled in the program when he returns. See the TEA Student Attendance Accounting Handbook (SAAH) for additional information, and be sure to review your local procedures/policies.

- For CTE, a status change should be performed on the W/R Enroll tab (to update the **CTE Elig** field) at the beginning and end of his disciplinary assignment. A student can be assigned to a disciplinary setting for up to five consecutive days and continue to receive CTE hours even if CTE services are not provided to the student during his placement. After five days, the student can continue to earn credit for the class but cannot claim additional funding; the funding clock must be set back to the first day of the disciplinary assignment.

RUN REPORTS FOR VERIFYING SPECIAL-PROGRAMS-REPORTING-PERIOD-ATTENDANCE-EXTENSION COMPLEX TYPE DATA

Registration > Reports > Registration Reports > Program > SRG1200 - Student Status Changes by Program

SRG1200 should be printed every cycle and verified by the staff person responsible for the program. Corrections should be made at that time. Type Y for each program and print each report separately. Review all data for entry errors, make corrections, reprint, and distribute to the appropriate special programs staff.

Contact hour data is collected during Submission 3.

Date Run:
Cnty-Dist: 020-020
Campus: 001

Student Status By Program Changes
Agarita High School
Sch Year:

Program ID: SRG1200
Page: 1 of 5

Bilingual/ESL Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Bil	ESL	LEP Cd	Home Lang	Par Perm Cd	Yrs US Sch
081697	Aguilar, Jeffrey S	09	XXX-XX-XXXX	08-28-2017			0	2	F	01	A	6
055577	Aguilera, Jose M	09	XXX-XX-XXXX	08-28-2017			0	3	1	01	F	6
382222	Alvarez, Christopher R	09	XXX-XX-XXXX	09-11-2017			2	0	0	98	3	
018032	Alvarez, Julian J	09	XXX-XX-XXXX	08-28-2017			0	2	1	01	F	6
440076	Anderson, Rogelio X	09	XXX-XX-XXXX	08-28-2017			0	3	1	01	F	2
024262	Augustine, David	09	XXX-XX-XXXX	08-28-2017			0	3	1	01	F	6
370618	Ayala, Valeria J	09	XXX-XX-XXXX	08-28-2017			0	2	1	01	F	2
382209	Bernal Zapata, Renata S	09	XXX-XX-XXXX	08-28-2017			0	0	3	01		6
016913	Bladh, Alexandria	09	XXX-XX-XXXX	08-28-2017			0	0	1	01	C	6
110196	Blanco, Naveen A	09	XXX-XX-XXXX	08-28-2017			0	0	4	01		6
024265	Burnett, Angela J	09	XXX-XX-XXXX	08-28-2017			0	0	3	01		6

NOTE: If participating in Optional Flexible Year Program, use a separate attendance track to move students. Students should have been moved the first day of the cycle (where the OFYP dates are scheduled) using the Record Status Change.

Attendance > Reports > Attendance Reports > Student > SAT5000 - Flexible Attendance District Summary

SAT5000 is for the entire district and school year. Verify all flexible attendance data entered.

Date Run: Flexible Attendance District Summary Report Program ID: SAT5000
Cnty-Dist: 020-020 Mockingbird ISD Page: 1 of 15
Program Type: Optional Flexible School Day Program (OFSDP) School Year:

Sixweek Reporting Period: 1

A. Sixweek Summary	EE	PK	KG	1	2	3	4	5
B. Eligible Minutes Present	0	0	0	0	0	0	0	0
C. Eligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D. Equivalent Days Present	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. Ineligible Minutes Present	0	0	0	0	0	0	0	0
F. Ineligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G. Days Elig in Preg Rel Serv	0	0	0	0	0	0	0	0
H. Days Elig in SpecEd Main	0	0	0	0	0	0	0	0
I. Days Elig in Bilingual/ESL	0	0	0	0	0	0	0	0
J. Preg Related Serv FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
K. Special Education FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L. Career & Technical Ed FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
M. Preg Related Serv Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
N. SpecEd Main Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
O. Bilingual/ESL Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
P. Regular Program Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q. Total Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

	6	7	8	9	10	11	12	Total
B. Eligible Minutes Present	0	0	0	0	32,400	0	45	32,445
C. Eligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D. Equivalent Days Present	0.00	0.00	0.00	0.00	135.00	0.00	0.19	135.19
E. Ineligible Minutes Present	0	0	0	0	0	0	0	0
F. Ineligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G. Days Elig in Preg Rel Serv	0	0	0	0	0	0	0	0
H. Days Elig in SpecEd Main	0	0	0	0	0	0	0	0

5. Interchange: StudentTranscriptExtension

Complex Type: CourseTranscriptExtension

***Description*:** Represents the final record of a student's performance in their courses.

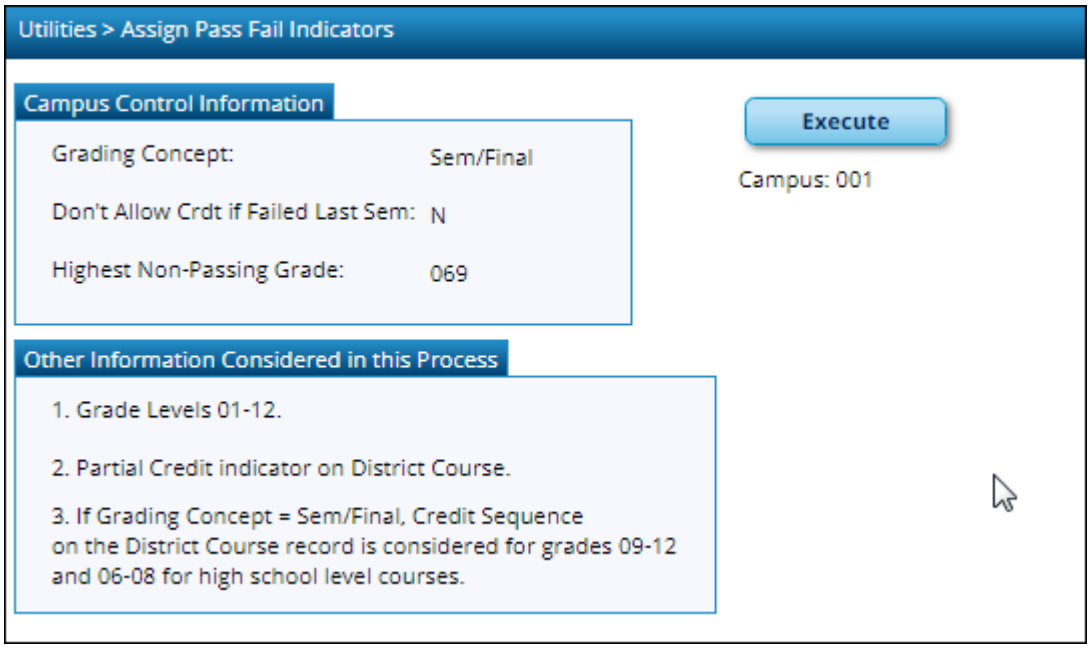
For Submission 3, this is reported for each student in membership in grade levels 1-12 who completed at least one course during the current school year. If a student repeats and completes a course during the year with different outcomes, each course completion must be reported.

The following elements from the *CourseTranscriptExtension* complex type are included in Submission 3:

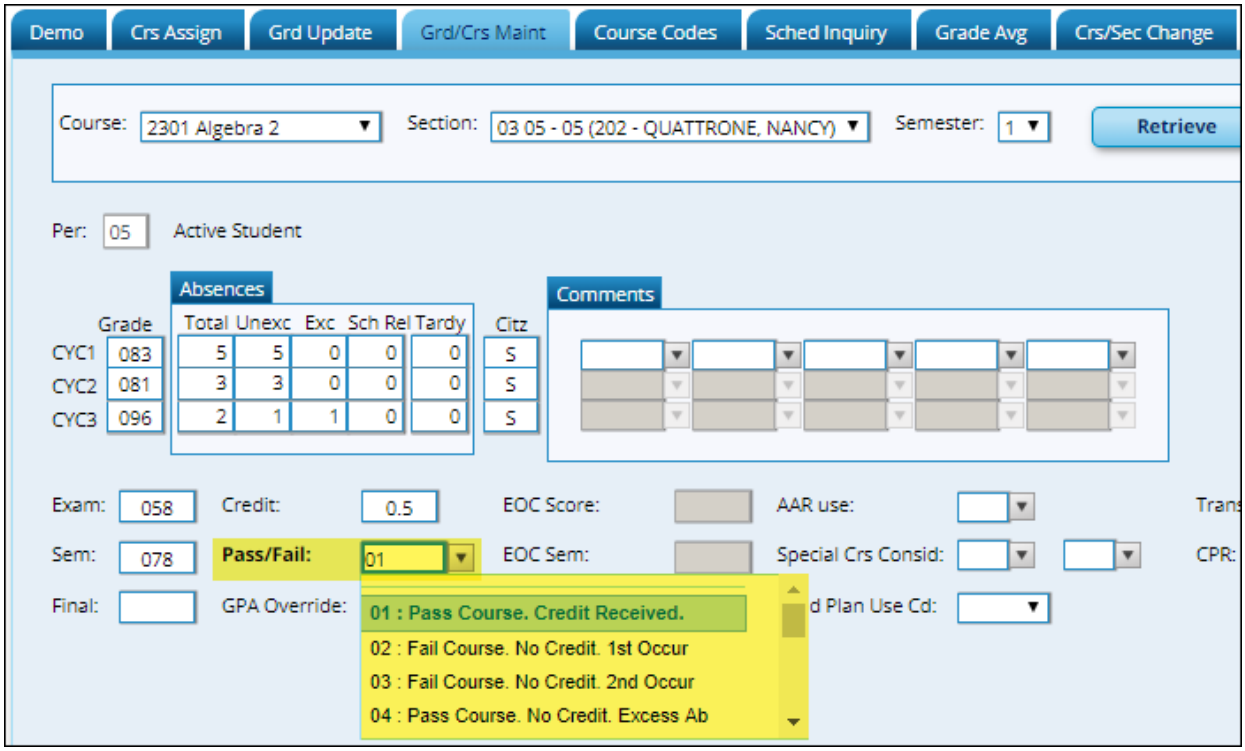
- ❑ GRADE-LEVEL-CODE (E0017) - Described previously.
- ❑ SERVICE-ID (E0724) - Described previously.
- ❑ COURSE-SEQUENCE-CODE (E0948) - Described previously.

Grade Reporting > Utilities > Assign Pass Fail Indicators

Ensure that the district has run the Assign Pass/Fail Indicators utility in accordance with the steps in the ASCENDER Secondary or Elementary Grade Reporting End of Semester 2 checklist.



Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint



❑ PASS/FAIL-CREDIT-INDICATOR-CODE **Pass/Fail** (E0949) indicates the student's outcome for a course. The record must reflect the code determined at the end of the course.

Grade Reporting > Maintenance > Master Schedule > District Schedule

SCREENSHOT - COMING SOON (programming in progress)

❑ ONRAMPS-DUAL-ENROLLMENT-INDICATOR-CODE **OnRamps** (E1597) indicates that the student successfully completed an OnRamps dual enrollment course, which is an innovative dual enrollment program coordinated by The University of Texas at Austin.

RUN REPORT FOR VERIFYING PASS/FAIL INDICATOR DATA:

Grade Reporting > Reports > Grade Reporting Reports > Student Verification > SGR1920 - Pass/Fail Verification List

Ensure that all data is accurate.

Date Run:
Cnty-Dist: 001-901
Campus: 001

Pass/Fail Verification List
001 School 4sem campus
Sch Year: 2019

Program ID: SGR1920
Page: 1 1005

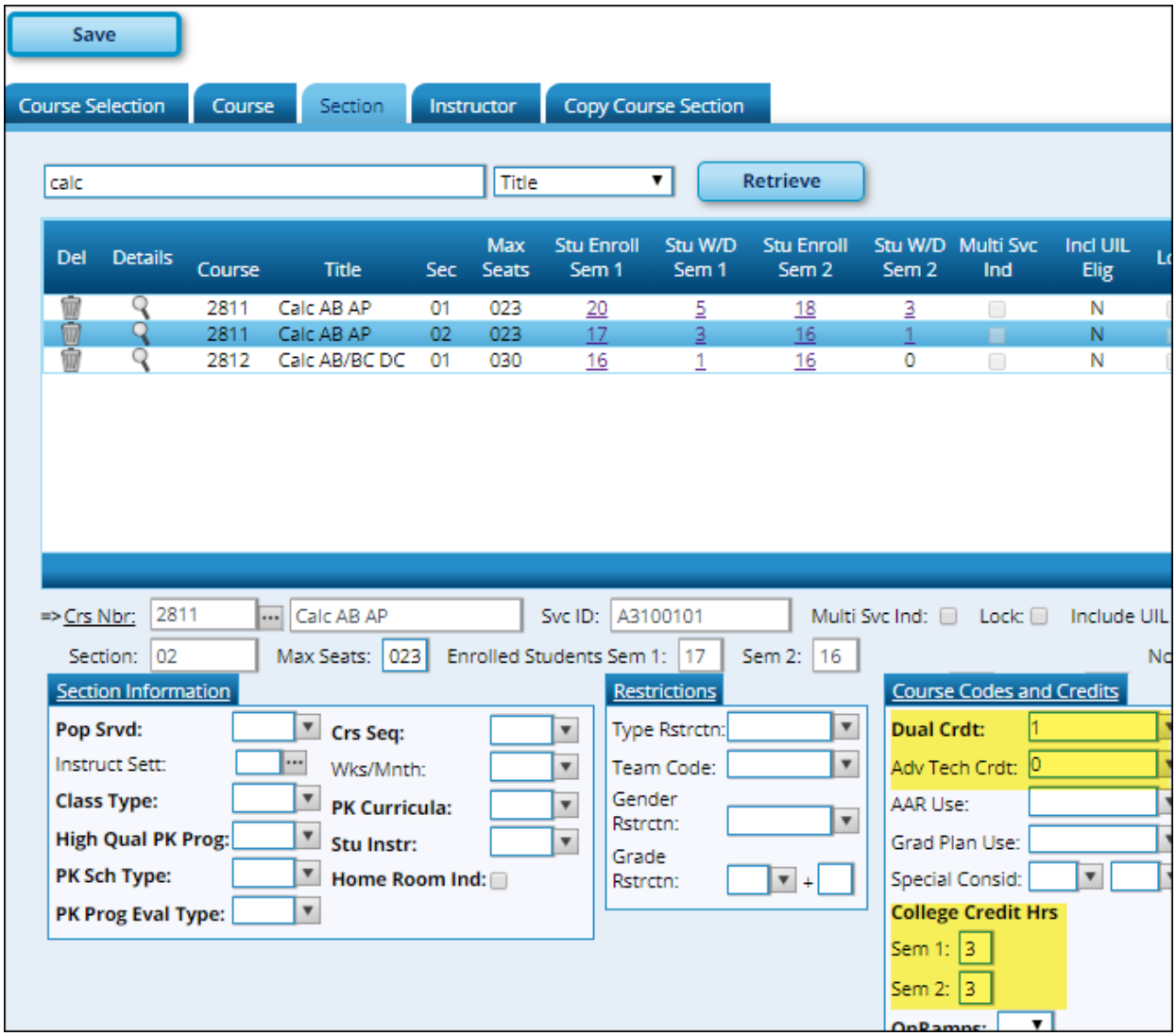
Abonce, Govani 016901 Grd: 10 Ctrl #: 313

Sem 1 Course Title	Crs Nbr	Sec	Teacher	PD	Svc ID	'A' Abs	'U' Abs	'E' Abs	Ttl Abs	Cyc1	Cyc2	Cyc3	Exam	Sem Gr	Final	Units	P/F
Eng 3 S	1304	01	SANCHEZ	05	03220300	1	13	0	14								*
Physics	3401	03	BEST	01	03050000	1	12	0	13								*
US Hist EOC	4301	08	OLIVAREZ	03	03340100	1	8	0	9								*
Prof Comm	8307	14	HERNANDEZ	02	13009900	1	10	0	11								*
Sem 2 Course Title	**Crs Nbr**	**Sec**	**Teacher**	**PD**	**Svc ID**	**'A' Abs**	**'U' Abs**	**'E' Abs**	**Ttl Abs**	**Cyc1**	**Cyc2**	**Cyc3**	**Exam**	**Sem Gr**	**Final**	**Units**	**P/F**
Eng 3 S	1304	01	SANCHEZ	05	03220300	0	0	0	0								*
Physics	3401	03	BEST	01	03050000	0	0	0	0								*
US Hist EOC	4301	08	OLIVAREZ	03	03340100	0	0	0	0								*
Sem 3 Course Title	**Crs Nbr**	**Sec**	**Teacher**	**PD**	**Svc ID**	**'A' Abs**	**'U' Abs**	**'E' Abs**	**Ttl Abs**	**Cyc1**	**Cyc2**	**Cyc3**	**Exam**	**Sem Gr**	**Final**	**Units**	**P/F**
Eng 4	1401	08	VALAGUE	02	03220400	0	0	0	0								*
Algebra 2	2301	14	QUATTRONE	01	03100600	0	0	0	0								*
Enviromtl Sys	3609	03	GOMEZ	05	03020000	0	0	0	0								*
US Hist EOC	4301	08	OLIVAREZ	03	03340100	0	0	0	0								*
Government	4401	07	BENAVIDES	04	03330100	0	0	0	0								*
Sem 4 Course Title	**Crs Nbr**	**Sec**	**Teacher**	**PD**	**Svc ID**	**'A' Abs**	**'U' Abs**	**'E' Abs**	**Ttl Abs**	**Cyc1**	**Cyc2**	**Cyc3**	**Exam**	**Sem Gr**	**Final**	**Units**	**P/F**
Eng 4	1401	08	VALAGUE	02	03220400	0	0	0	0								*
Algebra 2	2301	14	QUATTRONE	01	03100600	0	0	0	0								*
Enviromtl Sys	3609	03	GOMEZ	05	03020000	0	0	0	0								*
US Hist EOC	4301	08	OLIVAREZ	03	03340100	0	0	0	0								*
Economics	4501	07	BENAVIDES	04	03310300	0	0	0	0								*

Abrams, D'Koven D 312101 Grd: 12 Ctrl #: 802

Sem 1 Course Title	Crs Nbr	Sec	Teacher	PD	Svc ID	'A' Abs	'U' Abs	'E' Abs	Ttl Abs	Cyc1	Cyc2	Cyc3	Exam	Sem Gr	Final	Units	P/F
Eng4 DC Lit	1405	01	MCLAUGHLIN	04	03220400	2	0	0	2	093			100	094		00	*

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section



❑ DUAL-CREDIT-INDICATOR-CODE **Dual Crdt** (E1011) indicates if the student was eligible to receive both high school and college credit for a college course. If **Dual Crdt** is 1, you must enter a value in at least one of the **College Credit Hrs** fields.

