



PEIMS Fall Submission

Table of Contents

PEIMS Fall Submission	i
PEIMS Fall Submission	1

PEIMS Fall Submission

The ASCENDER District Administration application provides program data for each collection from the ASCENDER Student system. These programs are reviewed and modified annually, per the published Texas Web-Enabled Data Standards (TWEDS), 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 TWEDS.

The PEIMS Fall submission (Submission 1) includes program data for organization and student enrollment and program data records as of (and including) the Fall snapshot date.

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

IMPORTANT: This guide is exclusively for information and processes related to student data for the Fall PEIMS submission. Users needing to reference information and processes related to business data for the Fall PEIMS submissions should refer to the [TSDS PEIMS Fall Submission Data for Business](#) guide.



IMPORTANT: Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

Printable guides referenced in this document:

[QuickGuide: Local Programs](#)

[QuickGuide: TEA Census Block Utility](#)

[ASCENDER TSDS New School Year Best Practice Guide](#)

Prerequisites

Prerequisites

Before starting the verification process, ensure the following tasks have been completed within the respective applications:

Security Administration

- Verify all roles and users are correct.

Registration

- Local Programs set up in District Profile – See [QuickGuide: Local Programs](#)
- Set up Post Secondary Certification Licensure Table
- Assign Student UID Numbers

Grade Reporting

- Clean up invalid course codes
- Set up TSDS Crosswalks

Understanding Begin and End Dates

- [Rules and Exceptions](#)

Standard Rule

- **Begin Date:** Enter the **first instructional day** the event occurs.
- **End Date:** Enter the **first instructional day after the last day** the event occurs.

Example:

A student begins attending the Band course August 12, 2025. This is the first instructional day they participated. The student later withdraws from the course. The last day they attended, or were expected to attend, the class was September 25, 2025.

Here is how these dates are entered into the system:

- **Begin Date:** Enter 8/12/2025 (The first day of attendance).
- **End Date:** Enter 9/26/2025 (The first instructional day after the last day of attendance/expectation, September 25th).

Exception: StaffSectionAssociation

- **BeginDate (E3010)** Enter the first instructional day in the current school year the staff is assigned to the section.
- **EndDate (E3020)** Enter the last instructional day the staff was assigned to the section.

NOTE: When extracted for reporting, the system automatically adds one day to this date. This reported date represents the first day after the last instructional day. **This is the only instance where the system adds days to the entered date**, as a date after the last day of the school year cannot be manually entered.

- The following fields are used to calculate **MonthlyMinutes** (E1057): **Days** (of the week), **Time Begin**, and **Time End**.
 - If **Time Begin** and **Time End** are blank, the TSDS Crosswalks are used to calculate **MonthlyMinutes** (E1057).
 - If **Time Begin** and **Time End** are not blank, the extract uses these values along with the **Days** (of the week) to calculate **MonthlyMinutes** (E1057).

- [How In-District Campus Transfers Affect Student Data](#)

When a student transfers from one campus to another within the district, the system manages different types of student data (Elements, Characteristics, and Programs) in one of two ways.

It is critical to know which items require manual attention to ensure the student's record is correct at the new campus.

Elements/Programs that are NOT Automatic (Requires Manual Reentry)

These specific Elements, Characteristics, or Programs are **automatically exited** on the student's record at the old campus upon transfer. The new campus **must manually re-enter** a new record for these items with the appropriate **Begin Date** to restart the service/status.

- Eco/Dis
- Foster Care
- Military Connected
- Homeless Status
- Unaccompanied Youth
- Early Reading Indicator
- Unschooled Asylee Refugee
- Adult Previous Attendance
- Full Time Hybrid Virtual Program
- Dyslexia Risk
- Dyslexia Services
- Local Programs
- PK Program
- PK Fund Source

NOTE: If the element or program is not manually reentered, the student will not be reported as participating in that service at the new campus.

Elements/Programs that ARE Automatic (Transfer with the Student)

These specific Elements, Characteristics, or Programs **automatically re-enter/transfer** with the student to the new campus. The **End Date** at the old campus is automatically calculated, and the **Begin Date** at the new campus is automatically set to the transfer date (first instructional day at the new campus).

No manual reentry is required.

- Special Ed
- GT
- BIL/ESL
- Title I (If campus is identified as a schoolwide Title I campus.)
- CTE Program Service
- PRS

Verify and Update Campus/District Settings - Registration

- Verify and Update District Data

Registration > Maintenance > District Profile > District Maintenance > State Reporting

The screenshot shows the 'District Maintenance > State Reporting' section of the PEIMS system. It includes the following fields and tables:

- Demographic Info:** ASVAB (01), Family Engagement Plan Link (<https://sites.google.com/dilleyisd.net/parent-resource-hub/home>), LEA Grievance Link (<https://sites.google.com/dilleyisd.net/parent-resource-hub/home>), Local Education Agency Category (01 : School District), Education Organization Category (02 : Local Education Agency), PK Program Evaluation Type (01 : TEA Self-Assessment T).
- Special Education Data System (SPEDS):** Preschool Outcomes Reporting (checkbox), Timely Initial Evaluation Reporting (checkbox), Early Childhood Transition Reporting (checkbox), Secondary Transition Reporting (checkbox).
- CTE Programs of Study:** A table with columns 'Delete' and 'Program Code' containing items: 012 : Carpentry, 042 : Networking Systems, 050 : Teaching and Training, 060 : Welding.
- Gifted and Talented Programs:** A table with columns 'Delete' and 'GT Program' containing items: 01 : Pull-out, 04 : Full-time inclusion.

- Verify and Update Campus Data

Registration > Maintenance > Campus Profile > Campus Information Maintenance

> Control Info

DEMOGRAPHIC INFO

Campus ID: 001

CONTROL INFO

Low Grade Level: 09

Accreditation: Texas Education Agency

College Board Campus Code Number: 442015

Default Track: 01

Exclude from District Reporting:

School Type: High School

Capped To Campus: Capped Date:

Full Day PK Waiver:

Additional Days Program:

Nbr of Bullying Incidents: 1 Participate in ELO:

Nbr of Cyberbullying Incidents: 0

Office of Civil Rights (OCR) Options

School has Students Participating in Single-Sex Interscholastic Athletics:

School has Students Enrolled in One or More Single-Sex Academic Classes:

School has Students who Receive Corporal Punishment for Disciplinary Purposes:

Campus-wide Residential Facility:

Residential Facility Options

Campus Enrollment Type

National School Lunch Program

Verify and Update Master Schedule Data

Verify TSDS data in the district and campus master schedules.

It is recommended to first run applicable reports and then use the Grade Reporting maintenance pages to update data as needed.

Grade Reporting

- Verify Master Schedule Data

Data in the district master schedule can be verified by running the following reports:

Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0220 - Invalid Service ID

Date Run: 11/10/2025	Invalid Service ID	Program ID: SGR0220					
Cnty-Dist: 001-906	TEXAS ISD	Page: 1 of 1					
Sch Year: 2026							
Course Number	Title	Service ID	Abbrev Name	Nbr Sems	Self Paced	Graded Course	Credit Level
0751	P.E. 7 (B)	03823000	PE7B	2	0	Y	M
0752	P.E. 7 (G)	03823000	PE7G	2	0	Y	M
0753	ATHLETICS 7 (B)	03823000	ATH7B	2	0	Y	M
0754	ATHLETICS 7 (G)	03823000	ATH7G	2	0	Y	M
0851	P.E. 8 (B)	03823000	PE8B	2	0	Y	M
0852	P.E. 8 (G)	03823000	PE8G	2	0	Y	M

The SGR0220 report compares the district **Service ID** to the list of CourseCodes (formerly known as the SERVICE-ID (C022) code table) in TWEDS for the current year. Any courses with invalid course codes are listed in the report.

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

Date Run: 11/10/2025 8:55 AM	District Master List (Grade Reporting)												Program ID: SGR0050										
Cnty-Dist: 001-906	TEXAS ISD												Page: 1 of 16										
Sch Year: 2026	Sch Year: 2026												PEIMS										
Course Number	Title	Abbrev Name	Sif Pcd	Nbr Sem	Exm Sem	Prd Crs	Core Crs	ELA/Auto Wgt	Grade	Credit Crd	Grd Seq	Gender Crs Rstr	HR Cd	HR Tbl	HR Wgt	GA Crd	Spec Crs	Incl Priority	AAR Use	CTE Hours	CTE Course Tier	Seq	
0001	Homeroom PK 3	HMRM PK3	N	2	1	2	Z	E	N	0	4	N	R	0	R	0	01010000	PE-KIND	N	R	03 087	01	
0020	Homeroom PK 4	HMRM PK4	N	2	1	2	Z	E	N	0	4	N	R	0	R	0	01010000	PE-KIND	N	R	03 087	01	
0030	Homeroom KG	HMRM KG	N	2	1	0	Z	E	N	0	4	N	R	0	R	0	01020000	KINDER	N	R	01 087	01	
0040	Homeroom Multi	HMRM SPE	N	2	1	0	Z	E	N	0	4	N	R	0	R	0	SE000001	SE GENER	N	R	06 087	01	
005H	STUDY HALL	STUDHALL	N	2	1	2		M	Y	0	4	Y	R	1	R	1	838005TH		Y	E	T	01 087	01
0100	Homeroom 1	HMRM 1	N	2	1	2	Z	E	N	0	4	N	R	0	R	0	0 EXCLUDE EXCL STAFF		N	R	01 087	01	
0111	ELAR 1	ELAR1	N	2	1	2	L	E	N	0	4	Y	R	1	R	1	02625010	ELA, READ 1	Y	R	01 087	01	
0121	Math 1	Math 1	N	2	1	2	M	E	N	0	4	Y	R	1	R	1	02640010	MATH G-1	Y	R	01 087	01	
0131	Soc Studies 1	SS 1	N	2	1	2	S	E	N	0	4	Y	R	1	R	1	02660010	SOCST G-1	Y	R	01 087	01	
0141	Science 1	Sc 1	N	2	1	2	X	E	N	0	4	Y	R	1	R	1	02650100	SCI G-1	Y	R	01 087	01	
0151	PE 1	PE	N	2	1	2	Z	E	N	0	4	Y	R	0	R	0	02530003	PE 1-6	N	R	01 087	01	
0162	Fine Arts 1	Fn Art 1	N	2	1	2	Z	E	N	0	4	Y	R	0	R	0	08300FNA		N	R	01 087	01	
0169	TECH APP	TECH APP	N	2	1	2		E	N	0	4	Y	R	1	R	1	02670010	TECAP G-1	Y	R	01 087	01	
0171	Conduct 1	CNDT 1	N	2	1	0	Z	E	N	0	4	Y	R	0	R	0	0 EXCLUDE EXCL STAFF		N	R	01 087	01	
0200	Homeroom 2	HMRM 2	N	2	1	2	Z	E	N	0	4	N	R	0	R	0	0 EXCLUDE EXCL STAFF		N	R	01 087	01	

The SGR0050 report, sorted by **Service ID**, allows you to easily identify any duplicate local course codes. **Local CourseCodes** must be unique for each distinct course within the district. This report also allows users to verify **Pop Srv**, **Role ID**, and **Class Type** for all courses.

Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0140 - Instructor List

Date Run: 11/10/2025 1:29 PM	Instructor Listing 001 School Sch Year: 2026	Program ID: SGR0140						
Cnty-Dist: 001-906 001		Page: 1 of 3						
Instr ID	Name	Staff ID	Campus	Grd Lvl	Section	Homeroom	Dept	Excl from PEIMS
901	SCHULZ, ROSALINDA	001324	001					N
902	SALAZAR, REYNA N	001272	001					N
903	GONZALEZ, JAMES M	000620	001					N
904	CANTU, CARLA	000207	001					N
905	GARCIA, GISELLE	000525	001					N
906	MITCHELL, LUCIA V	000953	001					N
907	SCHULTE, ROSALINDA L	001323	001					N
908	SMITH, SAN J	001356	001					N
909	REYES, NICHOLETTE M	001162	001					N
910	RODRIGUEZ, RAMON E	001237	001					N

The SGR0140 report allows you to:

- Ensure all temporary staff IDs have been updated
- Verify that staff IDs are correct
- Verify Excl From Fall PEIMS setting for instructors

NOTE: If staff data should not be extracted from Grade Reporting for Fall PEIMS, select the **Excl From Fall PEIMS** field on *Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor*. This sets the SGR0140 indicator to **Y**.

Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR2500 - Schedule of Classes

Date Run: 11/10/2025 01:31 PM	Schedule of Classes 001 School Sch Year: 2026 Semester: 1	Program ID: SGR2500							
Cnty-Dist: 001-906		Page: 1.1 of 43							
Campus: 001									
Format: Course Title Course-Section, Enrollment Room Number, Days MET TEA Course Number Class Role									
Instructor	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08
No Instructor	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR
Instr ID:	1000-01	5 1000-02	4 1000-03	4 1000-04	7 1000-05	5 1000-06	10 1000-07	7 1000-08	4 1000-09
	MTWThF	MTWThF	MTWThF	MTWThF	MTWThF	MTWThF	MTWThF	MTWThF	MTWThF
	SEXCLUDE	SEXCLUDE	SEXCLUDE	SEXCLUDE	SEXCLUDE	SEXCLUDE	SEXCLUDE	SEXCLUDE	SEXCLUDE
	01-Teacher of Record	01-Teacher of Record	01-Teacher of Record	01-Teacher of Record	01-Teacher of Record	01-Teacher of Record	01-Teacher of Record	01-Teacher of Record	01-Teacher of Record
Total Students: 46									
AGUILAR, A	SPED POP	RESOURCE RDG							
Instr ID: 943	9014-99	1 9660-01	0						
Stf ID: 0000013	307	MTWThF	307	MTWThF					
	65000SPD		84000RRD						
	01-Teacher of Record		01-Teacher of Record						
Total Students: 3									

The SGR2500 report provides a count of students in each instructor's class, as well as the

Service ID CourseCodes (formerly known as the SERVICE-ID (C022) code table) and total students.

It allows you to:

- Identify course sections with no students enrolled
- Verify several data elements within the following data entities: **Course**, **CourseOffering**, **Section**, and **StaffSectionAssociation**.

Recommendations:

- Delete any course sections that have no students enrolled and are not in use. This prevents the system from sending incorrect or unnecessary data during processing.
- For districts that use the multi-period scheduling for elementary grade reporting, each subject should have a unique period. This is recommended by the TEA for classroom linking.

Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0110 - Master Schedule PEIMS

Master Schedule PEIMS Information										Program ID:	SGR0110								
										Page:	1 of 116								
										Bold Indicates district data									
Sec	Inst	Inst Name	Class Role	Sec	Days	Per	Per Beg	Beg Time	End Time	Entry Date	Withdraw Date	Adv	Tech	CTE	CTE	Teacher	College	Credit Hours	
												On	Dual Cdg	Cdg Hrs	Tier	Cert	Sem1	Sem2	
04		Course Number excluded	00SH	01	Title		MTWThF	04	05	STUDY HALL	8/05/2025								
05	RODRIGUEZ	01										0	0	0		N	0	0	
		Course Number	0600		Title					SEE COUNSELOR								0	0
		Course Number	0601		Title					LEADERSHIP								0	0
		Course Number	0602		Title					ESL INT								0	0
		Course Number	0603		Title					ACTIV OF C...								0	0

The SGR0110 report provides campus-level PEIMS information for the current school year. It allows you to verify campus course information at the section level.

NOTE: Section level settings override district level settings.

REMINDER: Specific to the StaffSectionAssociation

- **BeginDate (E3010)** Enter the first instructional day in the current school year the staff is assigned to the section.
- **EndDate (E3020)** Enter the last instructional day the staff was assigned to the section.

NOTE: When extracted for reporting, the system automatically adds one day to this date. This reported date represents the first day after the last instructional day.

This is the only instance where the system adds days to the entered date, as a date after the last day of the school year cannot be manually entered.

- The following fields are used to calculate **MonthlyMinutes (E1057): Days** (of the week), **Time Begin**, and **Time End**.
 - If **Time Begin** and **Time End** are blank, the TSDS Crosswalks are used to calculate **MonthlyMinutes (E1057)**.
 - If **Time Begin** and **Time End** are not blank, the extract uses these values along with the **Days** (of the week) to calculate **MonthlyMinutes (E1057)**.

Recommendations:

- For campuses with a set bell schedule, use Crosswalk **042 Responsibilities - From Campus/Period to Minutes** to assign **MonthlyMinutes (E1057)** based on the period. Only enter the **Time Begin** and **Time End** fields for the specific course sections that do not follow the standard bell schedule.
- For course sections where daily subject minutes may fluctuate, such as elementary teachers whose subject times vary, use Crosswalk **043 (Responsibilities - From Campus/Service ID to Minutes)** to assign **MonthlyMinutes (E1057)** based on the CourseCode, formerly known as SERVICE-ID.

- [Update Master Schedule Data](#)

Grade Reporting > Maintenance > Master Schedule > District Schedule

AVAILABLE COURSES

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Stf Pcd
		1010	ENGLISH 1	ENG 1	03220100	ENG 1	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		1011	ENGLISH 1A	ENGLISH	03220100	ENG 1	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		1012	ENGLISH 1B	ENGLISH	03220100	ENG 1	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		1020	ENGLISH 2	ENGLISH	03220200	ENG 2	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		1021	ENGLISH 2A	ENGLISH	03220200	ENG 2	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		1022	ENGLISH 2B	ENGLISH	03220200	ENG 2	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		1030	ENGLISH 3	ENGLISH	03220300	ENG 3	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		1031	ENGLISH 3A	ENGLISH	03220300	ENG 3	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		1032	ENGLISH 3B	ENGLISH	03220300	ENG 3	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		1040	ENGLISH 4	ENGLISH	03220400	ENG 4	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		1041	ENGLISH 4A	ENGLISH	03220400	ENG 4	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>

Rows: 13 [Add](#)

=>Crs Nbr: ENGLISH 1 Abbrev Name: Service ID: ENG 1 Graded Crs:

Nbr Sem: Textbook ISBN: Exclude from TeacherPortal: Self Paced:

Grade Reporting
Per Ctrl:
Department:
Gender Restr:
Required:
Elective:

Course Codes and Credits
Tot Credits: Credit Seq: Credit Lvl:
Part Credit:
AAR:
Grad Plan:
Spec Cons:
OnRamps:

Elem/Misc
Core Crs:
ELA Wgt:
Auto Grd:
Incl UIL Elig:
Exam/Sem Pat:

PEIMS
CTE Hrs:
Pop Srvd: Instl Selc:
Class Type: Role ID:
Crs Seq:

HR/GA
HRoll Wgt: HRoll Table:
HRoll Cd:
GA Table: GA Wgt:

Select the magnifying glass to update **Course Number** information.

The selected information is displayed. [The grid view can be changed.](#)

The default view in the grid is basic course information indicated by => **Crs Nbr** in the area below the grid. You can modify the view in the grid by clicking an underlined header in that area.

For example, if you click the **PEIMS** header, only PEIMS information is displayed in the grid. The PEIMS header is displayed as => **PEIMS** indicating that it is the current view.

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

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION														
<input type="text"/> Course Number <input type="button" value="Retrieve"/>														
Del	Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lmg	Non Campus Based
		00SH	STUDY HALL	04	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00	
		00SH	STUDY HALL	05	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00	
		1000	SEE COUNSELOR	01	500	5	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00	
		1000	SEE COUNSELOR	02	025	4	1	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00	
		1000	SEE COUNSELOR	03	025	4	1	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00	
		1000	SEE COUNSELOR	04	500	2	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00	

First / 47

Crn Nbr: 00SH Course: STUDY HALL Svc ID: 83800STH Multi Svc Ind: Lock: Include UIL Elig: N
 Section: 04 Max Seats: 010 Enrolled Students Sem 1: 0 Sem 2: 0 Non Campus Based: 00 Dst Lmg:

Section Information

Sped Stu Age: <input type="text"/> 00	Crs Seq: <input type="text"/>
Pop Srvd: <input type="text"/>	Wks/Mnth: <input type="text"/>
Instruct Sett: <input type="text"/>	PK Curricula: <input type="text"/>
Class Type: <input type="text"/>	Stu Instr: <input type="text"/>
High Qual PK Prog: <input type="text"/>	Home Room Ind: <input type="checkbox"/>
PK Sch Type: <input type="text"/>	

Restrictions

Type Rstrctn: <input type="text"/>
Team Code: <input type="text"/>
Gender Rstrctn: <input type="text"/>
Grade Rstrctn: <input type="text"/>

Course Codes and Credits

Dual Crdt: <input type="text"/> 0
Adv Tech Crdt: <input type="text"/> 0
AAR Use: <input type="text"/>
Grad Plan Use: <input type="text"/>
Special Consid: <input type="text"/>
College Credit Hrs: <input type="text"/>

District Information

Crs Seq: <input type="text"/>	Exam/Sem Pat: <input type="text"/> 1	Gender Rstrctn: <input type="checkbox"/>
Instruct Set: <input type="checkbox"/>	AAR Use: <input type="checkbox"/> T	Self Paced: <input type="checkbox"/>
Pop Srvd: <input type="text"/> 01	Grad Plan Use: <input type="checkbox"/>	Class Type: <input type="text"/> 01
Role ID: <input type="text"/> 087	Special Consid: <input type="checkbox"/>	CPR: <input type="checkbox"/> N
Nbr Sem: <input type="text"/> 2	Incl UIL Elig: <input type="checkbox"/>	Speech: <input type="checkbox"/> N
OnRamps: <input type="checkbox"/>		

Child Care Partnership

Delete	Operation Number
	<input type="text"/>
<input type="button" value="Add"/>	

Include WD Meeting Times:

Room: 100 Time Begin: Time End: Lckout:

Instr ID: 945 Instructor: SHULL, RUDOLPH M. Class Role: 01 Role ID: 087 CTE: Entry Date: 08-05-2025 Withdraw Date: ADSY:

- Select the magnifying glass to update **Course Number** information.

Several fields exist on both the district and campus master schedules. These fields only need to be updated in the campus master schedule if they require different values than the district master schedule.

- If the field in the campus master schedule (section record) contains data, that value is extracted.
- If the field is blank in the campus master schedule (section record), the district value is extracted.
- Under District Information, district-level settings are displayed for your information.

Change the grid view: To display the applicable fields in the grid, click the section heading below the grid. An arrow is displayed next to the heading to indicate that those fields are displayed above.

- Verify TSDS Crosswalks

Grade Reporting > Maintenance > Tables > TSDS Crosswalks

Crosswalk Type:	<div style="border: 1px solid #ccc; padding: 5px; width: 100%; height: 150px; overflow-y: scroll;"> <p>042 Responsibilities - From Campus/Period to Minutes</p> <p>043 Responsibilities - From Campus/Service ID to Minutes</p> <p>044 PE Responsibilities - Campus/Crs/Sec</p> <p>ADP Additional Days School Year Courses</p> </div>	<input style="width: 100px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="button" value="Save"/> <input style="width: 100px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px;" type="button" value="Retrieve"/>
-----------------	---	---

- Select the appropriate crosswalk from the **Crosswalk Type** dropdown menu.
- Click **Print** to print the data displayed.

Date Run: 11-11-2025 9:28 AM TSDS Student Crosswalks Report Page: 1 of 1
Cnty Dist: 001-906 TEXAS ISD

NOTE: The TSDS Crosswalks Print option allows users to verify the accuracy of their set-up.

- Update Crosswalks

Crosswalks are used to calculate and assign the MONTHLY-MINUTES (E1057) for staff responsibilities in the four weeks preceding the PEIMS Fall snapshot date (the last Friday in October). They are essential for ensuring minutes are reported accurately and consistently across the district.

