



PEIMS Fall Submission

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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: Some of the images and/or examples provided in this document are for informational 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).

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- **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

DEMOGRAPHIC INFO CONTROL INFO SPECIAL ED INFO ATTENDANCE ZONES OPTIONS STATE REPORTING

ASVAB: 01

Family Engagement Plan Link: <https://sites.google.com/dilleysisd.net/parent-resource-hub/home>

LEA Grievance Link: <https://sites.google.com/dilleysisd.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 Tr

Special Education Data System (SPEDS)

Preschool Outcomes Reporting:

Timely Initial Evaluation Reporting:

Early Childhood Transition Reporting:

Secondary Transition Reporting:

Gifted and Talented Programs

Delete	GT Program
<input type="checkbox"/>	01 : Pull-out
<input type="checkbox"/>	04 : Full-time inclusion

CTE Programs of Study

Delete	Program Code
<input type="checkbox"/>	012 : Carpentry
<input type="checkbox"/>	042 : Networking Systems
<input type="checkbox"/>	050 : Teaching and Training
<input type="checkbox"/>	060 : Welding

- [Verify and Update Campus Data](#)

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

Campus ID: 001

DEMOGRAPHIC INFO CONTROL INFO PRINCIPAL/COUNSELOR

Low Grade Level: 09 High Grade Level: 12

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: Participate in ELO:

Nbr of Bullying Incidents: 1 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

Delete	County/Dist	Res Fac ID	Facility Name	Inst Day Len
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Campus Enrollment Type

Delete	CEP Type	Begin Date	End Date
<input type="checkbox"/>	02 : Zoned Enrollment - Transfers Ac	08-05-2025	--

National School Lunch Program

Delete	NSLP Type	Begin Date	End Date
<input type="checkbox"/>	03 : Yes participating in NSLP under 1	08-05-2025	--

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		Instructor Listing			Program ID: SGR0140			
Cnty-Dist: 001-906 001		001 School			Page: 1 of 3			
		Sch Year: 2026						
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				Program ID: SGR2500			
Cnty-Dist: 001-906		001 School				Page: 1,1 of 43			
Campus: 001		Sch Year: 2026				Semester: 1			
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Format: Course Title Course-Section, Enrollment Room Number, Days MET TEA Course Number Class Role </div>									
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
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
		MTWThF	MTWThF	MTWThF	MTWThF	MTWThF	MTWThF	MTWThF	MTWThF
		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
Total Students: 46									
AGUILAR, A	SPED POP	RESOURCE RDG							
Instr ID: 943	9014-99	1 9660-01	0						
Sef ID=000013	307 MTWThF	307 MTWThF							
	85000SPD	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

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

ENGLISH Course Number Retrieve Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Sif Pod
		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: 1010 ENGLISH 1 Abbrev Name: ENG 1 Service ID: 03220100 ENG 1 Graded Crs:
 Nbr Sem: 2 Textbook ISBN: Exclude from TeacherPortal: Incl Both(Att Grds) Self Paced:

Grade Reporting

Per Ctr: 2
 Department:
 Gender Restr:
 Required:
 Elective:

Course Codes and Credits

Tot Credits: 1.0
 Part Credit:
 AAR:
 Grad Plan:
 Spec Cons:
 OnRamps:

Elem/Misc

Core Crs:
 ELA Wgt:
 Auto Grd:
 Incl UIL Elig:
 Exam/Sem Pat: 1

PEIMS

CTE Hrs:
 Pop Srvc: 01
 Instr Sett:
 Class Type: 01
 Role ID: 087
 Crs Seq:

HR/GA

HRoll Wgt: 1
 HRoll Table: R Regular
 HRoll Cd: R Regular
 GA Table: R Regular
 GA Wgt: 1