> **NOTE:** Dual credit courses cannot be reported as ATC courses.

❑ ATC-INDICATOR-CODE **Adv Tech Crdt** (E1058) indicates a high school course for which college credit may be awarded by a post-secondary institution under the conditions of a local articulation agreement or the statewide Advanced Technical Credit (ATC) program agreement.

> **NOTE:** ATC courses cannot be reported as dual credit courses.

❑ COLLEGE-CREDIT-HOURS **College Credit Hrs - Sem 1** and **Sem 2** (E1081) is the number of college hours the student earned each semester for the completion of a dual credit course. Values greater than 0 are only valid if the **Dual Crdt** field is set to 1.

Complex Type: StudentAcademicRecord

***Description*:** Represents the cumulative record of academic achievement for a student.

The following element from the *StudentAcademicRecord* complex type is included in Submission 3:

❑ TX-UNIQUE-STUDENT-ID (E1523) - Described previously.

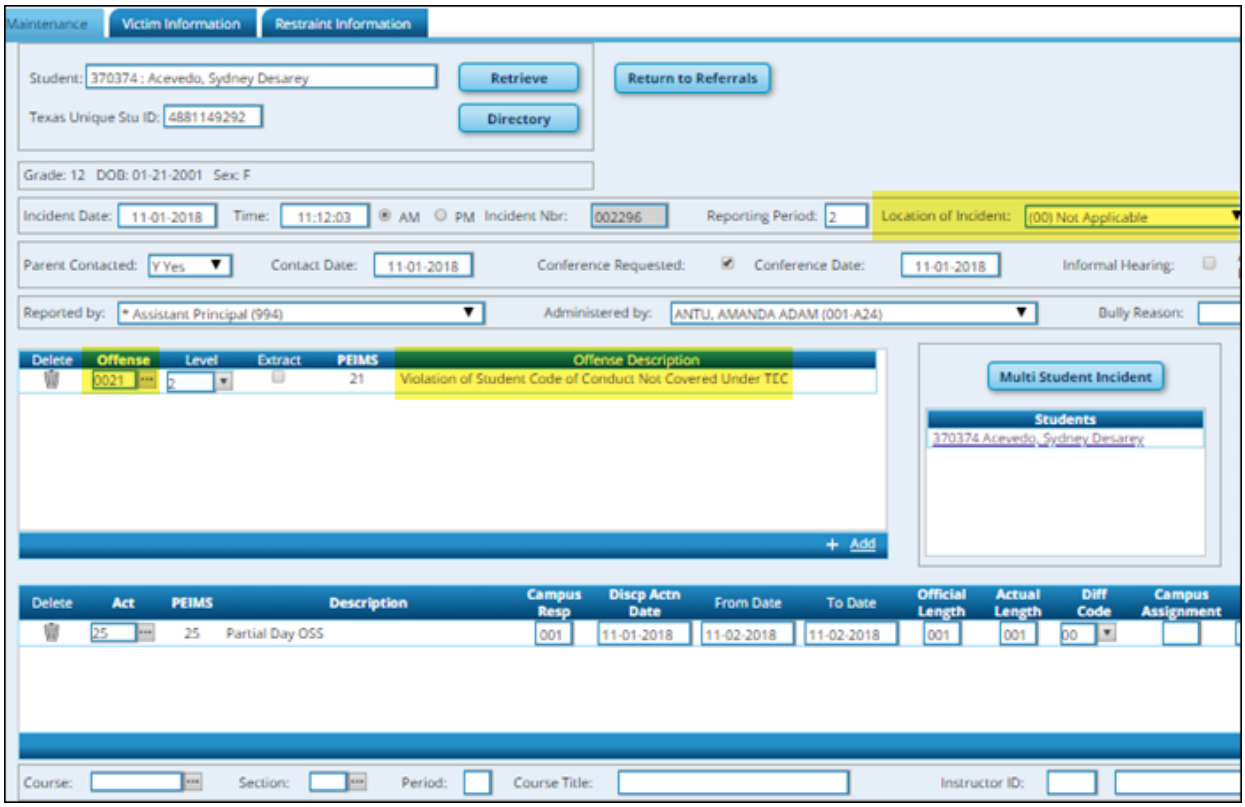
6. Interchange: StudentDisciplineExtension

Complex Type: StudentDisciplineIncidentAssociationExtension

***Description*:** Represents students related to a discipline incident who were victims, perpetrators, witnesses, and/or reporters.

The following elements from the *StudentDisciplineIncidentAssociationExtension* complex type are included in Submission 3:

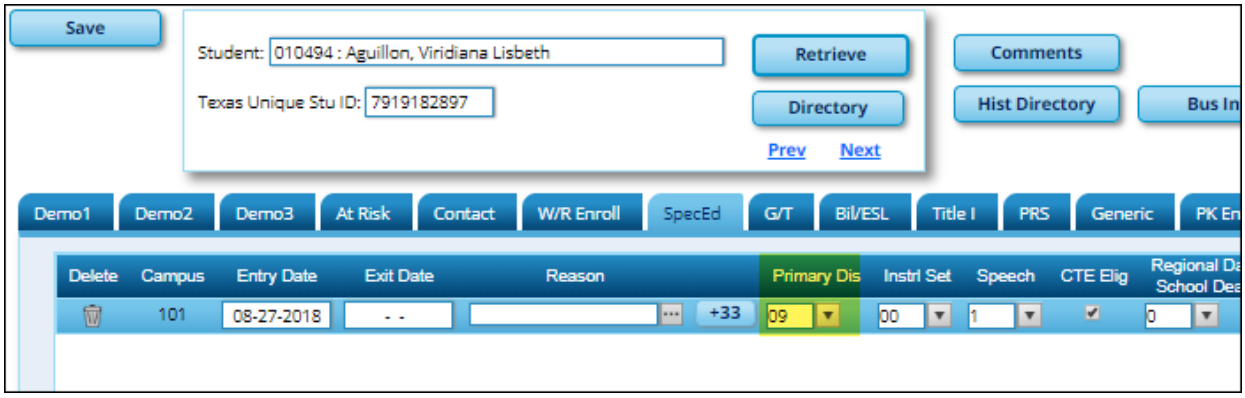
Discipline > Maintenance > Student > Maintenance



❑ BEHAVIOR-LOCATION-CODE **Location of Incident** (E1083) indicates where a student committed an applicable offense (i.e., a DISCIPLINARY-ACTION-REASON-CODE that has a location specified in the Texas Education Code Chapter 37), if applicable.

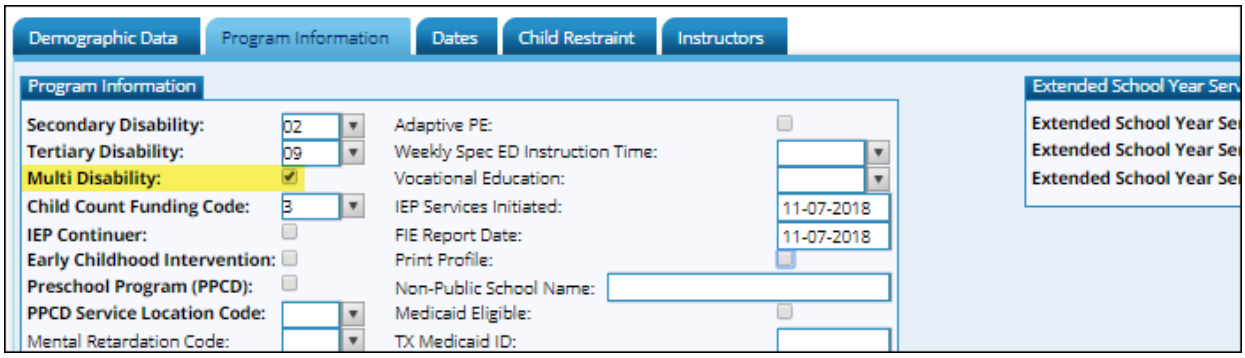
❑ DISCIPLINARY-ACTION-REASON-CODE **Offense** (E1006) indicates the reason a student was subject to disciplinary action.

Registration > Maintenance > Student Enrollment > SpecEd



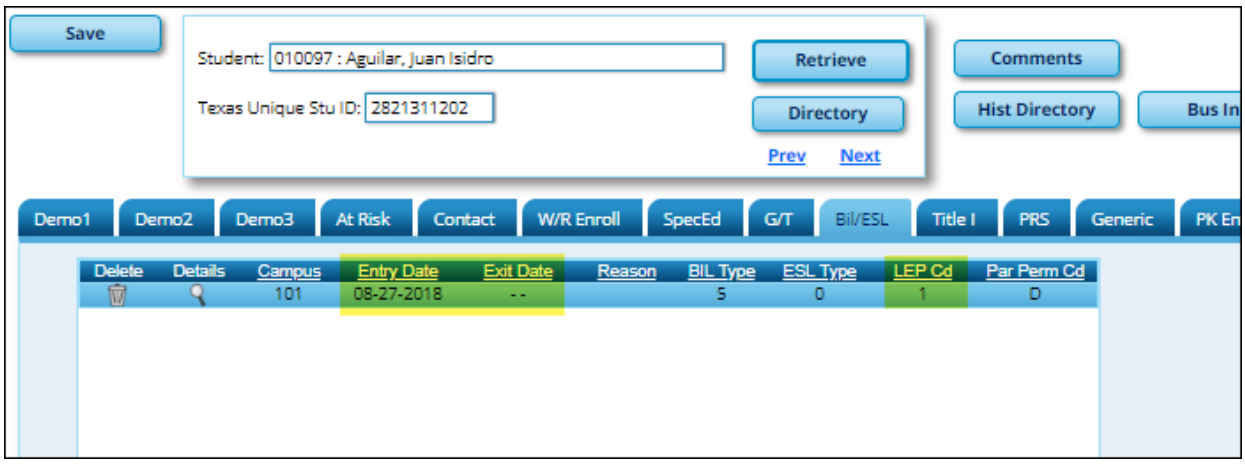
❑ PRIMARY-DISABILITY-CODE **Primary Dis** (E0041) indicates the type of primary disability recorded in the student's IEP. For submission 3, this is only reported for special education students who were participating in the special education program at the time of a particular disciplinary incident removal.

Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information



❑ MULTIPLY-DISABLED-INDICATOR-CODE **Multi Disability** (E0882) indicates if the student has been designated as multiply disabled. For submission 3, this is only reported for special education students who were participating in the special education program at the time of a particular disciplinary incident removal.

Registration > Maintenance > Student Enrollment > Bil/ESL



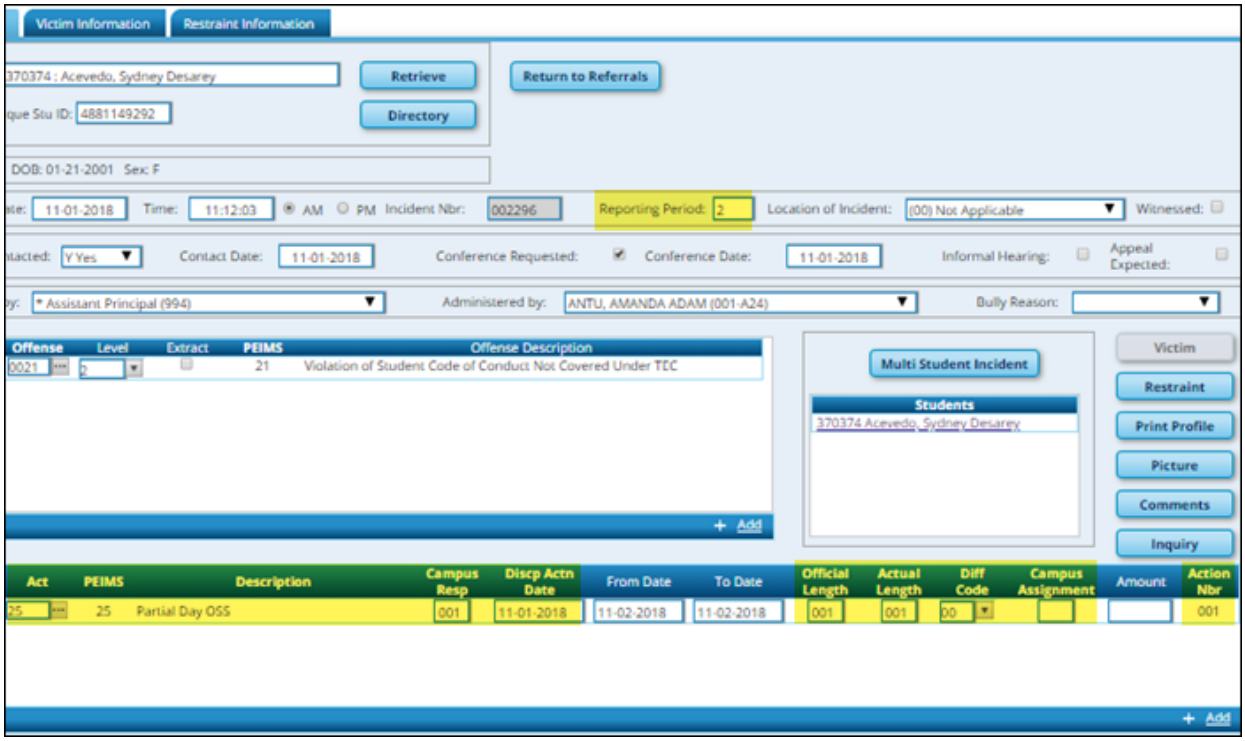
❑ LEP-INDICATOR-CODE **LEP Cd** (E0790) indicates if the student has been identified as limited English proficient. For Submission 3, this is only reported for LEP students who were participating in the LEP program at the time of a particular disciplinary incident removal.

Complex Type: DisciplineActionExtension

***Description*:** Represents actions taken by an education organization after a discipline incident.

The following elements from the *DisciplineActionExtension* complex type are included in Submission 3:

Discipline > Maintenance > Student > Maintenance



❑ REPORTING-PERIOD-INDICATOR-CODE **Reporting Period** (E0934) is the period for which the attendance data is being reported. If an incident occurs in one reporting period and the disciplinary action occurs in the subsequent reporting period, use the reporting period in which the disciplinary assignment was ordered (DATE-OFDISCIPLINARY-ACTION).

❑ DISCIPLINARY-ACTION-CODE **Act** (E1005) indicates the type of disciplinary action taken for the student.

❑ CAMPUS-ID-OF-DISCIPLINARY-RESPONSIBILITY **Campus Resp** (E1037) is the instructional campus at which the student was enrolled when the discipline incident occurred and the disciplinary action assigned.

❑ DATE-OF-DISCIPLINARY-ACTION **Discp Actn Date** (E1036) is the date on which the disciplinary assignment was ordered, which may not necessarily be the date on which the disciplinary infraction occurred, or the date on which the disciplinary assignment begins.

❑ OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT **Official Length** (E1007) is the official length in days (instructional school days only) of a student's disciplinary assignment.

❑ ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT **Actual Length** (E1008) is the actual length in days of a student's disciplinary assignment.

❑ DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE **Diff Code** (E1009) indicates the reason for the difference, if any, between the official and actual lengths of a student's disciplinary assignment.

❑ CAMPUS-ID-OF-DISCIPLINARY-ASSIGNMENT **Campus Assignment** (E1003) is the unique ID of the campus at which the student was placed for disciplinary reasons, if applicable.

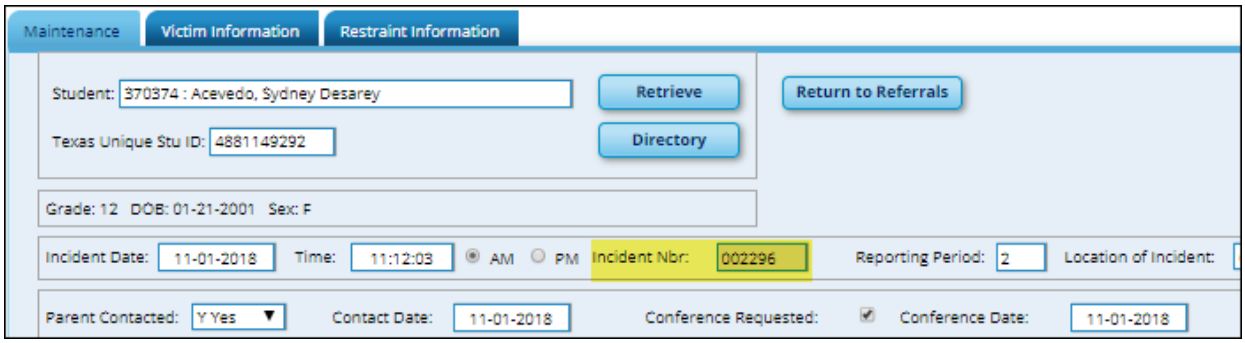
❑ DISCIPLINARY-ACTION-NUMBER **Action Nbr** (E1004) is a unique number identifying a discipline incident. Separate numbers are issued for separate disciplinary actions reported with identical values for STUDENT-ID and CAMPUS-ID-OF-ENROLLMENT. The action number is assigned during the discipline data extract. If an equivalent TSDS code exists for the action, the system assigns an action number at that time.