Logic for Monthly Minutes Assignment

The system determines the Monthly Minutes (E1057) for a course section using the following hierarchy:

1. **Time Fields First:** The system first looks at the **Begin Time** and **End Time** fields for the specific course section. If these fields are populated, the minutes are calculated

from this time range.

2. **043 Crosswalk:** If the **Begin Time** and **End Time** fields are blank, the system checks the 043 Crosswalk (Responsibilities – From Campus/Service ID to Minutes) to see if the CourseCode (Service ID) is set up.
3. **042 Crosswalk:** If the **CourseCode** (Service ID) is not set up on the 043 Crosswalk, the system looks at the **042 Crosswalk** (Responsibilities – From Campus/Period to Minutes).

Grade Reporting > Maintenance > Tables > TSDS Crosswalks

NOTE: Minutes for any holidays should be included.

Crosswalk Type	Purpose and Usage
042 – Responsibilities – From Campus/Period to Minutes	For campuses with a set bell schedule, use Crosswalk 042 Responsibilities – From Campus/Period to Minutes to assign MonthlyMinutes (E1057) based on the period. Only enter the Time Begin and Time End fields for the few, specific course sections that do not follow the standard bell schedule.
043 – Responsibilities – From Campus/Service ID to Minutes	For course sections where daily subject minutes may fluctuate, such as elementary teachers whose subject times vary, use Crosswalk 043 (Responsibilities – From Campus/Service ID to Minutes) to assign MonthlyMinutes (E1057) based on the CourseCode (formerly known as SERVICE-ID).
044 – PE Responsibilities – Campus/Crs/Sec	Use Crosswalk 044 (PE Responsibilities – Campus/Crs/Sec) to enter the number of days and minutes in which the PE teacher provides physical education instruction each week at the campus for the four weeks in October that include the last Friday in October. This is required for all teachers of record for course-sections associated with specific physical education (PE) CourseCodes.

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

Records are created for non-campus-based PE courses (i.e., Non Campus Based is greater than 00 in the campus master schedule) if the course is taught during semester 1 and at least one student is enrolled in the class.

This crosswalk is not used for Business-only districts whose responsibility records come from Human Resources, or if PE service IDs are not used for PE courses, or if your PE service ID courses do not have students. All other districts should use this crosswalk.

Update Data:

Crosswalk Type	Select the crosswalk table for which you want to convert data.
-----------------------	--

- The selected crosswalk table is displayed. [The list can be re-sorted.](#)

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A white triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

Crosswalk Type:**042 Responsibilities - From Campus/Period to Minutes****Update Data:**

Click **+Add** to add a new row. A blank row is added to the bottom of the grid.

- In the **From** field, type the three-digit campus ID and a two-digit period (e.g., for campus 001 and period 01, type 00101).
- In the **To** field, type the monthly minutes value. Zero-fill the value to five digits (e.g., 00940).

Click **Save**.

Crosswalk Type:**043 Responsibilities - From Campus/Service ID to Minutes****Update Data:**

Click **+Add** to add a new row. A blank row is added to the bottom of the grid.

- In the **From** field, type the three-digit campus and ID and the eight-digit CourseCode (e.g. campus 101 and CourseCode 01020000, type 10101020000).
- In the **To** field, type the monthly minutes value. Zero-fill the value to five digits (e.g. 07200).

Click **Save**.

Print [Print the crosswalk report.](#)

Review the report using the following buttons:

- Click  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  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.



Delete a row.

Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**. A message is displayed confirming that you want to delete the row.

◦

Click **OK** to delete the row.

◦

Click **Cancel** not to delete the row.

Crosswalk Type:

044 PE Responsibilities - Campus/Crs/Sec

Create or update the crosswalk:

- In the **Crosswalk Table** field, select *044-PE Responsibilities - Campus/Crs/Sec*.
- The first time you access the page, there will be rows from the previous year displayed. Click **Delete** then click **Create** to add current year courses.

A list of course-sections associated with physical education (PE) service IDs is listed. This list is predefined and cannot be changed.

The **From** column lists course-sections in the campus-course-section format, where:

- The first three digits are the campus ID.
- The next digits are the course number, which may contain between four and eight digits.
- The last two digits are the section number.
- The course-sections are for semester 1.

For the Teacher of Record for each course-section listed, enter the following information for the four weeks in October that include the last Friday in October:

- In the **Day Week 1-4** fields, type the number of days in which the employee provides physical education instruction each week at the campus. Valid entries are one digit between 0-5.
- In the **Mins Week 1-4** fields, type the number of minutes the employee provides physical education instruction each week at the campus. Valid entries are up to four digits between 0-3000.

These fields are automatically populated according to the **Days** code entered on **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section** for each course-section meeting time. The program calculates the minutes in the days from the section **Time Begin/End** and sums for each meeting time the days per week for that meeting time, then multiplies the minutes per day for that meeting time to calculate the minutes for each week.

Click **Save**.

Click **Print** to print the data displayed.

If new PE responsibilities records are found the next time you access the page, the **Create** button will be replaced with the **Refresh** button. Click **Refresh** to add new records to the grid.

NOTE: You cannot delete data row by row. You must click **Delete** to delete all rows on the page. Then, click **Create** to populate the page with PE course-sections. Then, you can re-enter all data.

WARNING: If you click **Delete**, all rows are deleted.

Verify and Update Current Year Student Data

It is recommended that you run applicable reports first and then use the **Registration** maintenance pages to update data where needed.

Verify Student Data

- Registration > Reports > Create Registration Report

The **Create Registration Report** page allows you to verify student demographic data, Industry Based Certification (IBC) data and Alternative and Supplemental Services - Special Education data.

Report Template

Public

Report Title **Campus Options** Campus 001 All Campuses

Demo1

Demographic Information

<input type="checkbox"/> Sch Yr	<input type="checkbox"/> Campus ID	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Grade	<input checked="" type="checkbox"/> Entry Dt	<input type="checkbox"/> Track	<input type="checkbox"/> Orig Entry
<input checked="" type="checkbox"/> Withdrawal Dt	<input checked="" type="checkbox"/> Reason	<input type="checkbox"/> Portal ID	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Gen
<input type="checkbox"/> Nickname	<input type="checkbox"/> SSN Denied	<input checked="" type="checkbox"/> SSN	<input type="checkbox"/> Masked SSN	<input type="checkbox"/> Prior SSN	<input checked="" type="checkbox"/> TX Unique Stu ID	<input type="checkbox"/> Medicaid Eligible
<input type="checkbox"/> Medicaid ID	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> DOB	<input checked="" type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Aggregate Race/Ethnicity	<input type="checkbox"/> Comments	

Race

<input checked="" type="checkbox"/> White	<input checked="" type="checkbox"/> Black/African American	<input checked="" type="checkbox"/> Asian	<input checked="" type="checkbox"/> American Indian/Alaskan Native	<input checked="" type="checkbox"/> Hawaiian/Pacific Isl
---	--	---	--	--

Graduation

<input checked="" type="checkbox"/> Graduation Type	<input checked="" type="checkbox"/> Graduation Date	<input type="checkbox"/> AAR Grad Plan	<input type="checkbox"/> Texas Grant Eligibility	<input checked="" type="checkbox"/> Vendor1	<input checked="" type="checkbox"/> Fee1	<input type="checkbox"/> Reimburse1	<input type="checkbox"/> Enrolled1
<input type="checkbox"/> Cert of CrsWrk Dt Completed	<input type="checkbox"/> College Entry	<input type="checkbox"/> CPR Date Completed	<input type="checkbox"/> Speech Date Completed	<input checked="" type="checkbox"/> Vendor2	<input checked="" type="checkbox"/> Fee2	<input type="checkbox"/> Reimburse2	<input type="checkbox"/> Enrolled2
<input type="checkbox"/> Peace Officer Interact Date Completed	<input type="checkbox"/> College Career Instruction	<input type="checkbox"/> Foundation Coursework	<input checked="" type="checkbox"/> Distinguished Coursework	<input checked="" type="checkbox"/> Vendor3	<input checked="" type="checkbox"/> Fee3	<input type="checkbox"/> Reimburse3	<input type="checkbox"/> Enrolled3
<input type="checkbox"/> STEM	<input type="checkbox"/> STEM Date Completed	<input type="checkbox"/> Public Services	<input type="checkbox"/> Multi Disciplinary Studies	<input type="checkbox"/> Vendor4	<input type="checkbox"/> Fee4	<input type="checkbox"/> Reimburse4	<input type="checkbox"/> Enrolled4
<input type="checkbox"/> Business and Industry	<input type="checkbox"/> Business and Industry Date Completed	<input type="checkbox"/> Arts and Humanities	<input type="checkbox"/> Multi Disciplinary Studies Date Completed	<input type="checkbox"/> Vendor5	<input type="checkbox"/> Fee5	<input type="checkbox"/> Reimburse5	<input type="checkbox"/> Enrolled5
<input type="checkbox"/> Arts and Humanities	<input type="checkbox"/> Arts and Humanities Date Completed	<input type="checkbox"/> Industry Certification1	<input checked="" type="checkbox"/> Industry Certification1 Date Completed	<input type="checkbox"/> Vendor6	<input type="checkbox"/> Fee6	<input type="checkbox"/> Reimburse6	<input type="checkbox"/> Enrolled6
<input type="checkbox"/> Industry Certification2	<input type="checkbox"/> Industry Certification2 Date Completed	<input type="checkbox"/> Industry Certification3	<input checked="" type="checkbox"/> Industry Certification3 Date Completed	<input type="checkbox"/> Vendor7	<input type="checkbox"/> Fee7	<input type="checkbox"/> Reimburse7	<input type="checkbox"/> Enrolled7
<input type="checkbox"/> Industry Certification4	<input type="checkbox"/> Industry Certification4 Date Completed	<input type="checkbox"/> Industry Certification5	<input type="checkbox"/> Industry Certifications Date Completed	<input type="checkbox"/> Vendor8	<input type="checkbox"/> Fee8	<input type="checkbox"/> Reimburse8	<input type="checkbox"/> Enrolled8
<input type="checkbox"/> Industry Certification6	<input type="checkbox"/> Industry Certification6 Date Completed	<input type="checkbox"/> Industry Certification7	<input type="checkbox"/> Industry Certification7 Date Completed	<input type="checkbox"/> Vendor9	<input type="checkbox"/> Fee9	<input type="checkbox"/> Reimburse9	<input type="checkbox"/> Enrolled9
<input type="checkbox"/> Industry Certification8	<input type="checkbox"/> Industry Certification8 Date Completed	<input type="checkbox"/> Industry Certification9	<input type="checkbox"/> Industry Certification9 Date Completed	<input type="checkbox"/> Vendor10	<input type="checkbox"/> Fee10	<input type="checkbox"/> Reimburse10	<input type="checkbox"/> Enrolled10
<input type="checkbox"/> Industry Certification10	<input type="checkbox"/> Industry Certification10 Date Completed	<input type="checkbox"/> Industry Certification11	<input type="checkbox"/> Industry Certification11 Date Completed	<input type="checkbox"/> Vendor11	<input type="checkbox"/> Fee11	<input type="checkbox"/> Reimburse11	<input type="checkbox"/> Enrolled11
<input type="checkbox"/> Industry Certification12	<input type="checkbox"/> Industry Certification12 Date Completed	<input type="checkbox"/> Industry Certification13	<input type="checkbox"/> Industry Certification13 Date Completed	<input type="checkbox"/> Vendor12	<input type="checkbox"/> Fee12	<input type="checkbox"/> Reimburse12	<input type="checkbox"/> Enrolled12
<input type="checkbox"/> Industry Certification14	<input type="checkbox"/> Industry Certification14 Date Completed	<input type="checkbox"/> Industry Certification15	<input type="checkbox"/> Industry Certification15 Date Completed	<input type="checkbox"/> Vendor13	<input type="checkbox"/> Fee13	<input type="checkbox"/> Reimburse13	<input type="checkbox"/> Enrolled13
<input type="checkbox"/> Financial Aid App Status	<input type="checkbox"/> Financial Aid App Met Date			<input type="checkbox"/> Vendor14	<input type="checkbox"/> Fee14	<input type="checkbox"/> Reimburse14	<input type="checkbox"/> Enrolled14
<input checked="" type="checkbox"/> Tx First Early HS Completion Pgm	<input type="checkbox"/> Result2	<input checked="" type="checkbox"/> Result3	<input type="checkbox"/> Result4	<input type="checkbox"/> Vendor15	<input type="checkbox"/> Fee15	<input type="checkbox"/> Reimburse15	<input type="checkbox"/> Enrolled15
<input type="checkbox"/> Result6	<input type="checkbox"/> Result7	<input type="checkbox"/> Result8	<input type="checkbox"/> Result9				
<input type="checkbox"/> Result11	<input type="checkbox"/> Result12	<input type="checkbox"/> Result13	<input type="checkbox"/> Result14				

