PEIMS Fall Submission

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PEIMS Fall Submission - DRAFT in progress

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

Standard Rule

- **Begin Date**: Enter the **first instructional day** the event occurs.
- **End Date**: Enter the **first instructional day <u>after</u> 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.

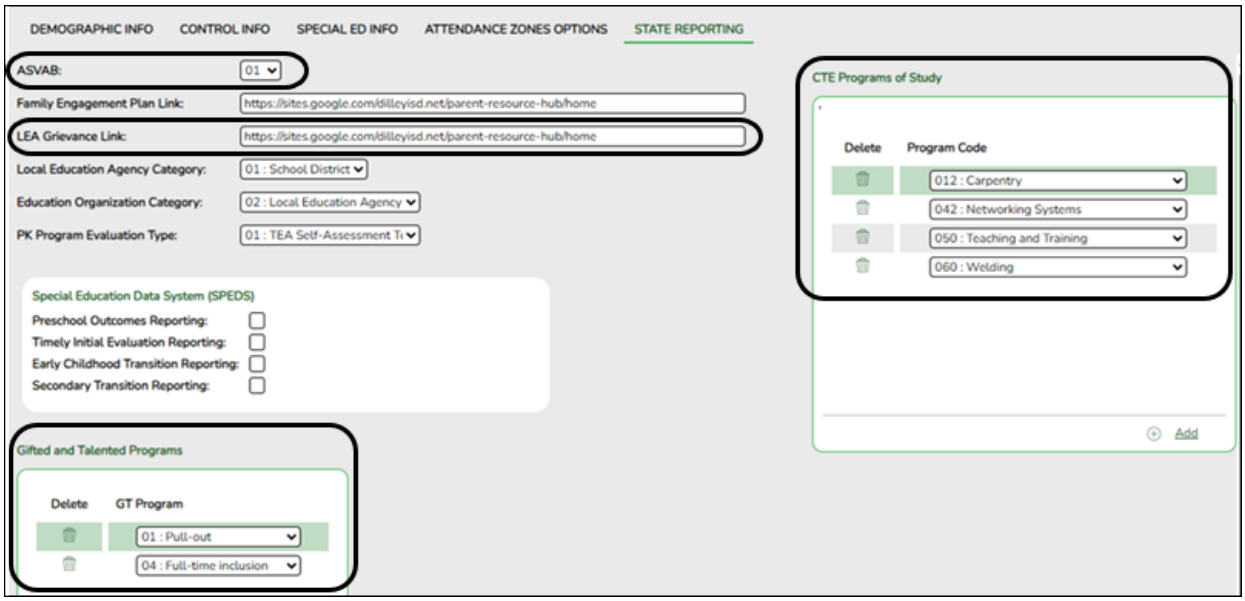
> **NOTE**: When extracted for reporting, the system automatically adds one day to this date. This reported date represents the first day after the last instructional day. **This is the only instance where the system adds days to the entered date**, as a date after the last day of the school year cannot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

Verify and Update Campus/District Settings - Registration

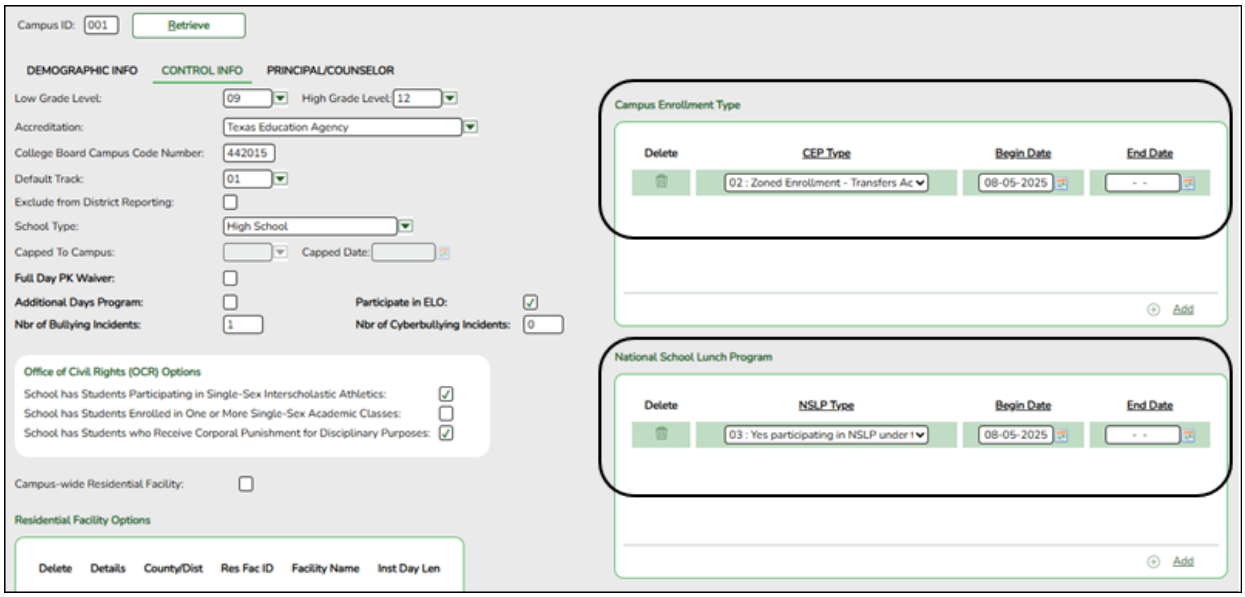
- Verify and Update District Data

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



- Verify and Update Campus Data

  Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info



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
Cnty-Dist: 001-906

Invalid Service ID
TEXAS ISD
Sch Year: 2026

Program ID: SGR0220
Page: 1 of 1

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 Rpting)

Date Run: 11/10/2025 8:55 AM
Cnty-Dist: 001-906

District Master List (Grade Reporting)
TEXAS ISD
Sch Year: 2026

Program ID: SGR0050
Page: 1 of 16

Course Number	Title	Abbrev Name	Stf Pcd	Nbr Sem	Exm Sem	Prd Ctrl	Core Crs Cd	ELA Wgt	Auto Grade	Crd Lvl	Prtl Crdt	Credit	Crdt Seq	Grd Crs	Gender Rstr	HR Cd	HR Tbl	HR Wgt	GA Tbl	GA Wgt	Service ID	Service ID Description	Dept	Textbook ISBN	Spec Crs Consid	Incl Elig	Priority Cd	AAR Use	PEIMS CTE Hours	PEIMS CTE Tier	PEIMS Course Seq	PEIMS Pop Srv	PEIMS Role ID	PEIMS Instr Set	PEIMS Class Typ
0001	Homeroom PK 3	HMRM PK3	N	2	1	2	Z			E	N	0.0	4	N		R	0	R	0		01010000	PRE-KIND				N	R					03	087		01
0020	Homeroom PK 4	HMRM PK4	N	2	1	2	Z			E	N	0.0	4	N		R	0	R	0		01010000	PRE-KIND				N	R					03	087		01
0030	Homeroom KG	HMRM KG	N	2	1	0	Z			E	N	0.0	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	0.0	4	N		R	0	R	0		SE000001	SP GENER				N	R					06	087		01
00SH	STUDY HALL	STUDHALL	N	2	1	2				M	Y	0.0	4	Y		R	1	R	1		83800STH					Y	E	T				01	087		01
0100	Homeroom 1	HMRM 1	N	2	1	2	Z			E	N	0.0	4	N		R	0	R	0		8EXCLUDE	EXCL STAFF				N	R					01	087		01
0111	ELAR 1	ELAR 1	N	2	1	2	L			E	N	0.0	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	0.0	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	0.0	4	Y		R	1	R	1		02660010	SOCST,G-1				Y	R					01	087		01
0141	Science 1	Sci 1	N	2	1	2	X			E	N	0.0	4	Y		R	1	R	1		02650100	SCI,GR-1				Y	R					01	087		01
0151	PE 1	PE	N	2	1	2	Z			E	N	0.0	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	0.0	4	Y		R	0	R	0		80300FNA					N	R					01	087		01
0169	TECH APP	TECH APP	N	2	1	2				E	N	0.0	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	0.0	4	Y		R	0	R	0		8EXCLUDE	EXCL STAFF				N	R					01	087		01
0200	Homeroom 2	HMRM 2	N	2	1	2	Z			E	N	0.0	4	N		R	0	R	0		8EXCLUDE	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 Serv**, **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
Cnty-Dist: 001-906 001

Instructor Listing
001 School
Sch Year: 2026

Program ID: SGR0140
Page: 1 of 3

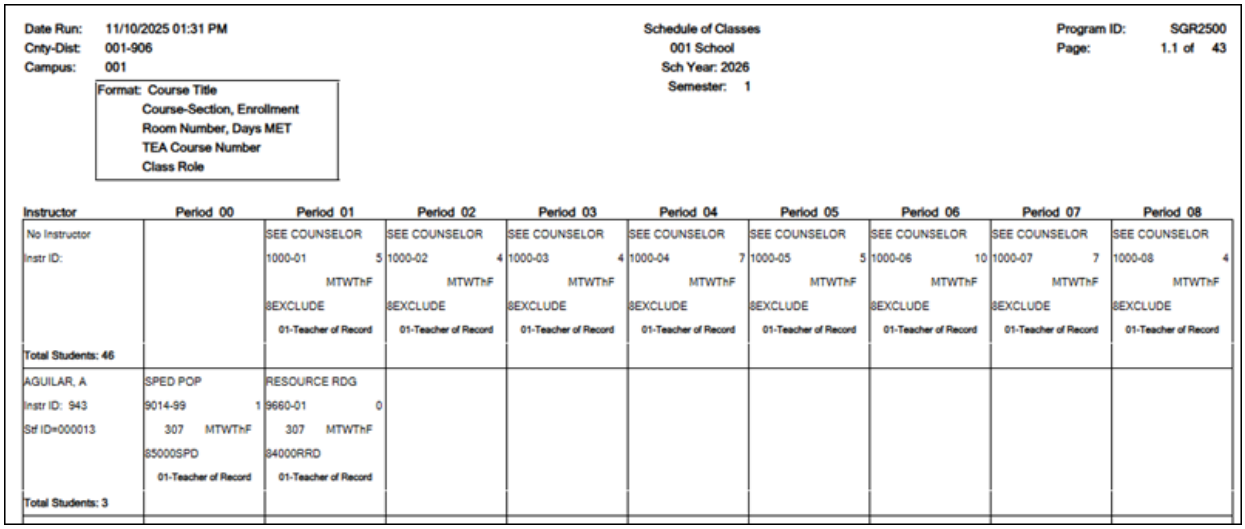
Instr ID	Name	Staff ID	Campus	Grd Lvl	Section	Homeroom	Dept	Excl from PEIMS
901	SCHULZ, ROSALINDA	001324	001					N
902	SALAZAR, REYNA N	001272	001					N
903	GONZALEZ, JAMES M	000620	001					N
904	CANTU, CARLA	000207	001					N
905	GARCIA, GISELLE	000525	001					N
906	MITCHELL, LUCIA V	000953	001					N
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
Cnty-Dist: 001-906
Campus: 001

Format: Course Title
Course-Section, Enrollment
Room Number, Days MET
TEA Course Number
Class Role

Schedule of Classes
001 School
Sch Year: 2026
Semester: 1

Program ID: SGR2500
Page: 1.1 of 43

Instructor	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08
No Instructor Instr ID: Total Students: 46		SEE COUNSELOR 1000-01 5 MTWThF 8EXCLUDE 01-Teacher of Record	SEE COUNSELOR 1000-02 4 MTWThF 8EXCLUDE 01-Teacher of Record	SEE COUNSELOR 1000-03 4 MTWThF 8EXCLUDE 01-Teacher of Record	SEE COUNSELOR 1000-04 7 MTWThF 8EXCLUDE 01-Teacher of Record	SEE COUNSELOR 1000-05 5 MTWThF 8EXCLUDE 01-Teacher of Record	SEE COUNSELOR 1000-06 10 MTWThF 8EXCLUDE 01-Teacher of Record	SEE COUNSELOR 1000-07 7 MTWThF 8EXCLUDE 01-Teacher of Record	SEE COUNSELOR 1000-08 4 MTWThF 8EXCLUDE 01-Teacher of Record
AGUILAR, A Instr ID: 943 Stf ID=000013 Total Students: 3	SPED POP 9014-99 1 307 MTWThF 85000SPD 01-Teacher of Record	RESOURCE RDG 9660-01 0 307 MTWThF 84000RRD 01-Teacher of Record							

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.

