



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

- [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.

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 - 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/dilleyisd.net/parent-resource-hub/home>

LEA Grievance Link: <https://sites.google.com/dilleyisd.net/parent-resource-hub/home>

Local Education Agency Category: 01 : School District

Education Organization Category: 02 : Local Education Agency

PK Program Evaluation Type: 01 : TEA Self-Assessment 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

01 : Pull-out

04 : Full-time inclusion

CTE Programs of Study

Delete Program Code

012 : Carpentry

042 : Networking Systems

050 : Teaching and Training

060 : Welding

Add

- [Verify and Update Campus Data](#)

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

Campus ID: 001 Retrieve

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: ☐

Nbr of Bullying Incidents: 1

Participate in ELO: ☒

Nbr of Cyberbullying Incidents: 0

Office of Civil Rights (OCR) Options

School has Students Participating in Single-Sex Interscholastic Athletics: ☒

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

School has Students who Receive Corporal Punishment for Disciplinary Purposes: ☒

Campus-wide Residential Facility: ☐

Residential Facility Options

Delete Details County/Dist Res Fac ID Facility Name Inst Day Len

Campus Enrollment Type

Delete CEP Type Begin Date End Date

02 : Zoned Enrollment - Transfers Ac 08-05-2025

Add

National School Lunch Program

Delete NSLP Type Begin Date End Date

03 : Yes participating in NSLP under 1 08-05-2025

Add

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

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
Cnty-Dist: 001-906
Campus: 001

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

Program ID: SGR2500
Page: 1.1 of 43

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

Instructor	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08
No Instructor		SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR
Instr ID:		1000-01 5	1000-02 4	1000-03 4	1000-04 7	1000-05 5	1000-06 10	1000-07 7	1000-08 4
		MTWThF	MTWThF	MTWThF	MTWThF	MTWThF	MTWThF	MTWThF	MTWThF
		8EXCLUDE	8EXCLUDE	8EXCLUDE	8EXCLUDE	8EXCLUDE	8EXCLUDE	8EXCLUDE	8EXCLUDE
		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									
AQUILAR, 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

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.

REMINDER: Specific to the StaffSectionAssociation

- 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.

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

Recommendations:

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

- [Update Master Schedule Data](#)

Grade Reporting > Maintenance > Master Schedule > District Schedule

AVAILABLE COURSES

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	Stf 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: Credit Seq: 4 Credit Lvl: H CPR: Speech: ☐
Elem/Misc Core Crs: ELA Wgt: Auto Grd: Incl UIL Elig: ☒ Exam/Sem Pat: 1
PEIMS CTE Hrs: Pop Srvd: 01 Instr Srvd: 1 Class Type: 01 Role ID: 087 Crs Seq: HR/GA HRoll Wgt: 1 HRoll Table: R Regular HRoll Cd: R Regular GA Table: 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

COURSE SELECTION COURSE **SECTION** INSTRUCTOR COPY COURSE SECTION

Course Number Retrieve

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

First 1 / 47 Last Add

Crs Nbr: 00SH STUDY HALL Svc ID: 83800STH Multi Svc Ind: ☐ Lock: ☐ Include UIL Elig: N

Section: 04 Max Seats: 010 Enrolled Students Sem 1: 0 Sem 2: 0 Non Campus Based: 00 Dst Lrng:

Section Information

Sped Stu Age: 00 Crs Seq:

Pop Srvd: Wks/Mnth:

Instruct Sett: PK Curricula:

Class Type: Stu Instr:

High Qual PK Prog: Home Room Ind: ☐

PK Sch Type: ☐

Include WD Meeting Times: ☒

Restrictions

Type Rstrctn:

Team Code:

Gender Rstrctn:

Grade Rstrctn: +

Child Care Partnership

Delete Operation Number

Add

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 Rstrctn:

Instruct Set: AAR Use: T 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 Rstrctn: Rstrctn Add:

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
	01	3	05	04	100				945	SHULL, RUDOLPH M.	01	087	<input type="checkbox"/>	08-05-2025	-	<input type="checkbox"/>

Add

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.
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- [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.
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**.