Spec Ed

<input checked="" type="checkbox"/> Campus	<input checked="" type="checkbox"/> Entry Date	<input checked="" type="checkbox"/> Exit Date	<input checked="" type="checkbox"/> Reason
<input checked="" type="checkbox"/> Primary Dis	<input checked="" type="checkbox"/> Secondary Dis	<input checked="" type="checkbox"/> Tertiary Dis	<input checked="" type="checkbox"/> Multiply Dis
<input checked="" type="checkbox"/> Medically Fragile	<input checked="" type="checkbox"/> Instrl Set	<input checked="" type="checkbox"/> Child Cnt Fund	<input checked="" type="checkbox"/> CTE Elig
<input checked="" type="checkbox"/> Speech	<input checked="" type="checkbox"/> Regional Day School Deaf	<input checked="" type="checkbox"/> RDSD Fiscal Agent	<input checked="" type="checkbox"/> Asst Tech
<input checked="" type="checkbox"/> Aud Svc	<input checked="" type="checkbox"/> Couns Svc	<input checked="" type="checkbox"/> ECI	<input checked="" type="checkbox"/> Interp Svc
<input checked="" type="checkbox"/> Medical Diag	<input checked="" type="checkbox"/> Occup Thrpy	<input checked="" type="checkbox"/> Orient Trng	<input checked="" type="checkbox"/> Phys Thrpy
<input checked="" type="checkbox"/> PPCD	<input checked="" type="checkbox"/> PPCD Location	<input checked="" type="checkbox"/> Psych Svc	<input checked="" type="checkbox"/> Rec Thrpy
<input checked="" type="checkbox"/> Sch Hlth Svc	<input checked="" type="checkbox"/> Soc Wrk Svc	<input checked="" type="checkbox"/> Transport	

NOTE: PPCD Location = ECSEServiceLocation (E1077)

Registration > Reports > Program Report Group > SRG1200 - Student Status By Program Changes

Date Run: 10/8/2025 1:31 PM	Student Status By Program Changes						Program ID: SRG1200										
Cnty-Dist: 001-906	001 School						Page: 1 of 6										
Campus: 001	Sch Year: 2026																
Enrollment Records:																	
Stu ID	Student Name	Grd	SSN	Orig Entry	Entry Dt	Exit Dt	Wd	Rsn	Stat	Exclsn	Elig	Trk	Attrib	Camp Res	Camp Account	ET	Verify
008618	AGUIRRE, JARIUS	08	XXX-XX-XXXX	08-05-2025	08-05-2025		1		1	01							
006684	ALEJANDRO, JOSE L	08	XXX-XX-XXXX	08-05-2025	08-05-2025		1		1	01							
006464	BARRAZA, CAITLIN J	08	XXX-XX-XXXX	08-05-2025	08-05-2025		1		1	01							
007104	BENAVIDES, JOLEEN J	08	XXX-XX-XXXX	08-05-2025	08-05-2025		1		3	01	06	082-903-041					
006519	BRANSUM, AUTUMN K	08	XXX-XX-XXXX	08-05-2025	08-05-2025		1		1	01							
006377	CAMARENO, JASON	08	XXX-XX-XXXX	08-05-2025	08-05-2025		1		1	01							
006300	CANTU, JANISSA E	08	XXX-XX-XXXX	08-05-2025	08-05-2025		1		1	01							
006361	CANTU, RICKY	08	XXX-XX-XXXX	08-05-2025	08-05-2025		1		1	01							
006489	CARCAMO, JAYDEN C	08	XXX-XX-XXXX	08-05-2025	08-05-2025		1		1	01							

By generating the report with the **Print Enroll Records**, **Print BIL/ESL Records**, **Print Title 1 Records**, and **Print CTE Program Svc Records** parameters set to **Y**, users are able to verify the student's enrollment data and Alternative and Supplemental Services data.

NOTE: BIL/ESL Program

Local Program Code BPT (Bilingual Program Type) or EPT (ESL Program Type) must be added for any student who meets ALL of the following conditions:

- Emergent Bilingual = 1 (Identified as EB)
- Parental Permission = C, 7, or 8
- ADA Eligibility is not 0 or blank

Registration > Reports > Student Report Group > SRG0301 - Student Census Block Group Roster

Date Run:	10/7/2025 03:17 PM	Student Census Block Group Roster								Program ID:	SRG0301	
Cnty-Dist:	001-906	001 School								Page:	1 of 31	
Campus:	001	Sch Year: 2026										
Homeless												
Student Name	Unique ID	Student ID	Sex	Grd	Eth	Date of Birth	Economic Disadvantage	ADA Eligibility	Attribution Code	Census Block Group	Active	
AGUIRRE, JARIUS	3579247272	008618	F	08	T	20111031	00	1			1	
ALEJANDRO, JOSE L.	4287552312	006684	F	08	H	20120717	00	1			1	
BARRAZA, CAITLIN J.	6389966246	006464	F	08	H	20120409	00	1			1	
BENAVIDES, JOLEEN J.	7352961625	007104	F	08	H	20120807	00	3	06		1	
BRANSCUM, AUTUMN K.	6983628496	006519	F	08	H	20120713	00	1			1	
CAMARENO, JASON	1998372267	006377	F	08	H	20111105	00	1			1	
CANTU, JANISSA E.	2776166261	006300	M	08	H	20120801	00	1			1	
CANTU, RICKY	4473191886	006361	M	08	H	20120106	00	1			1	

The [SRG0301 – Student Census Block Group Roster](#) report, with the **As of Date** parameter set to the Fall PEIMS Snapshot date, will verify the **StudentCensusBlockGroup** reported in this submission.

NOTE: See the [QuickGuide: TEA Census Block Utility](#) for guidance.

Registration > Reports > Program Report Group > SRG1500 - Student At-Risk Listing

At Risk Students with Criteria											Program ID: SRG1500			
All Campuses											Page: 1 of 5			
Sch Year: 2026 At Risk Year: 2026														
Student ID	Student Name	Not Promoted 1+ Sch Yrs	Below 70 2+ Subj (07-12)	Failed STAAR or EOC	Failed Readiness Tst (PK-03)	Pregnant/ Placed in Parent	Placed in DAEP	Judicial Expelled	Dropout	Emergent Billingual (EB)	Protective Services	Resident Homeless Placemnt	Student/ Parent Incarceration	Dsgnd School TEC \$39.0548
Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	
Campus: 001 001 School														
006251	BENAVIDEZ, DANIEL M.				SSN: XXX-XX-XXXX	Grd Lvl: 10	Active	Dob: 08-15-2011	Agg Ethn: H	Sex: F	Last Grd Failed: 01	Last Year Failed: 2018		
		Y												
008338	BRIONES, ASHER M.				SSN: XXX-XX-XXXX	Grd Lvl: 09	Active	Dob: 10-29-2010	Agg Ethn: H	Sex: M	Last Grd Failed:	Last Year Failed:		
										Y				
007187	FLORES, GERARDO G.				SSN: XXX-XX-XXXX	Grd Lvl: 08	Active	Dob: 08-31-2011	Agg Ethn: H	Sex: F	Last Grd Failed: 01	Last Year Failed: 2018		
		Y												
006588	FONTANEZ, LILLY A.				SSN: XXX-XX-XXXX	Grd Lvl: 09	Active	Dob: 07-15-2010	Agg Ethn: H	Sex: M	Last Grd Failed:	Last Year Failed:		
		Y												
008219	GONZALEZ, DAVID M.				SSN: XXX-XX-XXXX	Grd Lvl: 08	Active	Dob: 10-25-2011	Agg Ethn: H	Sex: M	Last Grd Failed:	Last Year Failed:		
										Y				

The [SRG1500 – Student At Risk Listing](#) report verifies which students are coded as At-Risk.

Registration > Reports > Program Report Group > SRG1900 - Local Program Enrollment Count

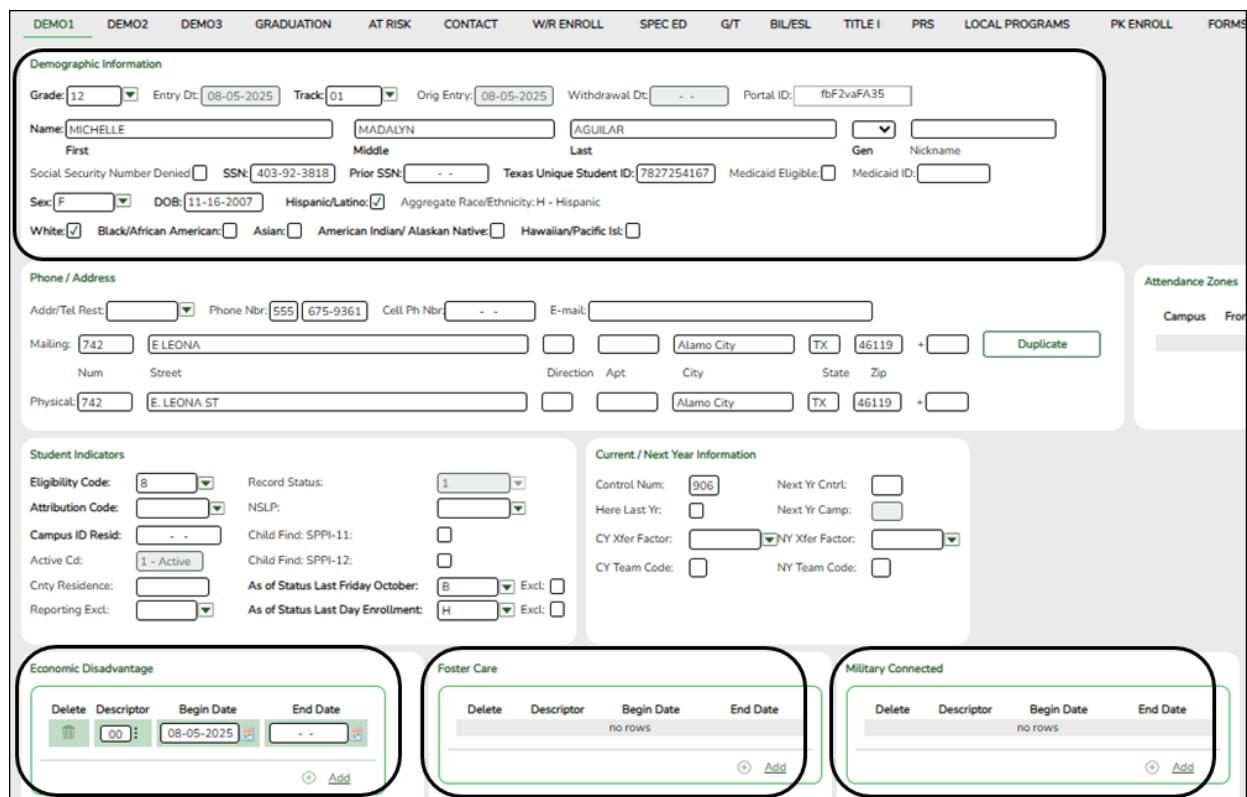
Date Run: 10/14/2025 10:43 AM	Local Program Enrollment	Program ID: SRG1900														
Cnty-Dist: 001-906	TEXAS ISD	Page: 1 of 3														
Campus: ALL	Sch Year: 2026															
As-of Date: 10/14/2025																
Local Prgm Code: DYS																
Student Name	Grade	Student ID	SSN	Campus ID	DOB	Act Cd	Attrib Cd	Local Prgm Dt Entry	Local Prgm Dt W/D	Local Prgm W/D Reason	Campus Dt W/D	Code 1	Code 2	Code 3	Code 4	
HERNANDEZ, MACKENZIE ORLANDO	08	006359 XXX-XX-XXXX	001	05/15/2012	1	08/05/2025										SPED
MALDONADO, ADRIAN ALEXANDER JR	08	006360 XXX-XX-XXXX	001	01/03/2012	1	08/05/2025										SPED
RODRIGUEZ, DESIREE	08	006341 XXX-XX-XXXX	001	09/10/2011	1	08/05/2025										SPED
GARCIA-RIVERA, Rodrigo	09	006284 XXX-XX-XXXX	001	01/24/2011	1	08/05/2025										
RODRIGUEZ, JOSEPH ANTHONY	09	006472 XXX-XX-XXXX	001	03/08/2012	1	08/05/2025										
TALAVERA, ABEL MAY	09	006508 XXX-XX-XXXX	001	10/02/2010	1	08/05/2025										
TREVINO, LILLIAN GISELLE	09	006891 XXX-XX-XXXX	001	04/30/2011	1	08/05/2025										SPD
YANEZ, ZENDAYA MCGAIL	09	008297 XXX-XX-XXXX	001	06/22/2011	1	08/05/2025										
CRUZ, ZERRICK	11	001709 XXX-XX-XXXX	001	12/29/2008	1	08/05/2025										
FLORES, JOHNATHAN NICOLE	12	001453 XXX-XX-XXXX	001	04/18/2008	1	08/05/2025										
RAMIREZ, ISAAC MYCHELLE	12	008447 XXX-XX-XXXX	001	08/08/2007	1	08/05/2025										SPED
Total Count for Campus 001:		11														