Complex Type: DisciplineIncidentExtension

***Description*:** Represents an occurrence of an infraction ranging from a minor problem behavior to a criminal act. A single event (e.g., a fight) is one incident regardless of how many perpetrators or victims are involved. Discipline incidents are events classified as warranting discipline action.

The following elements from the *DisciplineIncidentExtension* complex type are included in Submission 3:

Discipline > Maintenance > Student > Maintenance



❑ DISCIPLINARY-INCIDENT-NUMBER **Incident Nbr** (E1016) designates an incident that results in one or more disciplinary actions for one or more students at a single campus. All records for all involved students must show the same incident number. This number is automatically assigned.

RUN REPORTS FOR VERIFYING STUDENT-DISCIPLINE-EXTENSION INTERCHANGE DATA

Discipline > Reports > Discipline > SDS0200 - Special Ed Students in Discipline Settings

SDS0200 lists special education students who were assigned to a disciplinary setting. Students not receiving special education services for 10 or more days while in a DAEP setting must be withdrawn from the program during that time. Verify all data.

Date Run: **Special Ed Students in Disciplinary Settings with PEIMS Actions** **Program ID**
Cnty-Dist: **020-020** ***Indicates Action Override with PEIMS Action Code 27** **Page:**
Campus: **001** **School Year:**

Campus ID: 001 Agarita High School Track: 00

Student ID	Name	Grd	Actn Age	Incident Nbr	Offcl Len	Act Len	Actn Rsn	Offense Description	Locl Actn	PEIMS Actn	Action Description
081113	Saavedra, Israel		16	000007	003	003	41	Fighting / Mutual Combat	05	05	Out-of-School Suspension (3 Day
380256	Aguilar, Julian S.	09	15	000007	003	003	41	Fighting / Mutual Combat	05	05	Out-of-School Suspension (3 Day
091513	Alaniz, Sequiel Z. JR	09	14	000003	003	003	12	Unlawful carrying of an illegal knife	05	05	Out-of-School Suspension (3 Day
016272	Vasquez, Joe A.	12	18	000006	003	003	12	Unlawful carrying of an illegal knife	05	05	Out-of-School Suspension (3 Day

Discipline > Reports > Discipline > SDS0300 - Bil/ESL Students in Discipline Settings

SDS0300 lists bilingual/ESL students who were assigned to a disciplinary setting. Students not receiving bilingual/ESL services for 10 or more days while in a DAEP setting must be withdrawn from the program during that time. Verify all data.

Date Run: **Bilingual/ESL Students in Disciplinary Settings with PEIMS Actions** **Progr**
Cnty-Dist: 020-020 Mockingbird ISD **Sch Year:** **Page**
*** Indicates Action Override with PEIMS Action Code 27**

Campus: 001 Agarita High School **Track: 01**

Student ID	Name	Grd	Actn Age	Incident Nbr	Offcl Len	Act Len	Actn Rsn	Offense Description	Locl Actn Cd	PEIMS Actn Cd	Action Description	LEP Ind
016272	Vasquez, Joe A.	12	18	000006	003	003	12	Unlawful carrying of an illegal knife	05	05	Out-of-School Suspension (3 Day	Y

Discipline > Reports > Discipline > SDS1000 - PEIMS Report

SDS1000 lists TSDS discipline data by grade level. Verify all data.

Date Run: **Disciplinary Action PEIMS Data** **Program**
Cnty-Dist: 020-020 Mockingbird ISD **Grade Level: 09** **Page:**
Campus: 001 Agarita High School **Sch Year:**

SSN	Student Name	Stu ID	Camp	Pri Disab	Instr Set	Discp Actn Date	Camp Resp	Assgn Campus	Actn Nbr	Actn CD	Actn PEIMS	Offns CD	PEIMS Extract	Actn Rsn	Officl Len	Actl Len	Diff Rsn	Incident Number	Rep Pd
XXX-XX-6517	Aguilar, Julian S	380256	001	08	41	11-28-17	001		002	05	05	0041	1	41	003	003		000007	3
			001	08	41	10-26-17	001	020020001	001	07	07	0005	0	05	005	005	00	000002	2
XXX-XX-6963	Alaniz, Sequiel Z JR.	091513	001	08	41	10-11-17	001		001	05	05	0012	0	12	003	003		000003	2
XXX-XX-0373	Alba, Abigail M	092399	001			03-26-18	001	020020001	001	06	06	0023	0	23	001	001		000008	5

Summary for Campus: 001 Grade Level: 09 Total Students - 3

Discipline > Reports > Discipline > SDS1300 - Discipline Audit Report (PEIMS Edit)

SDS1300 lists students who will trigger an edit and/or performance-based monitoring errors.

Date Run: **Discipline Audit Report** **Program ID: SDS1300**
Cnty-Dist: 020-020 **42533 PEIMS Edit / Performance-Based Monitoring Violation** **Page: 1 of 3**
Campus: 001 **Agarita High School**
Offense Dates From To

Stu ID	Student Name	Gr	Age	Cam Resp	Incident Number	Inc Loc	Dates Discp	Dates Actn	Dates Incident	Action Cd PEIMS	Offense Cd Local	Offense Cd PEIMS	Length of Off	Length of Act	Length of Diff	Sp Ed	Adm By
092285	ZAMBRANA, Joseph A	12	19	001	000008	01	03-26-18	03-26-18	06	06	0006	06	001	001			
Total for Grade 12:	1																

Discipline > Reports > Discipline > SDS1700 - Discipline Suspension Attendance Verification

SDS1700 provides information from student discipline and attendance records, and flags discrepancies between the two, which allows you to review for attendance posting discrepancies on days that a student was suspended.

Date Run: **Discipline Suspension Attendance Verification**
Cnty-Dist: 020-020 **Agarita High School**
Campus: 001 **Sch Year:**

Student ID	Name	Trk	Grd Lvl	Incident Number	PEIMS Action	Discp Actn Dt	From Date	To Date	Attendance Date	00	01	02	03	04	05	06
092399	Alba, Abigail M	01	09	000008	06 - ISS	03/26/18	03/26/18	03/26/18	03/26/18							
889988	Zambrano, Leonardo A	01	09	000008	06 - ISS	03/26/18	03/26/18	03/26/18	03/26/18							
092285	ZAMBRANA, Joseph A	01	12	000008	06 - ISS	03/26/18	03/26/18	03/26/18	03/26/18							

Discipline > Reports > Discipline > SDS1800 - Career Tech Students in Discipline Settings

SDS1800 lists CTE students who were assigned to a disciplinary setting. Students not receiving CTE services for five or more days while in a DAEP setting must be withdrawn from the program during that time. Verify all data.

Date Run: **Career Tech Students in Disciplinary Settings**
Cnty-Dist: 020-020 Mockingbird **Sch Year:**
Campus: 001 Agarita High School **Track:**

Student ID	Name	Grd Lvl	Actn Age	Incident Nbr	Offcl Len	Act Len	Actn Rsn	Offense Description	Locl Actn Cd	PEIMS Actn Cd	Action Description
302033	Nanez, Mackayla G.	12	20	000009	120	120	23	Emergency Placement / Expulsion - TEC 37.019	07	07	DAEP Placement (Studer
092285	ZAMBRANA, Joseph A.	12	19	000008	001	001	23	Emergency Placement / Expulsion - TEC 37.019	06	06	In-School Suspension (B)
		12	19	000008	001	001	06	Abuse of Volatile Chemical - TEC 37.006	06	06	In-School Suspension (B)

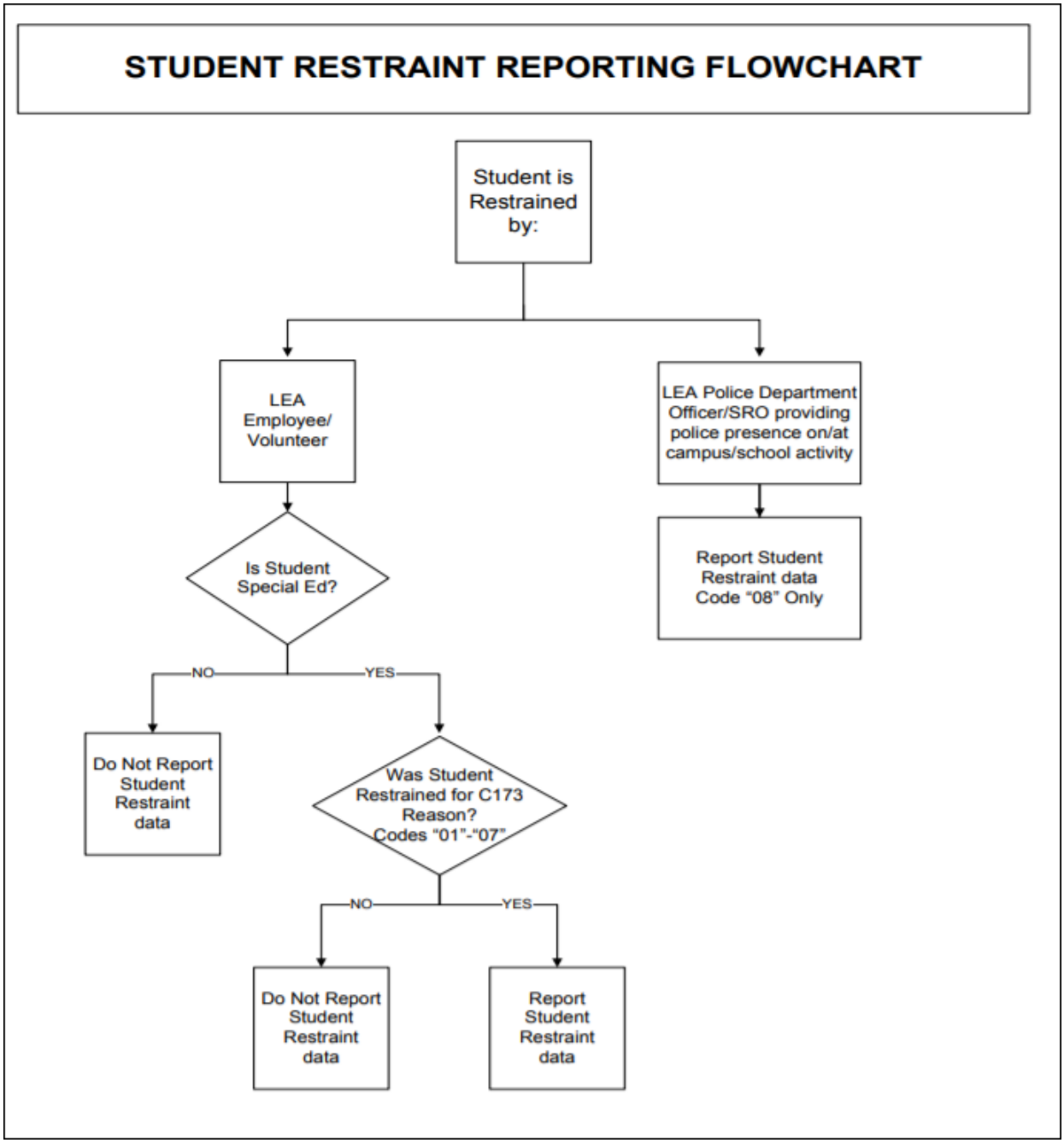
7. Interchange: StudentRestraintEventExtension

Complex Type: RestraintEventExtension

***Description*:** Represents restraint data for:

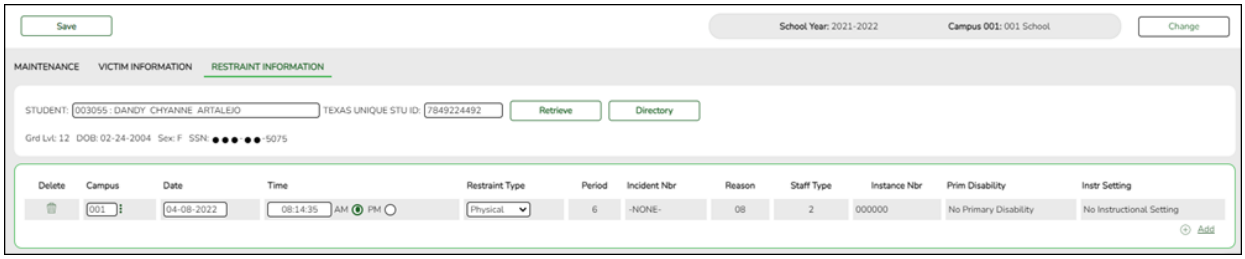
- Restraints of all students that are administered by school district police officers and school resource officers working with a LEA under a local MOU.
- Restraints of special education students that are restrained by LEA employees and volunteers.

In the ASCENDER Discipline and Special Education applications, verify all restraint data that will be reported. Refer to the following flow chart:



The following elements from the *RestraintEventExtension* complex type are included in Submission 3:

Discipline > Maintenance > Student > Maintenance > Restraint Information



❑ CAMPUS-ID-OF-RESTRAINT-EVENT **Campus** (E1032) is the ID of the campus at which a student was restrained, which may not necessarily be the campus where the student was enrolled.

❑ DATE-OF-RESTRAINT-EVENT **Date** (E1034) is the actual date on which the student was restrained.

❑ REPORTING-PERIOD-INDICATOR-CODE **Period** (E0934) is the period (i.e., cycle) in which the incident occurred.

❑ RESTRAINT-REASON-CODE **Reason** (E1033) indicates that the student was physically or mechanically restrained due to imminent serious physical harm to himself or others, imminent serious property destruction, or a combination of both.

❑ RESTRAINT-STAFF-TYPE-CODE **Staff Type** (E1516) indicates which type of staff member restrained the student:

- LEA employee or volunteer
- LEA police officers or school resource officers (SRO)

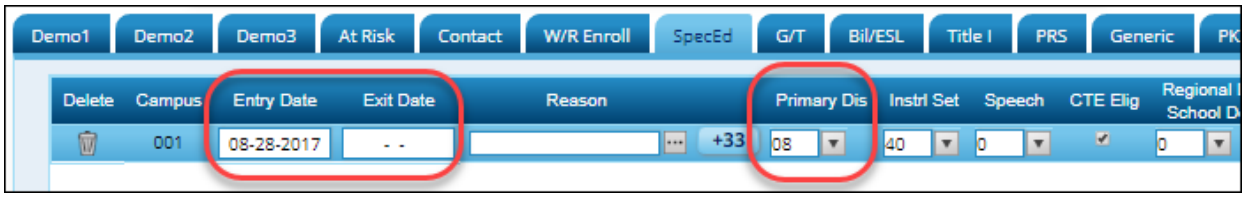
Refer to the flow chart above.

❑ RESTRAINT-INSTANCE-NUMBER **Instance Nbr** (E1035) is a unique number identifying a restraint instance that occurred at a campus. Separate numbers are issued for separate incidents reported with identical values for STUDENT-ID and CAMPUS-ID-OF-ENROLLMENT.

❑ INSTRUCTIONAL-SETTING-CODE **Instr Setting** (E0173) identifies the setting used to provide instruction to student at the time of the incident.

- For special education students, the field cannot be blank.
- For non-special education students, the field must be blank.

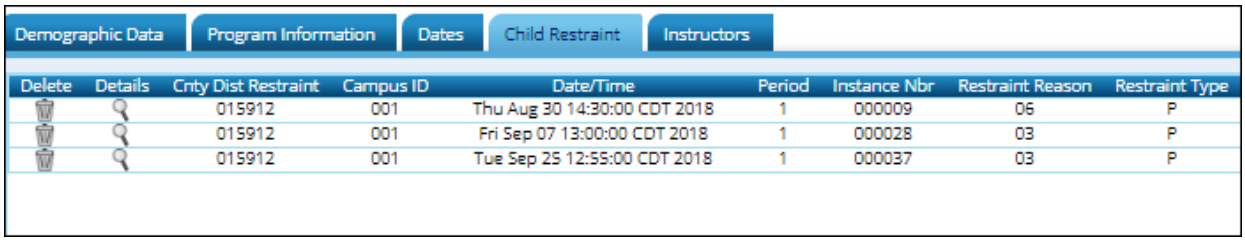
Registration > Maintenance > Student Enrollment > SpecEd



❑ SPECIAL-ED-INDICATOR-CODE (E0794) indicates if the student is participating in a special education instructional and related services program, or a general education program using special education support services, supplementary aids, or other special arrangements.

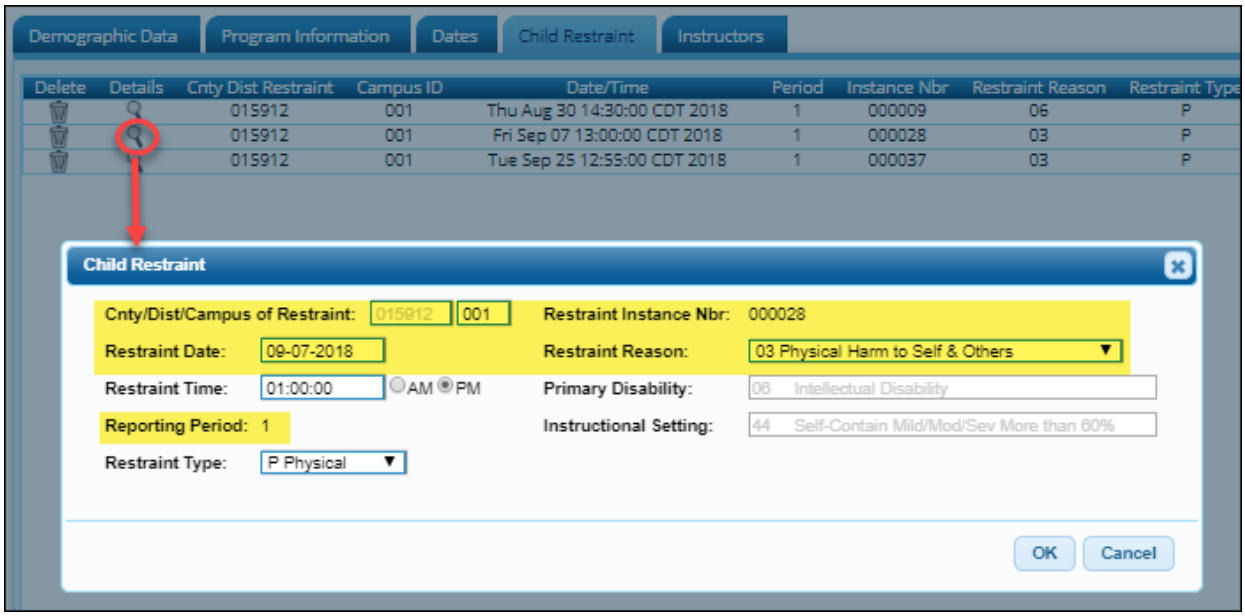
❑ PRIMARY-DISABILITY-CODE **Primary Dis** (E0041) indicates the type of primary disability recorded in the student's IEP for each reporting period that a student was in attendance.