Print	<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.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>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.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</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.</p> <p>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

The screenshot shows the 'Registration > Maintenance > Student Enrollment > Demo1' form. The form is divided into several sections:

- Demographic Information:** Includes fields for Grade (12), Entry Dt (08-05-2025), Track (01), Orig Entry (08-05-2025), Withdrawal Dt, Portal ID (fbF2vaFA35), Name (MICHELLE, MADALYN, AGUILAR), Social Security Number Denied, SSN (403-92-3818), Prior SSN, Texas Unique Student ID (7827254167), Medicaid Eligible, Medicaid ID, Sex (F), DOB (11-16-2007), Hispanic/Latino (checked), Aggregate Race/Ethnicity (H - Hispanic), White (checked), Black/African American, Asian, American Indian/Alaskan Native, and Hawaiian/Pacific Isl.
- Phone / Address:** Includes fields for Add/Tel Rest, Phone Nbr (555 675-9361), Cell Ph Nbr, E-mail, Mailing (742, E LEONA, Alamo City, TX, 46119), Physical (742, E. LEONA ST, Alamo City, TX, 46119), and a Duplicate button.
- Student Indicators:** Includes fields for Eligibility Code (8), Attribution Code, Campus ID Resid, Active Cd (1 - Active), City Residence, Reporting Excl, Record Status (1), NSLP, Child Find: SPPI-11, Child Find: SPPI-12, As of Status Last Friday October, and As of Status Last Day Enrollment.
- Current / Next Year Information:** Includes fields for Control Num (906), Next Yr Cntrl, Here Last Yr, Next Yr Camp, CY Xfer Factor, NY Xfer Factor, CY Team Code, and NY Team Code.
- Economic Disadvantage:** Includes a table with columns: Delete, Descriptor, Begin Date, and End Date. The table shows one row with a trash icon, '00', '08-05-2025', and an empty End Date field.
- Foster Care:** Includes a table with columns: Delete, Descriptor, Begin Date, and End Date. The table shows 'no rows'.
- Military Connected:** Includes a table with columns: Delete, Descriptor, Begin Date, and End Date. The table shows 'no rows'.

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

- [Demo2](#)

Registration > Maintenance > Student Enrollment > Demo2

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL												
Counselor Information Counselor: 003 Dt Entry 5th Grd: 08-15-2018 Dt Entry 8th Grd: 08-16-2021 Dt Entry 9th Grd: 08-11-2022 District Entry Date: 08-27-2012 Birth City: BEXAR COUNTY Birth State: TX Birth Country: 01 Cohort: 2026			Miscellaneous Primary Language: Immig Tracking: Headstart Code: Alien Tuition Cd: Parent Federal Connected: Att Zone Home Campus: SAT-ACT-TSIA Reimburse:			Dual Language Immersion <table border="1"> <thead> <tr> <th>Year</th> <th>Language</th> </tr> </thead> <tbody> <tr><td>01:</td><td></td></tr> <tr><td>02:</td><td></td></tr> <tr><td>03:</td><td></td></tr> <tr><td>04:</td><td></td></tr> <tr><td>05:</td><td></td></tr> </tbody> </table> Assessment Date: -- Completion Year:				Year	Language	01:		02:		03:		04:		05:	
Year	Language																				
01:																					
02:																					
03:																					
04:																					
05:																					
Receive/Transfer Previous District: Previous Campus: 001 Last Year Campus: 001 Last Year Grade: Records Request: 0 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: <input type="checkbox"/> Magnet next year: <input type="checkbox"/>														
Local Use Local Use Code 1 <input type="checkbox"/> Function 1 <input type="checkbox"/> Undefined Pgm <input type="checkbox"/> Local Use Code 2 <input type="checkbox"/> Function 2 <input type="checkbox"/> Local Use Code 3 1			Census Block <table border="1"> <thead> <tr> <th>Delete</th> <th>Census Block</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>--</td> <td>--</td> </tr> </tbody> </table>							Delete	Census Block	Begin Date	End Date			--	--				
Delete	Census Block	Begin Date	End Date																		
		--	--																		

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

- [Demo3](#)