The [SRG1900 - Local Program Enrollment Count](#) report, generated multiple times and setting the **Local Program Code** parameter to each specific Local Program, verifies the majority or the StudentCharacteristic descriptors.

Update Student Data

- [Demo1](#)

Registration > Maintenance > Student Enrollment > Demo1



The screenshot shows the 'Student Enrollment' maintenance screen for student 'Demo1'. The 'Demographic Information' section includes fields for Grade (12), Entry Dt (08-05-2025), Track (01), Orig Entry (08-05-2025), Withdrawal Dt, Portal ID (fbF2vaFA35), Name (MICHELLE, MADALYN, AGUILAR), Social Security Number (403-92-3818), Prior SSN, Texas Unique Student ID (7827254167), Medicaid Eligible, and Medicaid ID. The 'Phone / Address' section shows mailing and physical addresses. The 'Student Indicators' section includes fields for Eligibility Code (8), Attribution Code, Campus ID Resid, Active Cd, Cnty Residence, Reporting Excl, Record Status, NSLP, Child Find: SPPI-11, Child Find: SPPI-12, As of Status Last Friday October, As of Status Last Day Enrollment, CY Xfer Factor, CY Team Code, Next Yr Cntr, Next Yr Camp, and NY Team Code. The 'Current / Next Year Information' section shows Control Num (906), Here Last Yr, Next Yr Camp, CY Xfer Factor, NY Xfer Factor, CY Team Code, and NY Team Code. The 'Economic Disadvantage' section is highlighted with a green border and contains fields for Delete, Descriptor, Begin Date (08-05-2025), End Date, and Add. The 'Foster Care' and 'Military Connected' sections also have green borders and similar layouts.

For mass updates to **Economic Disadvantage**, use the [Registration > Utilities > Reset Values](#) utility.

- Demo2

Registration > Maintenance > Student Enrollment > Demo2

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL
Counselor Information Counselor: 003 Dt Entry 5th Grd: 08-15-2018 Dt Entry 8th Grd: 08-16-2021 Dt Entry 9th Grd: 08-11-2022 District Entry Date: 08-27-2012 Birth City: BEXAR COUNTY Birth State: TX Birth Country: 01 Cohort: 2026		Miscellaneous Primary Language: <input type="text"/> Immig Tracking: <input type="text"/> Headstart Code: <input type="text"/> Alien Tuition Cd: <input type="checkbox"/> Parent Federal Connected: <input type="checkbox"/> Att Zone Home Campus: <input type="text"/> SAT-ACT-TSIA Reimburse: <input type="checkbox"/>		Dual Language Immersion Year Language 01: <input type="text"/> 02: <input type="text"/> 03: <input type="text"/> 04: <input type="text"/> 05: <input type="text"/> Assessment Date: <input type="text"/> Completion Year: <input type="text"/>					
Receive/Transfer Previous District: <input type="text"/> Previous Campus: 001 Last Year Campus: 001 Last Year Grade: <input type="text"/> Records Request: <input type="text"/> Records Forward: <input type="text"/>		Locker Number: <input type="text"/> Combination 1: <input type="text"/> Combination 2: <input type="text"/>		ECDS Assessments PK Beginning of Year: <input type="text"/> PK End Of Year: <input type="text"/> KG Beginning of Year: <input type="text"/>		Magnet School Magnet this year: <input type="checkbox"/> Magnet next year: <input type="checkbox"/>			
Local Use Local Use Code 1 <input type="checkbox"/> Function 1 <input type="checkbox"/> Undefined Pgm <input type="checkbox"/> Local Use Code 2 <input type="checkbox"/> Function 2 <input type="checkbox"/> Local Use Code 3 <input type="checkbox"/> 1		Census Block Delete Census Block Begin Date End Date  <input type="text"/>  							

NOTE: See the QuickGuide: TEA Census Block Utility for guidance.

- Demo3

Registration > Maintenance > Student Enrollment > Demo3

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS	PK ENROLL	FORMS
Promotion Year End Status: <input type="text"/> SSI Promotion: <input type="text"/> Retained Reason 1: <input type="text"/> Retained Reason 2: <input type="text"/> Retained Reason 3: <input type="text"/>		Status Indicators Student Parent: Even Start: <input type="text"/> Neglected/Delinquent: <input type="text"/>		Homeless Status Delete Descriptor Begin Date End Date No Rows 		Early Reading Indicator Delete Descriptor Begin Date End Date no rows 								
Adult Previous Attendance  <input type="text"/>   		Unaccompanied Youth Delete Descriptor Begin Date End Date no rows 		Unsheltered Asylee Refugee Delete Descriptor Begin Date End Date no rows 										
Full Time Hybrid Virtual Program Delete Descriptor Begin Date End Date No Rows 														

- [Graduation](#)

Registration > Maintenance > Student Enrollment > Graduation

If the student has a graduation plan assigned to them in the Graduation Plan application, this data must be updated in the Graduation Plan application.

Graduation Plan > Maintenance > Student > Individual Maintenance > PGP

GRADE LEVEL COURSE DETAIL		CREDIT SUMMARY		CREDIT DETAIL		PGP	PERFORMANCE ACKNOWLEDGMENT	
CPR-AED Date Completed		Speech Date Completed		Peace Officer Interact Date Completed		07-26-2023		
Foundation 4 English (English 1-3 & 1 Adv) 3 Math (Alg1, Geo, & 1 Adv) 3 Science (Bio, IPC or Adv & 1 Adv) 3 SS (US H, Eco/Gov & WG or WH) 2 Language Other Than English 1 Fine Arts 1 Physical Education 5 Electives (22 Credits) 1 - Pursuing		Endorsement (22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives (26 Credits) 0 - Not Participating		Distinguished (26 Credits) with 4 Science 1 Algebra 2 Endorsement		STAAR EOC Assmnts English 1 Approaches English 2 Approaches Algebra 1 Approaches Biology 1 DidNotMeet US History English 3 Algebra 2 Cum GPA 2.68750 Cum Rank 44	College Readiness ACT.....Composite English Math Read Engl ACT PLAN.....Composite Math Read PSAT Old.....Combined Math Read PSAT New.....Combined Math Read SAT Section Scores SAT.....Combined Math Read TSIA Scores TSIA.....Combined Math ELAR WPL ABE TSIA2.....MathDiag Math ELAR WPL ABE	Diagnostic Info Dyslexia... LEP... Migrant... G/T... Spec Ed...
College Career Instruction							Retained... Ready...	
Met Date		Multi Cip. Arts Studies		Pursuing		0 - Not Participating	Parent Signature Counselor Signature	
Industry Based Certification Delete Certification Date Taken Result Exam Fee Vendor Nbr Background Check Cost Reimburse Enrolled No Rows Add								

- At Risk

Registration > Maintenance > Student Enrollment > At Risk

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS	PK ENROLL	FORMS
1 2 3 4 5 6 7 8 9 10 11 Not Promoted Avg < 70 Below Perf. Failed Test Preg/Parent DAEP Expelled On Parole, Prob, Deferred Proc, Other Release Previous PEIMS Dropout Emergent Bilingual In Dept Family Protective Svcs														
Delete	Begin Date	End Date	At-Risk	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc
<input type="button" value=" "/>														
Last Grade Failed: <input type="text"/> Last Year Failed: <input type="text"/>														
Non PEIMS District Codes User 1- Char 1 <input type="text"/> User 2- Char 1 <input type="text"/> User 3- Char 3 <input type="text"/> User 4- Char 3 <input type="text"/> User 5- Char 8 <input type="text"/>														
DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS	PK ENROLL	FORMS
3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 70 Below Perf. Failed Test Preg/Parent DAEP Expelled On Parole, Prob, Deferred Proc, Other Release Previous PEIMS Dropout Emergent Bilingual In Dept Family Protective Svcs Homeless Residential Placement Incarc./ Parent Incar. Dropout Recovery School Chronically Absent (TEC 48.009) 10+ Unexcused Abs/6mo (TEC 25.085/25.086)														
Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc
<input type="button" value=" "/>														
Last Grade Failed: <input type="text"/> Last Year Failed: <input type="text"/>														
Non PEIMS District Codes User 1- Char 1 <input type="text"/> User 2- Char 1 <input type="text"/> User 3- Char 3 <input type="text"/> User 4- Char 3 <input type="text"/> User 5- Char 8 <input type="text"/>														

Registration > Utilities > Set Student At Risk Indicators

This utility sets a student's At-Risk indicator if any of the **PEIMS at-risk criteria** fields are

selected for the student on Maintenance > Student Enrollment > At Risk, or clears it if none are selected. The utility sets or resets only 10 of the 15 fields, as indicated below.

Only students with the **Record Status** field set to 1 (currently enrolled this campus), 2 (currently enrolled this campus and will return next year) or 3 (currently enrolled this campus, will attend new camp next year) on Maintenance > Student Enrollment > Demo1 who are under 26 years old are considered.

The following **PEIMS At-Risk criteria** fields are set by the utility:

- 1. Not promoted for one or more school years
- 2. Did not maintain avg of 70 in 2 or more subject (07-12)
- 3. Unsatisfactory performance on assessment instrument
- 5. Pregnant/parent
- 6. Placed in a DAEP (TEC37.006)
- 7. Expelled (TEC37.007)
- 10. Emergent Bilingual (EB)
- 11. Is in the custody of care of the DFPS or has been referred to DFPS
- 12. Homeless
- 16. Chronically Absent (TEC, 48.009)
- 17. 10+ Unexcused Abs/6mo (TEC 25.085/25.086)

The following **PEIMS At-Risk criteria** fields must be set manually:

- 4. Unsatisfactory performance on readiness test (PK-03)
- 8. On parole, probation, deferred prosecution, or other conditional release
- 9. Previous PEIMS dropout
- 13. Residential Placement
- 14. Incarcerated or parent/guardian has been incarcerated during the student's lifetime, per Penal Code Section 1.07
- 15. Enrolled in a designated dropout recovery school under TEC §39.0548

The **At-Risk Indicator** is not cleared when fields **4, 8, 9, 13, 14 or 15** is selected.