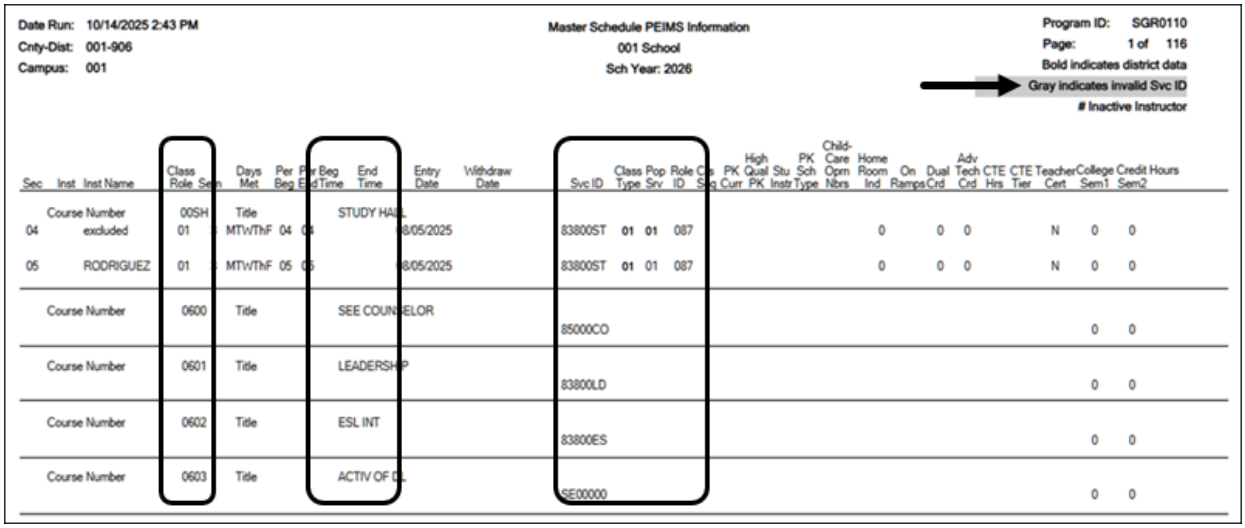
It allows you to:

- 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



Date Run: 10/14/2025 2:43 PM
Cnty-Dist: 001-906
Campus: 001

Master Schedule PEIMS Information
001 School
Sch Year: 2026

Program ID: SGR0110
Page: 1 of 116
Bold indicates district data
Gray indicates invalid Svc ID
Inactive Instructor

Sec	Inst	Inst Name	Class Role	Sem	Days Met	Per Beg	Per End	Beg Time	End Time	Entry Date	Withdraw Date	Svc ID	Class Type	Pop Srv	Role ID	Cls Seq	PK Curr	High Qual PK	Stu Instr	PK Sch Type	Child-Care Opm Nbrs	Home Room Ind	On Ramps	Dual Crd	Adv Tech Crd	CTE Hrs	CTE Tier	Teacher Cert	College Sem1	Credit Hours Sem2
	Course Number		00SH		Title				STUDY HALL																					
04		excluded	01		MTWThF	04	04			8/05/2025		83800ST	01	01	087							0		0	0			N	0	0
05		RODRIGUEZ	01		MTWThF	05	05			8/05/2025		83800ST	01	01	087							0		0	0			N	0	0
	Course Number		0600		Title				SEE COUNSELOR			85000CO																	0	0
	Course Number		0601		Title				LEADERSHIP			83800LD																	0	0
	Course Number		0602		Title				ESL INT			83800ES																	0	0
	Course Number		0603		Title				ACTIV OF CL			GE00000																	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

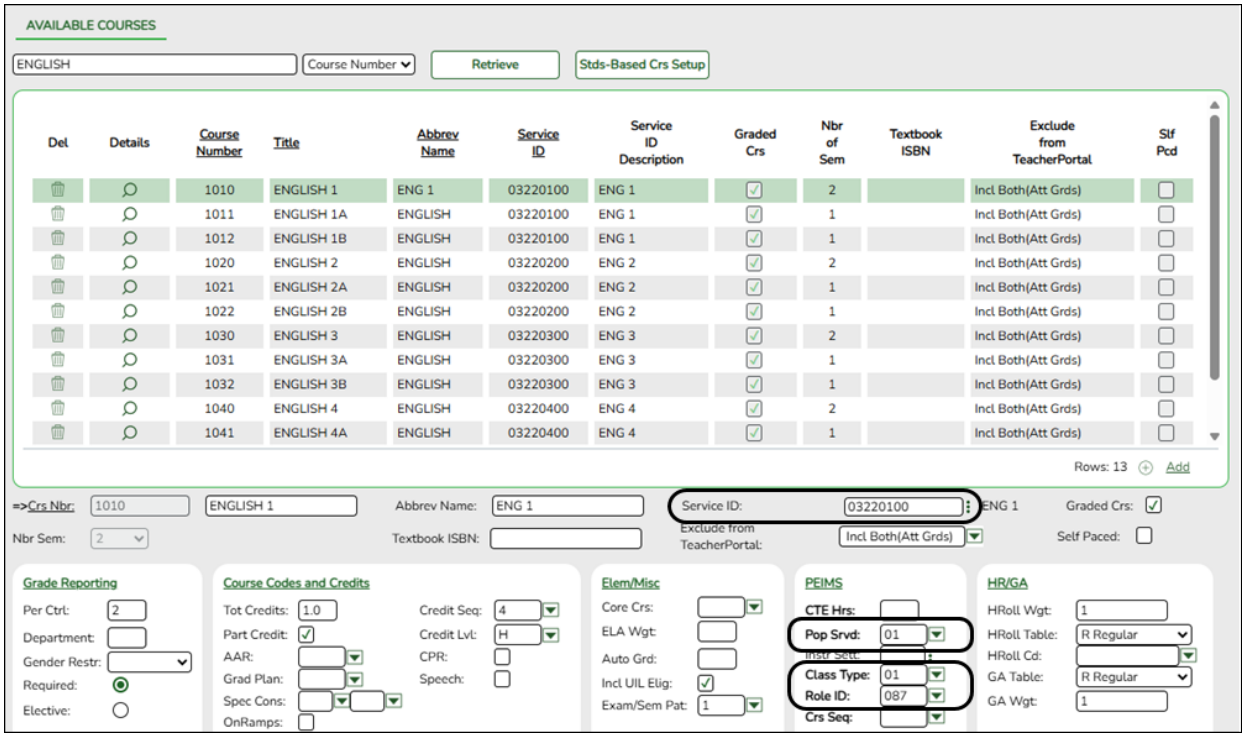
along with the **Days** (of the week) to calculate **MonthlyMinutes** (E1057).

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



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

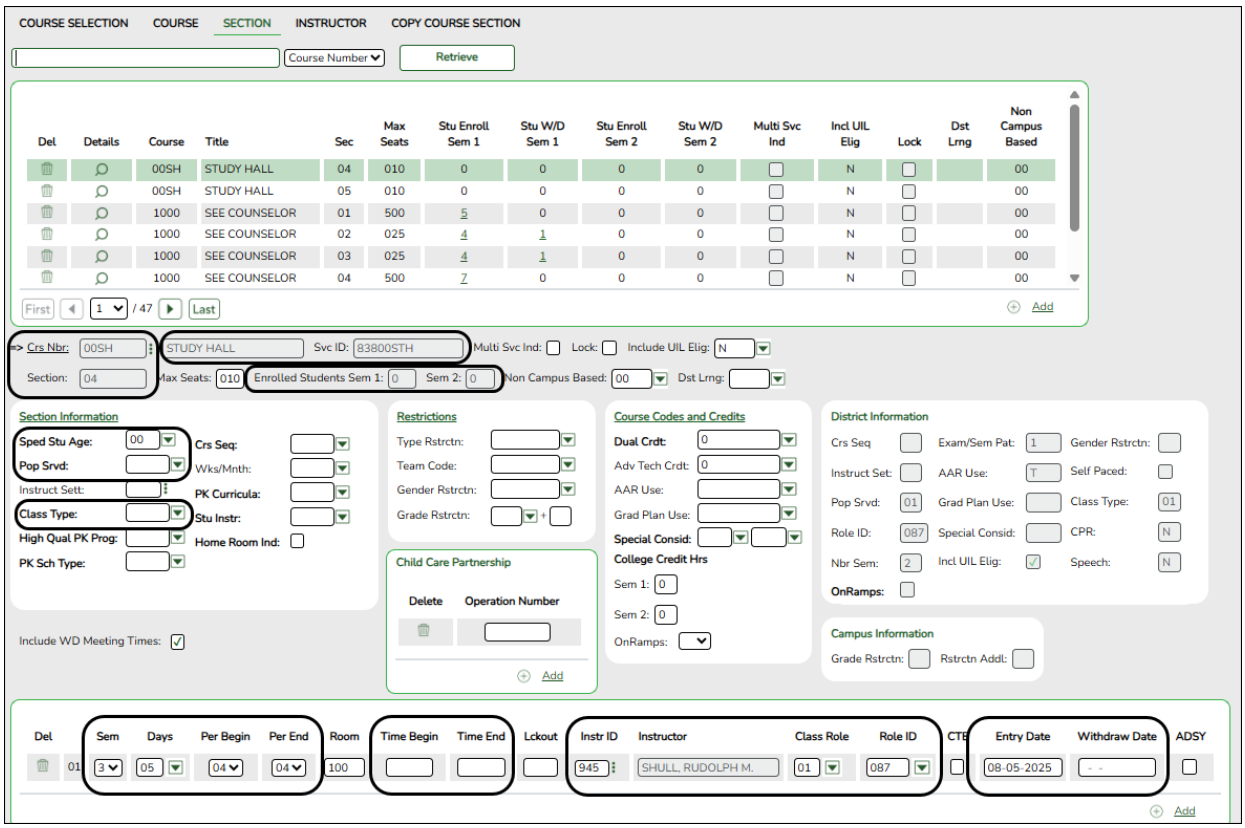
- The selected information is displayed. The grid view can be changed.

  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



❑ 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

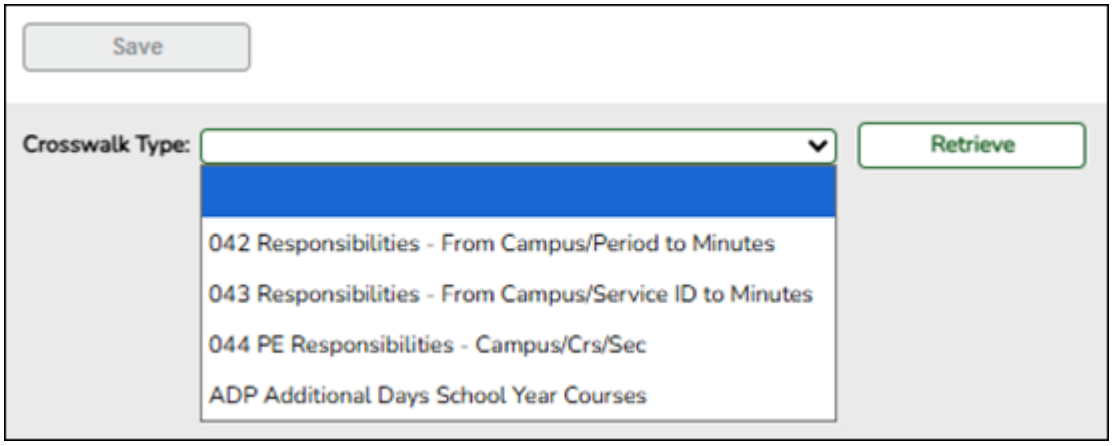
Several fields exist on both the district and campus master schedules. These fields only need to be updated in the campus master schedule if they require different values than the district master schedule.

  - 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.

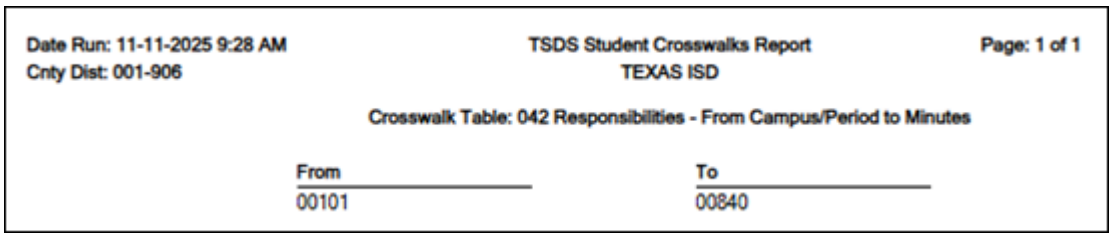
- Crosswalks

Grade Reporting > Maintenance > Tables > TSDS Crosswalks



❑ Select the appropriate crosswalk from the **Crosswalk Type** dropdown menu.