Special Education > Maintenance > Student Sp Ed Data > Current Year > Child Restraint



The Special Education Child Restraint tab is only used when a special education student is restrained for non-disciplinary reasons. For all other restraint incidences, including disciplinary restraint for a special education student, use ***Discipline > Maintenance > Student > Maintenance > Restraint Information***.

Some fields are displayed on the Details window, which is displayed if you click the spyglass icon.



RUN REPORTS FOR VERIFYING STUDENT-RESTRAINT-EVENT-EXTENSION COMPLEX TYPE DATA

Discipline > Reports > Discipline > SDS0250 - Discipline Student Restraint

SDS0250 lists student totals for mechanical restraint, physical restraint, and seclusion incidents. Verify all data.

Date Run:
Cnty Dist: 020-020
Campus: 001

Students Subject to Physical/Mechanical/Seclusion Restraint
From: To:

Program ID: SDS0250
Page Nbr: 1 of 1

Student ID	Name	Grd Lvl	Pri Disab	Instr Set	Restraint Information: Date	Camp	Instance Nbr	Period Ind	Reason Cd	Staff Type	Restraint Type
092399	Alba, Abigail Monique	09			03/26/2018	001	000004	5	08	2	Physical
392139	Elderbrook, Dylan Cole	09			04/04/2018	001	000019	5	08	2	Physical
410019	Gabriel, Charles Michael	09			04/02/2018	001	000018	5	08	2	Physical

	Totals
Restraint Reason Codes Grade Level: 09	
08 Restrnt by Dist Police or Resource Officer	3
Restraint Staff Type Grade Level: 09	
2 School Police officer or school resource officer (SRO)	3
Restraint CodeType Grade Level: 09	
M Mechanical Restraint	0
P Physical Restraint	3
S Seclusion	0
Restraint Reason Codes Campus: 001	**Totals**
08 Restrnt by Dist Police or Resource Officer	3
Restraint Staff Type Campus: 001	
2 School Police officer or school resource officer (SRO)	3
Restraint CodeType Campus: 001	
M Mechanical Restraint	0
P Physical Restraint	3
S Seclusion	0

Special Education > Reports > Special Ed > Student > SEM1100 - Student Special Ed Restraint List

Ensure all special education restraints have been entered.

Date Run:
Cnty-Dis: 001-901
Campus: 001

Student Special Ed Restraint List
Active and Inactive Students
Sch Year: 2018 - 2019

Program ID: SEM1100
Page: 1 of 1

Student ID	Student Name	Track	Grd Lvl	Sex	Agg Ethn	DOB	Spec Ed Entry Dt	Spec Ed Withdraw Dt
382246	Ramos, Adrian	01	10	M	H	09-09-2002	08-27-2018	

Date: 08-30-2018	Time: 02:30:00 PM	Instance Nbr: 000009	Reporting Period: 1	Description: 06	Others & Property Destruction	Type: Physical	Campus: 001	Pri Disab: 06	Instr Set: 44
09-07-2018	01:00:00 PM	000028	1	03	Physical Harm to Self & Others	Physical	001	06	44
09-25-2018	12:55:00 PM	000037	1	03	Physical Harm to Self & Others	Physical	001	06	44

Total for Campus 001: 3

Category: Staff

For Submission 3, data is reported for staff with ROLE-IDs 033 (Educational Aide assigned to a Prekindergarten Course Section), 047 (Substitute Teacher), and 087 (Teacher).

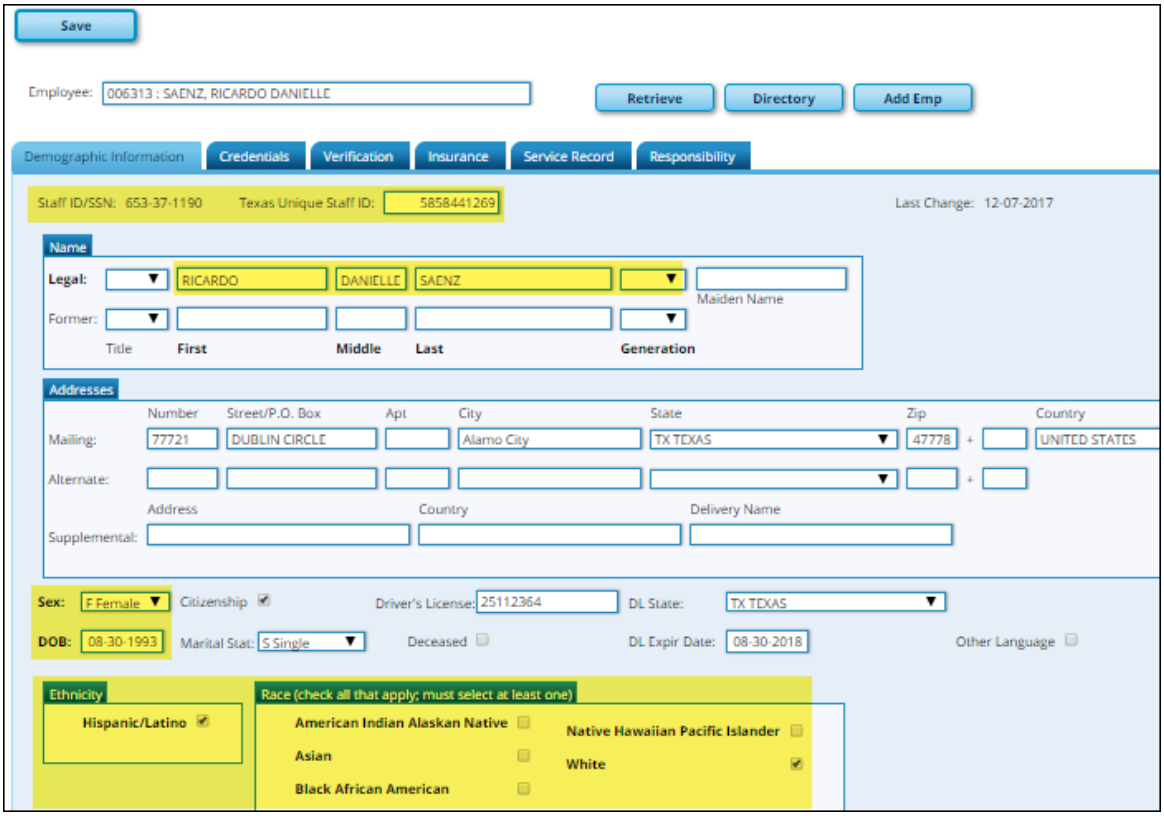
1. Interchange: StaffAssociationExtension

Complex Type: StaffExtension

***Description*:** 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.

The following elements from the *StaffExtension* complex type are included in Submission 3:

Human Resources > Maintenance > Staff Demo > Demographic Information



❑ STAFF-ID **Staff ID/SSN** (E0505) is the employee's SSN.

❑ FIRST-NAME **Legal - First** (E0703) is the employee's legal first name. Do not use an initial unless an initial is the legal first name.

❑ MIDDLE-NAME **Legal - Middle** (E0704) is the employee's legal middle name as shown on the identification documentation used for employment. If the employee has no middle name, the field must be blank. The middle name can be reported as blank for employees only when the employee does not have a middle name on his identification documentation. Do not use text such as NONE or NA.

❑ LAST-NAME **Legal - Last** (E0705) is the employee's legal last name.

❑ GENERATION-CODE **Legal - Generation** (E0706) is a suffix attached to the employee's name. The field can be blank. The field must be blank if the employee does not have a generation suffix on his name based on the identification documentation used for employment.

❑ SEX-CODE **Sex** (E0004) indicates the employee's gender.

❑ DATE-OF-BIRTH **DOB** (E0006) is the month, day, and year of the employee's birth.

❑ HISPANIC-LATINO-CODE **Hispanic/Latino** (E1064) indicates a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

❑ AMERICAN-INDIAN-ALASKA-NATIVE-CODE **American Indian Alaskan Native** (E1059) indicates a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

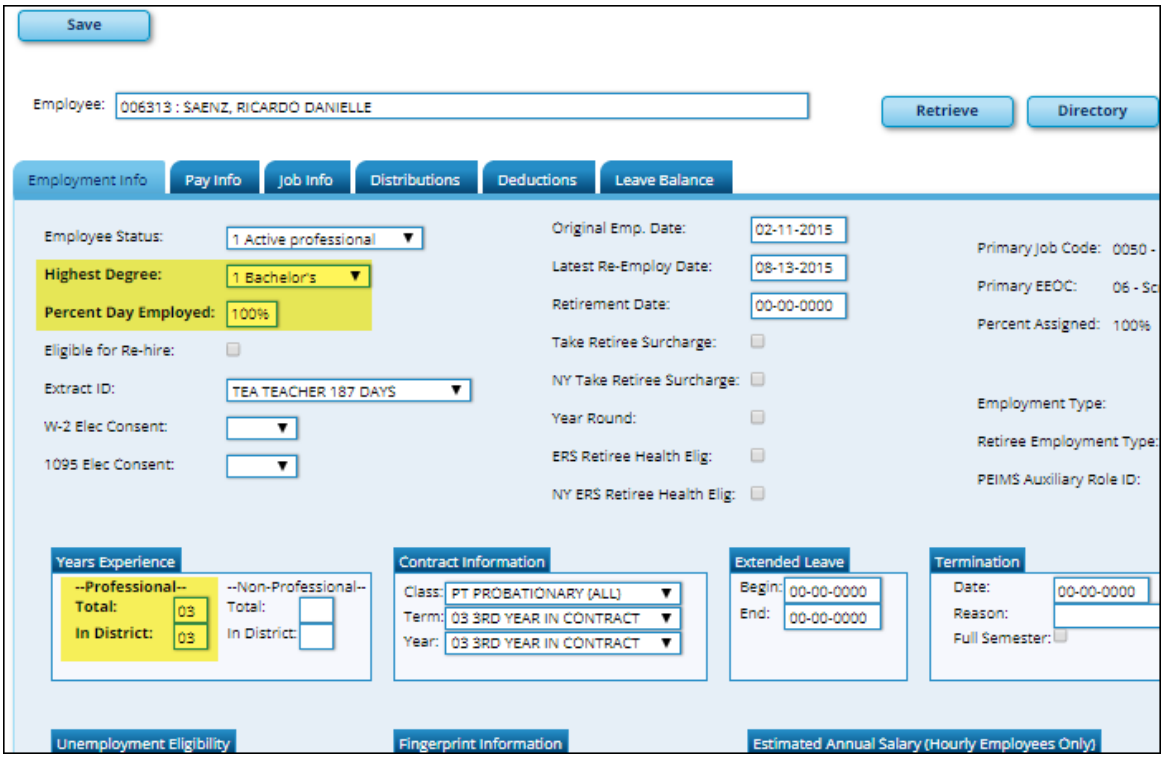
❑ ASIAN-CODE **Asian** (E1060) indicates a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

❑ BLACK-AFRICAN-AMERICAN-CODE **Black African American** (E1061) indicates a person having origins in any of the black racial groups of Africa.

❑ NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE **Native Hawaiian Pacific Islander** (E1062) indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

❑ WHITE-CODE **White** (E1063) indicates a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Human Resources > Maintenance > Staff Job/Pay Data > Employment Info

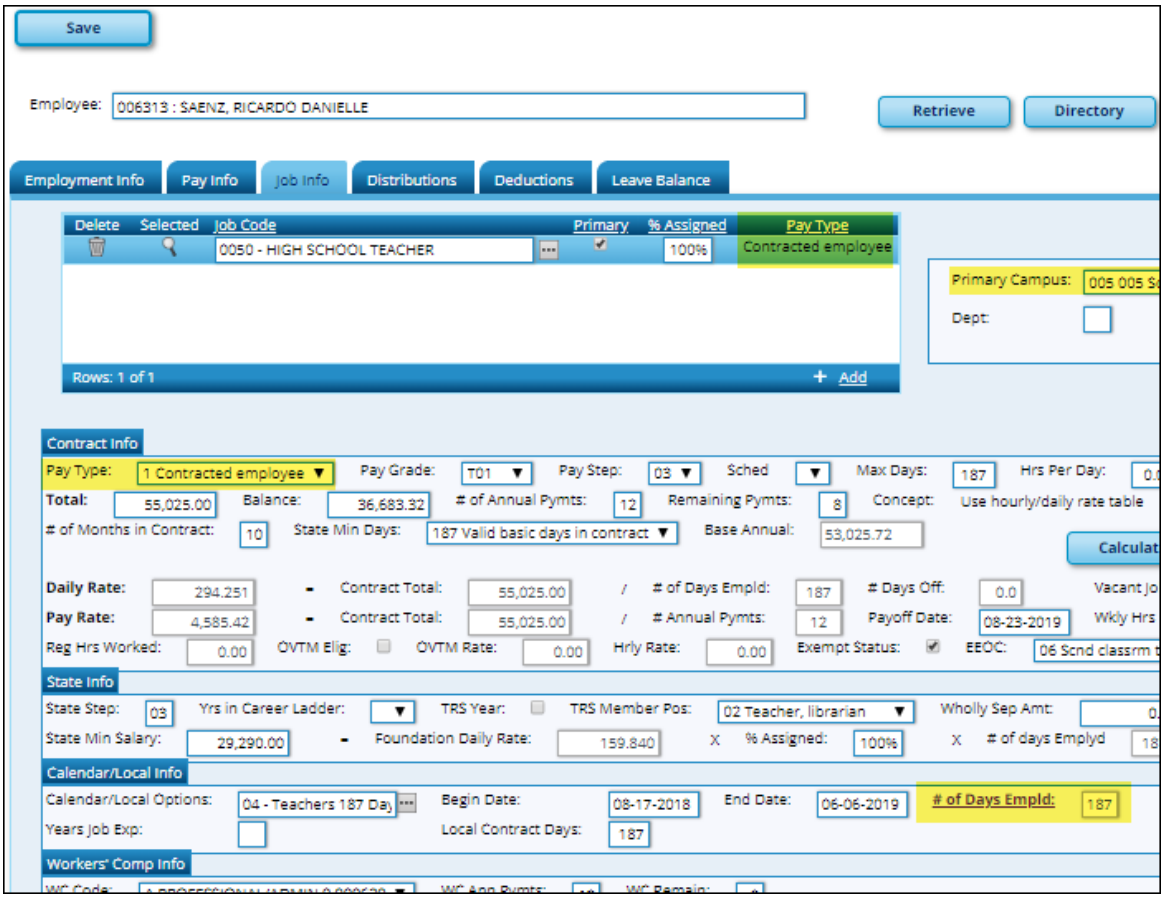


❑ HIGHEST-DEGREE-LEVEL-CODE **Highest Degree** (E0730) is the highest grade level in school completed or its equivalent, or the highest degree received.

❑ TOTAL-YEARS-PROF-EXPERIENCE **Years Experience (Professional) - Total** (E0130) is the number of verifiable years of creditable experience. Only completed years of professional experience (not including the current year) are counted. This is only reported for professional staff.

❑ YEARS-EXPERIENCE-IN-DISTRICT **Years Experience (Professional) - In District** (E0161) is the number of completed years that a 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.

Human Resources > Maintenance > Staff Job/Pay Data > Job Info

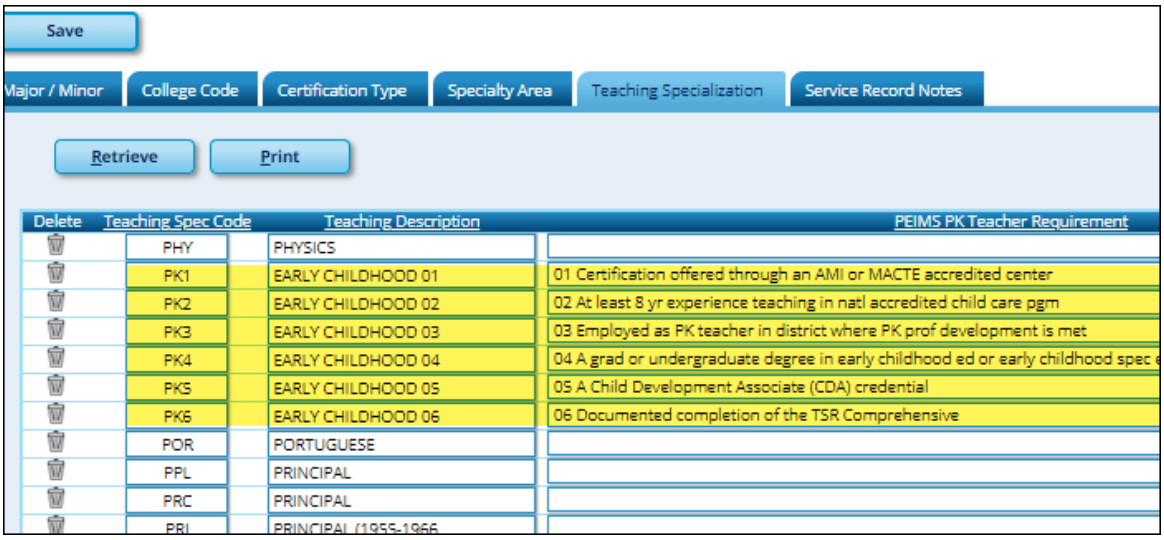


❑ STAFF-TYPE-CODE **Pay Type** (E1073) indicates if the staff person is on the district payroll or is a contracted instructional staff person. For Submission 3, all classroom teachers must be reported.