- This utility cannot be used in prior school years.
- You must have security rights assigned in the Security Administration application to run this utility.
- At-Risk information is from PEIMS Data Element E0919.
- Indicator 4 is not cleared unless the student has an assessment in the current or prior school year. This prevents manually entered data from being cleared for students who re-enrolled in the district.

See [Registration > Utilities > Set Student At Risk Indicators](#) for more information on this utility.

- [W/R Enroll](#)

Registration > Maintenance > Student Enrollment > WR Enroll

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS	PK ENR																																								
<table border="1"> <tr> <td>Delete</td> <td>Details</td> <td>Campus</td> <td>Entry Date</td> <td>Exit Date</td> <td>Reason</td> <td>ET Verify</td> <td>Status</td> <td>Exclusion</td> <td>Grade</td> <td>Elig Cd</td> <td>CTE Elig</td> <td>Track</td> <td>Attrib Cd</td> <td>Camp Res</td> <td>Camp Acc</td> <td>Comnts</td> <td>Res Fac</td> </tr> <tr> <td></td> <td></td> <td>001</td> <td>08-05-2025</td> <td>--</td> <td></td> <td></td> <td>1</td> <td></td> <td>12</td> <td>8</td> <td><input checked="" type="checkbox"/></td> <td>01</td> <td></td> <td>--</td> <td>--</td> <td></td> </tr> </table>														Delete	Details	Campus	Entry Date	Exit Date	Reason	ET Verify	Status	Exclusion	Grade	Elig Cd	CTE Elig	Track	Attrib Cd	Camp Res	Camp Acc	Comnts	Res Fac			001	08-05-2025	--			1		12	8	<input checked="" type="checkbox"/>	01		--	--						
Delete	Details	Campus	Entry Date	Exit Date	Reason	ET Verify	Status	Exclusion	Grade	Elig Cd	CTE Elig	Track	Attrib Cd	Camp Res	Camp Acc	Comnts	Res Fac																																				
		001	08-05-2025	--			1		12	8	<input checked="" type="checkbox"/>	01		--	--																																						
<table border="1"> <tr> <td>Campus:</td> <td>001</td> <td>Status Cd:</td> <td>1</td> <td>Track:</td> <td>01</td> <td>Residential Facility:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Entry Date:</td> <td>08-05-2025</td> <td>Exclusion Code:</td> <td></td> <td>Attribution Cd:</td> <td></td> <td>Camp Resid:</td> <td>--</td> </tr> <tr> <td>Exit Date:</td> <td>--</td> <td>Grade Level:</td> <td>12</td> <td>Camp Account:</td> <td></td> <td>Camp Account:</td> <td>--</td> </tr> <tr> <td>Reason:</td> <td></td> <td>+33</td> <td>Eligibility Code:</td> <td>8</td> <td>CTE Elig:</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>ET Verify:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>														Campus:	001	Status Cd:	1	Track:	01	Residential Facility:	<input type="checkbox"/>	Entry Date:	08-05-2025	Exclusion Code:		Attribution Cd:		Camp Resid:	--	Exit Date:	--	Grade Level:	12	Camp Account:		Camp Account:	--	Reason:		+33	Eligibility Code:	8	CTE Elig:	<input checked="" type="checkbox"/>		ET Verify:							
Campus:	001	Status Cd:	1	Track:	01	Residential Facility:	<input type="checkbox"/>																																														
Entry Date:	08-05-2025	Exclusion Code:		Attribution Cd:		Camp Resid:	--																																														
Exit Date:	--	Grade Level:	12	Camp Account:		Camp Account:	--																																														
Reason:		+33	Eligibility Code:	8	CTE Elig:	<input checked="" type="checkbox"/>																																															
ET Verify:																																																					

- Special Ed

Registration > Maintenance > Student Enrollment > Spec Ed

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS	PK ENROLL	FORMS																																													
<table border="1"> <tr> <td>Delete</td> <td>Campus</td> <td>Entry Date</td> <td>Exit Date</td> <td>Reason</td> <td>Prim Dis</td> <td>Sec Dis</td> <td>Tert Dis</td> <td>Multi Dis</td> <td>Medical Fragile</td> <td>Instrl Set</td> <td>Child Crt Fund</td> <td>CTE Elig</td> <td>Speech</td> <td>RDSPD</td> <td>RDSPD Dist Of Svc</td> </tr> <tr> <td></td> <td>001</td> <td></td> <td></td> <td></td> <td>00</td> <td></td> <td></td> <td></td> <td>00</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td>0</td> <td>0</td> <td>-</td> </tr> </table>														Delete	Campus	Entry Date	Exit Date	Reason	Prim Dis	Sec Dis	Tert Dis	Multi Dis	Medical Fragile	Instrl Set	Child Crt Fund	CTE Elig	Speech	RDSPD	RDSPD Dist Of Svc		001				00				00			<input checked="" type="checkbox"/>	0	0	-														
Delete	Campus	Entry Date	Exit Date	Reason	Prim Dis	Sec Dis	Tert Dis	Multi Dis	Medical Fragile	Instrl Set	Child Crt Fund	CTE Elig	Speech	RDSPD	RDSPD Dist Of Svc																																												
	001				00				00			<input checked="" type="checkbox"/>	0	0	-																																												
<table border="1"> <tr> <td colspan="14">Services</td> </tr> <tr> <td>Asst Tech</td> <td>Aud Svc</td> <td>Couns Svc</td> <td>ECI</td> <td>Interp Svc</td> <td>Medical Diag</td> <td>Occup Thry</td> <td>Orient Trng</td> <td>Phys Thry</td> <td>PPCD</td> <td>PPCD Location</td> <td>Psych Svc</td> <td>Rec Thry</td> <td>Sch Hlth Svc</td> <td>Soc Wrk Svc</td> <td>Transport</td> </tr> <tr> <td></td> </tr> </table>														Services														Asst Tech	Aud Svc	Couns Svc	ECI	Interp Svc	Medical Diag	Occup Thry	Orient Trng	Phys Thry	PPCD	PPCD Location	Psych Svc	Rec Thry	Sch Hlth Svc	Soc Wrk Svc	Transport																
Services																																																											
Asst Tech	Aud Svc	Couns Svc	ECI	Interp Svc	Medical Diag	Occup Thry	Orient Trng	Phys Thry	PPCD	PPCD Location	Psych Svc	Rec Thry	Sch Hlth Svc	Soc Wrk Svc	Transport																																												

NOTE: PPCD Location = ECSEServiceLocation (E1077)

- Gifted/Talented (G/T)

Registration > Maintenance > Student Enrollment > GT

DEM01	DEM02	DEM03	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T
Delete	Campus	Entry Date	Exit Date	Reason	Gift/Talent			
<input type="button" value="Delete"/>	001	<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text"/>	<input type="button" value="+33"/>	<input checked="" type="checkbox"/>	<input type="button" value="Add"/>	
General Intellectual Ability: <input type="checkbox"/> Creative Productive Thinking: <input type="checkbox"/> Specific Subject Matter Aptitude: <input type="checkbox"/> Leadership Ability: <input type="checkbox"/>								

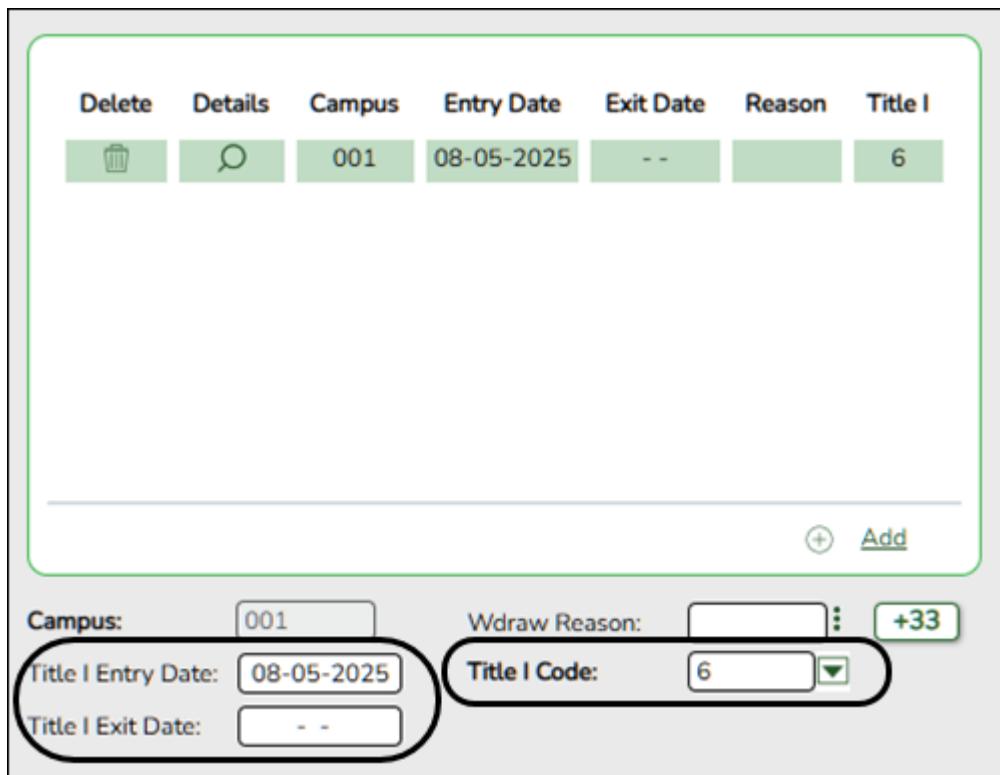
- Bilingual/ESL

Registration > Maintenance > Student Enrollment > Bilingual/ESL

DEM01	DEM02	DEM03	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I																								
Delete	Details	Campus	Entry Date	Exit Date	Reason	EB Cd	Par Perm Cd	Lang Instru Program Svc	BIL/ESL Fund Cd																									
<input type="button" value="Delete"/>	<input type="button" value="Details"/>	001	<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text"/>	0				<input type="button" value="Add"/>																								
Yrs US Sch: <input type="text"/> Date HLS Admin: <input type="text"/> Campus: 001 Entry Date: <input type="text"/> Exit Date: <input type="text"/> Reason: <input type="text"/> +33 EB Cd: <input type="text"/> Par Perm Cd: <input type="text"/> Lang Instru Program Svc: <input type="text"/> BIL/ESL Fund Cd: <input type="text"/> OLPT English Test: Type: <input type="text"/> Date: <input type="text"/> Score: <input type="text"/> OLPT Spanish Test: Type: <input type="text"/> Date: <input type="text"/> Score: <input type="text"/>																																		
Home Language <table border="1"> <tr> <td>Delete</td> <td>Descriptor</td> <td>Begin Date</td> <td>End Date</td> </tr> <tr> <td><input type="button" value="Delete"/></td> <td>98</td> <td>08-05-2025</td> <td><input type="text" value="--"/></td> </tr> <tr> <td colspan="4"><input type="button" value="Add"/></td> </tr> </table>						Delete	Descriptor	Begin Date	End Date	<input type="button" value="Delete"/>	98	08-05-2025	<input type="text" value="--"/>	<input type="button" value="Add"/>				Student Language <table border="1"> <tr> <td>Delete</td> <td>Descriptor</td> <td>Begin Date</td> <td>End Date</td> </tr> <tr> <td><input type="button" value="Delete"/></td> <td>98</td> <td>08-05-2025</td> <td><input type="text" value="--"/></td> </tr> <tr> <td colspan="4"><input type="button" value="Add"/></td> </tr> </table>					Delete	Descriptor	Begin Date	End Date	<input type="button" value="Delete"/>	98	08-05-2025	<input type="text" value="--"/>	<input type="button" value="Add"/>			
Delete	Descriptor	Begin Date	End Date																															
<input type="button" value="Delete"/>	98	08-05-2025	<input type="text" value="--"/>																															
<input type="button" value="Add"/>																																		
Delete	Descriptor	Begin Date	End Date																															
<input type="button" value="Delete"/>	98	08-05-2025	<input type="text" value="--"/>																															
<input type="button" value="Add"/>																																		

- Title I

Registration > Maintenance > Student Enrollment > Title I



The screenshot shows a maintenance screen for Title I. At the top, there are buttons for Delete, Details, Campus, Entry Date (08-05-2025), Exit Date (--), Reason (6), and Title I. Below this is a large empty area. At the bottom right is an 'Add' button with a plus sign and a green border.