Registration > Maintenance > Student Enrollment > Demo3

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRIS	LOCAL PROGRAMS	PK ENROLL	FORMS																		
Promotion Year End Status: <input type="checkbox"/> SSI Promotion: <input type="checkbox"/> Retained Reason 1: <input type="checkbox"/> Retained Reason 2: <input type="checkbox"/> Retained Reason 3: <input type="checkbox"/>			Status Indicators Student Parent: <input type="checkbox"/> Even Start: <input type="checkbox"/> Neglected/Delinquent: <input type="checkbox"/>			Homeless Status <table border="1"> <thead> <tr> <th>Delete</th> <th>Descriptor</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr><td colspan="4">No Rows</td></tr> </tbody> </table>			Delete	Descriptor	Begin Date	End Date	No Rows				Early Reading Indicator <table border="1"> <thead> <tr> <th>Delete</th> <th>Descriptor</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr><td colspan="4">no rows</td></tr> </tbody> </table>			Delete	Descriptor	Begin Date	End Date	no rows								
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no rows																																
Adult Previous Attendance <table border="1"> <thead> <tr> <th>Delete</th> <th>Descriptor</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr><td colspan="4">no rows</td></tr> </tbody> </table>			Delete	Descriptor	Begin Date	End Date	no rows				Unaccompanied Youth <table border="1"> <thead> <tr> <th>Delete</th> <th>Descriptor</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr><td colspan="4">no rows</td></tr> </tbody> </table>			Delete	Descriptor	Begin Date	End Date	no rows				Unschooling Asylee Refugee <table border="1"> <thead> <tr> <th>Delete</th> <th>Descriptor</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr><td colspan="4">no rows</td></tr> </tbody> </table>			Delete	Descriptor	Begin Date	End Date	no rows			
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Full Time Hybrid Virtual Program <table border="1"> <thead> <tr> <th>Delete</th> <th>Descriptor</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr><td colspan="4">No Rows</td></tr> </tbody> </table>			Delete	Descriptor	Begin Date	End Date	No Rows																									
Delete	Descriptor	Begin Date	End Date																													
No Rows																																

- 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																		
<div><div>Graduation Graduation Type: 34 AAR Grad Plan: FHS Program Cert of CrsWrk Date Completed: -- CPR-AED Date Completed: -- Peace Officer Interact Date Completed: 07-26-2023 Texas First Early HS Completion Pgm: -- IGC Reviewed: <input type="checkbox"/> Established Date: -- Graduation Date: -- Texas Grant Eligibility: -- College Entry: <input type="checkbox"/> Speech Date Completed: -- IGC Graduate: <input type="checkbox"/></div><div>Financial Aid Application Status: -- Met Date: --</div></div> <div>Foundation High School Program College Career Instruction: <input type="checkbox"/> Foundation CrsWrk: 1 Distinguished CrsWrk: 0 STEM: 0 Date Completed: -- Public Services: 0 Date Completed: -- Business and Industry: 0 Date Completed: -- Multi Disciplinary Studies: 1 Date Completed: -- Arts and Humanities: 0 Date Completed: --</div> <div>Industry Based Certification<table border="1"><thead><tr><th>Delete</th><th>Certification</th><th>Date Taken</th><th>Result</th><th>Exam Fee</th><th>Vendor Nbr</th><th>Background Check Cost</th><th>Reimburse</th><th>Enrolled</th></tr></thead><tbody><tr><td colspan="9">no rows</td></tr></tbody></table><div>Add</div></div>													Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Background Check Cost	Reimburse	Enrolled	no rows								
Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Background Check Cost	Reimburse	Enrolled																						
no rows																														

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

- 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		
Delete	Begin Date	End Date	At-Risk	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc
	<input type="text" value="--"/>	<input type="text" value="--"/>	<input checked="" 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"/>
<div> <div></div> <div></div> </div>															
<div> <div>Last Grade Failed: <input type="text"/></div> <div>Last Year Failed: <input type="text"/></div> </div>															
<div> <div>Non PEIMS District Codes</div> <div> <div>User 1- Char 1 <input type="text"/></div> <div>User 2- Char 1 <input type="text"/></div> <div>User 3- Char 3 <input type="text"/></div> <div>User 4- Char 3 <input type="text"/></div> <div>User 5- Char 8 <input type="text"/></div> </div> </div>															

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)
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"/>
<div> <div></div> <div></div> </div>														
<div> <div>Last Grade Failed: <input type="text"/></div> <div>Last Year Failed: <input type="text"/></div> </div>														
<div> <div>Non PEIMS District Codes</div> <div> <div>User 1- Char 1 <input type="text"/></div> <div>User 2- Char 1 <input type="text"/></div> <div>User 3- Char 3 <input type="text"/></div> <div>User 4- Char 3 <input type="text"/></div> <div>User 5- Char 8 <input type="text"/></div> </div> </div>														

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

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

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

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

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

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

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

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

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

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

- [W/R Enroll](#)

Registration > Maintenance > Student Enrollment > WR Enroll

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

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 checked="" type="checkbox"/>	1		12	8	<input checked="" type="checkbox"/>	01		--	--		<input type="checkbox"/>

+ Add

Campus: Status Cd: Track: Residential Facility: ☐
 Entry Date: Exclusion Code: Attribution Cd:
 Exit Date: Grade Level: Camp Resid:
 Reason: Eligibility Code: Camp Account:
 ET Verify: ☒ CTE Elig: ☒