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



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.

Crosswalk Type	Purpose and Usage
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 First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

	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.

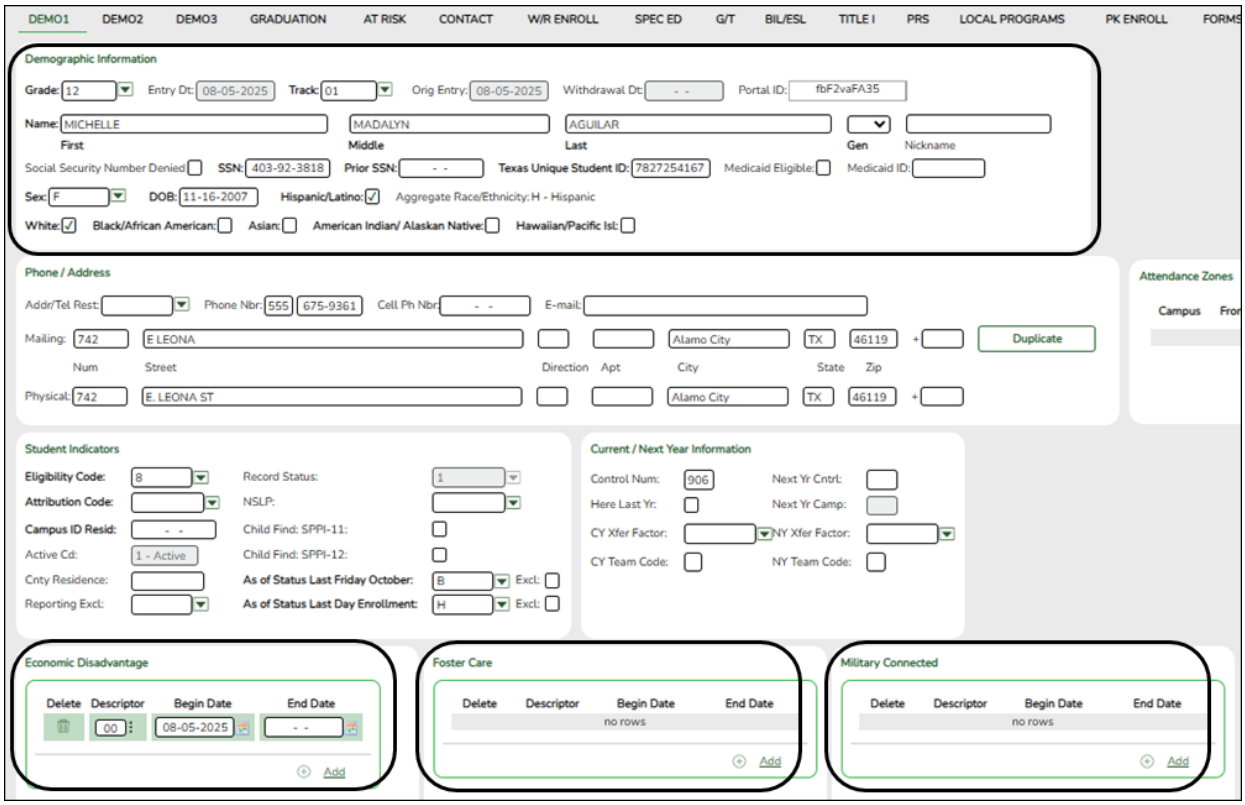
NOTE: You cannot delete data row by row. You must click **Delete** to delete all rows on the page. Then, click **Create** to populate the page with PE course-sections. Then, you can re-enter all data.

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

Verify and Update Current Year Student Data – Registration

- Demo1

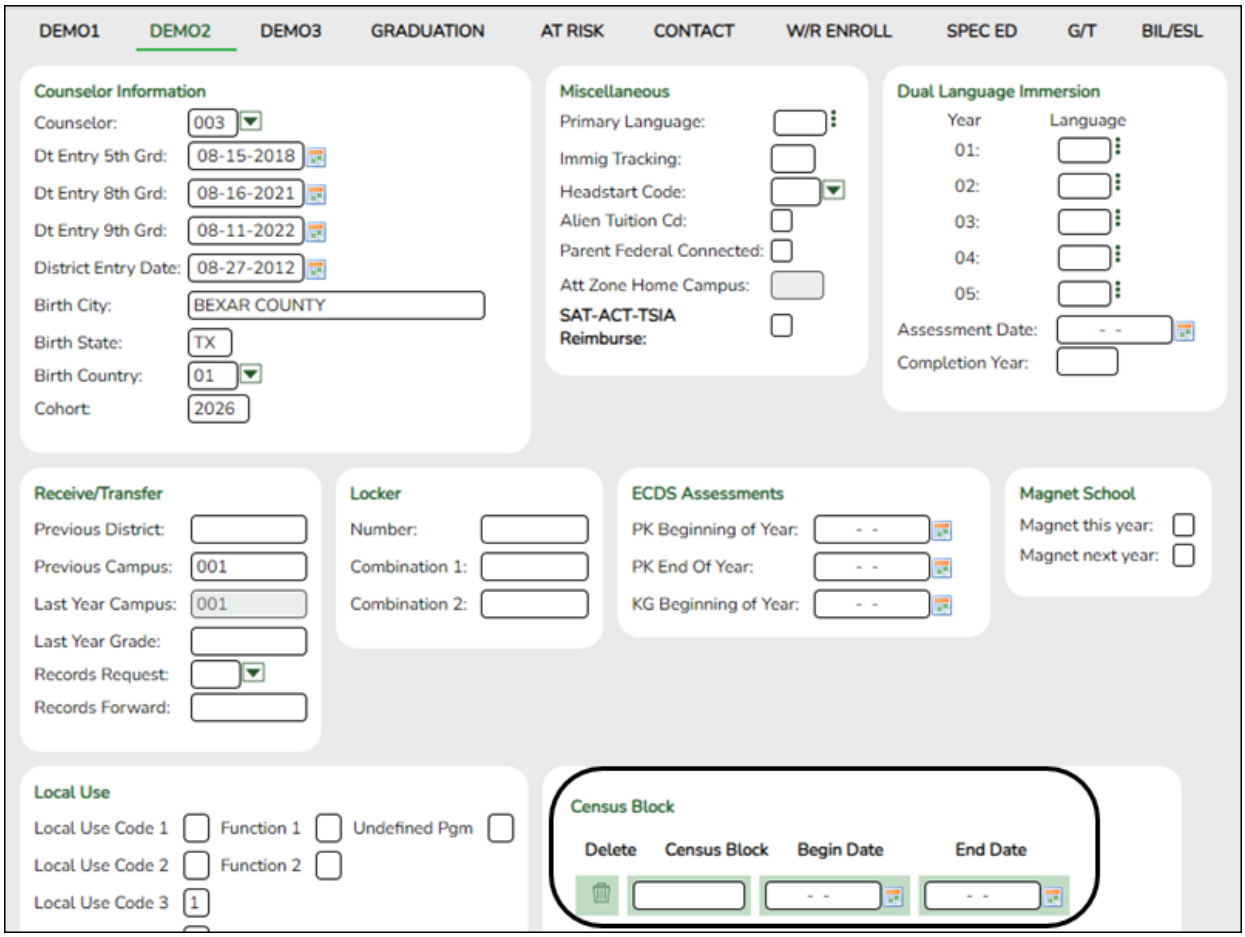
Registration > Maintenance > Student Enrollment > Demo1



For mass updates to **Economic Disadvantage**, use the Registration > Utilities > Reset Values utility.

- Demo2

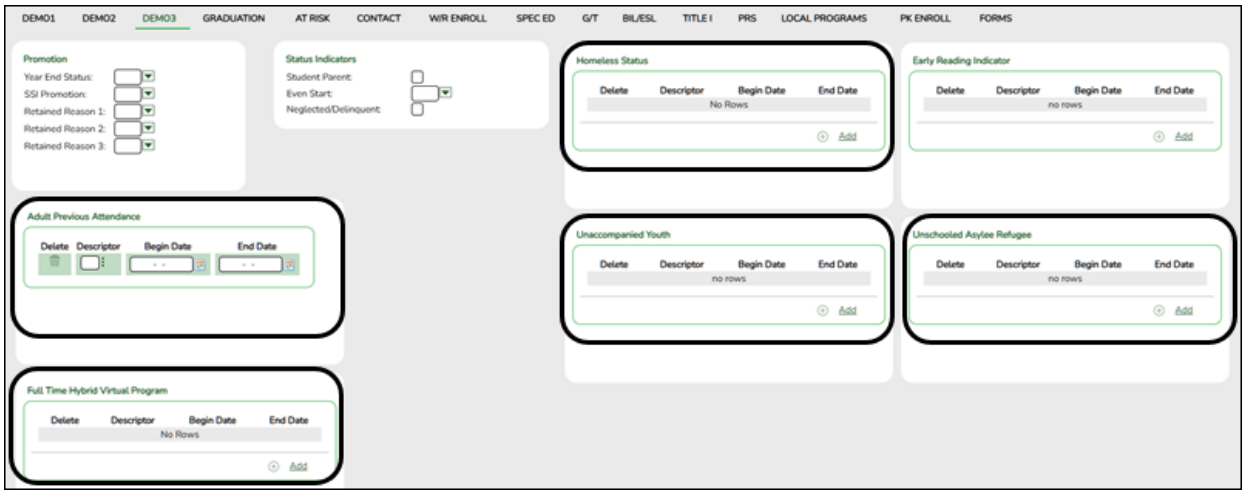
Registration > Maintenance > Student Enrollment > Demo2