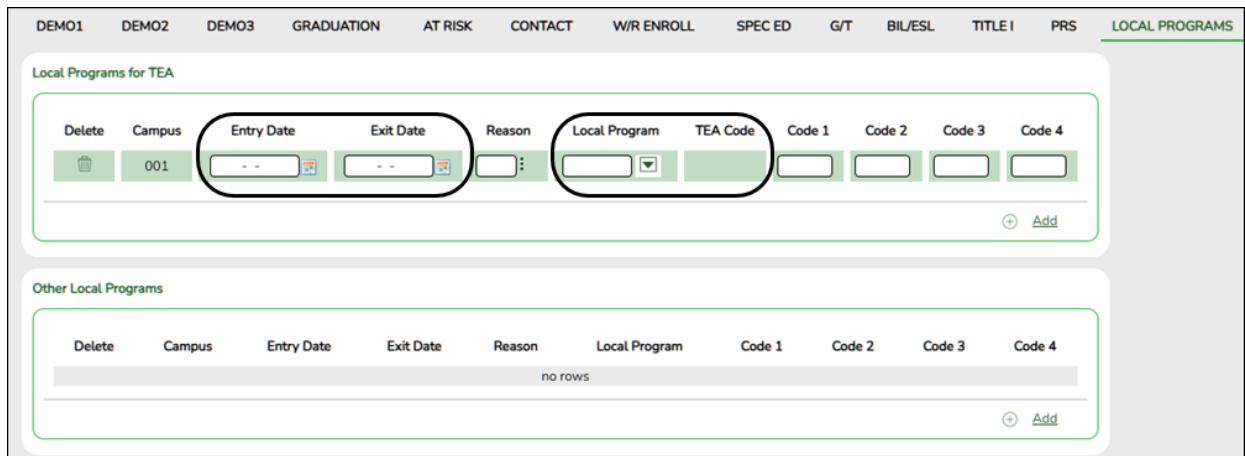
Below the main area, there are several input fields:

- Campus: 001
- Wdraw Reason: (dropdown menu)
- +33 (button)
- Title I Entry Date: 08-05-2025
- Title I Code: 6 (dropdown menu)
- Title I Exit Date: --

For mass updates to **Title I**, use the [Registration > Utilities > Reset Values](#) utility.

- Local Programs

Registration > Maintenance > Student Enrollment > Local Programs



The screenshot shows a maintenance screen for Local Programs. At the top, there are tabs for DEMO1, DEMO2, DEMO3, GRADUATION, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, and LOCAL PROGRAMS. The LOCAL PROGRAMS tab is selected.

The main area is divided into two sections:

- Local Programs for TEA:** A table with columns: Delete, Campus (001), Entry Date, Exit Date (both with calendar icons), Reason, Local Program, TEA Code (dropdown menu), and four code fields (Code 1, Code 2, Code 3, Code 4). The 'Entry Date' and 'Exit Date' columns are circled in red.
- Other Local Programs:** A table with columns: Delete, Campus, Entry Date, Exit Date, Reason, Local Program, and four code fields (Code 1, Code 2, Code 3, Code 4). The text 'no rows' is displayed.

At the bottom right of each section is an 'Add' button with a plus sign and a green border.

For mass updates to **Local Programs**, use the [Registration > Utilities > Reset Values](#) utility. Refer to the **Adding a local program** section.

- PK Enrollment

Registration > Maintenance > Student Enrollment > PK Enrollment

PK Program	PK Funding Source
Delete Details Campus Entry Date Exit Date Reason PK Program PK Elig Prev Yr 101 08-05-2025 -- 02: PK eligible; 4 or more hrs instruction □ + Add	Delete Details Fund Order Fund Source Begin Date End Date 1 1: Tuition fees 09-15-2025 -- + Add
Campus: 101 Entry Date: 08-05-2025 Exit Date: -- Reason: +33	Fund Order: 1 Fund Source: 1: Tuition fees Begin Date: 09-15-2025 End Date: --

Verify and Update Graduates, Leavers and No Shows Data

- [Graduates, Leavers and No Shows](#)

Ensure that all data is accurate for Graduates, Leavers and No Shows.

Definitions

- A **graduate** is a student who met graduation requirements by August 31.
- A **leaver** is a student who was enrolled at least one day at a Texas public school in grade level 7-12 during the prior year and did not enroll in a Texas public school the following Fall by the end of the school start window due to a specific reason defined by TEA in the PEIMS Leaver Data – Documentation Requirements for the PEIMS Leaver Data.
- A **No Show** is a student who did not withdraw last year but is not attending this year.

No Show Students

Every student who is withdrawn with Reason code 44 (i.e., No Show) will automatically be set to code 98 (i.e., Dropout) when the fall data is extracted. If this is not correct for the student, you must change the student's status code from 44 to the appropriate code once the correct code is determined.

NOTE:

- The following withdrawal codes are also set to code 98 when the fall data is extracted: 02, 04, 08, 09, 10, 14, 15, 19, 22, 30, 44, 61, 72, 79, and 84.
- The following codes are set to blank and are not extracted: 31, 33, 49, 63, 64, 80, and EP.
- Any user-defined codes that do not get set to blank will be set to code 98.
- If the student met graduation requirements by August 31, change the **Reason** code from 44 (i.e., No Show) to 01 (i.e., Graduated from a campus in this district or charter) and enter the student's graduation date. It is not necessary to create a leaver record on the Prior Year Leaver Tracking page.

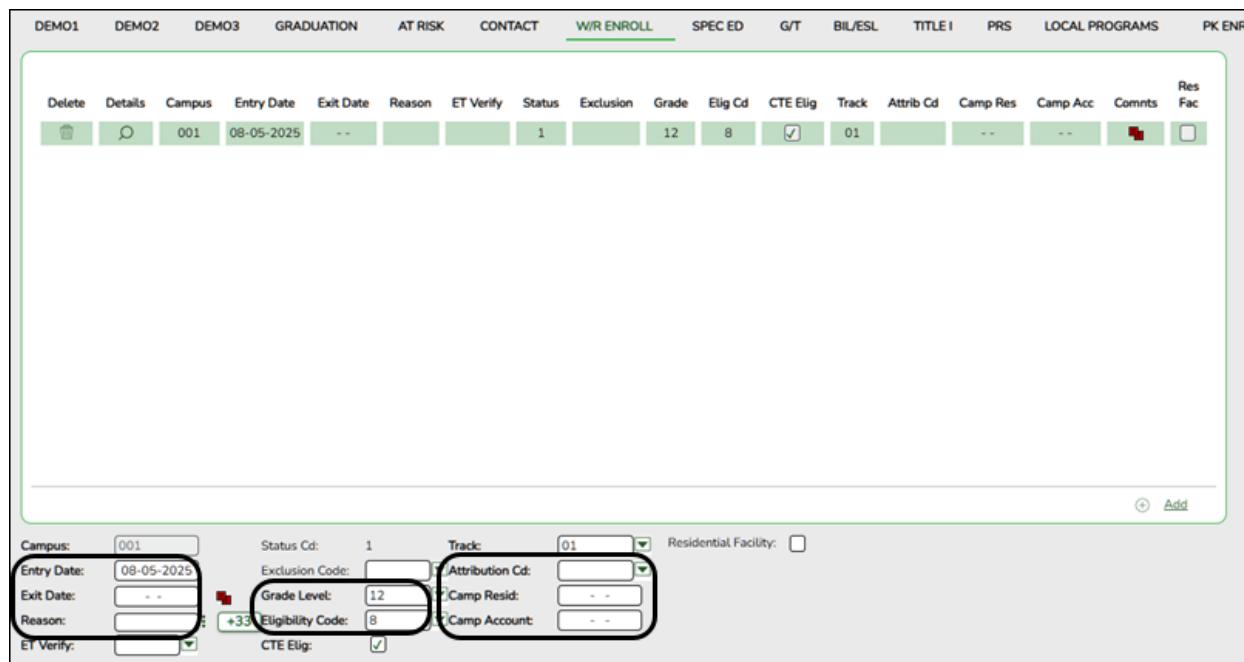
Registration > Reports > Registration Reports > Withdrawal > SRG2200 - Student No Show Report

Date Run: 11/12/2025 2:30 PM Cnty-Dist: 001-906 Campus: 001		Student No Show Report 001 School Sch Year: 2025							Program ID: SRG2200 Page: 1 of 2		
Student Name	Grade	Track	Student ID	Actv Cd	Orig Entry Date	WD Code	WD Date	PEIMS Code	Campus		
AGUILAR, ROSS M.	10	01	007383	2	08/06/2024	80	08/06/2024		001		
GUAJARDO, MONICA A.	10	01	001618	2	08/06/2024	80	08/06/2024		001		
MARTINEZ, MARIO J.	10	01	006162	2	08/06/2024	80	08/06/2024		001		
MONTES, IRMA M.	10	01	007384	2	08/06/2024	80	08/06/2024		001		

* Total for Grade 10: 4

The SRG2200 report determines the students for whom you need to update code 44. The **Ending School Year** parameter should be set to the ending year of the current school year.

Registration > Maintenance > Student Enrollment > W/R Enroll



The screenshot shows the 'W/R ENROLL' tab selected in a maintenance interface. The main table displays student information with columns for Delete, Details, Campus, Entry Date, Exit Date, Reason, ET Verify, Status, Exclusion, Grade, Elig Cd, CTE Elig, Track, Attrib Cd, Camp Res, Camp Acc, Comnts, and Res Fac. A single row is selected for editing, with the 'Campus' field (001), 'Entry Date' (08-05-2025), 'Reason' (001), 'Grade' (12), 'Elig Cd' (8), and 'Attrib Cd' (01) highlighted. A modal window at the bottom shows detailed fields for the selected student: Campus (001), Entry Date (08-05-2025), Exit Date (001), Reason (001), ET Verify (001), Status Cd (1), Exclusion Code (001), Track (01), Attribution Cd (01), Residential Facility (001), Grade Level (12), Eligibility Code (8), CTE Elig (checked), Camp Res (001), Camp Account (001), and Camp Acc (001). The 'Add' button is visible in the bottom right corner of the modal.

Leaver Tracking

See [Registration > Utilities > Create Leaver Tracking Records](#) for more information.