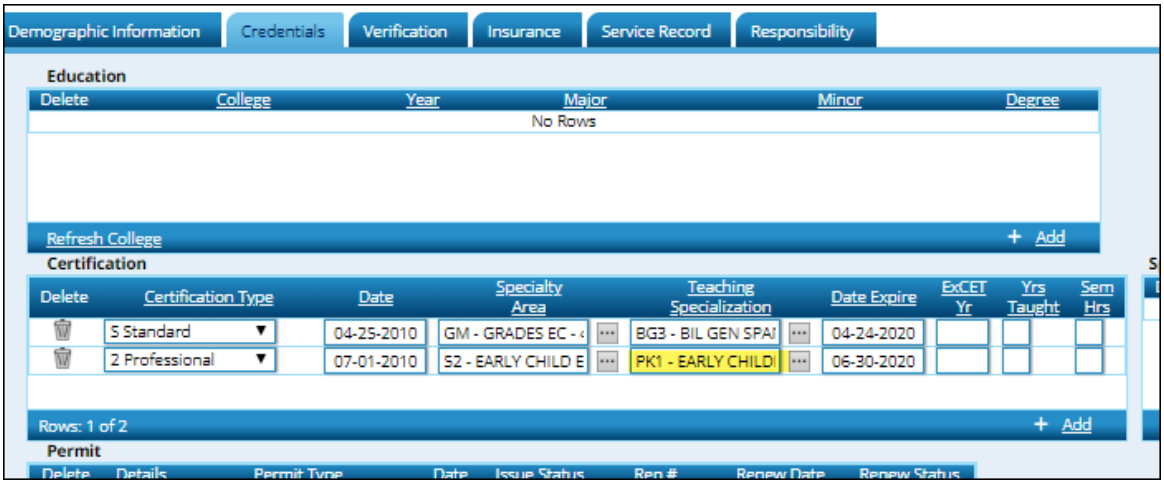
Human Resources > Tables > Credentials > Teaching Specialization

The **PEIMS PK Teacher Requirement** field is used to indicate if a particular teaching

specialization code is associated with required additional qualifications for the High Quality Prekindergarten grant.



Human Resources > Maintenance > Staff Demo > Credentials

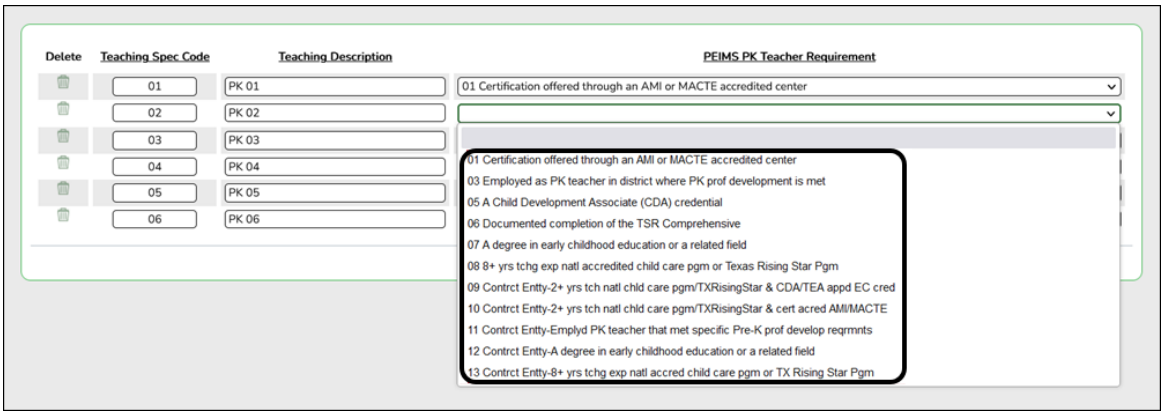


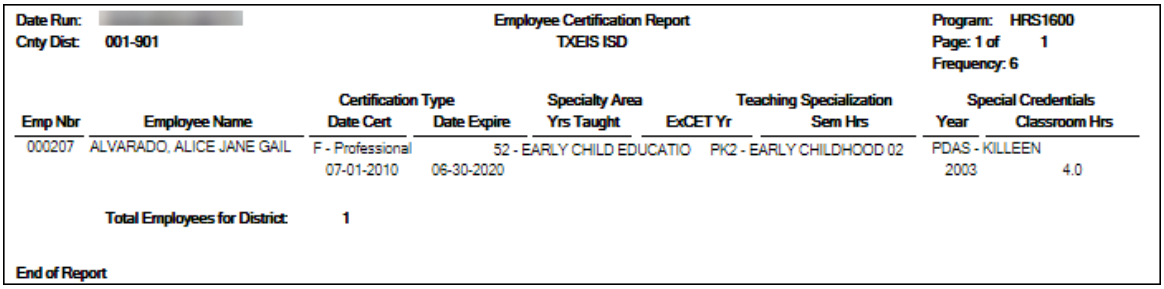
❑ PK-TEACHER-REQUIREMENT **PEIMS PK Teacher Requirement/Teaching Specialization** (E1581) indicates how the instructor meets the requirement for prekindergarten certification. This only applies if you have received the High Quality Prekindergarten grant.

RUN REPORT FOR VERIFYING STAFF-EXTENSION COMPLEX TYPE DATA

Human Resources > Reports > HR Reports > Personnel Reports > HRS1600 - Certification Report

HRS1600 allows you to view a list of instructors assigned to a particular teacher specialization code that is associated with the PK teacher certification requirement.





Date Run: [redacted]
Cnty Dist: 001-901

Employee Certification Report
TXEIS ISD

Program: HRS1600
Page: 1 of 1
Frequency: 6

Emp Nbr	Employee Name	Certification Type		Specialty Area	Teaching Specialization		Special Credentials	
		Date Cert	Date Expire	Yrs Taught	ExCET Yr	Sem Hrs	Year	Classroom Hrs
000207	ALVARADO, ALICE JANE GAIL	F - Professional 07-01-2010	06-30-2020	52 - EARLY CHILD EDUCATIO	PK2 - EARLY CHILDHOOD 02		PDAS - KILLEEN 2003	4.0

Total Employees for District: 1

End of Report

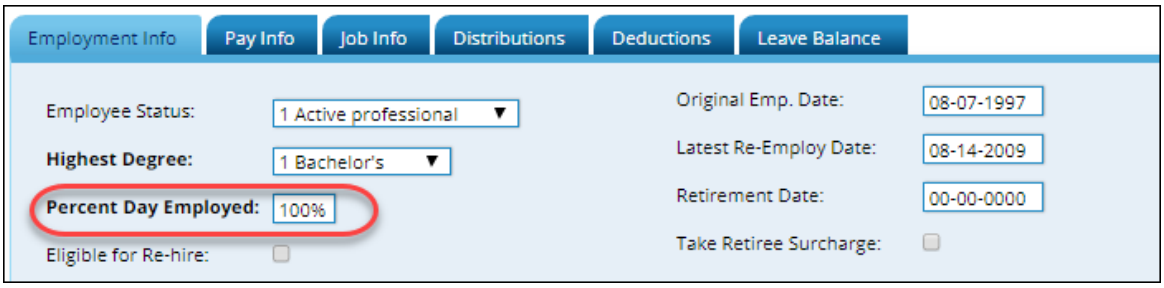
Complex Type: StaffEducationOrgEmploymentAssociationExtension

***Description*:** Represents the education organization an employee, contractor, volunteer or other service provider is formally associated with, typically indicated by which organization the staff member has a services contract with or receives their compensation.

Only staff with ROLE-ID 047 (Substitute Teacher) or 087 (Teacher) are required to be submitted in Submission 3.

The following elements from the *StaffEducationOrgEmploymentAssociationExtension* complex type are included in Submission 3:

Human Resources > Maintenance > Staff Job/Pay Data > Employment Info

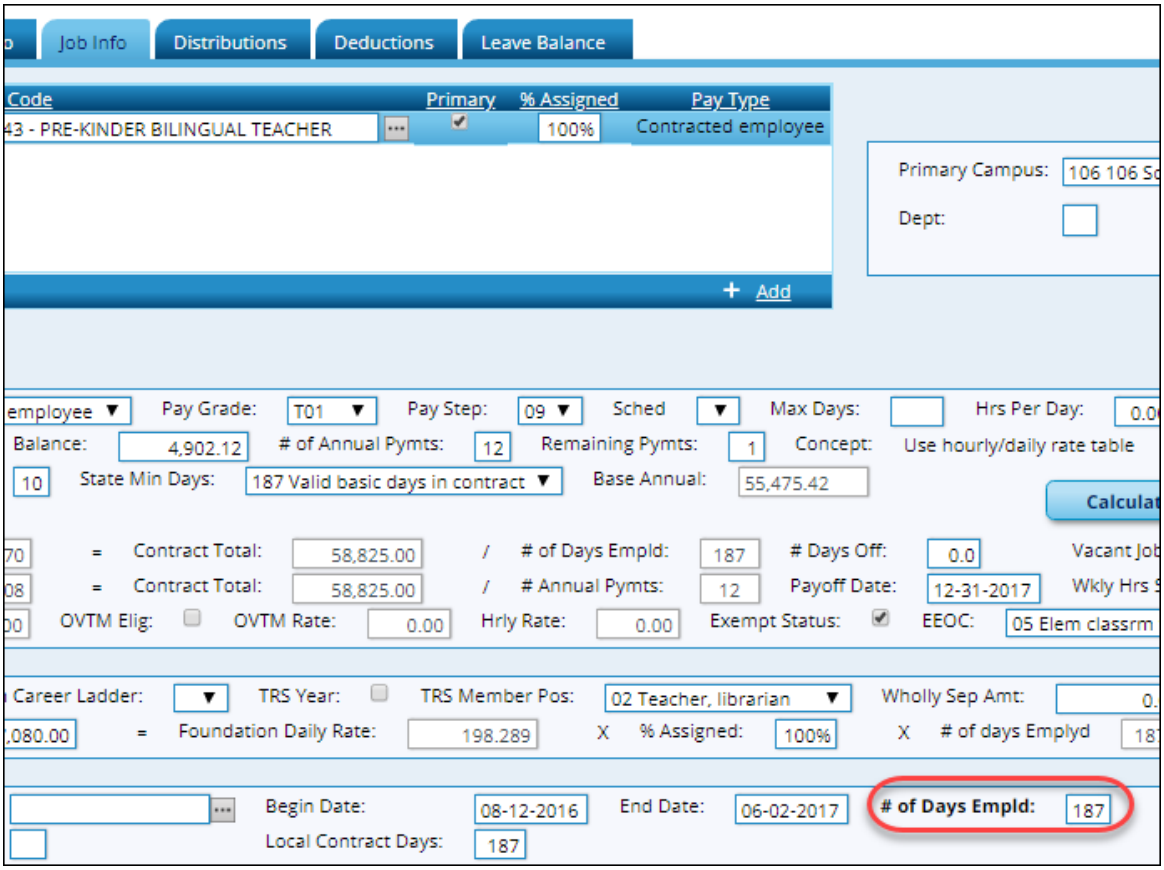


❑ PERCENT-DAY-EMPLOYED Percent Day Employed (E0760) is the percentage of a standard district work day for which the employee is hired to work. For an employee on contract, the percentage can be determined directly from the contract: full-time = 100, half- time = 050, and so on. For a non-contract employee, the percentage can be determined as follows.

Example: The standard work day for the district is 7 hours. An employee is hired to work for 4 hours per day. This data element is coded as 057 for the employee because 4/7 = .571, which is rounded down.

Employees such as cafeteria workers and bus drivers who work only a few hours each day should not be reported as 100 in this field. Consider the number of hours worked in relation to the standard district work day, not the job.

Human Resources > Maintenance > Staff Job/Pay Data > Job Info



❑ NUMBER-DAYS-EMPLOYED **Calendar/Local Info - # of Days Empld** (E0160) is the actual number of at-work days within the school year the person is scheduled to work in the district. This number does not include holidays, weekends, and any other days the employee is not scheduled to work. If a person does not work the same amount of days as shown on the contract (e.g., the person does not begin work at the start of the school year), the actual number of days the employee will work must be reported. If a workday calendar is set up on ***HR > Tables > Workday Calendars***, the **# of Days Empld** field is set according to the selected calendar. If a calendar is not set up, the **# of Days Empld** field is determined by the **Begin Date** and **End Date** fields on the Job Info tab, or can be manually entered.

Complex Type: TeacherSectionAssociationExtension

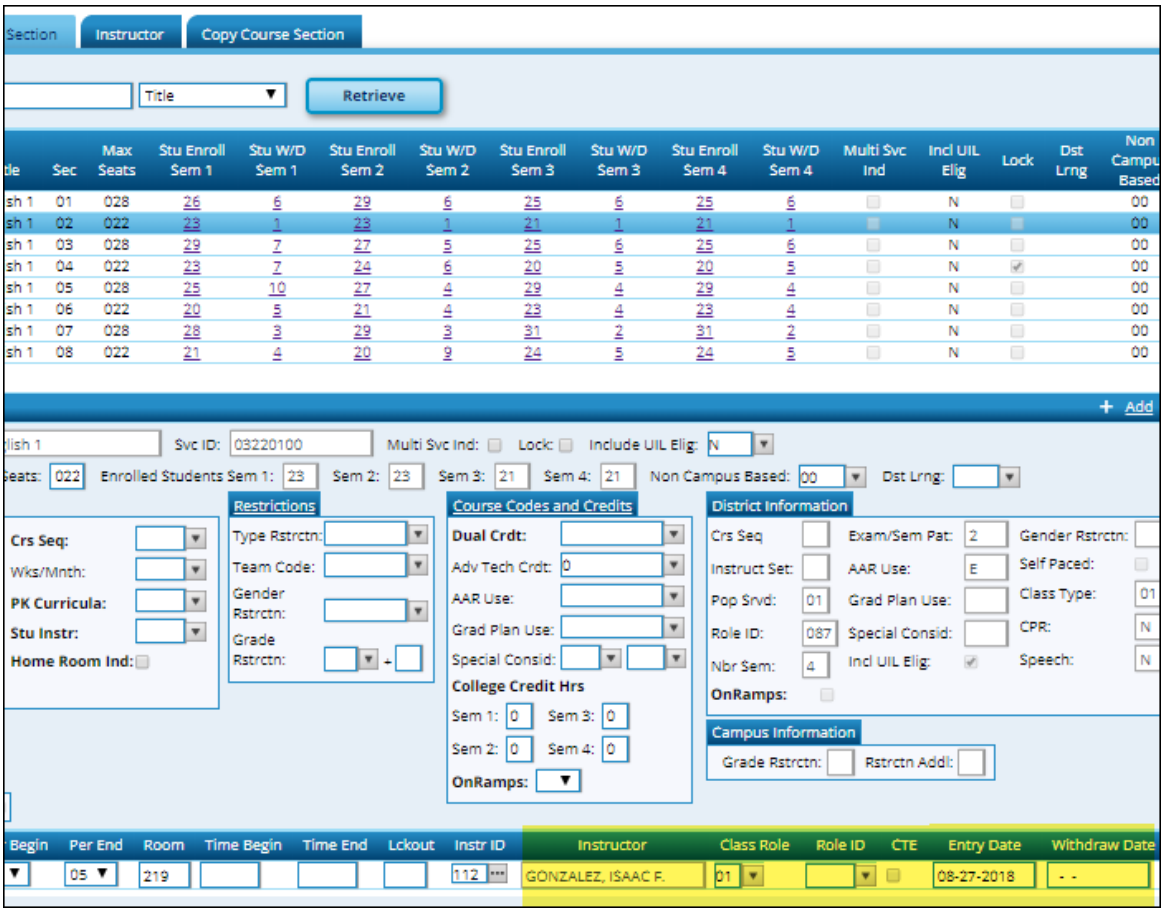
***Description*:** Represents a person employed by the LEA or other educational unit engaged in student instruction. These persons are instructional-type staff members.

At least one *TeacherSectionAssociationExtension* record must be submitted in Submission 3 for each reportable unique course-section that was offered during the school year.

The following elements from the *TeacherSectionAssociationExtension* complex type are included in Submission 3:

❑ COURSE-SEQUENCE-CODE (E0948) - Described previously.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section



❑ CLASS-ROLE **Class Role** (E1067) indicates the role served by an instructor for a class, such as Teacher of Record, Assistant Teacher, or Support Teacher. Only Class Role 01 (Teacher of Record) is reported in the summer submission.

❑ ROLE-ID **Role ID** (E0721) indicates the capacity in which the instructor serves, such as teacher or therapist.

> **NOTE:** The **Role ID** field exists on both the district course and the campus section records. If a code exists on the section record, it is extracted from the section record. If the code is blank on the section record, the code is extracted from the district course record.