- [Special Ed](#)

Registration > Maintenance > Student Enrollment > Spec Ed

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

Delete	Campus	Entry Date	Exit Date	Reason	Prim Dis	Sec Dis	Tert Dis	Multi Dis	Medical Fragile	Instrl Set	Child Cnt Fund	CTE Elig	Speech	RDSPD	RDSPD Dist Of Svc
	001	<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value=""/>	<input type="text" value="00"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="00"/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/>

Services

Asst Tech	Aud Svc	Couns Svc	ECI	Interp Svc	Medical Diag	Occup Thrpy	Orient Trng	Phys Thrpy	PPCD	PPCD Location	Psych Svc	Rec Thrpy	Sch Hlth Svc	Soc Wrk Svc	Transport
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

+ Add

NOTE: PPCD Location = ECSEServiceLocation (E1077)

- Gifted/Talented (G/T)

Registration > Maintenance > Student Enrollment > GT

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED **G/T**

Delete Campus Entry Date Exit Date Reason Gift/Talent

☐ 001 +33 ☒

[Add](#)

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

- Bilingual/ESL

Registration > Maintenance > Student Enrollment > Bilingual/ESL

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

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

☐ 001 0

[Add](#)

Yrs US Sch: Date HLS Admin:

Campus: EB Cd: OLPT English Test: OLPT Spanish Test:

Entry Date: Par Perm Cd: Type: Type:

Exit Date: Lang Instru Program Svc: Date: Date:

Reason: BIL/ESL Fund Cd: Score: Score:

Home Language: Student Language:

Delete Descriptor Begin Date End Date

☐ 98 08-05-2025

[Add](#)

- 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: +33

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)

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/	PRS
Delete	Campus	Entry Date	Exit Date	Reason		PRS	CEHI	CTE Elig	
	001	--	--		+33	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Add									

Update data elements:

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

- [Local Programs](#)

Registration > Maintenance > Student Enrollment > Local Programs

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS
Local Programs for TEA												
Delete	Campus	Entry Date	Exit Date	Reason	Local Program	TEA Code	Code 1	Code 2	Code 3	Code 4		
	001	--	--									
Add												
Other Local Programs												
Delete	Campus	Entry Date	Exit Date	Reason	Local Program	Code 1	Code 2	Code 3	Code 4			
no rows												
Add												

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

The screenshot displays the 'PK ENROLL' section of the District Administration interface. It is divided into two main panels: 'PK Program' and 'PK Funding Source'.

PK Program Panel:

- Table:** A table with columns: Delete, Details, Campus, Entry Date, Exit Date, Reason, PK Program, and PK Elig Prev Yr. One row is visible with Campus 101, Entry Date 08-05-2025, Exit Date --, Reason --, PK Program 02: PK eligible; 4 or more hrs instruction, and PK Elig Prev Yr --.
- Form Fields:** Below the table, there are input fields for Campus (101), Entry Date (08-05-2025), Exit Date (--), Reason (+33), PK Program Code (02: PK eligible; 4 or more hrs instruction), and PK Elig Prev Yr (checkbox).

PK Funding Source Panel:

- Table:** A table with columns: Delete, Details, Fund Order, Fund Source, Begin Date, and End Date. One row is visible with Fund Order 1, Fund Source 1: Tuition fees, Begin Date 09-15-2025, and End Date --.
- Form Fields:** Below the table, there are input fields for Fund Order (1), Fund Source (1: Tuition fees), Begin Date (09-15-2025), and End Date (--).

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

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 Sdy	Arts and Hum	IGC	Mil Enlist	SSN	Excl PEIMS	— SSW Enrollment — Campus Entry W/D
		09	2025	1	80				0	0	0	0	0	0	00	0	XXX-XX-XXXX	0	
		09	2025	1	80				0	0	0	0	0	0	00	0	XXX-XX-XXXX	0	
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	0	2	00	0	XXX-XX-XXXX	0	
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	2	0	00	0	XXX-XX-XXXX	0	
		12	2024	0	01	01	05/24/2024	34	2	0	0	2	2	0	00	0	XXX-XX-XXXX	0	
		12	2024	0	01	01	05/24/2024	55	0	0	0	2	0	0	00	0	XXX-XX-XXXX	0	
		10	2024	0	60	60			0	0	0	0	1	0	00	0	XXX-XX-XXXX	0	
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	0	2	00	0	XXX-XX-XXXX	0	
		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)