Registration > Reports > Registration Reports > Withdrawal > SRG1700 - Leaver

Tracking Report

Leaver Tracking Report TEXAS ISD 2024 Leavers and 2025 No-Shows for 2025 PEIMS Submission											Program ID: SRG1700 Page: 1 of 4										
Student ID	Student Name	Grd Lvl	Lvr Yr	No Show	Wd Cd	PEIMS Cd	Grad Dt	Grad Type	Dist Crs	T M Srv	Bus and Ind	Multi Disc and Std	Arts and Hum	Std IGC	Mil Enlist	SSN	Excl PEIMS	--- SSW Enrollment ---	Campus Entry	W/D	
		09	2025	1	80				0	0	0	0	0	00	0	XXX-XX-XXXX	0				
		09	2025	1	80				0	0	0	0	0	00	0	XXX-XX-XXXX	0				
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	0	200	0	XXX-XX-XXXX	0				
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	2	000	0	XXX-XX-XXXX	0				
		12	2024	0	01	01	05/24/2024	34	2	0	0	2	0	00	0	XXX-XX-XXXX	0				
		12	2024	0	01	01	05/24/2024	34	55	0	0	0	2	000	0	XXX-XX-XXXX	0				
		10	2024	0	60	60				0	0	0	0	1	000	0	XXX-XX-XXXX	0			
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	0	200	0	XXX-XX-XXXX	0				
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	2	000	0	XXX-XX-XXXX	0				

Review the graduation type and graduation date for all students. Note that graduation type code is specific by year.

Refer to TWEDS for additional information.

Registration > Maintenance > Student Enrollment in the (Previous School Year)

Save
Student Information
School Year: 2024-2025

STUDENT:
TEXAS UNIQUE STU ID:
Comments

Graduation
Previous School Year

DEM01
DEM02
DEM03
GRADUATION
AT RISK
CONTACT
W/R ENROLL
SPEC ED
G/T
BIL/ESL
TITLE I
W/R ENROLL
FORMS

Graduation

Graduation Type: Graduation Date:

AAR Grad Plan: Texas Grant Eligibility:

Cert of CrsWrk Date Completed: College Entry:

CPR-AED Date Completed: Speech Date Completed:

Peace Officer Interact Date Completed: IGC Reviewed:

Texas First Early HS Completion Pgm: IGC Graduate:

Financial Aid Application

Status: Met Dates:

Foundation High School Program

College Career Instruction: <input type="checkbox"/>	Distinguished CrsWrk: <input type="text" value="0"/>
Foundation CrsWrk: <input type="text" value="1"/>	Date Completed: <input type="text"/>
STEM: <input type="text" value="0"/>	Date Completed: <input type="text"/>
Public Services: <input type="text" value="0"/>	Date Completed: <input type="text"/>
Business and Industry: <input type="text" value="0"/>	Date Completed: <input type="text"/>
Multi Disciplinary Studies: <input type="text" value="1"/>	Date Completed: <input type="text"/>
Arts and Humanities: <input type="text" value="0"/>	Date Completed: <input type="text"/>

Industry Based Certification

Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Reimburse	Enrolled
No entries							

Graduation Plan > Maintenance > Student > Individual Maintenance > PGP in the (Previous School Year)

Save School Year: 2024-2025

STUDENT: 006517 : ALANIZ, ROMAN KAY		TEXAS UNIQUE STU ID: 5982248831																																																																																																																																																													
Grade Level: 12 9th Grd Entry Dt: 08-16-2021 Cohort: 2025		Graduation Plan: 34 - FOUNDATION HIGH SCHOOL PROGRAM PEIMS Grad Type: 34 - FHS Prgm (9th GR 14-15 and thereafter)																																																																																																																																																													
CPR-AED Date Completed: 05-08-2025		Speech Date Completed: 05-15-2025																																																																																																																																																													
Move to Request		Print Credit Detail																																																																																																																																																													
Change Plan		PGP																																																																																																																																																													
Previous School Year																																																																																																																																																															
<table border="1"> <tr> <td colspan="2">Foundation</td> <td colspan="2">Endorsement</td> <td colspan="2">Distinguished</td> <td colspan="2">STAAR EOC Assists</td> <td colspan="2">College Readiness</td> <td colspan="2">Diagnostic Info</td> </tr> <tr> <td colspan="2"> 4 English (English 1-3 & 1 Adv) 3 Math (Alg1, Geo, & 1 Adv) 3 Science (Bio, IPC or Adv & 1 Adv) 3 Socst (U.S. EconGovt & WG or WH) 2 Language Other Than English 1 Fine Arts 1 Physical Education 5 Electives (22 Credits) 1 - Pursuing </td> <td colspan="2"> (22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives </td> <td colspan="2"> (26 Credits) 2 - Completed </td> <td colspan="2"> English 1 English 2 English 3 Cum GPA Cum Rank </td> <td colspan="2"> ACT Composite ACT PLAN_Composite PSAT Old...Combined PSAT New...Combined SAT Combined SAT Section Scores TSIA Scores TSIA2 MathDiag College Readiness TSI Required </td> <td colspan="2"> Dyslexia...No LEP...No Migrant...No G/T...No Spec Ed...Yes Retained...10 </td> </tr> <tr> <td colspan="4">College Career Instruction <input type="checkbox"/></td> <td colspan="4"></td> <td colspan="4"></td> </tr> <tr> <td colspan="2">Accelerated Learning Plan</td> <td colspan="2">Monitor Plan</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2"> ▼ ▼ ▼ ▼ ▼ ▼ ▼ </td> <td colspan="2"> ▼ ▼ ▼ ▼ ▼ ▼ ▼ </td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="4">Parent's Educational Expectation</td> <td colspan="4">Endorsements</td> <td colspan="4">PGP Acknowledgment</td> </tr> <tr> <td colspan="4"> ▼ ▼ ▼ ▼ </td> <td colspan="4"> The Student must have 26 credits for an endorsement or distinguished level of achievement. STEM Public Services Business and Industry Multi-Disciplinary Studies Arts and Humanities </td> <td colspan="4"> Date Completed 0 - Not Participating 1 - Partially 2 - Completed 3 - Not Participating Date Student Signature Parent Signature Counselor Signature </td> </tr> <tr> <td colspan="4">Financial Aid Application</td> <td colspan="4"></td> <td colspan="4"></td> </tr> <tr> <td colspan="4"> Status: 02 - Exception Submitted/Opt-Out Met Date: 05-2025 </td> <td colspan="4"></td> <td colspan="4"></td> </tr> <tr> <td colspan="4">Industry Based Certification</td> <td colspan="4"></td> <td colspan="4"></td> </tr> <tr> <td colspan="4"> Delete Certification 36 : (990) (N) EQUINE MANAGEMENT AND EVALUATION CE </td> <td colspan="2">Date Taken</td> <td colspan="2">Result</td> <td colspan="2">Exam Fee</td> <td colspan="2">Vendor Nbr</td> </tr> <tr> <td colspan="4"></td> <td colspan="2"> - - 02 : IBC Examination Passed </td> <td colspan="2"> - - - - - - - - </td> <td colspan="2"> 0.00 1000 </td> <td colspan="2"> <input type="checkbox"/> <input type="checkbox"/> </td> </tr> <tr> <td colspan="4"></td> <td colspan="4"></td> <td colspan="2"></td> <td colspan="2"></td> </tr> </table>				Foundation		Endorsement		Distinguished		STAAR EOC Assists		College Readiness		Diagnostic Info		4 English (English 1-3 & 1 Adv) 3 Math (Alg1, Geo, & 1 Adv) 3 Science (Bio, IPC or Adv & 1 Adv) 3 Socst (U.S. EconGovt & WG or WH) 2 Language Other Than English 1 Fine Arts 1 Physical Education 5 Electives (22 Credits) 1 - Pursuing		(22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives		(26 Credits) 2 - Completed		English 1 English 2 English 3 Cum GPA Cum Rank		ACT Composite ACT PLAN_Composite PSAT Old...Combined PSAT New...Combined SAT Combined SAT Section Scores TSIA Scores TSIA2 MathDiag College Readiness TSI Required		Dyslexia...No LEP...No Migrant...No G/T...No Spec Ed...Yes Retained...10		College Career Instruction <input type="checkbox"/>												Accelerated Learning Plan		Monitor Plan										▼ ▼ ▼ ▼ ▼ ▼ ▼		▼ ▼ ▼ ▼ ▼ ▼ ▼										Parent's Educational Expectation				Endorsements				PGP Acknowledgment				▼ ▼ ▼ ▼				The Student must have 26 credits for an endorsement or distinguished level of achievement. STEM Public Services Business and Industry Multi-Disciplinary Studies Arts and Humanities				Date Completed 0 - Not Participating 1 - Partially 2 - Completed 3 - Not Participating Date Student Signature Parent Signature Counselor Signature				Financial Aid Application												Status: 02 - Exception Submitted/Opt-Out Met Date: 05-2025												Industry Based Certification												Delete Certification 36 : (990) (N) EQUINE MANAGEMENT AND EVALUATION CE				Date Taken		Result		Exam Fee		Vendor Nbr						- - 02 : IBC Examination Passed		- - - - - - - -		0.00 1000		<input type="checkbox"/> <input type="checkbox"/>													
Foundation		Endorsement		Distinguished		STAAR EOC Assists		College Readiness		Diagnostic Info																																																																																																																																																					
4 English (English 1-3 & 1 Adv) 3 Math (Alg1, Geo, & 1 Adv) 3 Science (Bio, IPC or Adv & 1 Adv) 3 Socst (U.S. EconGovt & WG or WH) 2 Language Other Than English 1 Fine Arts 1 Physical Education 5 Electives (22 Credits) 1 - Pursuing		(22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives		(26 Credits) 2 - Completed		English 1 English 2 English 3 Cum GPA Cum Rank		ACT Composite ACT PLAN_Composite PSAT Old...Combined PSAT New...Combined SAT Combined SAT Section Scores TSIA Scores TSIA2 MathDiag College Readiness TSI Required		Dyslexia...No LEP...No Migrant...No G/T...No Spec Ed...Yes Retained...10																																																																																																																																																					
College Career Instruction <input type="checkbox"/>																																																																																																																																																															
Accelerated Learning Plan		Monitor Plan																																																																																																																																																													
▼ ▼ ▼ ▼ ▼ ▼ ▼		▼ ▼ ▼ ▼ ▼ ▼ ▼																																																																																																																																																													
Parent's Educational Expectation				Endorsements				PGP Acknowledgment																																																																																																																																																							
▼ ▼ ▼ ▼				The Student must have 26 credits for an endorsement or distinguished level of achievement. STEM Public Services Business and Industry Multi-Disciplinary Studies Arts and Humanities				Date Completed 0 - Not Participating 1 - Partially 2 - Completed 3 - Not Participating Date Student Signature Parent Signature Counselor Signature																																																																																																																																																							
Financial Aid Application																																																																																																																																																															
Status: 02 - Exception Submitted/Opt-Out Met Date: 05-2025																																																																																																																																																															
Industry Based Certification																																																																																																																																																															
Delete Certification 36 : (990) (N) EQUINE MANAGEMENT AND EVALUATION CE				Date Taken		Result		Exam Fee		Vendor Nbr																																																																																																																																																					
				- - 02 : IBC Examination Passed		- - - - - - - -		0.00 1000		<input type="checkbox"/> <input type="checkbox"/>																																																																																																																																																					

Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgment in the (Previous School Year)

Save School Year: 2024-2025

GRADE LEVEL COURSE DETAIL				CREDIT SUMMARY				CREDIT DETAIL				PGP				PERFORMANCE ACKNOWLEDGMENT			
College Board AP/IB Examinations Delete Admin Month Code				Natl/Intl Business or Industry Certification Origin Certification Date															
								Outstanding Performance Assessment N/A											
								Bilingual/Biliteracy: <input type="text"/> Dual Credit: 0 - Student not acknowledged for Dual Credit Associate Degree: 2 - Associate of Arts (AA)											
								Add											



For a complete list of submission rules and edits, access the TSDS Web-Enabled Data Standards (**TWEDS**) website. In the top-right corner, select the appropriate **School Year** (20XX), **Collection** (XXXX), and **Submission** (XXX) and click **Open**.

Once on the TWEDS website, in the Overview tab, you can review **Collections**, **Timelines (DUE DATES)**, and **Data Submission Responsibilities**. It is **highly important** to ensure that you review all of these details as they may change according to the **School Year**.



Additionally, you can use the other tabs on the TWEDS website to review **Data Components**, **Descriptor Tables**, **References**, **Rules**, **Change Logs**, and **Early Notices**.