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

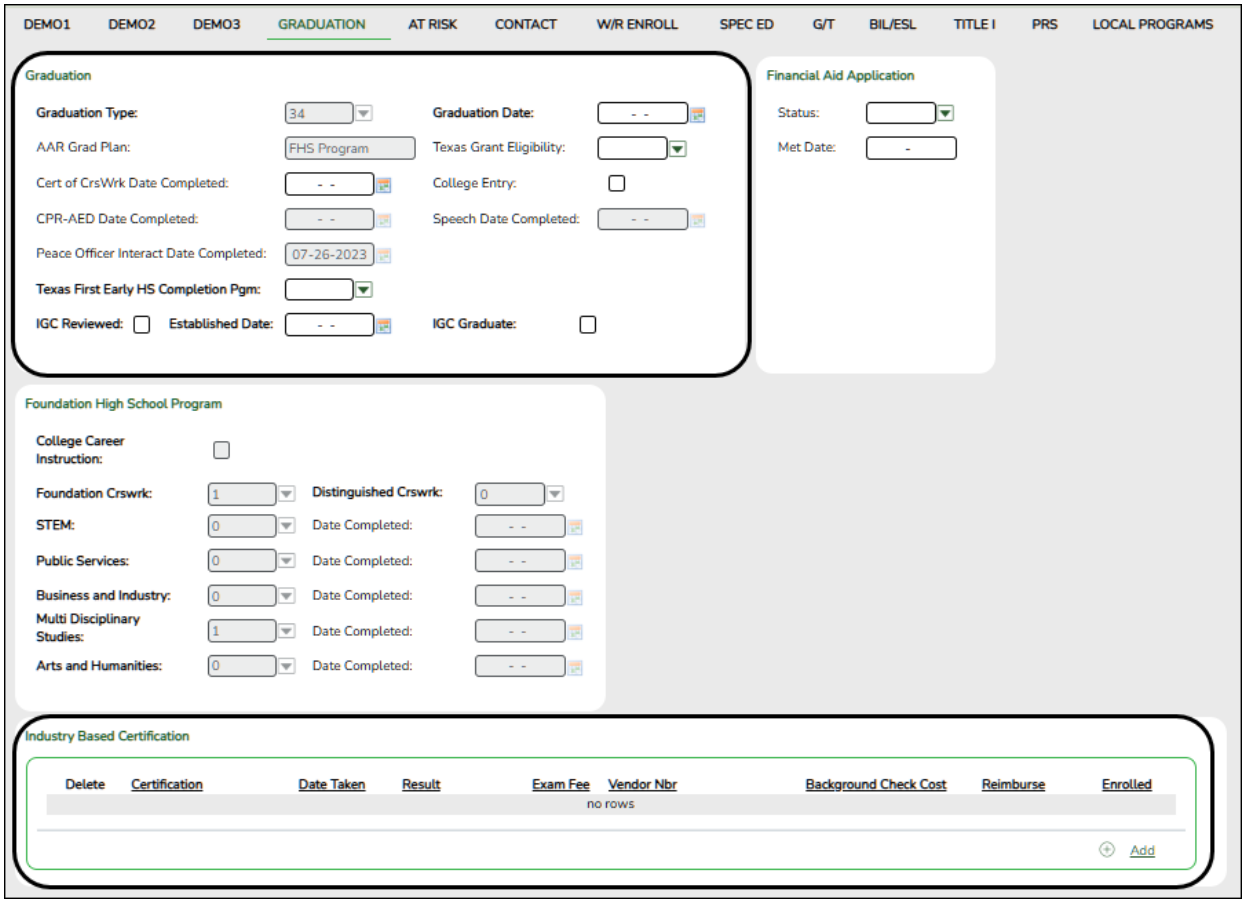
- Demo3

Registration > Maintenance > Student Enrollment > Demo3



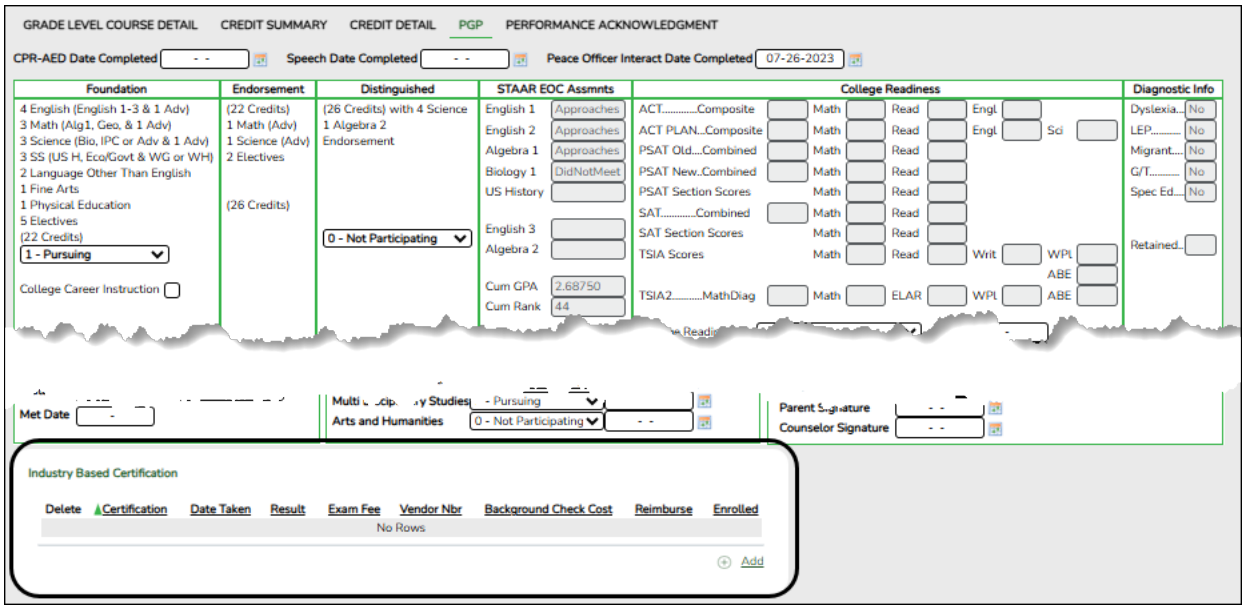
- Graduation

Registration > Maintenance > Student Enrollment > Graduation



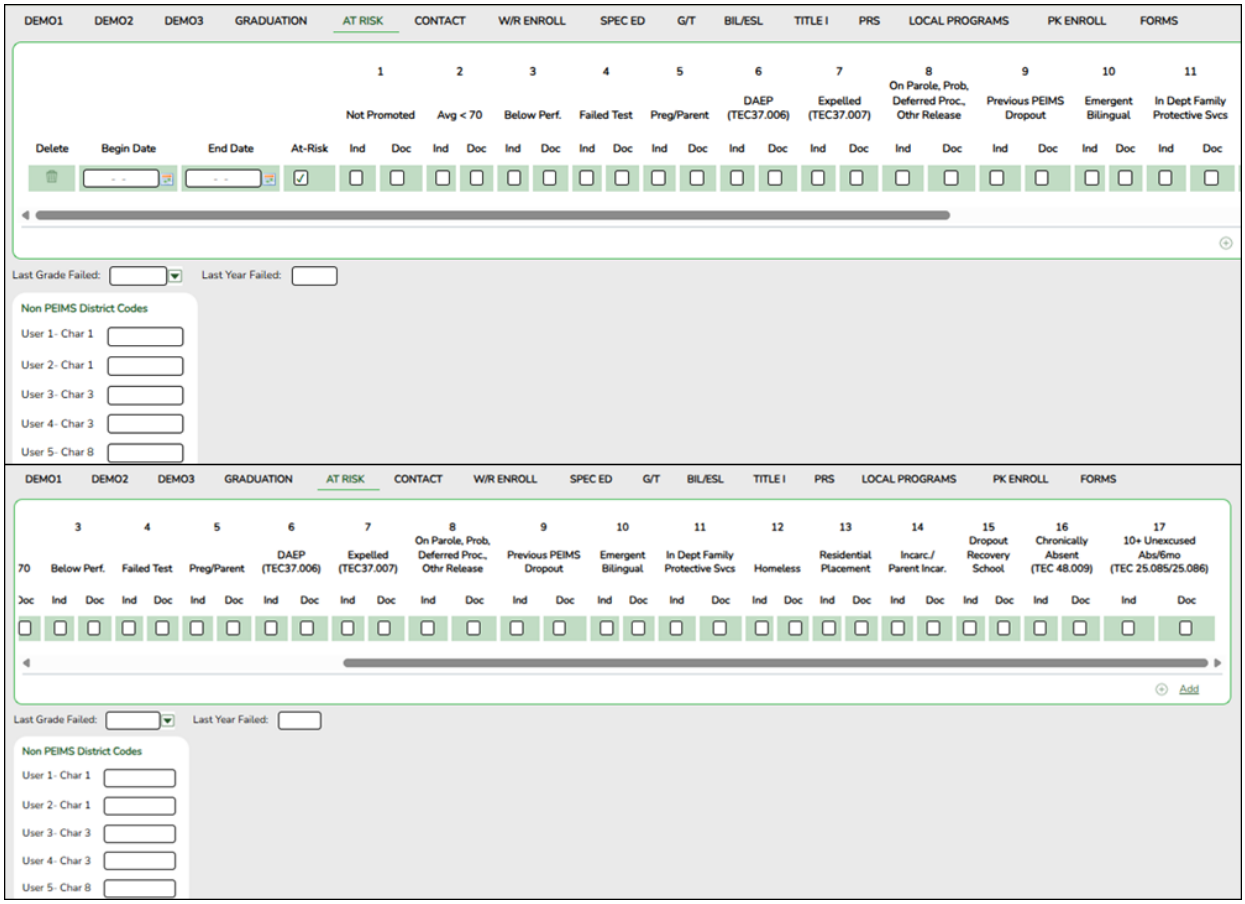
If the student has a graduation plan assigned to them in the Graduation Plan **application, this data must be updated in the Graduation Plan application.**

Graduation Plan > Maintenance > Student > Individual Maintenance > PGP



- At Risk

Registration > Maintenance > Student Enrollment > At Risk



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

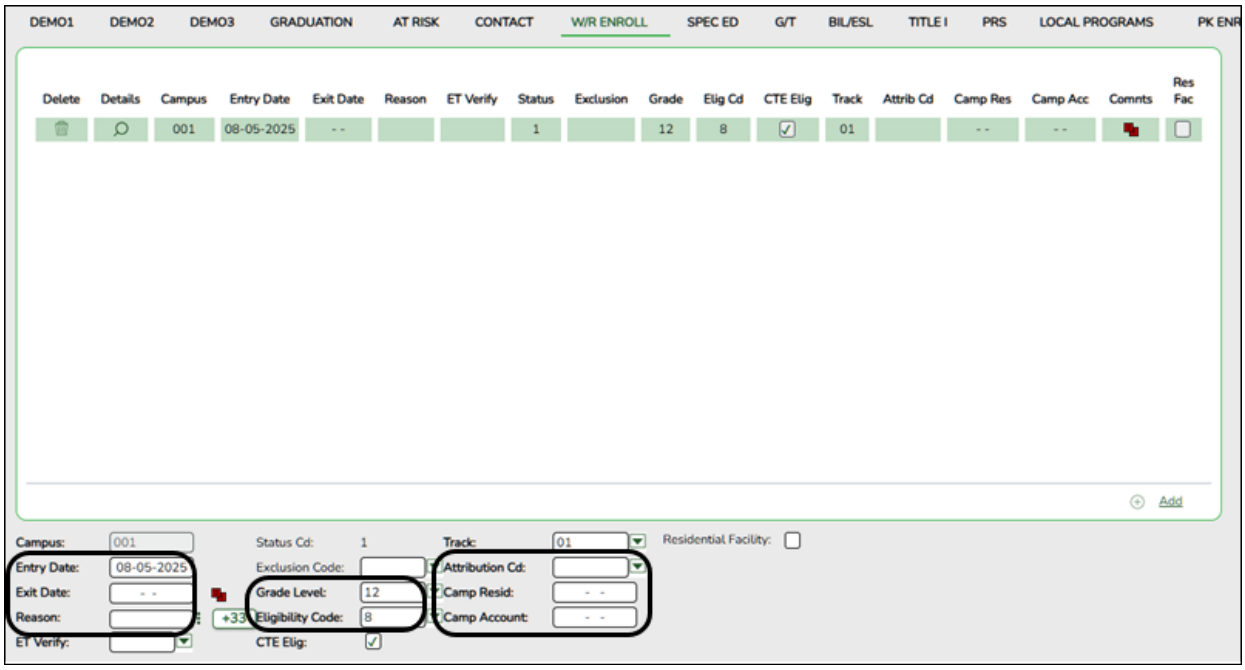
The **At-Risk Indicator** is not cleared when fields **4, 8, 9, 13, 14** or **15** is selected.

- 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.