Save

Student Information

School Year: 2024-2025

Retrieve

Directory

Comments

Prev

Next

DEMO1

DEMO2

DEMO3

GRADUATION

AT RISK

CONTACT

W/R ENROLL

SPEC ED

G/T

BIL/ESL

TITLE I

W/R ENROLL

FORMS

STUDENT:

TEXAS UNIQUE STU ID:

Graduation

Graduation Type: 34

Graduation Date:

AAR Grad Plan: FHS Program

Texas Grant Eligibility:

Cert of Crs/Wrk Date Completed:

College Entry:

CPR-AED Date Completed:

Speech Date Completed:

Peace Officer Interact Date Completed: 07-26-2023

IGC Reviewed:

Texas First Early HS Completion Pgm:

IGC Graduate:

Financial Aid Application

Status:

Met Dates:

Foundation High School Program

College Career Instruction:

Foundation Crswrk: 1

Distinguished Crswrk: 0

STEM: 0

Date Completed:

Public Services: 0

Date Completed:

Business and Industry: 0

Date Completed:

Multi Disciplinary Studies: 1

Date Completed:

Arts and Humanities: 0

Date Completed:

Industry Based Certification

Delete

Certification

Date Taken

Result

Exam Fee

Vendor Nbr

Reimburse

Enrolled

Previous School Year

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

Save

School Year: 2024-2025

STUDENT: 006517 - ALANZ, 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, EcoGovt & WG or WH) 2 Language Other Than English 1 Fine Arts 1 Physical Education 5 Electives (22 Credits) 1 - Pursuing	(22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives (26 Credits) 2 - Completed	(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 Eng 04 Sci ACT PLAN...Composite PSAT Old...Combined PSAT New...Combined PSAT Section Scores SAT...Combined SAT Section Scores TSIA Scores TSIA2...MathDiag College Readiness... TSI Required	Dyslexia... LEP... Migrant... G/T... Spec Ed... 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
Parent Signature
Counselor Signature 05-22-2025

Industry Based Certification

Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Reimburse	Enrolled
36 - (990) IN EQUINE MANAGEMENT AND EVALUATION CE	02 - IBC Examination Passed	0.00	1000				

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**

Delete	Admin	Month	Code
College Board AP/IB Examinations			

Nat/Intl Business or Industry Certification

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](#)

- SectionSet

[illegible]

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

COURSE SELECTION

COURSE

SECTION

INSTRUCTOR

COPY COURSE SECTION

1020 : ENGLISH 2

Course Number

Retrieve

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

Add

>> 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

Dst Lrng:

Section Information

Spd Stu Age:

00

Crs Seq:

Pop Svcd:

01

Wks/Mnth:

Instruct Set:

PK Curricula:

Class Type:

01

Stu Instr:

High Qual PK Prog:

Home Room Ind:

☐

PK Sch Type:

Restrictions

Type Rstrctn:

Team Code:

Gender Rstrctn:

Grade Rstrctn:

Child Care Partnership

Operation Number

Add

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 Rstrctn:

☐

Instruct Set:

AAR Use:

☐

Self Paced:

☐

Pop Svcd:

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 Rstrctn:

☐

Rstrctn Addl:

0

Include WD Meeting Times:

☒

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	108				901	SCHULZ, ROSALINDA	01	087		08-06-2024	- -	

Add

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

Crosswalk Type: 042 Responsibilities - From Campus/Period to Minutes Retrieve Print

Delete From To

+ Add

Crosswalk Type: 043 Responsibilities - From Campus/Service ID to Minutes Retrieve Print

Delete From To

+ Add

☐ All users will verify data using Crosswalk Type:

- 044 PE Responsibilities - Campus/Crs/Sec

Crosswalk Type: 044 PE Responsibilities - Campus/Crs/Sec

Refresh

Delete

Print

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

☐ 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).

Print
Extract Errors Reprint
Extract Prior Year Reprint
Extract Budget Reprint
Extract Payroll Reprint

School Year: 2026

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
	Student Identification and Demographics	Student Parent Association	1
<input type="checkbox"/>	Teaching and Learning	Course Offering	6
	Teaching and Learning	Student Section Association	134
<input type="checkbox"/>	Finance	Prior Year Actuals Extension	2
	Finance	Budget Extension	10
	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
	Student Attendance	Flexible Bilingual ESL Program Reporting Period Attendance	4
<input type="checkbox"/>	Prior Year Leaver	Prior Year Leaver	64
	Prior Year Leaver	Prior Year Leaver Student Parent Association	108

First
◀
1 / 1
▶
Last

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)