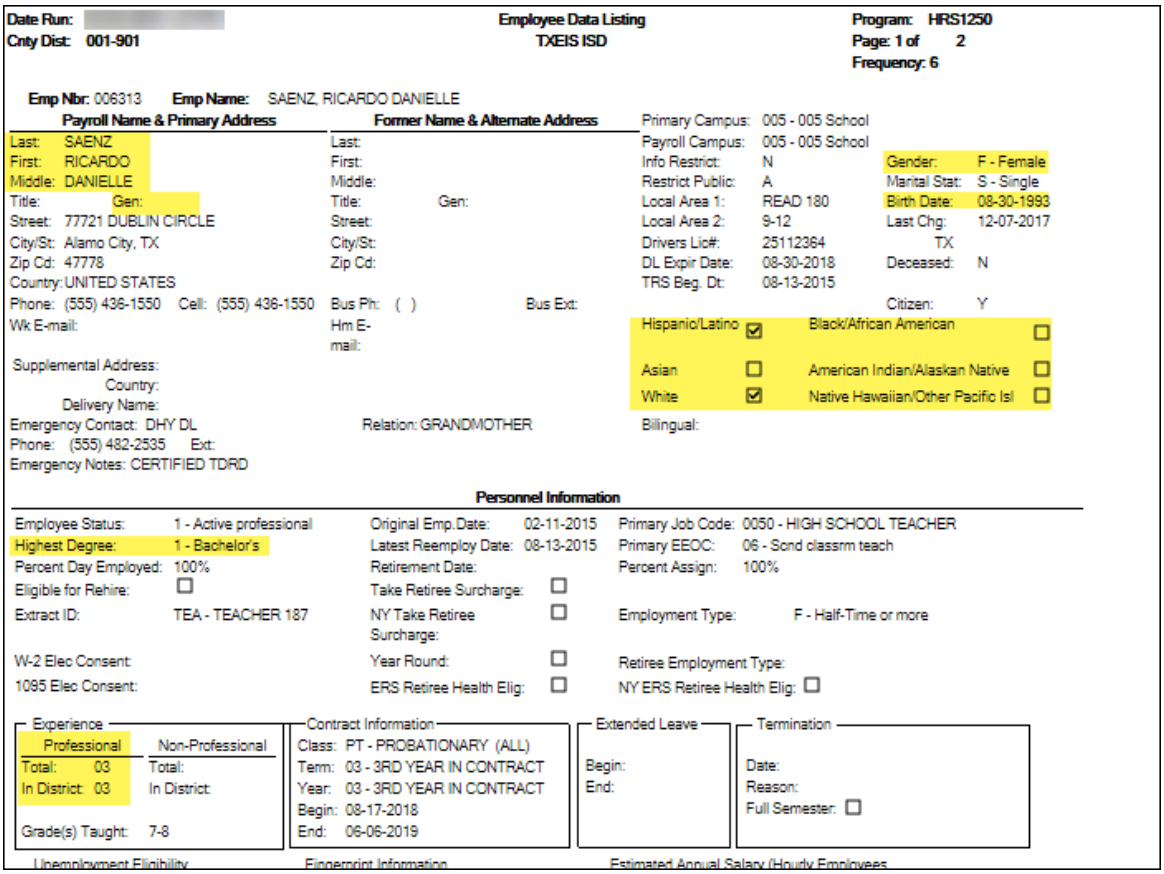
❑ ASSIGNMENT-BEGIN-DATE **Entry Date** (E1065) is the date the instructor was assigned, or reassigned, to a particular course-section in the current school year. If more than one instructor is assigned to a course-section during the duration of a course-section, a record is required for each instructor that was assigned to the course-section.

❑ ASSIGNMENT-END-DATE **Withdraw Date** (E1066) is the last date the instructor was assigned to a particular course-section in the current school year.

RUN REPORTS FOR VERIFYING STAFF-ASSOCIATION-EXTENSION INTERCHANGE DATA

Human Resources > Reports > HR Reports > Personnel Reports > HRS1250 - Employee Data Listing

HRS1250 allows you to verify demographic, responsibilities, salary, and account data for employees, one person per page. For the **Include Reports** parameter, select *Payroll*, *Job*, *Distribution*, and *Responsibility*.


Date Run:
Cnty Dist: 001-901
Employee Data Listing
TXEIS ISD
Program: HRS1250
Page: 1 of 2
Frequency: 6

Emp Nbr: 006313 Emp Name: SAENZ, RICARDO DANIELLE

Payroll Name & Primary Address
Last: SAENZ
First: RICARDO
Middle: DANIELLE
Title: Gen:
Street: 77721 DUBLIN CIRCLE
City/St: Alamo City, TX
Zip Cd: 47778
Country: UNITED STATES
Phone: (555) 436-1550 Cell: (555) 436-1550
Wk E-mail:

Former Name & Alternate Address
Last:
First:
Middle:
Title: Gen:
Street:
City/St:
Zip Cd:
Bus Ph: ( ) Bus Ext:
Hm E-mail:

Primary Campus: 005 - 005 School
Payroll Campus: 005 - 005 School
Info Restrict: N
Restrict Public: A
Local Area 1: READ 180
Local Area 2: 9-12
Drivers Lic#: 25112364 TX
DL Expir Date: 08-30-2018
TRS Beg. Dt: 08-13-2015
Gender: F - Female
Marital Stat: S - Single
Birth Date: 08-30-1993
Last Chg: 12-07-2017
Deceased: N
Citizen: Y

Hispanic/Latino ☑ Black/African American ☐
Asian ☐ American Indian/Alaskan Native ☐
White ☑ Native Hawaiian/Other Pacific Isl ☐

Supplemental Address:
Country:
Delivery Name:
Emergency Contact: DHY DL Relation: GRANDMOTHER
Phone: (555) 482-2535 Ext:
Emergency Notes: CERTIFIED TDRD
Bilingual:

Personnel Information

Employee Status: 1 - Active professional
Highest Degree: 1 - Bachelor's
Percent Day Employed: 100%
Eligible for Rehire: ☐
Extract ID: TEA - TEACHER 187
W-2 Elec Consent:
1095 Elec Consent:

Original Emp.Date: 02-11-2015
Latest Reemploy Date: 08-13-2015
Retirement Date:
Take Retiree Surcharge: ☐
NY Take Retiree Surcharge: ☐
Year Round: ☐
ERS Retiree Health Elig: ☐

Primary Job Code: 0050 - HIGH SCHOOL TEACHER
Primary EEOC: 06 - Scnd classrm teach
Percent Assign: 100%
Employment Type: F - Half-Time or more
Retiree Employment Type:
NY ERS Retiree Health Elig: ☐

Experience
Professional: Total: 03, In District: 03
Non-Professional: Total: In District:
Grade(s) Taught: 7-8

Contract Information
Class: PT - PROBATIONARY (ALL)
Term: 03 - 3RD YEAR IN CONTRACT
Year: 03 - 3RD YEAR IN CONTRACT
Begin: 08-17-2018
End: 06-06-2019

Extended Leave
Begin:
End:

Termination
Date:
Reason:
Full Semester: ☐

Unemployment Eligibility Fingerprint Information Estimated Annual Salary (Hourly Employees

Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6350 - Employee Responsibility Data

HRS6350 provides responsibility data entered for employees, one employee per page.

Date Run:
Cnty Dist: 020-020

Employee Responsibility Data
Mockingbird ISD

Program: HRS6
Page: 10 of 53
Frequency: 6

Employee: ALVARADO, ALICIA ALAN
Employee Nbr: 000196

Sex: M Career Ladder Level: 0 Tot.Yrs Exp: 21 Highest Degree: 2 - Master's Yrs.Exp Dist: 15

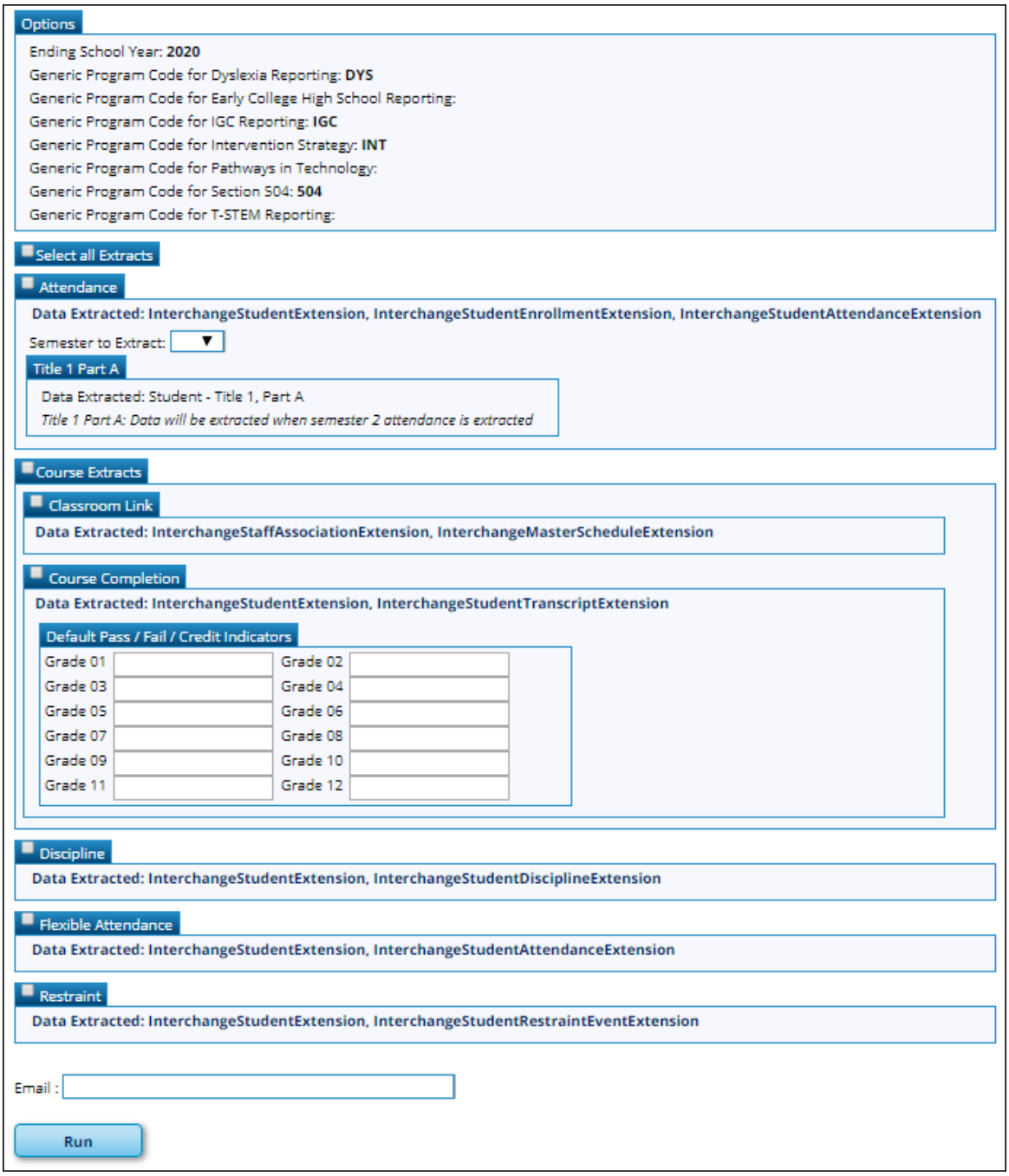
Campus Name	Role ID	Service ID	Title or Grade Level	Pop Srvd	Nbr Stu	Class ID	Class Type	Monthly Minutes	ES S
001 - Agarita High School	087	SE000001	SE GENER - SPED	06	000	00169610000000	02	07600	

Extract or Import Data

1. Complete the summer extract and monitor status.

   If you do not extract your data, skip this section.

   State Reporting > Extracts > Summer



The Summer Extract page extracts data for all complex types associated with the summer submission. You can extract all data or select specific data to extract. Verify that your data extracted correctly.

NEW FOR 2018! The Classroom Link and Course Completion Extracts were combined under the heading **Course Extracts**.You can select to run each extract individually; however, the program expects the Classroom Link extract to be run first. If you select to extract Course Completion data but do not select to extract Classroom Link data, the program verifies that Classroom Link records exist for the current school year. If they do not exist, a message is displayed and no data is extracted.

CAUTION! Each time you extract data, you overwrite the data in the frozen files (i.e., maintenance pages), including any data that was manually entered.

Ending School Year	(Display only) The submission year as entered in the **Submission Year** field on State Reporting > Options is displayed.
Local Program for Dyslexia Reporting	(Display only) The district local program code used to track dyslexic students is displayed, as entered in the **Local Program for Dyslexia Reporting** field on State Reporting > Options.
Local Program for Early College High School Reporting	(Display only) The district local program code used to track students participating in the Early College High School (ECHS) program is displayed, as entered in the **Local Program for Early College High School Reporting** field on State Reporting > Options.
Local Program Code for IGC Reporting	(Display only) The district local program code used to track students assigned to an Individual Graduation Committee (IGC) is displayed, as entered in the **Local Program for IGC Reporting** field on State Reporting > Options.
Local Program Code for Intervention Strategy	(Display only) The district local program code used to track students participating in an intervention strategy at any time of the year is displayed, as entered in the **Local Program for Intervention Strategy** field on State Reporting > Options.
Local Program Code for Pathways in Technology	(Display only) The district local program code used to track students in grade levels 9-12 who are participating in the Pathways in Technology (P-TECH) Early College High School program is displayed, as entered in the **Local Program for Pathways in Technology** field on State Reporting > Options.
Local Program for 504	(Display only) The district local program code used to track students who receive assistance through either an aid, accommodation, or service under Section 504 Rehabilitation Act of 1973 at any time during the school year is displayed, as entered in the **Local Program for Section 504** field on State Reporting > Options.
Local Program for T-STEM Academy Reporting	(Display only) The district local program code used to track students participating in the Texas Science, Technology, Engineering and Mathematics (T-STEM) Initiative program is displayed, as entered in the **Local Program for T-STEM Academy Reporting** field on State Reporting > Options.

Select all Extracts	Select to extract all data. Otherwise, select individual data below.

Attendance

Select to extract the following data: *Student Demographic*, *Graduation Program*, *Basic*, *Spec Ed*, *CTE Attendance*, and *Student - Title I, Part A* (semester 2 only).

Semester to Extract	Select the semester from which you are extracting records. Select All to extract data from semesters 1 and 2. If you select All, semesters 1 and 2 are extracted sequentially in the same run. If you select 2 or All, Title I Part A data is automatically extracted.
Title I Part A	(Display only) *Title I Part A* data is extracted when semester 2 attendance data is extracted.

IMPORTANT! The attendance extract must be run for each semester.

Course Extracts

NOTE: You can select to run the Classroom Link and Course Completions extracts individually; however, the program expects the Classroom Link extract to be run first. If you select to extract Course Completion data but do not select to extract Classroom Link data, the program verifies that Classroom Link records exist for the current school year. If they do not exist, a message is displayed and no data is extracted.

NOTE: A student's course entry date cannot be the same as the semester end date.

Classroom Link

The extract does the following:

• Course-section data is selected for all course-sections in the master schedule that have student enrollment, and a record is created for each course-section.

Course Completion

Select to extract the following data:*Student Demographic* and *Course Completion*. **Grade 01 - Grade 12** - If you run this extract before the end of school OR before assigning pass/fail indicators, you must enter the appropriate **Default Pass/Fail/Credit Indicators** according to the TWEDS C136 table. Grade levels 1-8 use default code 13. Grade levels 9-12 use default code 01. **If you set default codes for all students, you may need to update some individual student records using the following codes:** • 00 - ASCENDER Code - Record will not be included in the Interchanges • 01 - Course Was Passed And Credit Was Received • 02 - Course Was Failed And No Credit Was Received – First Occurrence This School Year • 03 - Course Was Failed And No Credit Was Received – Second Occurrence This School Year • 04 - Course Was Passed, But Credit Was Not Received Due To Excessive Absences – First Occurrence This School Year • 05 - Course Was Passed, But Credit Was Not Received Due To Excessive Absences – Second Occurrence This School Year • 06 - Course Was Passed, But Credit Was Not Received (other parts of the course have not been taken) • 07 - Course Was Passed, But Credit Was Not Received (other parts of the course have been taken but not passed) • 08 - Course Was Failed, But Credit Was Received (other parts of the course have been passed and credit was awarded based on the grades in those parts) • 09 - Course Work Is Incomplete And No Credit Has Been Awarded • 10 - Course Was Passed, But Credit Was Not Received (course had previously been passed, and was repeated for better mastery) • 11 - Course Was Failed And No Credit Was Received – third occurrence this school year • 12 - Course Was Passed, But Credit Was Not Received Due To Excessive Absences – third occurrence this school year • 13 - Non-High School Course Passed • 14 - Non-High School Course Failed
Discipline
Select to extract the following data: *InterchangeStudentExtension* and *InterchangeStudentDisciplineExtension*.
Flexible Attendance
Select to extract the following data: *InterchangeStudentExtension* and *InterchangeStudentAttendanceExtension*.
Restraint
Select to extract the following data: *Student Demographic* and *Student Restraint*.
Special Education
Select to extract the following data: *Interchange StudentExtension* and *Interchange StudentSpecialEducationEventExtension*

Email	(Optional) Type your email address if you wish to receive email notification when the extract is complete.

❑ Click **Run**.