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

The screenshot displays the 'Section' maintenance interface. At the top, there are tabs for 'COURSE SELECTION', 'COURSE', 'SECTION', 'INSTRUCTOR', and 'COPY COURSE SECTION'. Below these is a search bar with a 'Retrieve' button. The main area features a table with columns: 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 Lrng, and Non Campus Based. A magnifying glass icon is placed over the 'Course' column. Below the table are navigation buttons (First, 1/47, Last) and an 'Add' button. The interface is divided into several panels: 'Section Information' (with fields for Sped Stu Age, Pop Srvd, Instruct Sett, Class Type, High Qual PK Prog, PK Sch Type, Crs Seq, Wks/Mnth, PK Curricula, Stu Instr, Home Room Ind), 'Restrictions' (with fields for Type Rstrctn, Team Code, Gender Rstrctn, Grade Rstrctn), 'Course Codes and Credits' (with fields for Dual Crdt, Adv Tech Crdt, AAR Use, Grad Plan Use, Special Consid, College Credit Hrs, Sem 1, Sem 2, OnRamps), 'District Information' (with fields for Crs Seq, Exam/Sem Pat, Gender Rstrctn, Instruct Sett, AAR Use, Self Paced, Pop Srvd, Grad Plan Use, Class Type, Role ID, Special Consid, CPR, Nbr Sem, Incl UIL Elig, Speech, OnRamps), and 'Campus Information' (with fields for Grade Rstrctn, Rstrctn Addt). At the bottom, a grid view shows details for a specific section, including fields for Sem, Days, Per Begin, Per End, Room, Time Begin, Time End, Lckout, Instr ID, Instructor, Class Role, Role ID, CTR, Entry Date, and Withdraw Date.

☐ 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

The screenshot shows a web interface for selecting a crosswalk type. At the top left is a 'Save' button. Below it is a 'Crosswalk Type:' label followed by a dropdown menu. The dropdown menu is open, showing four options: '042 Responsibilities - From Campus/Period to Minutes' (highlighted in blue), '043 Responsibilities - From Campus/Service ID to Minutes', '044 PE Responsibilities - Campus/Crs/Sec', and 'ADP Additional Days School Year Courses'. To the right of the dropdown is a green 'Retrieve' button.

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

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

The screenshot shows the header of a printed report. It includes the following text: 'Date Run: 11-11-2025 9:28 AM', 'Cnty Dist: 001-906', 'TSDS Student Crosswalks Report', 'TEXAS ISD', and 'Page: 1 of 1'. Below this is the title 'Crosswalk Table: 042 Responsibilities - From Campus/Period to Minutes'. At the bottom, there are two fields: 'From 00101' and 'To 00840'.

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).

Crosswalk Type	Purpose and Usage
044 - PE Responsibilities - Campus/Crs/Sec	<p>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.</p> <p>This is required for all teachers of record for course-sections associated with specific physical education (PE) CourseCodes.</p>

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**.

<p>Print</p>	<p>Print the crosswalk report.</p> <p>Review the report using the following buttons:</p> <p>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.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p>
<p></p>	<p>Delete a row.</p> <p>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.</p> <ul style="list-style-type: none"> ◦ 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

The screenshot shows the 'Student Enrollment' form for 'Demo2'. The top navigation bar includes tabs for DEMO1, DEMO2 (selected), DEMO3, GRADUATION, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, and BIL/ESL. The form is organized into several panels:

- 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, Immig Tracking, Headstart Code, Alien Tuition Cd, Parent Federal Connected, Att Zone Home Campus, SAT-ACT-TSIA Reimburse.
- Dual Language Immersion:** Year (01-05) and Language selection, Assessment Date, Completion Year.
- Receive/Transfer:** Previous District, Previous Campus (001), Last Year Campus (001), Last Year Grade, Records Request, Records Forward.
- Locker:** Number, Combination 1, Combination 2.
- ECDS Assessments:** PK Beginning of Year, PK End Of Year, KG Beginning of Year.
- Magnet School:** Magnet this year, Magnet next year.
- Local Use:** Local Use Code 1, 2, 3 with Function 1, 2, 3 and Undefined Pgm checkboxes.
- Census Block:** A table with columns: Delete, Census Block, Begin Date, End Date. A red box highlights this section.