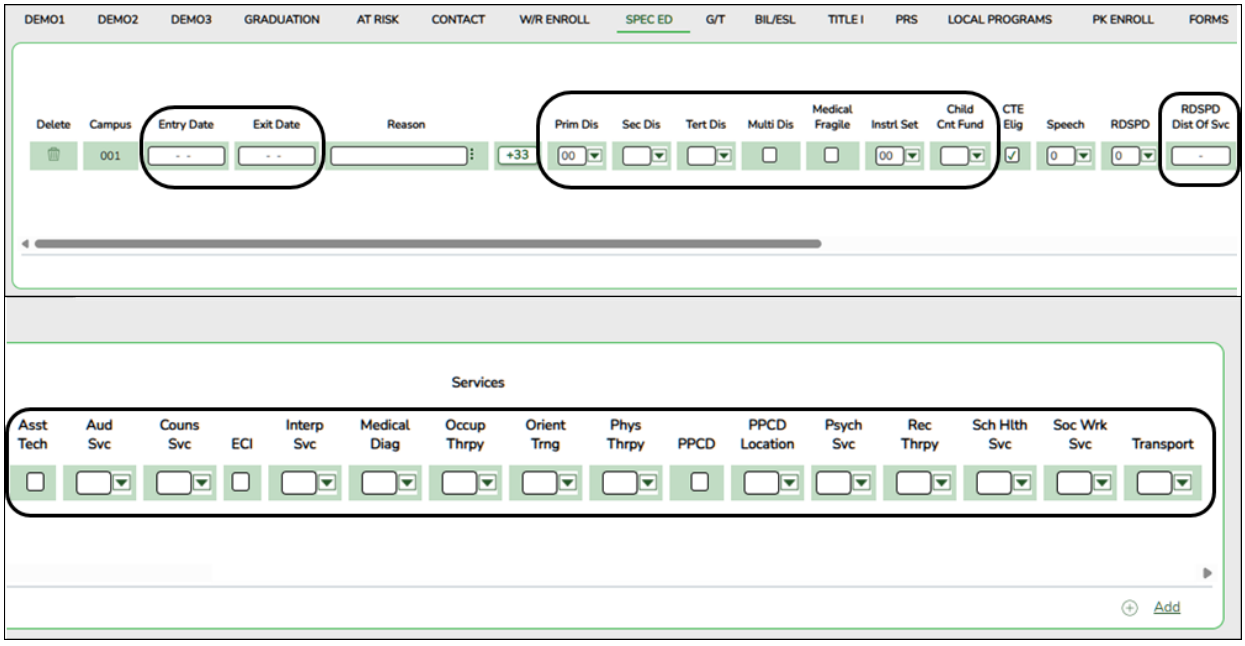
- W/R Enroll

Registration > Maintenance > Student Enrollment > WR Enroll



- Special Ed

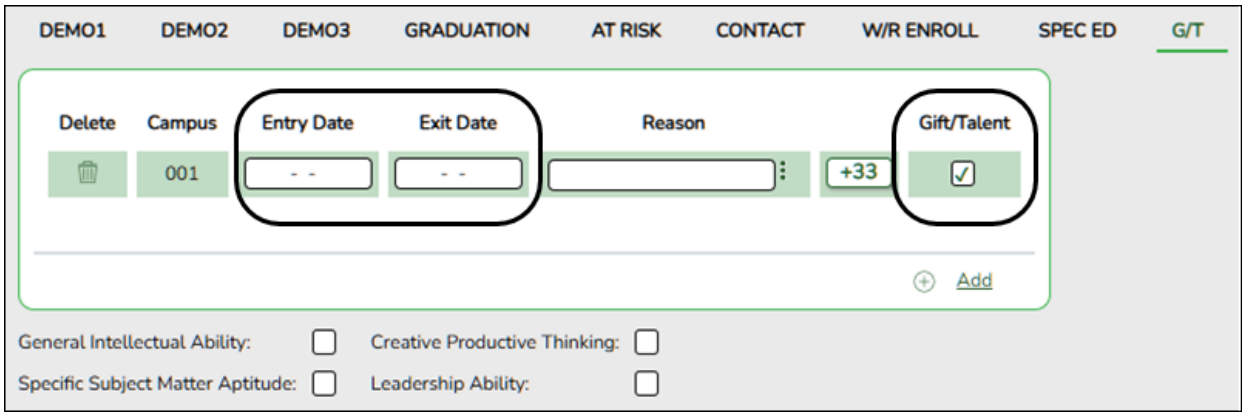
Registration > Maintenance > Student Enrollment > Spec Ed



NOTE: PPCD Location = ECSEServiceLocation (E1077)

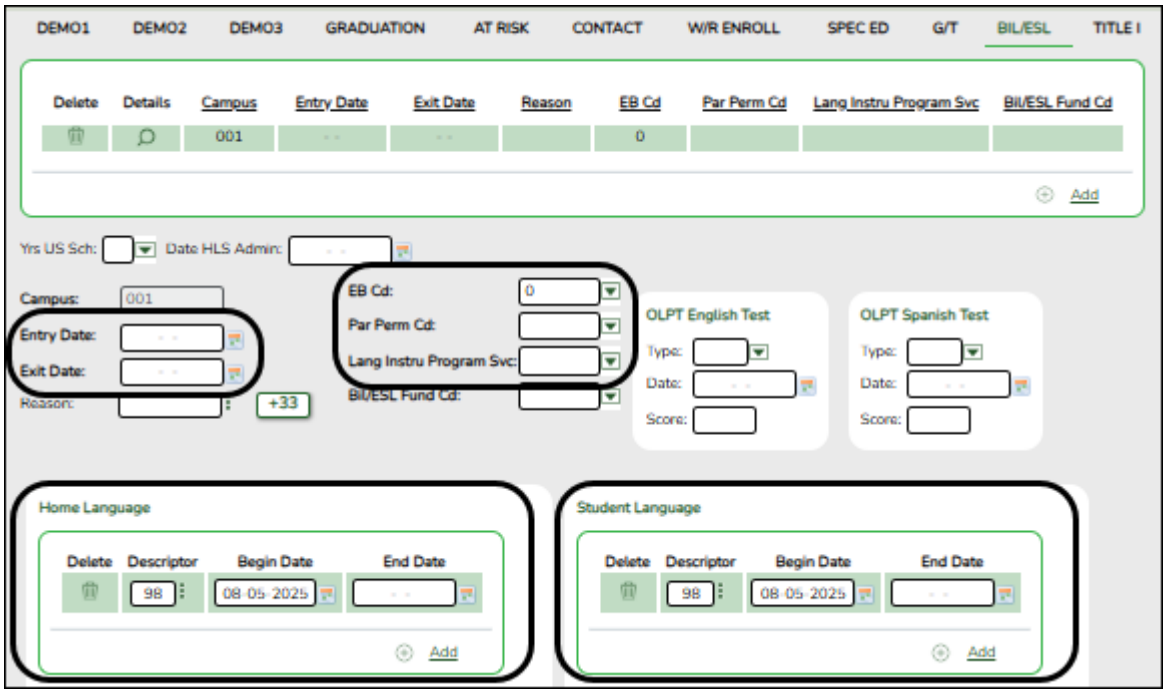
- Gifted/Talented (G/T)

Registration > Maintenance > Student Enrollment > GT



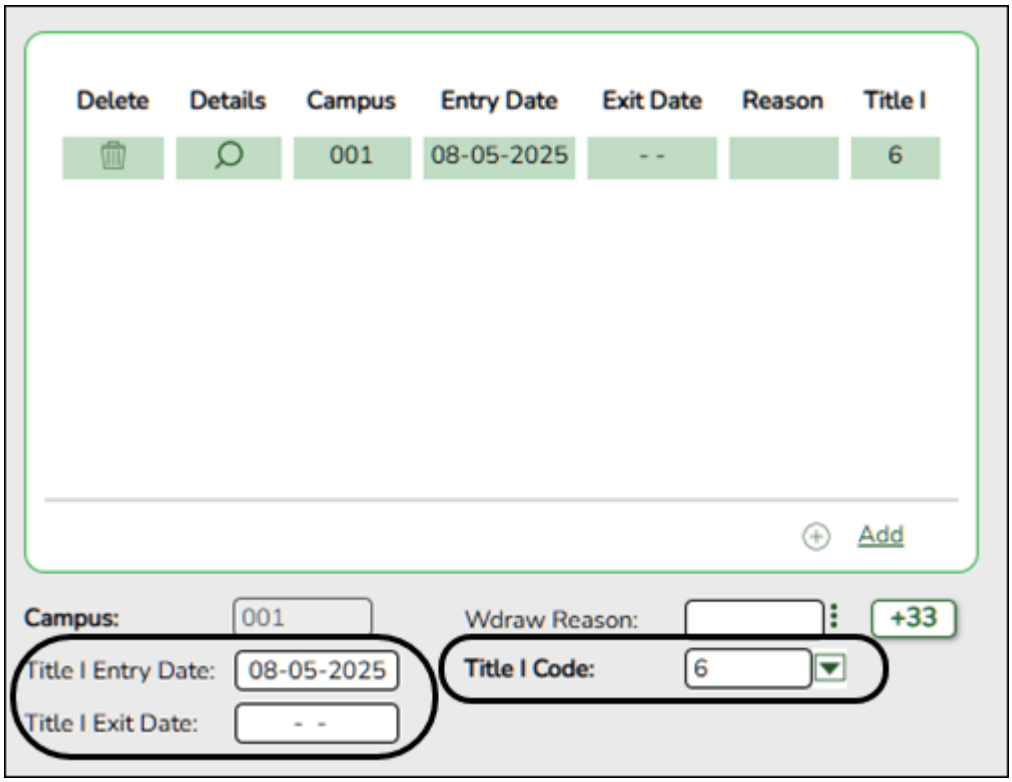
- Bilingual/ESL

Registration > Maintenance > Student Enrollment > Bilingual/ESL



- Title I

Registration > Maintenance > Student Enrollment > Title I



For mass updates to **Title I**, use the Registration > Utilities > Reset Values utility.

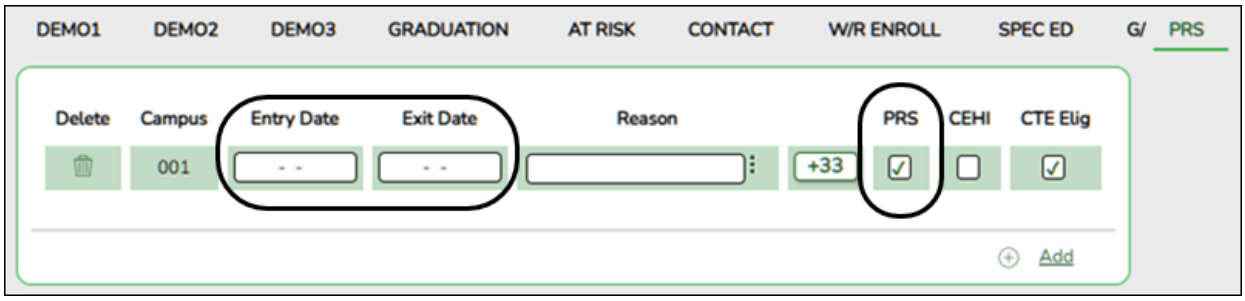
- Pregnancy Related Services (PRS)

Registration > Reports > Create Registration Report

The following data can be verified by creating a customized report:

- StudentCharacteristics
  - 14 Pregnancy Related Services
- StudentCharacteristic > Period

Registration > Maintenance > Student Enrollment > Pregnancy Related Services (PRS)

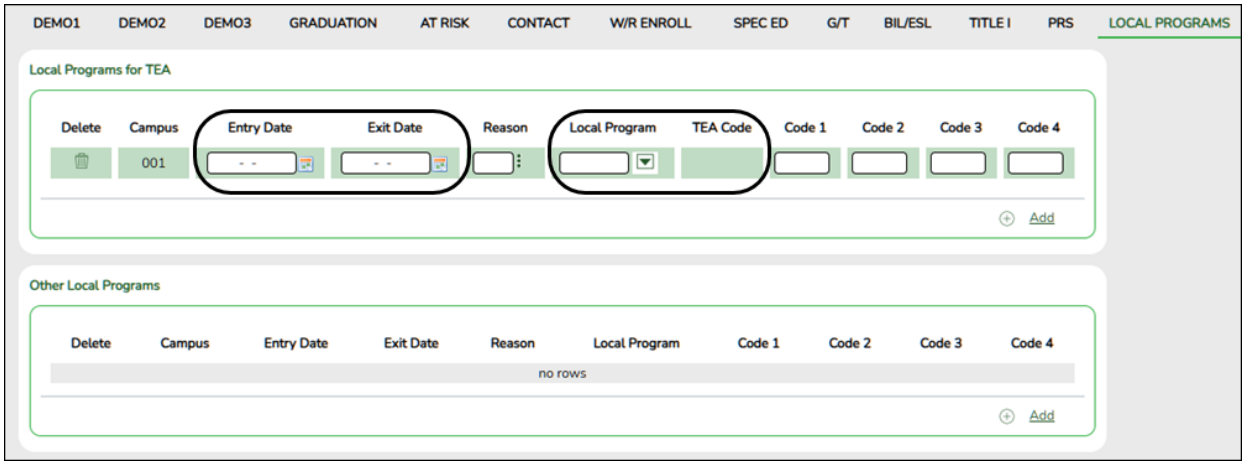


Update data elements:

- ❑ Click **Retrieve** to select a student.
- ❑ Update data.
- ❑ Click **Save**.

- Local Programs

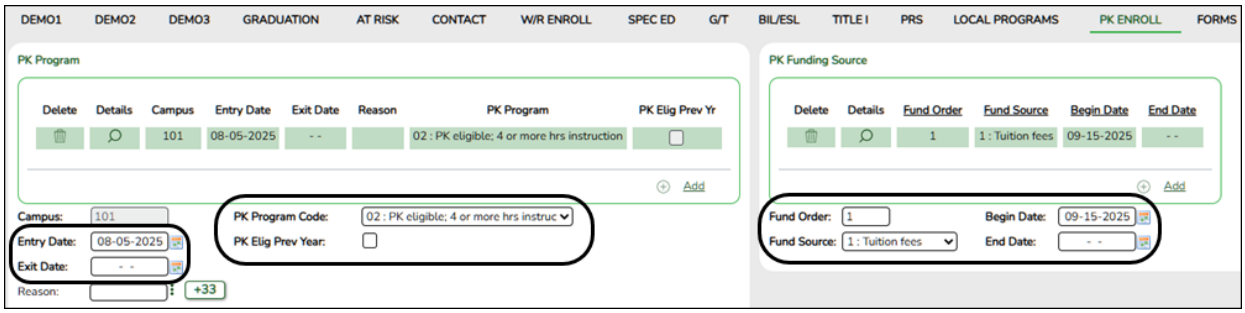
Registration > Maintenance > Student Enrollment > Local Programs



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



Verify and Update Prior Year Leaver Data – Registration

- Prior Year Leaver

> 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

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENR

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	✓	01		- -	- -		☐

Add

Campus: 001
Entry Date: 08-05-2025
Exit Date: - -
Reason:
ET Verify:

Status Cd: 1
Exclusion Code:
Grade Level: 12
Eligibility Code: 8
CTE Elig: ✓

Track: 01
Attribution Cd:
Camp Resid: - -
Camp Account: - -

Residential Facility: ☐

Leaver Tracking

See Registration > Utilities > Create Leaver Tracking Records for more information.