- You can either wait for an email notification that the extract is complete, or view the status of the extract on Extracts > Extracts Status.
- If errors are encountered, the **Error** button is displayed. Click **Errors** to view the list of errors.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

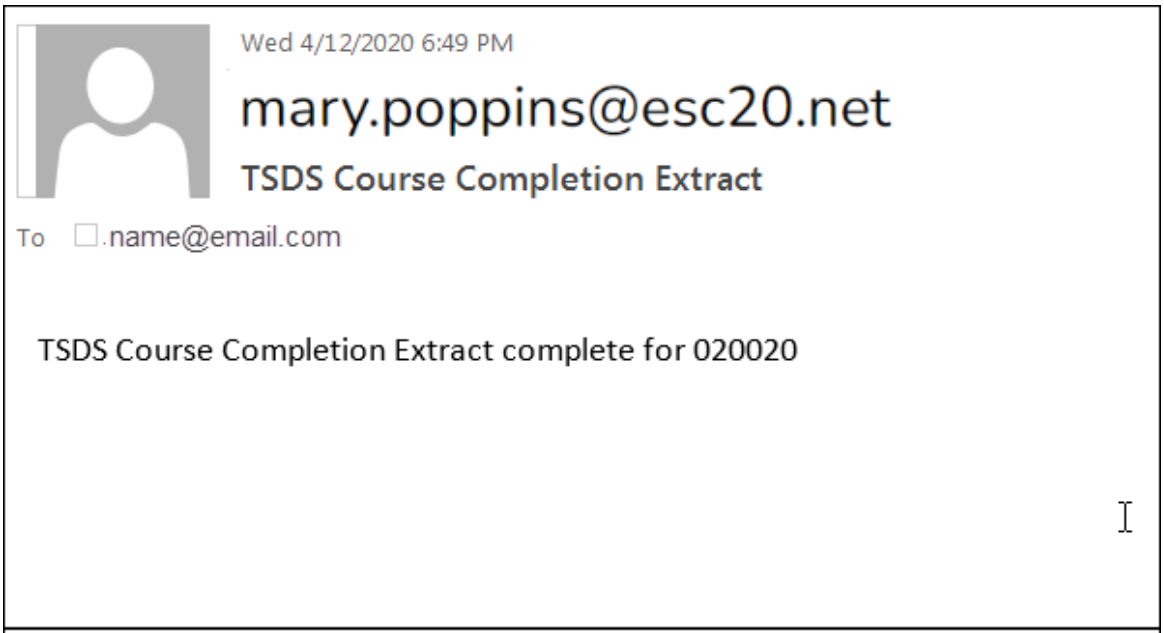
Monitor Extract Status

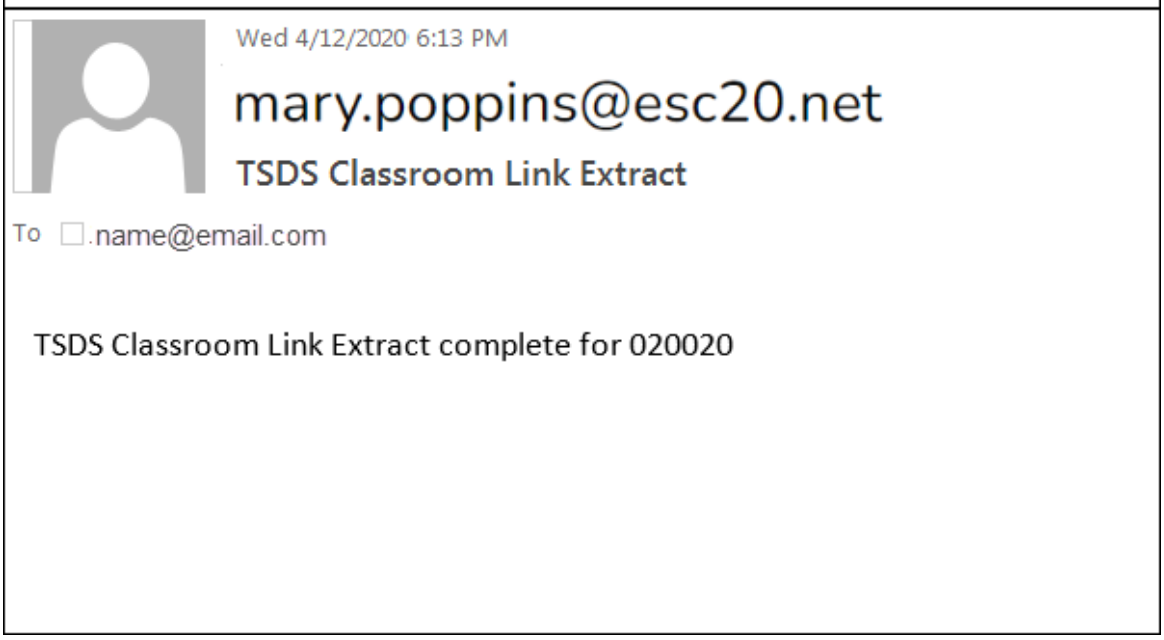
Once you run the extract utility, you can either wait for an email notification that the extract(s) are complete, or view the status of the extract(s) on Extracts > Extracts Status.

Email Notification

If you typed your email address when you ran the extract, an email message is delivered to your Inbox once the extract is completed. You will receive a separate message for each summer extract.

Examples:





Once you receive this email message, you can go to the Extract Status page to view reports.

Extract Status Page

The Extract Status page allows you to review the status and completion of extracts (i.e., jobs). Once an extract is completed, you can view and print the associated reports.

State Reporting > Extracts > Extract Status

Extract Type	Select the extract type for which you want to check job status or completion.

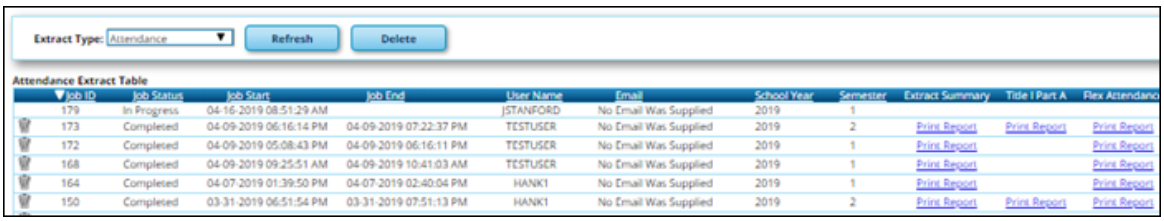
- The list of jobs for the selected extract type is displayed, sorted by date in

descending order.

- The data can be re-sorted.

  A white triangle is displayed in the heading row next to the column by which the grid is currently sorted. If the column is sorted in ascending order, the triangle points up. If the column is sorted in descending order, the triangle points down.

  - To re-sort data in the grid, click the underlined column heading. It will sort in ascending order.
  - Click it again to sort in descending order.



Job ID	Job Status	Job Start	Job End	User Name	Email	School Year	Semester	Extract Summary	Title I Part A	Flex Attendance
179	In Progress	04-16-2019 08:51:29 AM		JSTANFORD	No Email Was Supplied	2019	1			
173	Completed	04-09-2019 06:16:14 PM	04-09-2019 07:22:37 PM	TESTUSER	No Email Was Supplied	2019	2	Print Report	Print Report	Print Report
172	Completed	04-09-2019 05:08:43 PM	04-09-2019 06:16:11 PM	TESTUSER	No Email Was Supplied	2019	1	Print Report		Print Report
168	Completed	04-09-2019 09:25:51 AM	04-09-2019 10:41:03 AM	TESTUSER	No Email Was Supplied	2019	1	Print Report		Print Report
164	Completed	04-07-2019 01:39:50 PM	04-07-2019 02:40:04 PM	HANK1	No Email Was Supplied	2019	1	Print Report		Print Report
150	Completed	03-31-2019 06:51:54 PM	03-31-2019 07:51:13 PM	HANK1	No Email Was Supplied	2019	2	Print Report	Print Report	Print Report

Job ID	The unique ID for each job is displayed. The number is automatically generated.
Job Status	“In Progress,” “Failed,” or “Completed” is displayed for each job listed. “In Progress” is displayed until the extract is complete. Once the extract is complete, “Completed” is displayed, and the **Job End** field displays the date and time at which the extract was completed. **NOTE:** Click **Refresh** to see the updated status.
Job Start	The date and time when the job was run is displayed.
Job End	The date and time when the job was completed is displayed.
User Name	The name of the person who submitted the job, according to the user ID, is displayed.
User Email	The user's email address is displayed, as entered on the Extract page.
School Year	The school year for which the extract was run is displayed.

The following vary by extract:

Error/Extract Summary	Various error reports may be displayed if errors are encountered. Click **Print Report**. Review and correct all errors. Student records are not extracted if the following conditions exist: Blank or invalid SSN, including 000000000 Blank Texas Unique Student ID Invalid student record status Duplicate SSNs (The first student encountered with the SSN is extracted; all others with the same SSN are not extracted.) Verify the counts for each record type, and determine the reason for each bypassed student. **If students are bypassed:** 1. Correct data in the student files. 2. Run the Delete/Clear Tables utility to delete or clear previous data for the desired tables. 3. Re-extract the data. 4. Verify the data. 5. Repeat until no students are bypassed.
Local Pgm Code	For the Flexible Attendance, Restraint, Student Fall, Course Completion, and Discipline extracts, the code may be displayed if applicable.
Semester	For Attendance extracts only, the semester for which the extract was run is displayed.
Flex Attendance	For the Attendance extract only, this report provides a list of students participating in flex attendance programs. Review data for accuracy.
Title I Part A	For the Attendance extract only, after extracting semester 2, this report lists extract errors that are specific to Title I data. Review and correct any errors.
Assign Dis Action Nbrs	This is displayed for the Discipline extract only. Discipline action numbers are automatically assigned when the extract is run, so this field will always display *Yes*.
Leaver Error Summary	(Fall extract) Review the number of leaver tracking records written. Review and correct all errors.

Reports can be printed any time, as long as the row is not deleted.

Other functions and features:

	Select rows to be deleted.
Delete	Click to delete any rows selected for deletion.
Refresh	Re-retrieve the data displayed.
Print Report	Print the report for the extract (if available). **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

For completed extracts, you can view applicable extract reports. Reports can be printed any time, as long as the row is not deleted from the Extract Status page. Report options will vary by extract.

Review the Extract Summary report for each extract and correct any errors.

- For the Attendance extract, the Flex Attendance report is also available, which provides a list of students participating in flex attendance programs. Review data for accuracy.
- For the Attendance extract, after extracting semester 2, you can view the Title I Part A report, which lists extract errors that are specific to Title I data. Correct any errors.
- For the Discipline extract, Discipline action numbers are automatically assigned when the extract is run, so the **Assign Dis Action Nbrs** field will always display *Yes*.
- For the Course Completion and Discipline extracts, the Generic Program Code may be displayed if applicable.

Correct data and rerun the extract until there are no fatal errors.

2. Or, import data from an external file.

   State Reporting > Utilities > Import External File

This utility is for districts that update data in State Reporting tables from a text flat file created outside ASCENDER. Each row in the file corresponds to a PEIMS record.

The only record types available for importing are:

- Organization-District (010) (10010 - *LocalEducationAgencyExtension* complex type)
- Organization-Campus (020) (10020 - *SchoolExtension* complex type)
- Finance-Budget (030) (20030 - *BudgetExtension* complex type)
- Finance-Actual (032) (20032 - *ActualExtension* complex type)
- Finance-SSA Actual (033) (20033 - *SharedServiceArrangementExtension* complex type)

All other records are skipped.

File layout

010 Records (10010 - *LocalEducationAgencyExtension* Complex Type):

Record Type Code	District ID	District Name	blank	Total Num School Board Requests	Total Cost School Board Requests	ARMED-SERVICES-VOC-APT-BATTERY-INDICATOR-CODE	Filler
E0755	E0212	E0213		E1556	E1557	E1625	
C042				C200		C217	
Cols 1-3	Cols 4-9	Cols 10-43	Cols 44-62	Cols 63-65	Cols 66-71	Cols 72-73	Cols 74-80

020 Records (10020 - *SchoolExtension* Complex Type):

Input Record Type Code	District/Campus ID	Campus Name	blank	NSLP Code	Bullying Incidents	Cyberbullying Incidents
E0755	E0266	E0267		E1591	E1727	E1728
C042				C212		
Cols 1-3	Cols 4-12	Cols 13-46	Cols 47-65	Cols 66-67	Cols 69-73	Cols 74-78

030 Records (20030 - *BudgetExtension* Complex Type):

Input Record Type Code	District ID	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Budget Amount	Filler
E0755	E0212	E0316	E0317	E0318	E0319	E0974	E0320	E0321	
C042		C145	C146	C159			C147		
Cols 1-3	Cols 4-9	Cols 10-12	Cols 13-14	Cols 15-18	Cols 19-21	Col 22	Cols 23-24	Cols 25-35	Cols 36-80

032 Records (20032 - *ActualExtension* Complex Type):

Input Record Type Code	District ID	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Actual Amount	Filler
E0755	E0212	E0316	E0317	E0318	E0319	E0974	E0320	E0774	
C042		C145	C146	C159			C147		
Cols 1-3	Cols 4-9	Cols 10-12	Cols 13-14	Cols 15-18	Cols 19-21	Col 22	Cols 23-24	Cols 25-35	Cols 36-80

033 Records (20033 - *SharedServiceArrangementExtension* Complex Type):

Input Record Type Code	District ID	Shared Svcs Arr Member Dist ID	Shared-Svcs-Arrangemt-Type-Code	Fund Code	Fiscal Year	Actual Amount	Filler
E0755	E0212	E0981	E0776	E0316	E0974	E0774	
C042			C049	C145			
Cols 1-3	Cols 4-9	Cols 10-15	Cols 16-17	Cols 18-20	Col 21	Cols 22-32	Cols 33-80

File	Click **Browse** to select the file to import. The first letter of the filename indicates the submission period and must be one the following in order to be imported: F (fall) M (mid-year) S (summer) E (extended) Once a file has been selected the **Import** button is enabled.

❑ Click **Import**.

When the import is complete, results are displayed, including counts of errors, records read, records skipped, and records by type.

Valid records are imported. Records marked with errors are not imported.

Correct any errors, and then run the Delete Tables utility to clear out the imported data; otherwise duplicate record errors will occur when you attempt to import a second time for the valid records that were imported originally.

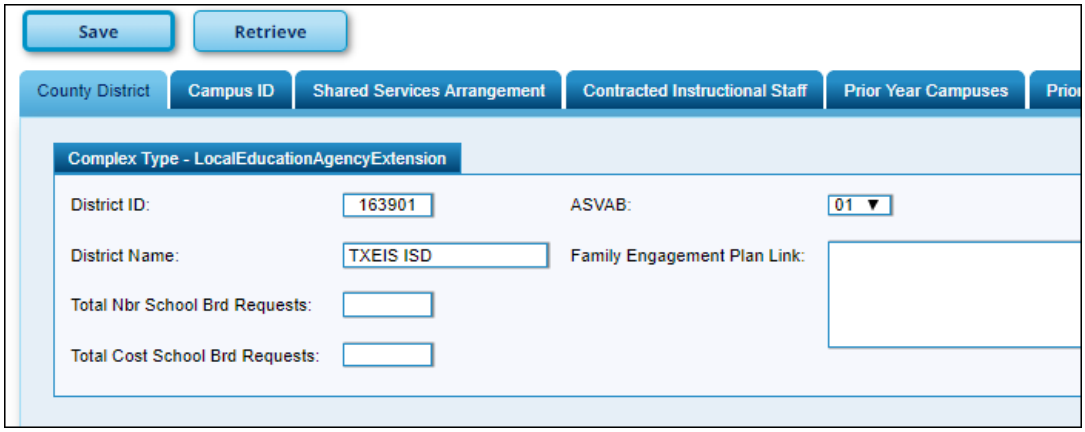
Print Report	Click to print the PEIMS Import External File Report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
	Records that resulted in an error are listed. The line number in the file corresponding to the record that caused an error is displayed in the first column, and the record itself is displayed in the second column. A summary of the import is printed on the last page of the report.

Contact the TSDS PEIMS Coordinator at your regional education service center for further assistance.

After you Extract Data

1. Verify and update frozen organization data.
    1. Update county-district data.

    State Reporting > Maintenance > Organization > County District



District ID	DISTRICT-ID (E0212) Type the six-digit district ID number registered with the TEA. This field initially displays the county-district number entered when you logged on to ASCENDER.
District Name	Type the name of the district as you want it to appear on your submission data, up to 34 characters.
Total Nbr School Brd Requests	Type the total number of requests submitted outside of a school board meeting by a member of the district's board of trustees (school board) for information, documents, and records as specified in TEC (Texas Education Code) Section 11.1512.
Total Cost School Brd Requests	Type the cost of fulfilling the total number of requests submitted outside of a board meeting by a member of the district's board of trustees for information, documents, and records as specified in TEC (Texas Education Code) Section 11.1512.
Family Engagement Plan Link	FAMILY-ENGAGEMENT-PLAN-LINK (E1583) (S3) Type the website address used by the LEA to provide its Family Engagement Plan.

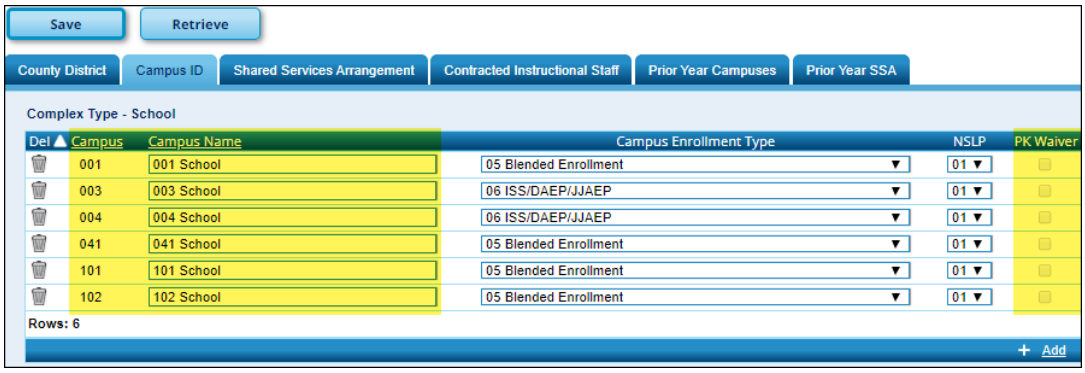
REVISED FOR 2018: Case rating indicator codes are not submitted.

Click **Save**.

Retrieve	Retrieve data from last save. Discard unsaved changes, and retrieve information since the last time data was saved.
Warning	Click to view warning messages for all tabs on the page.
Errors	Click to view error messages for all tabs on the page. If errors and warnings exist, warnings are displayed with the errors.

2. Update campus data.

   State Reporting > Maintenance > Organization > Campus ID



Existing campuses are listed.

Click **+Add** to add a campus.

Campus ID	CAMPUS-ID (E0266) Type the three-digit campus ID.
Campus Name	Type the campus name registered with the TEA.
NSLP	NSLP-TYPE-CODE (E1591) (S1) PEIMS code table: C212 Select the code indicating the National School Lunch Program (NSLP) participation status of the campus: **Code 00** - No, not participating in NSLP. **Code 01** - Yes, participating in NSLP without using any Provision or the Community Eligibility Provision (including the Seamless Summer Option) (SSO)). **Code 02** - Yes, participating in NSLP under Provision 2 (including the Seamless Summer Option (SSO)). **Code 3** - Yes, participating in NSLP under the Community Eligibility Provision (including the Seamless Summer Option (SSO)). Rule 10020-0036: As of the 2018-2019 fall submission, if a non-JJAEP campus has enrolled students who are eligible for free or reduced-price meals under the National School Lunch and Child Nutrition Program, this field must indicate the campus is participating in the program (01, 02, or 03). As of the 2020-2021 fall submission, if the campus is an active instructional campus and if the instructional program type is not 13 (JJAEP), then the **NSLP** and **Campus Enrollment Type** are required. This information is not extracted and can only be entered on this tab.