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

- Demo3

Registration > Maintenance > Student Enrollment > Demo3

The screenshot shows the 'Student Enrollment' form for 'Demo3'. The top navigation bar includes tabs for DEMO1, DEMO2, DEMO3 (selected), GRADUATION, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS. The form is organized into several panels:

- Promotion:** Year End Status, SSI Promotion, Retained Reason 1, 2, 3.
- Status Indicators:** Student Parent, Even Start, Neglected/Delinquent.
- Homeless Status:** A table with columns: Delete, Descriptor, Begin Date, End Date. A red box highlights this section.
- Early Reading Indicator:** A table with columns: Delete, Descriptor, Begin Date, End Date.
- Adult Previous Attendance:** A table with columns: Delete, Descriptor, Begin Date, End Date. A red box highlights this section.
- Unaccompanied Youth:** A table with columns: Delete, Descriptor, Begin Date, End Date. A red box highlights this section.
- Unschooled Asylee Refugee:** A table with columns: Delete, Descriptor, Begin Date, End Date.
- Full Time Hybrid Virtual Program:** A table with columns: Delete, Descriptor, Begin Date, End Date. A red box highlights this section.

- Graduation

Registration > Maintenance > Student Enrollment > Graduation

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

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:

Texas First Early HS Completion Pgm:

IGC Reviewed: Established Date: IGC Graduate:

Financial Aid Application

Status:

Met Date:

Foundation High School Program

College Career Instruction:

Foundation Crswrk: Distinguished Crswrk:

STEM: Date Completed:

Public Services: Date Completed:

Business and Industry: Date Completed:

Multi Disciplinary Studies: Date Completed:

Arts and Humanities: Date Completed:

Industry Based Certification

Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Background Check Cost	Reimburse	Enrolled
no rows								

[Add](#)

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	Endorsement	Distinguished	STAAR EOC Assmnts	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 SS (US H, Eco/Govt & 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)	(26 Credits) with 4 Science 1 Algebra 2 Endorsement	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	ACT.....Composite ACT PLAN...Composite PSAT Old...Combined PSAT New...Combined PSAT Section Scores SAT.....Combined SAT Section Scores TSIA Scores TSIA2.....MathDiag	Math Read Engl Sci Math Read Engl Math Read Math Read Math Read Math Read Math Read Math Read Math Read Math ELAR WPI ABE	Dyslexia... No LEP... No Migrant... No G/T... No Spec Ed... No Retained... No

Met Date [] Multi-Disciplinary Studies [- Pursuing] Parent Signature []
Arts and Humanities [0 - Not Participating] Counselor Signature []

Industry Based Certification

Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Background Check Cost	Reimburse	Enrolled
No Rows								

- 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 (TEC37.006)	Expelled (TEC37.007)	On Parole, Prob, Deferred Proc., Othr Release	Previous PEIMS Dropout	Emergent Bilingual	In Dept Family Protective Svcs
Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Last Grade Failed: [] Last Year Failed: []

Non PEIMS District Codes

User 1 - Char 1 []
User 2 - Char 1 []
User 3 - Char 3 []
User 4 - Char 3 []
User 5 - Char 8 []

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
Below Perf.	Failed Test	Preg/Parent	DAEP (TEC37.006)	Expelled (TEC37.007)	On Parole, Prob, Deferred Proc., Othr 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/Emo (TEC 25.085/25.086)
Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Last Grade Failed: [] Last Year Failed: []

Non PEIMS District Codes

User 1 - Char 1 []
User 2 - Char 1 []
User 3 - Char 3 []
User 4 - Char 3 []
User 5 - Char 8 []

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

Delete	Campus	Entry Date	Exit Date	Reason	Gift/Talented
	001	--	--		<input checked="" type="checkbox"/>

General Intellectual Ability: Creative Productive Thinking:
Specific Subject Matter Aptitude: Leadership Ability:

- Bilingual/ESL

Registration > Maintenance > Student Enrollment > Bilingual/ESL

Delete	Details	Campus	Entry Date	Exit Date	Reason	EB Cd	Par Perm Cd	Lang Instru Program Svc	BIL/ESL Fund Cd
		001	--	--		0			