Registration > Reports > Registration Reports > Withdrawal > SRG1700 - Leaver Tracking Report

Date Run: 11/12/2025 2:43 PM
Cnty Dist: 001-906
Campus: 001
School Start Window Date: 08/04/2025

Leaver Tracking Report
TEXAS ISD
2024 Leavers and 2025 No-Shows for 2025 PEIMS Submission

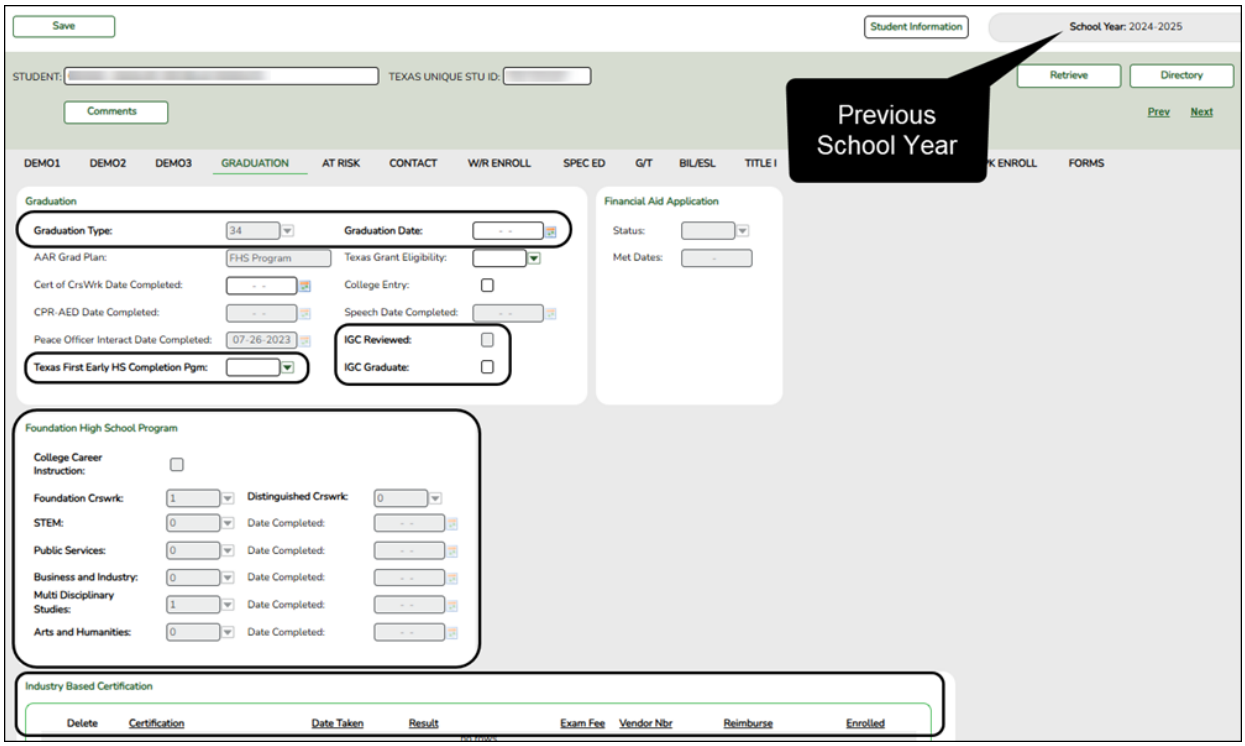
Program ID: SRG1700
Page: 1 of 4

Student ID	Student Name	Grd Lvl	Lvr Yr	No Show	Wd Cd	PEIMS Cd	Grad Dt	Grad Type	Dist Crs	STEM	Pub Srv	Bus and Ind	Multi Disc Stdy	Arts and Hum	IGC	Mil Enlist	SSN	Excl PEIMS	SSW Enrollment Campus	SSW Enrollment Entry	SSW Enrollment W/D
[illegible]	[illegible]	09	2025	1	80				0	0	0	0	0	0	00	0	XXX-XX-XXXX	0			
[illegible]	[illegible]	09	2025	1	80				0	0	0	0	0	0	00	0	XXX-XX-XXXX	0			
[illegible]	[illegible]	12	2024	0	01	01	05/24/2024	34	2	0	0	0	0	2	00	0	XXX-XX-XXXX	0			
[illegible]	[illegible]	12	2024	0	01	01	05/24/2024	34	2	0	0	0	2	0	00	0	XXX-XX-XXXX	0			
[illegible]	[illegible]	12	2024	0	01	01	05/24/2024	34	2	0	0	2	2	0	00	0	XXX-XX-XXXX	0			
[illegible]	[illegible]	12	2024	0	01	01	05/24/2024	55	0	0	0	2	0	0	00	0	XXX-XX-XXXX	0			
[illegible]	[illegible]	10	2024	0	60	60			0	0	0	0	1	0	00	0	XXX-XX-XXXX	0			
[illegible]	[illegible]	12	2024	0	01	01	05/24/2024	34	2	0	0	0	0	2	00	0	XXX-XX-XXXX	0			
[illegible]	[illegible]	12	2024	0	01	01	05/24/2024	34	2	0	0	0	2	0	00	0	XXX-XX-XXXX	0			

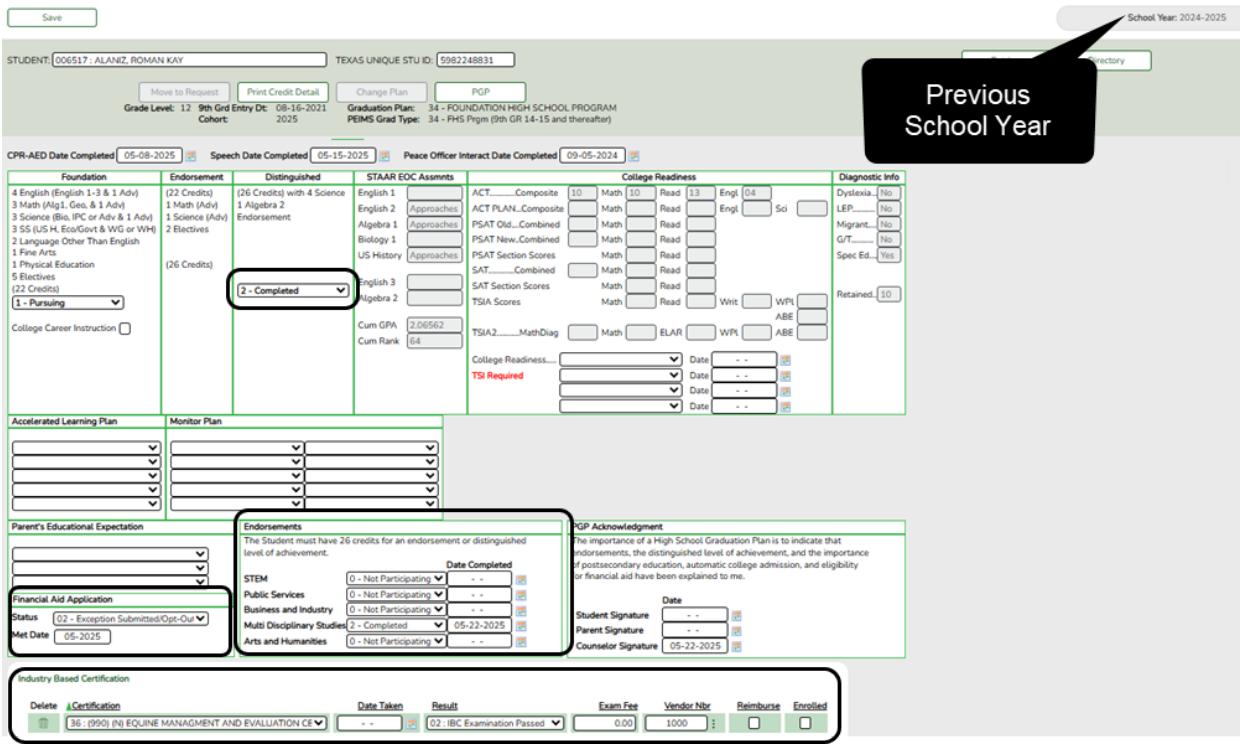
Review the graduation type and graduation date for all students. Note that graduation type code is specific by year.

Refer to TWEDS for additional information.

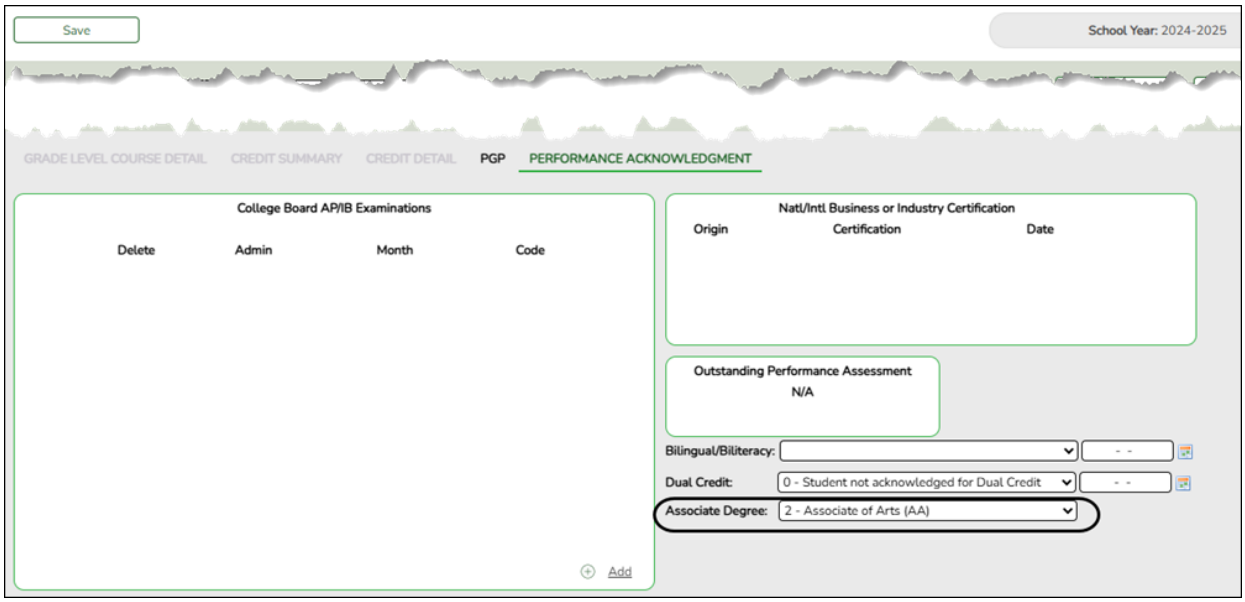
Registration > Maintenance > Student Enrollment in the (Previous School Year)



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



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



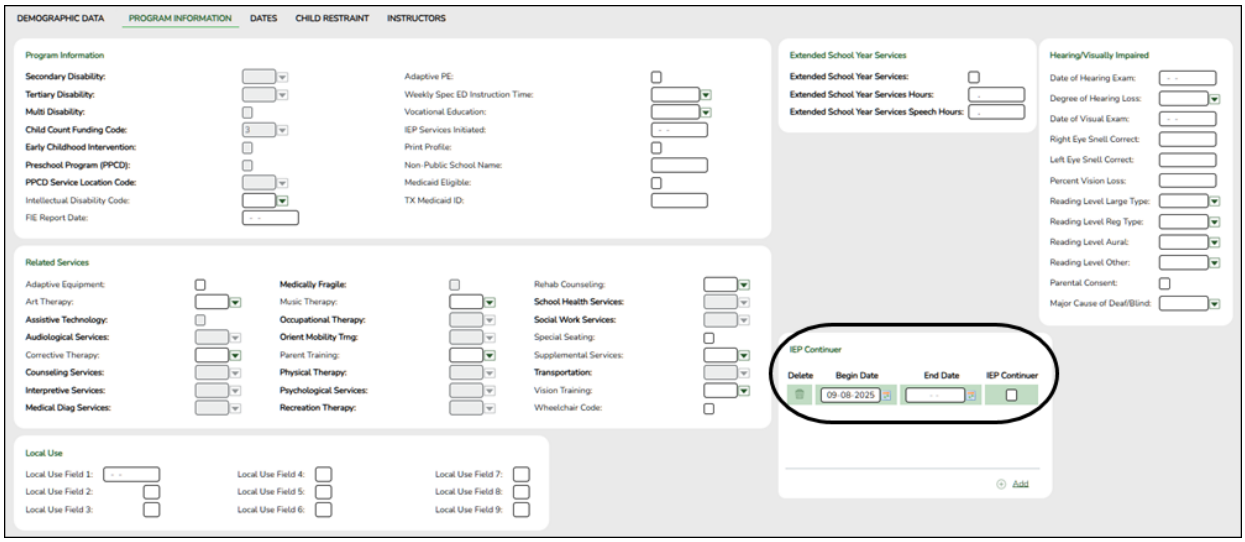
Verify and Update IEP Continuer Data – Special Education

- Program Information

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

  The following data elements can be verified and updated:

  - StudentCharacteristics
    - 09 IEP Continuer
  - StudentCharacteristic > Period



Update data elements:

❑ Update data.

