









# responsibilityrecords2024andless






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<b>Job Code</b>	Click  to select the four-character district-defined code that identifies the specific job to which this individual is being assigned during the period indicated. This is not a required field and is not required for state reporting.
<b>Role ID / Staff Classification</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Click  to select the code that identifies the capacity in which a person serves (e.g., teacher, art therapist, or superintendent). If a person’s actual role is not listed in code table C021, choose the closest approximation. Instructional Educational Aides are reported as role 033.</p>
<b>Staff Service</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Click  to select the eight-digit code that indicates the services supplied by staff.</p>
<b>Pop Served</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Click  to select the two-digit code that 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).</p>
<b>SPED Student Age Range</b>	<p>Click  to select the code that identifies the age range of Special Education students.</p> <ul style="list-style-type: none"> <li>• 01 Age 3 Through 5 (Not KG)</li> <li>• 02 Age 5 (KG) Through 21)</li> </ul>
<b>Classroom Position</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Click  to indicate the type of position the employee holds in the specific class/section.</p> <ul style="list-style-type: none"> <li>• 01 Teacher Of Record</li> <li>• 02 Assistant Teacher</li> <li>• 03 Support Teacher</li> <li>• 04 Substitute Teacher</li> <li>• 05 PK Classroom Aide</li> </ul>
<b>Local Course Code</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type the local code assigned by the LEA that identifies the course offering provided for the instruction of students.</p>
<b>Class ID / Section Identifier</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type the 14-character, alphanumeric, district-defined ID identifying a unique course section that is unique for a particular school year, campus, and service ID. 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 teachers are assigned to the same course section. 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. Example: 0901-11-1-000000 Spaces are not allowed in the <b>Class ID</b> field.  <b>Note:</b> When extracting from the master schedule, the class ID will be set to the four-digit course number + two-digit section number + one-digit semester number + 000000. The first seven digits of the class ID are required, and the system will automatically fill the remaining with 000000 when the user clicks <b>Save</b>.</p>
<b>Session Name</b>	Type the session name.

<p><b># of Students</b></p>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type the number of students for whom the employee is responsible. This is the count of students in membership in the class as of the reporting date. Only the Teacher of Record is reported with this number; all other staff members are reported with NUMBER-STUDENTS-IN-CLASS as 0. The field can be a maximum of three digits.</p>
<p><b>Class Type</b></p>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Click  to indicate the type of class providing instruction to students in particular class settings and is used to differentiate classes providing instruction in a regular setting classroom from non-regular classrooms. CLASS-TYPE-CODE is based on the INSTRUCTIONAL-SETTING-CODE reported on the staff responsibility record.</p>
<p><b>Grade Level</b></p>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Click  to select the grade level. This field must be populated if the <b>Pop Served</b> field is set to 06 and the <b>Role ID</b> field is set to 033, 047, or 087. Otherwise, leave the field blank.</p>
<p><b>Service ID</b></p>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Click  to select the eight-digit code that indicates the services supplied by staff, including both courses and non-teaching responsibilities. Responsibilities such as lunch monitoring duty or playground supervision are not reported.</p>


Under **PE Info:**


Per TSDS PEIMS reporting, complete the following fields for physical education teachers (i.e., employees who have a PE **Service ID** (02530002, 02530003, 02530004, 02530005, 02530006, 02530007, 02530008, 02850000, 03823000, PES00051, PES00052, PES00053, PES00054, PES00055, PES00056, 82200XXX, 82210XXX, 82930XXX, 82931XXX, 83200XXX, 83210XXX, or 84200XXX)).

**Note:** These fields are not reported for employees with PE substitution responsibilities (i.e., employees with service IDs PES00000-PES00015).

The number of days taught is the number of days the employee provides physical education (PE) instruction each week at the campus. This information is collected for the four weeks in October that include the last Friday in October. Valid entries are one digit between 0-7. These fields only apply to instructors who are the Teacher of Record for a course section associated with a PE service ID.

The number of minutes taught is the number of minutes the employee provides physical education (PE) instruction each week at the campus. This information is collected for the four weeks in October that include the last Friday in October. Valid entries are up to four digits between 0-3000. These fields only apply to instructors who are the Teacher of Record for a course-section associated with a PE service ID.

<b>Days Wk 1</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type the value that indicates the number of days in which physical education instruction is provided each week for each course-section by campus during the first week of the 4 weeks in October that includes the last Friday in October.</p>
<b>Min Wk 1</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type the value that indicates the number of minutes in which physical education instruction is provided each week for each course-section by campus during the first week of the 4 weeks in October that includes the last Friday in October.</p>
<b>Days Wk 2</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type the value that indicates the number of days in which physical education instruction is provided each week for each course-section by campus during the second week of the 4 weeks in October that includes the last Friday in October.</p>
<b>Min Wk 2</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type the value that indicates the number of minutes in which physical education instruction is provided each week for each course-section by campus during the second week of the 4 weeks in October that includes the last Friday in October.</p>
<b>Days Wk 3</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type the value that indicates the number of days in which physical education instruction is provided each week for each course-section by campus during the third week of the 4 weeks in October that includes the last Friday in October.</p>
<b>Min Wk 3</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type the value that indicates the number of minutes in which physical education instruction is provided each week for each course-section by campus during the third week of the 4 weeks in October that includes the last Friday in October.</p>
<b>Days Wk 4</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type the value that indicates the number of days in which physical education instruction is provided each week for each course-section by campus during the fourth week of the 4 weeks in October that includes the last Friday in October.</p>
<b>Min Wk 4</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type the value that indicates the number of minutes in which physical education instruction is provided each week for each course-section by campus during the fourth week of the 4 weeks in October that includes the last Friday in October.</p>
<b>Campus</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Click  to select the code that identifies the campus to which the employee is assigned. If the duties are not related to a particular campus for the responsibility record, select 700 - Administration.</p>
<b>Begin Date</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type the date that the employee began in the selected role ID in the MM-DD-YYYY format, or select a date from the calendar.</p>

<p><b>End Date</b></p>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type the date that the employee ended in the selected role ID in the MM-DD-YYYY format, or select a date from the calendar. The end date cannot be prior to the begin date.</p>
<p><b>ESC/SSA</b></p>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Click  to select the code that indicates if the staff member works for an educational service center (ESC) only or is also part of an ESC shared service arrangement.</p>
<p><b>Monthly Minutes</b></p>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type up to five digits for the maximum number of minutes in a month devoted to a particular class. A month is generally considered to be the four weeks prior to the fall snapshot date. The total MONTHLY-MINUTES are reported for each service. The four weeks preceding the snapshot date must be considered to calculate the monthly minutes.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• A class taught for one hour every day would report 1,200 monthly minutes (60 minutes x 5 days x 4 weeks).</li> <li>• A class taught one hour three times each week would report 720 monthly minutes (60 minutes x 3 days x 4 weeks).</li> <li>• A class taught for different amounts of time each week would be reported with a cumulative monthly minute total.</li> </ul> <p><b>Note:</b> Monthly Minutes are required for counselors.</p>