Yrs US Sch: Date HLS Admin:
Campus: EB Cd:
Entry Date: Par Perm Cd:
Exit Date: Lang Instru Program Svc:
Reason: BIL/ESL Fund Cd:
OLPT English Test: Type: Date: Score:
OLPT Spanish Test: Type: Date: Score:

Delete	Descriptor	Begin Date	End Date
	98	08-05-2025	--

Delete	Descriptor	Begin Date	End Date
	98	08-05-2025	--

- Title I

Registration > Maintenance > Student Enrollment > Title I

Delete	Details	Campus	Entry Date	Exit Date	Reason	Title I
		001	08-05-2025	--		6

+ Add

Campus:
Wdraw Reason:

Title I Entry Date:
Title I Code:

Title I Exit Date:

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

- [Pregnancy Related Services \(PRS\)](#)

Registration > Reports > Create Registration Report

PRS

Campus
 Entry Date
 Exit Date
 Reason
 PRS
 CEHI
 CTE Elig

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		Student No Show Report				Program ID: SRG2200			
Cnty-Dist: 001-906		001 School				Page: 1 of 2			
Campus: 001		Sch Year: 2025							
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	<u>W/R ENROLL</u>	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	--		<input type="checkbox"/>	1		12	8	<input checked="" type="checkbox"/>	01		--	--		<input type="checkbox"/>
Add																	
Campus:	001	Status Cd:	1	Track:	01	Residential Facility:	<input type="checkbox"/>										
Entry Date:	08-05-2025	Exclusion Code:		Attribution Cd:													
Exit Date:	--	Grade Level:	12	Camp Resid:	--												
Reason:		Eligibility Code:	8	Camp Account:	--												
ET Verify:	<input checked="" type="checkbox"/>	CTE Elig:	<input checked="" type="checkbox"/>														

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		Leaver Tracking Report															Program ID: SRG1700			
Cnty Dist: 001-906		TEXAS ISD															Page: 1 of 4			
Campus: 001		2024 Leavers and 2025 No-Shows for 2025 PEIMS Submission																		
School Start Window Date: 08/04/2025																				
Student ID	Student Name	Grd Lvl	Lvr Yr	No Show	Wd Cd	PEIMS Cd	Grad Dt	Grad Type	Dist Crs	S T E M	Pub Srv	Bus and Ind	Multi Disc and Study	Arts and Hum IGC	Mil Enlist	SSN	Excl PEIMS	— SSW Enrollment —	W/D	
		09	2025	1	80				0	0	0	0	0	0	0	0	0	0	0	0
		09	2025	1	80				0	0	0	0	0	0	0	0	0	0	0	0
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	0	2	0	0	0	0	0	0
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	2	0	0	0	0	0	0	0
		12	2024	0	01	01	05/24/2024	34	2	0	0	2	2	0	0	0	0	0	0	0
		12	2024	0	01	01	05/24/2024	55	0	0	0	2	0	0	0	0	0	0	0	0
		10	2024	0	60	60			0	0	0	0	1	0	0	0	0	0	0	0
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	0	2	0	0	0	0	0	0
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	2	0	0	0	0	0	0	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)

The screenshot shows a web-based form for student enrollment. At the top, there are fields for 'STUDENT' and 'TEXAS UNIQUE STU ID'. Below this is a 'Comments' field. The main form is divided into several sections:

- Graduation:** Includes 'Graduation Type' (dropdown), 'Graduation Date' (calendar), 'AAR Grad Plan' (dropdown), 'Texas Grant Eligibility' (checkbox), 'Cert of Crs/Wrk Date Completed' (calendar), 'College Entry' (checkbox), 'CPR-AED Date Completed' (calendar), 'Speech Date Completed' (calendar), 'Peace Officer Interact Date Completed' (calendar), 'Texas First Early HS Completion Pgm' (dropdown), 'IGC Reviewed' (checkbox), and 'IGC Graduate' (checkbox).
- Financial Aid Application:** Includes 'Status' (dropdown) and 'Met Dates' (calendar).
- Foundation High School Program:** Includes 'College Career Instruction' (checkbox), 'Foundation Crswrk' (dropdown), 'Distinguished Crswrk' (dropdown), 'STEM' (dropdown), 'Date Completed' (calendar), 'Public Services' (dropdown), 'Date Completed' (calendar), 'Business and Industry' (dropdown), 'Date Completed' (calendar), 'Multi Disciplinary Studies' (dropdown), 'Date Completed' (calendar), and 'Arts and Humanities' (dropdown), 'Date Completed' (calendar).
- Industry Based Certification:** Includes a table with columns: Delete, Certification, Date Taken, Result, Exam Fee, Vendor Nbr, Reimburse, and Enrolled.

A callout box labeled 'Previous School Year' points to a dropdown menu in the top right corner of the form.

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

Move to Request | Print Credit Detail | Change Plan | PGP

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 Peace Officer Interact Date Completed: 09-05-2024

Foundation	Endorsement	Distinguished	STAAR EOC Assmnts	College Readiness	Diagnostic Info
4 English (English 1-3 & 1 Adv) 3 Math (Alg 1, Geo, & 1 Adv) 3 Science (Bio, IPC, or Adv & 1 Adv) 3 SS (US H, Eco/Govt & 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) with 4 Science 1 Algebra 2 Endorsement	English 1 Approaches English 2 Approaches Algebra 1 Approaches Biology 1 Approaches US History Approaches English 3 Algebra 2 Cum GPA: 2.06562 Cum Rank: 64	ACT...Composite: 10 Math: 10 Read: 13 Engl: 04 ACT PLAN...Composite PSAT Old...Combined PSAT New...Combined PSAT Section Scores SAT...Combined SAT Section Scores TSIA Scores College Readiness... TSI Required	Dyslexia: No LEP: No Migrant: No G/T: No Spec Ed: Yes Retained: 10

Accelerated Learning Plan | Monitor Plan

Parent's Educational Expectation

Financial Aid Application

Status: 02 - Exception Submitted/Opt-Out Met Date: 05-2025

Endorsements

The Student must have 26 credits for an endorsement or distinguished level of achievement.

Endorsement	Date Completed
STEM	0 - Not Participating
Public Services	0 - Not Participating
Business and Industry	0 - Not Participating
Multi Disciplinary Studies	0 - Completed 05-22-2025
Arts and Humanities	0 - Not Participating

PGP Acknowledgment

The importance of a High School Graduation Plan is to indicate that endorsements, the distinguished level of achievement, and the importance of postsecondary education, automatic college admission, and eligibility for financial aid have been explained to me.

Student Signature: _____ Date: _____
Parent Signature: _____ Date: _____
Counselor Signature: 05-22-2025

Industry Based Certification

Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Reimburse	Enrolled
<input type="checkbox"/>	36 - (990) (N) EQUINE MANAGEMENT AND EVALUATION CE	--	02 -IBC Examination Passed	0.00	1000	<input type="checkbox"/>	<input type="checkbox"/>

Previous School Year

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				Natl/Intl Business or Industry Certification		
Delete	Admin	Month	Code	Origin	Certification	Date
Outstanding Performance Assessment N/A						
				Bilingual/Biliteracy: _____		
				Dual Credit: 0 - Student not acknowledged for Dual Credit		
				Associate Degree: 2 - Associate of Arts (AA)		

+ Add

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](#)

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

The image shows two screenshots of the TSDS Crosswalks interface. The top screenshot displays the '042 Responsibilities - From Campus/Period to Minutes' crosswalk type. It includes a dropdown menu for the crosswalk type, 'Retrieve' and 'Print' buttons, and a table with columns for 'Delete', 'From', and 'To'. The bottom screenshot displays the '043 Responsibilities - From Campus/Service ID to Minutes' crosswalk type, also with a dropdown menu, 'Retrieve' and 'Print' buttons, and a table with 'Delete', 'From', and 'To' columns.