❑ Click **Save**.

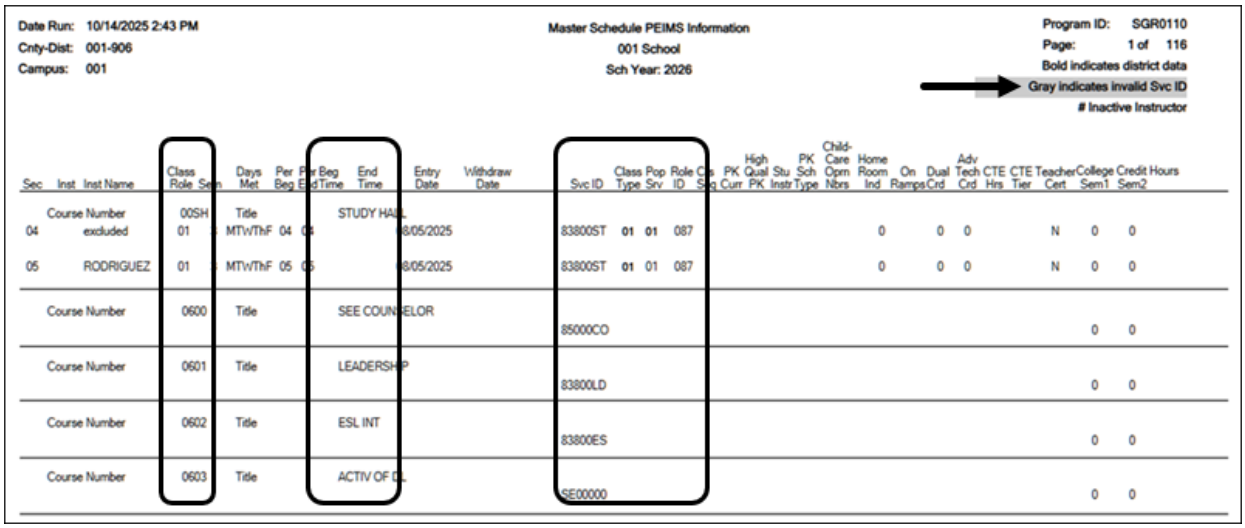
Verify and Update Grade Reporting Data – Grade Reporting

- Grade Reporting

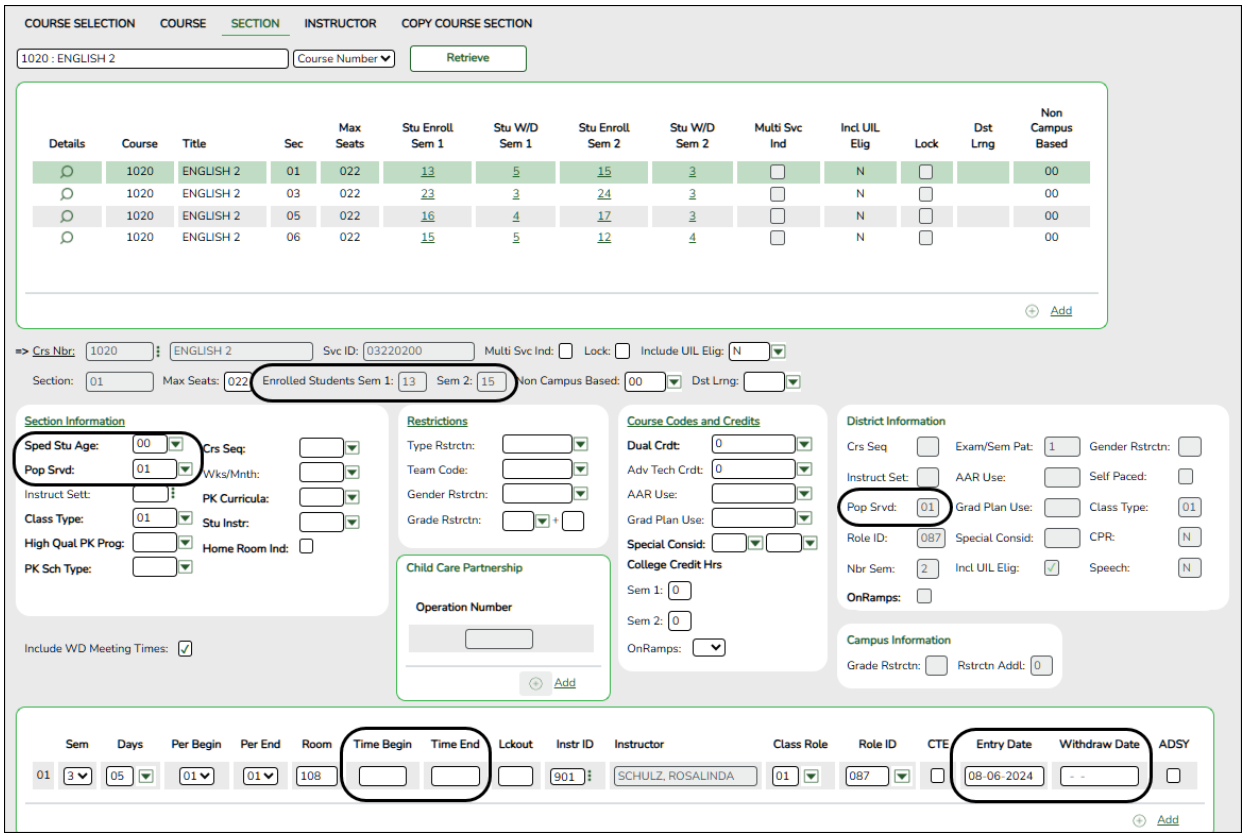
Grade Reporting > Reports > Grade Reporting Reports

The following data can be verified by generating the SGR0110 – Master Schedule PEIMS Information report:

- SectionSet



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



Update data elements:

❑ Update data.

❑ Click **Save**.

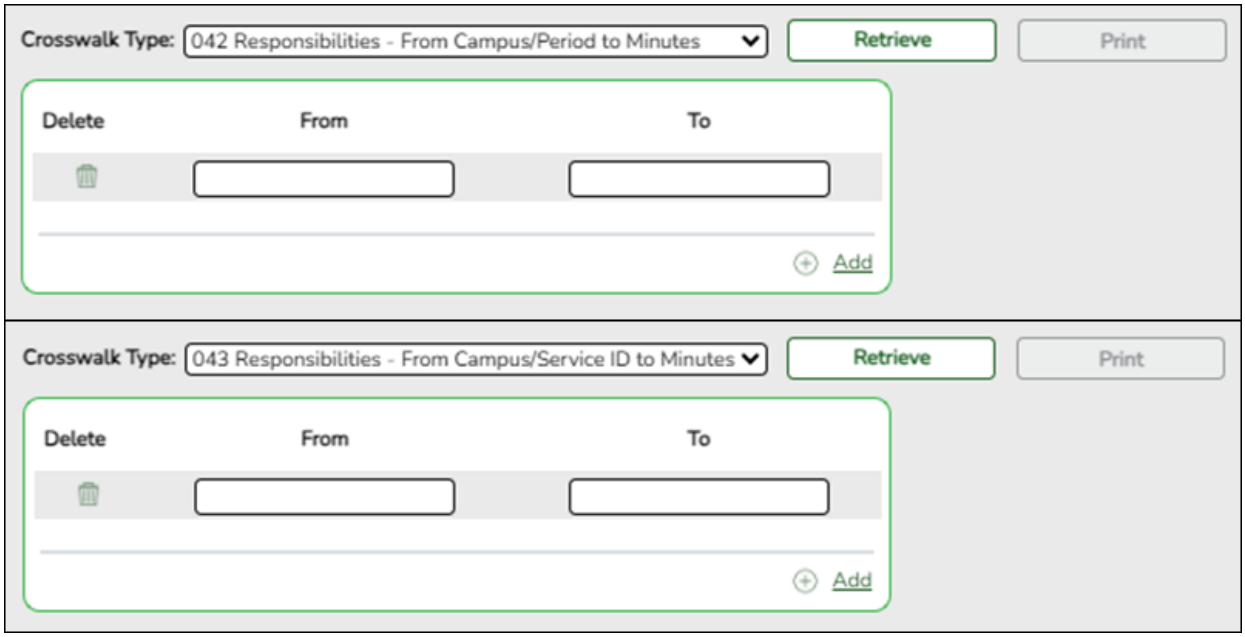
Verify and Update Teaching and Learning > StaffSectionAssociation

- Teaching and Learning

Grade Reporting > Maintenance > Tables > TSDS Crosswalks

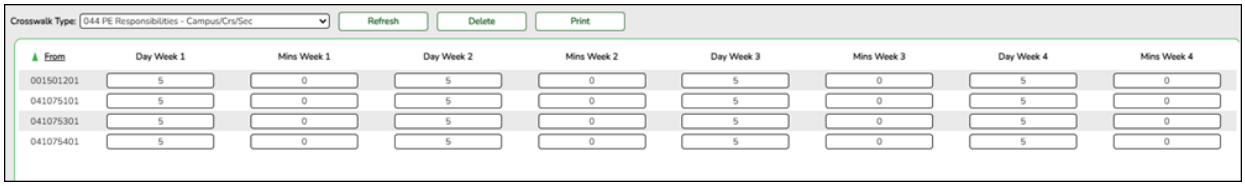
❑ Those who use crosswalks will verify data using Crosswalk Types:

- 042 Responsibilities - From Campus/Period to Minutes
- 043 Responsibilities - From Campus/Service ID to Minutes



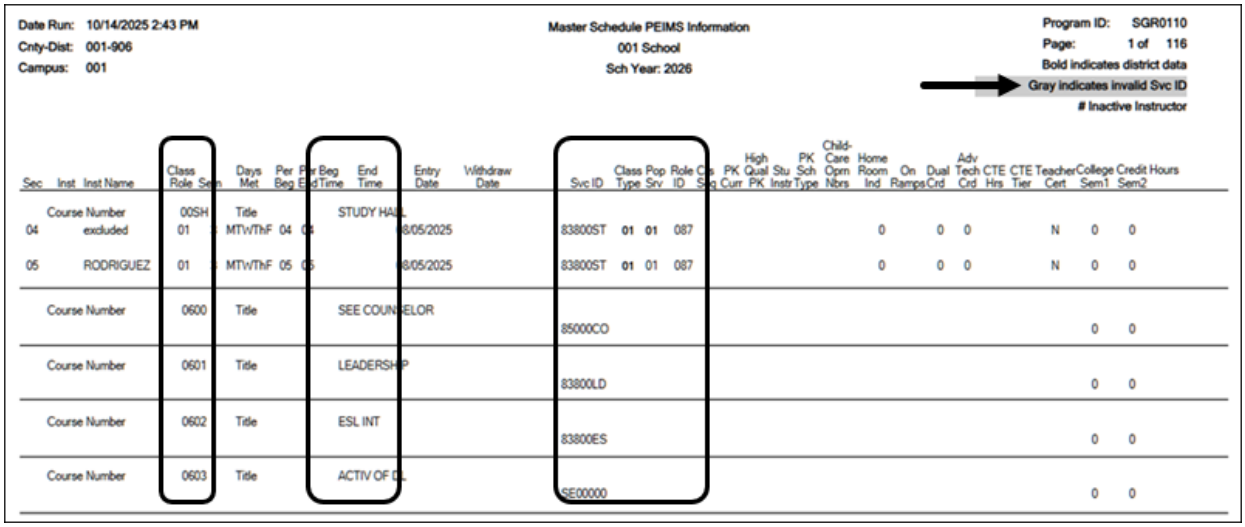
❑ All users will verify data using Crosswalk Type:

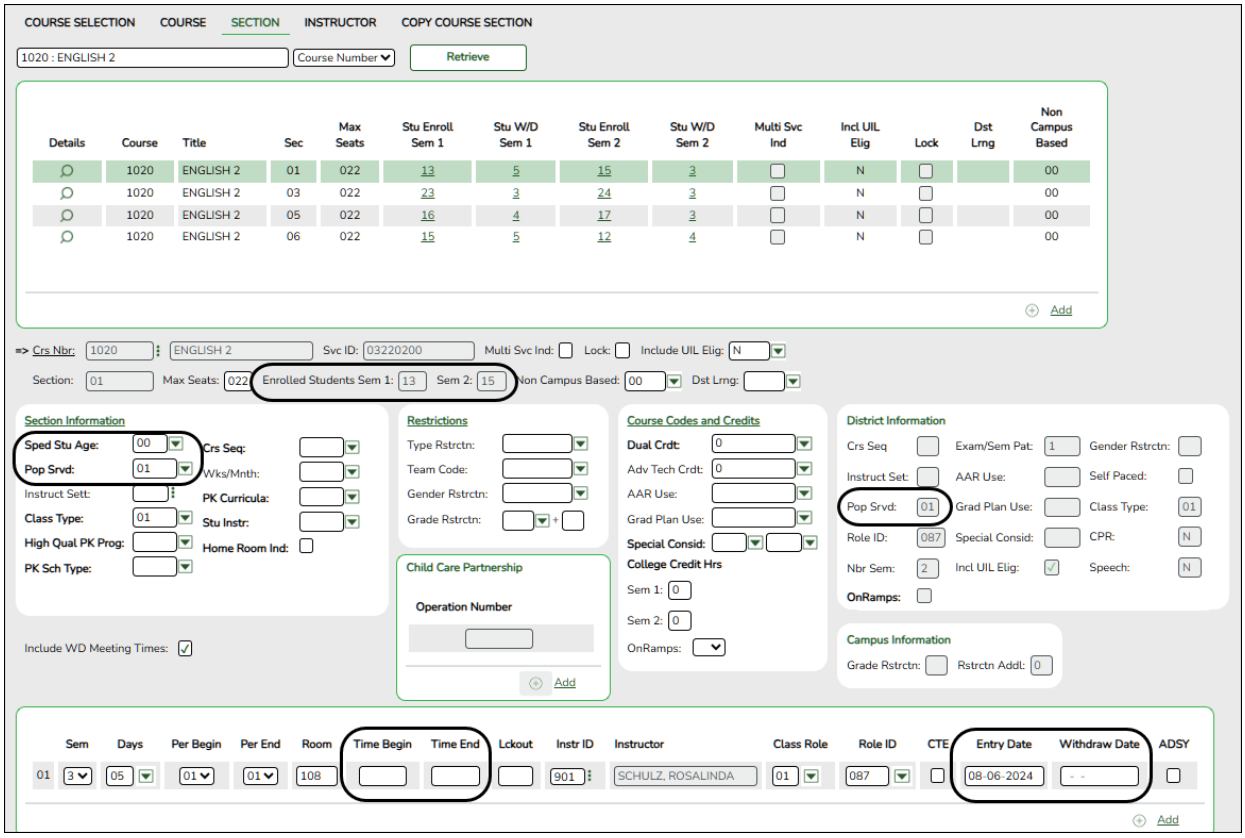
- 044 PE Responsibilities - Campus/Crs/Sec



Registration > Reports > Registration Report

❑ Those who **DO NOT** use Crosswalks 042 and 043 will verify *StaffSectionAssociation* data by generating the SGR0110 – Master Schedule PEIMS Information report. To update data go to *Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section.*





Update data elements:

❑ Update data.

❑ Click **Save**.

TSDS Level 1 Errors

- Level 1 Errors

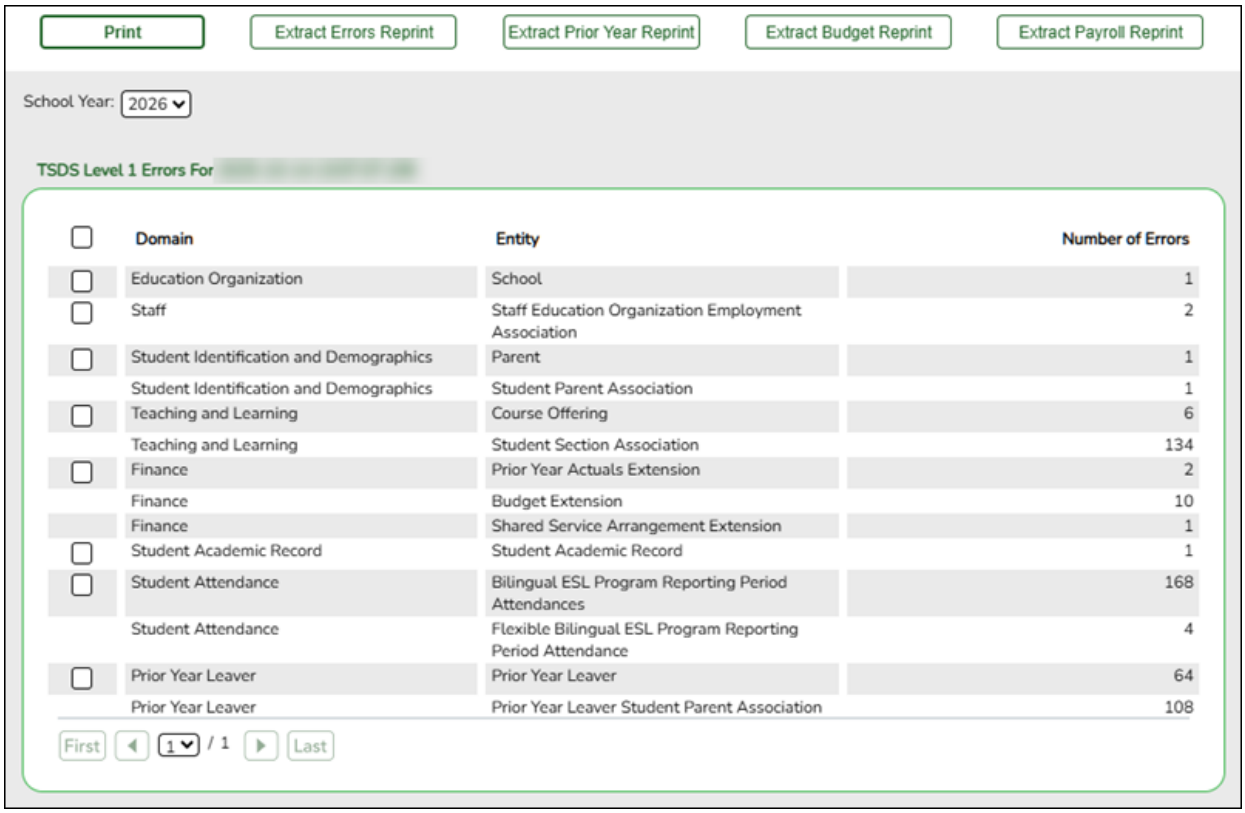
This page is used to view and print a listing of Level 1 Errors that occurred in various domains/entities when the API interface files begin processing into the TEA database. ASCENDER does not control the content of these errors.

NOTE: All TSDS Level 1 Error reports are displayed and printed in landscape orientation by default.

District Administration > Inquiry > TSDS Level 1 Errors

Review/Correct TSDS Level 1 Errors

❑ Review Level 1 Errors regularly and correct data as needed. If not addressed, these errors will prevent data from flowing to the **Operational Data Store** (ODS).



Domain	Entity	Number of Errors
Education Organization	School	1
Staff	Staff Education Organization Employment Association	2
Student Identification and Demographics	Parent	1
Student Identification and Demographics	Student Parent Association	1
Teaching and Learning	Course Offering	6
Teaching and Learning	Student Section Association	134
Finance	Prior Year Actuals Extension	2
Finance	Budget Extension	10
Finance	Shared Service Arrangement Extension	1
Student Academic Record	Student Academic Record	1
Student Attendance	Bilingual ESL Program Reporting Period Attendances	168
Student Attendance	Flexible Bilingual ESL Program Reporting Period Attendance	4
Prior Year Leaver	Prior Year Leaver	64
Prior Year Leaver	Prior Year Leaver Student Parent Association	108

You can print various reports using the following options:

- Select the checkbox next to the domains (rows) to be included in the report and click **Print**. This prints errors associated with the selected Domain > Entity.
- Click **Extract Errors Reprint** to display the processes that completed successfully in the last extract, as well as a list of errors that need to be corrected. This should be the focus for most error resolution.
- Click **Extract Prior Year Reprint** to display data that was extracted for Mid-Year PEIMS.
- Click **Extract Budget Reprint** to display Budget data most recently extracted for Fall PEIMS.
- The **Extract Payroll Reprint** button displays Payroll data most recently extracted for Fall PEIMS.

NOTE: If included in the report, the Action Type column displays the expected action of the record that was sent to the Operational Data Store (ODS):

- I - Insert
- U - Update
- D – Delete

Data Quality Tips

- xxx

  info TBD.

ASCENDER Reports to Verify Fall PEIMS TSDS Data

- Verification Reports

> This list of reports is used to cross-check and verify ASCENDER data against TSDS reports.

TSDS Report	ASCENDER Report	Data Checked
PDM1-120-005	SGR0200	Enrollment/Membership Data *(this cannot be run for a specific date-will run as of the day you run the report)*
	SAT0671	Check from SnapShot Day reports to verify Enrollment/Membership Data for SnapShot Day counts
	SAT2400	Ethnicity Counts
	SRG1700	Graduates and Dropouts
	SRG1500	At Risk
	SRG0600	Military Connected, Foster Care. Eco Dis, Imm, Migrant (Filter by what you want to look at)
	SRG1200	SPED, GT, Bil/ESL, Title 1
	SEM0850	PPCD (should be changed to ECSE)
	SRG1800	Transfer Students
PDM1-120-009	SEE ABOVE	All of Page 1 & 2 totals can use the reports above to ensure the totals are correct
	SRG0600	Homeless
	SRG0650	PK Funding Source
PDM1-120-012	SRG0600	Eco Dis, Migrant, Imm, Homeless
	SRG1200	Title 1, Bil/ESL, SPED, GT,
	SRG1900	Intervention, 504, Adult Prev Atten, Par Req Reten, DYS
PDM1-124-004	SRG1700	Graduates and Leavers
PDM1-124-007	SRG1700	Graduation Type and other Grad coding
PDM1-124-008	SRG1700	Leaver Data
PDM1-121-009	SEM0800/SEM0850	SPED Data

Fall PEIMS Data Components

> **IMPORTANT**: Use the ASCENDER TSDS New School Year Best Practice Guide to assist you in

making selections of the domains and entities to send to TSDS.

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**.

<color #ed1c24>THE ELEMENTS BELOW WILL BE UPDATED!!</color>
The following data elements are pulled from the Education Organization and Student Application domains:

- ApplicationDate (E3004)
- ApplicationType (E3005)
- BirthDate (E0006)
- CharterAdmissionWaitlist (E1676)
- CharterEducationalEnrollmentCapacity (E1675)
- EntryGradeLevel (E1517)
- FirstName (E0703)
- GenerationCode (E0706)
- GradeLevel (E0017)
- LastSurname (E0705)
- LocalEducationAgencyCategory (E3036)
- LocalEducationAgencyId (E0212)
- LocalStudentId (E0923)
- MiddleName (E0704)
- NameOfInstitution (E3037)
- NumberCharterStudentsEnrolled (E1674)
- SchoolId (E0266)
- SchoolYear (E1093)
- Sex (E0004)
- StudentId (E0001)
- StudentUId (E3079)