REVISED FOR 2018: Case rating indicator codes are not submitted.

Click **Save**.

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Retrieve	Retrieve data from last save. Discard unsaved changes, and retrieve information since the last time data was saved.

2. Check for audit red flags.

   Ensure that supporting documentation exists for the following situations, or correct these conditions:

   ❑ Identify any students who have an attendance record but do not have a course completion record.

   > **NOTE:** Advance Placement information on the Academic Excellence Indicator System (AEIS) report comes from the course completion record.

   ❑ Verify that course completions records exist for DAEP and JJAEP campuses, as well as regular campuses.

   ❑ Verify that all students with 100% attendance are actually enrolled.

   ❑ Ensure that you have documentation for all entry and withdrawal records.

   ❑ Ensure that a basic attendance record is not reported for any student who is served fewer than two hours per day.

   ❑ Identify any excessive days for Pregnancy Related Services (PRS) participation.

   ❑ Identify any over-age students for whom eligible days attendance is reported.

   ❑ Identify any students who are enrolled in bilingual education but do not have parental approval documentation.

   ❑ Identify any homebound students who earned CTE or bilingual ADA for the period they were homebound.

   ❑ Identify any Compensatory Education Home Instruction (CEHI) students who earned CTE ADA for the period they were coded CEHI.

❑ Identify any Compensatory Education Home Instruction (CEHI) students who earned CTE bilingual ADA for the period they were coded CEHI.

❑ Identify any students in grade levels 7 and 8 who earned CTE ADA without attending CTE courses.

❑ Identify any students who earned CTE ADA while enrolled in an alternative disciplinary setting for more than five days without receiving CTE services.

❑ Identify any students who earned CTE ADA for a self-paced course.

❑ Ensure that no ADA is earned for mandatory expulsions or placement in JJAEP in counties with a population of 125,000 or more. ❑ Verify that no special education contact hours are reported for students with disabilities who are placed in disciplinary settings (i.e., In School Suspension (ISS) or Disciplinary Alternative Education Program (DAEP)) if the special education services prescribed in the student's IEP were not provided while he was in the disciplinary setting. A district can place a student in a disciplinary setting for up to five consecutive days and continue to claim CTE contact hours even if no CTE services are provided to the student. After five days, the student can continue to earn credit for the class, but the district cannot claim additional funding; the funding clock must be set back to the first day of the disciplinary assignment.

❑ Identify any districts with more than 100 warnings and special warning errors in Discipline.

❑ Identify any campuses that do not report any discipline records.

❑ Ensure that no campus has Title I codes set to both *6* (*schoolwide program school*) and *7* (*targeted assistance*). A Title I, Part A campus can be either schoolwide or targeted assistance - not both.

❑ Title I codes *9* (*homeless*) and *A* (*neglected*) are only used at non-Title I campuses. Ensure that any student coded *9* or *A* has no other Title I codes at the campus, and that the homeless indicator is not *0*.

❑ Ensure that you have the following documentation:

- ❑ SDS1000 - PEIMS Discipline Report
- ❑ SDS0100 - Detailed Incident Report
- ❑ SDS0200 - Special Ed Students in Discipline Settings
- ❑ SDS0300 - BIL/ESL Students in Discipline Settings
- ❑ SDS1800 - CT Students in Discipline Settings
- ❑ Copies of all Individualized Education Programs (IEPs) and Admission, Review,

and Dismissals (ARDs)

❑ Homebound teacher logs to support amount of time served for homebound students

❑ Physician’s statement confirming need for homebound

❑ Documentation confirming the need to place students in a hospital class or residential care and treatment facility

❑ All attendance reports listed in this guide

❑ SRG1200 - Student Status Changes by Program (for special education students)

❑ All source documents for discipline events and Title I

❑ The following rules will likely be part of the Data Integrity Indicators for Performance Based Monitoring:

❑ Any district that has one or more campuses with zero incidents, excluding DAEP or JJAEP campuses.

❑ Rule 44425-0037 - Students reported as expelled from their regular education setting based on a “disciplinary reason” that is not allowed under TEC 37.007 (i.e., student was expelled for a reason that is not permitted by law).

❑ Rule 44425-0026 - Students reported with a Mandatory Disciplinary Alternative Education Program (DAEP) placement reason per TEC 37.006, but do not have supporting data.

❑ Rule 44425-002 - Students reported with a Mandatory Expulsion Reason per TEC 37.007, but do not have supporting documentation (i.e., student was not expelled as is required by law).

❑ Rule 44425-0045 - Unauthorized expulsions of students under the age of 10.

❑ Rule 44425-0046 - Unauthorized DAEP placement of students under the age of 6.

❑ Rule 44425-0029 - Students enrolled in county with mandatory JJAEP who were reported with disciplinary reasons that requires expulsion to a JJAEP, do not have documentation indicating that they were expelled to the JJAEP (i.e., student should have been expelled to a JJAEP and was not).

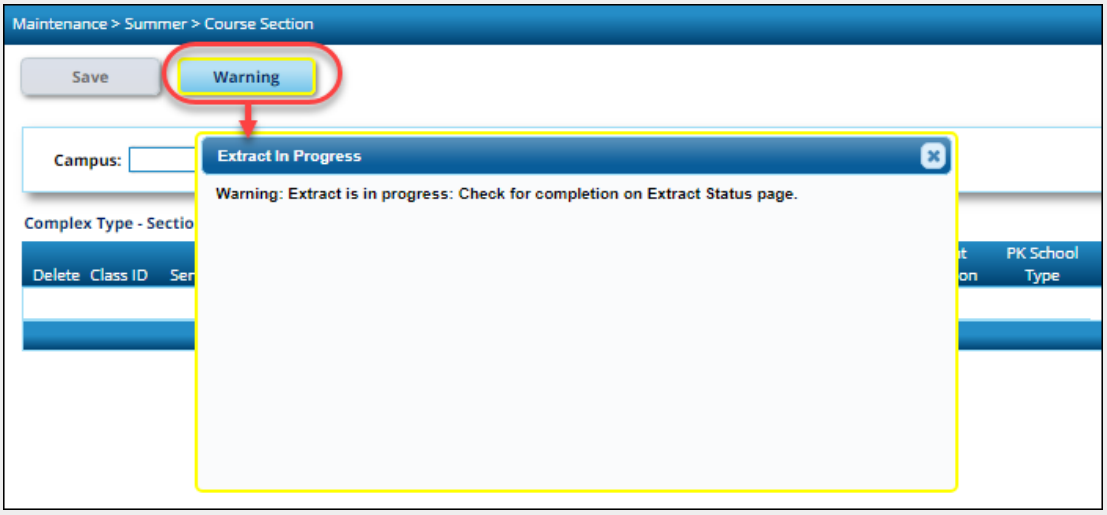
❑ Rule 44425-0048 - Students reported as “Suspended Out of School” for more than three days, including both partial (25) and full day (05) actions.

3. Correct frozen data.

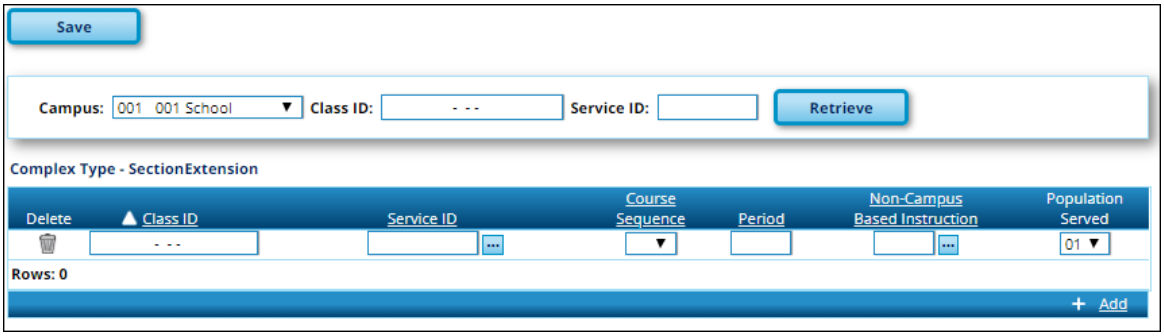
You may find extracted or merged records containing incomplete or inaccurate information. Use the summer maintenance pages to update and correct the data saved in the district database (i.e., frozen data).

Data on these 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 all summer maintenance pages indicating that the extract is in progress, and the **Save** button is disabled.



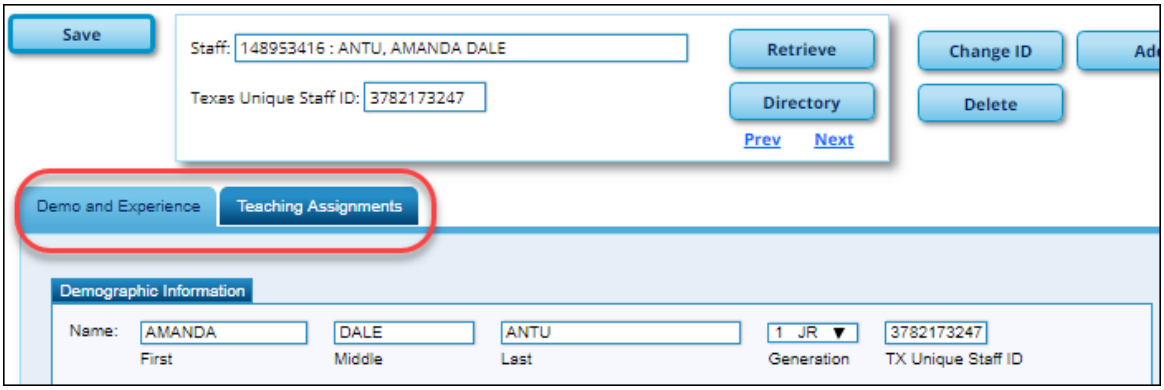
State Reporting > Maintenance > Summer > Course Section



Correct data for the *SectionExtension* complex type as needed.

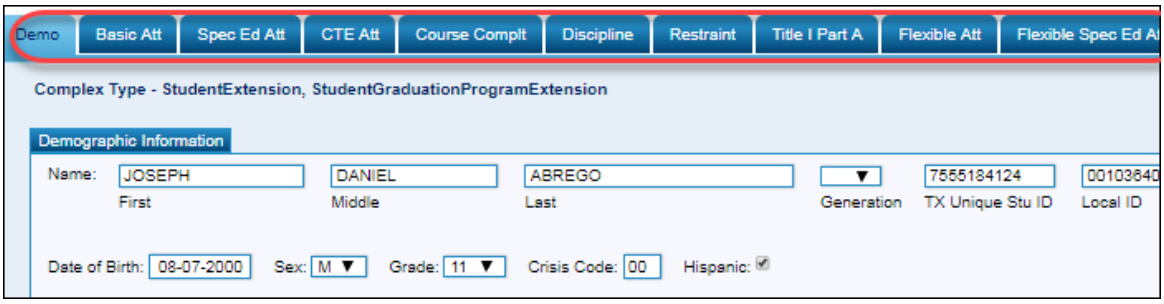
NEW FOR 2018! Added the **Population Served** field to accommodate noncampus-based courses in the summer extract. By default, the value from the district master schedule record (i.e., the **Pop Srvd** field on ***Grade Reporting > Maintenance > Master Schedule > District Schedule***) is displayed but can be changed. The **Population Served** field is extracted from the section present if present; otherwise, it is extracted from the district-level record.

State Reporting > Maintenance > Summer > Staff



Correct data for the *TeacherSectionAssociationExtension* complex type or demographic data as needed.

State Reporting > Maintenance > Summer > Student



Correct data for the *StudentExtension*, *StudentGraduationProgramExtension*, *BasicReportingPeriodAttendanceExtension*, *SpecialProgramsReportingPeriodAttendance-Extension*, *StudentTranscriptExtension*, *StudentDisciplineIncidentAssociationExtension*, *RestraintEventExtension*, *and/or StudentTitleIPartAProgramAssociationExtension* complex types as needed.

NEW FOR 2018! The **FHSP College/Career Instr** field was removed from the Demo tab, per changes to TEDS for the 2018 school year (i.e., removed rules 40110-0168 and 40110-0181).

4. Run extract reports.

   State Reporting > Reports > Summer

   Once you have completed the extract, run the reports and review the data for accuracy. If necessary, correct the data and rerun the reports.

Reports > Summer

Select a Report:

Course Selection Report Group

Course Section

Organization Report Group

District / Campus

Staff Report Group

Course Section Student Totals
Summer Staff Demo Data
Teaching Assignments

Student Report Group

Basic Attendance
CTE Attendance
CTE Flexible Attendance
CTE Verification with Course Completion
Course Completion
Discipline Data
Flexible Attendance
Restraint Data
Special Ed Attendance
Special Ed Flexible Attendance
Summer Student Demo Data
Summer Student Graduation Program Data
Title 1 Part A Data

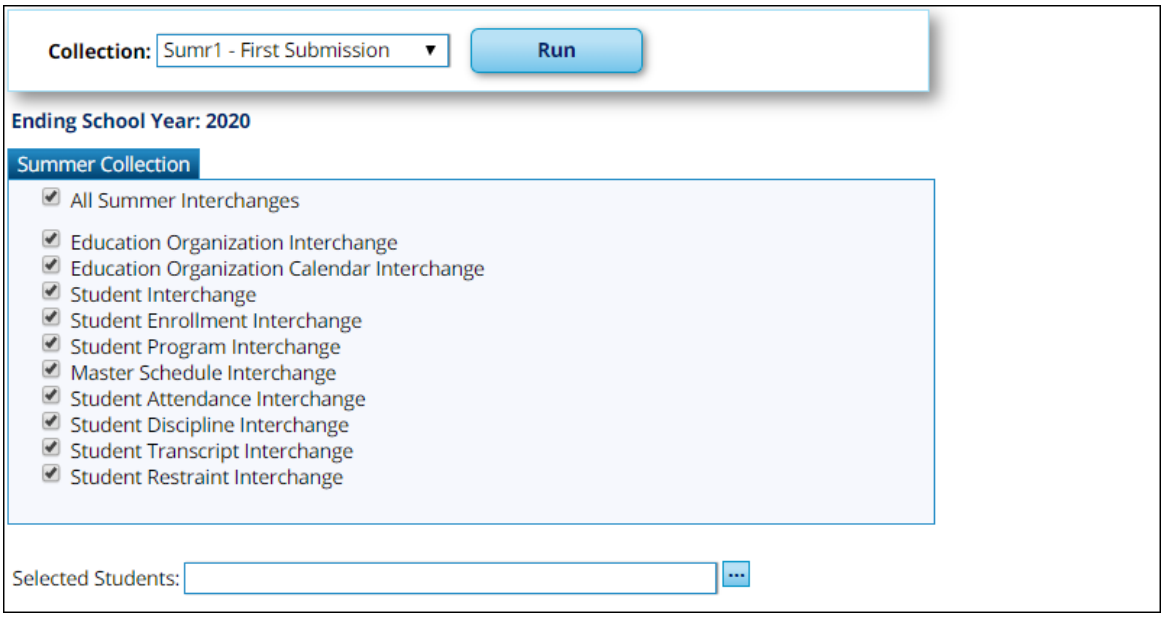
Run each summer submission report, and verify that data is accurate per the current year audit reports. Print the final reports for your records.

5. Create XML file.

   State Reporting > Utilities > Create State Reporting Interchanges

   This utility creates interchanges from the data in the State Reporting tables. You can create all of the interchanges at once, or you can individually select the interchange you wish to create.

   The system will create a zipped file that can be submitted to TSDS PEIMS.



Collection	Select the submission period. For example, select *Sumr1* if this is the first summer submission. If you are resubmitting summer data, select *Sumr2*.
Ending School Year	(Display only) The submission year as entered in the **Submission Year** field on State Reporting > Options is displayed.

The interchanges are listed according to the **Collection** field.

❑ Select **All *Collection* Interchanges** (e.g., **All Summer Interchanges**) to create all interchanges for the selected collection period.

Or, select the individual interchange you want to create.

Selected Students	The field is enabled if you selected all interchanges or a student-related interchange. Type or click the ellipsis to select the students for whom you want to create an interchange. Separate multiple students (Texas unique student IDs) with a comma (e.g., 6895409515,1628657282,2986961713). Leave blank to select all students.
Selected Staff	The field is enabled if you selected all interchanges or a staff-related interchange. Type or click the ellipsis to select the employees for whom you want to create an interchange. Separate multiple employees (Texas unique staff IDs) with a comma (e.g., 4732877094,2568052155). Leave blank to select all staff.

❑ Click **Run**.

When the process is complete, you are prompted to save a .zip file containing the

individual files for the completed interchanges.

The default name of the zipped folder is *District_YYYY-MM-DD.HH-MM-SS*.TSDS.zip, where:

- *District* is the six-digit county-district number
- *YYYY-MM-DD* is the date when the folder was created
- *HH-MM-SS* is the hour, minute, and second when the folder was created

Example: *015102-2018-11-11.15-30-22.*TSDS.zip

The default name for the individual files is *District_Campus_Collection_TimeStamp_Interchange.xml*, where:

- *District* is the six-digit county-district number
- *Campus* is the three-digit campus ID
- *Collection* is the nine-character collection (ending school year & submission)
- *TimeStamp* is the 12-digit date-time-stamp when the interchange was created (YYYYMMDDHHMM)
- *Interchange* is the name of the interchange created.

Example: 015116_000_2019FALL1_201811111420_InterchangeStudentProgramExtension.xml

If errors are encountered:

1. Correct the data in ASCENDER.
2. Run the Delete/Clear Tables utility to delete or clear previous data for the desired tables.
3. Re-extract the data.
4. Create the interchanges again.

1.

ASCENDER
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