All users will verify data using Crosswalk Type:

- 044 PE Responsibilities - Campus/Crs/Sec

The image shows a screenshot of the TSDS Crosswalks interface for the '044 PE Responsibilities - Campus/Crs/Sec' crosswalk type. It includes a dropdown menu for the crosswalk type, 'Refresh', 'Delete', and 'Print' buttons, and a table with columns for 'From', 'Day Week 1', 'Mins Week 1', 'Day Week 2', 'Mins Week 2', 'Day Week 3', 'Mins Week 3', 'Day Week 4', and 'Mins Week 4'. The data rows show values of 5 and 0 for each cell.

From	Day Week 1	Mins Week 1	Day Week 2	Mins Week 2	Day Week 3	Mins Week 3	Day Week 4	Mins Week 4
001501201	5	0	5	0	5	0	5	0
041075101	5	0	5	0	5	0	5	0
041075301	5	0	5	0	5	0	5	0
041075401	5	0	5	0	5	0	5	0

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*.

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 Rule	Days	Per Met	Per Beg	Per End	Time	Entry Date	Withdraw Date	Svc ID	Class Type	Pop Srv	Role ID	Class	PK Curr	High Qual	PK Instr	Child-Care	Home Room	On Ramps	Dual Crd	Adv Tech	CTE Hrs	CTE Tier	Teacher Cert	College Sem1	Credit Sem2	Hours
04		excluded	00SH	MTWTF	04	04			8/05/2025		83800ST	01	01	087						0	0	0			N	0	0		
05		RODRIGUEZ	01	MTWTF	05	05			8/05/2025		83800ST	01	01	087						0	0	0			N	0	0		
		Course Number	0600						SEE COUNSELOR		85000CO															0	0		
		Course Number	0601						LEADERSHIP		83800LD															0	0		
		Course Number	0602						ESL INT		83800ES															0	0		
		Course Number	0603						ACTIV OF D		8500000															0	0		

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

1020 - ENGLISH 2 Course Number

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	Dist Lrng	Non Campus Based
<input type="radio"/>	1020	ENGLISH 2	01	022	13	5	15	3	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="radio"/>	1020	ENGLISH 2	03	022	23	3	24	3	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="radio"/>	1020	ENGLISH 2	05	022	16	4	17	3	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="radio"/>	1020	ENGLISH 2	06	022	15	5	12	4	<input type="checkbox"/>	N	<input type="checkbox"/>		00

⇒ Crs Nbr: 1020 ; ENGLISH 2 Svc ID: 03220200 Multi Svc Ind: Lock: Include UIL Elig: N

Section: 01 Max Seats: 022 Enrolled Students Sem 1: 13 Sem 2: 15 Non Campus Based: 00 Dist Lrng:

Section Information

Sped Stu Age: 00 Crs Seq:

Pop Srvd: 01 Wks/Mnth:

Instruct Set: PK Curricula:

Class Type: 01 Stu Instr:

High Qual PK Prog: Home Room Ind:

PK Sch Type:

Include WD Meeting Times:

Restrictions

Type Rstrcn:

Team Code:

Gender Rstrcn:

Grade Rstrcn: +

Child Care Partnership

Operation Number:

Course Codes and Credits

Dual Crdt: 0

Adv Tech Crdt: 0

AAR Use:

Grad Plan Use:

Special Consid:

College Credit Hrs

Sem 1: 0

Sem 2: 0

OnRamps:

District Information

Crs Seq: Exam/Sem Pat: 1 Gender Rstrcn:

Instruct Set: AAR Use: Self Paced:

Pop Srvd: 01 Grad Plan Use: Class Type: 01

Role ID: 087 Special Consid: CPR: N

Nbr Sem: 2 Incl UIL Elig: Speech: N

OnRamps:

Campus Information

Grade Rstrcn: Rstrcn Add: 0

Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lkout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
01	3	05	01	01	108			901	SCHULZ, ROSALINDA	01	087		08-06-2024		<input type="checkbox"/>

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).

School Year:

TSDS Level 1 Errors For

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

/ 1

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 <i>(this cannot be run for a specific date-will run as of the day you run the report)</i>
	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)