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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: 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).

Verify and Update Campus/District Settings - Registration

- [Verify and Update District Data](#)

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

The screenshot displays the 'STATE REPORTING' tab in the District Maintenance interface. The interface is divided into several sections:

- ASVAB:** A dropdown menu set to '01'.
- Family Engagement Plan Link:** A text input field containing 'https://sites.google.com/dilleysd.net/parent-resource-hub/home'.
- LEA Grievance Link:** A text input field containing 'https://sites.google.com/dilleysd.net/parent-resource-hub/home'.
- Local Education Agency Category:** A dropdown menu set to '01 : School District'.
- Education Organization Category:** A dropdown menu set to '02 : Local Education Agency'.
- PK Program Evaluation Type:** A dropdown menu set to '01 : TEA Self-Assessment Tr'.
- Special Education Data System (SPEDS):** A section with four checkboxes: 'Preschool Outcomes Reporting', 'Timely Initial Evaluation Reporting', 'Early Childhood Transition Reporting', and 'Secondary Transition Reporting', all of which are currently unchecked.
- Gifted and Talented Programs:** A section with a table showing 'Delete' and 'GT Program' columns. It lists two programs: '01 : Pull-out' and '04 : Full-time inclusion'.
- CTE Programs of Study:** A section with a table showing 'Delete' and 'Program Code' columns. It lists four programs: '012 : Carpentry', '042 : Networking Systems', '050 : Teaching and Training', and '060 : Welding'.

- [Verify and Update Campus Data](#)

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

Campus ID:

DEMOGRAPHIC INFO **CONTROL INFO** **PRINCIPAL/COUNSELOR**

Low Grade Level: High Grade Level:

Accreditation:

College Board Campus Code Number:

Default Track:

Exclude from District Reporting: ☐

School Type:

Capped To Campus: Capped Date:

Full Day PK Waiver: ☐

Additional Days Program: ☐ Participate in ELO: ☒

Nbr of Bullying Incidents: Nbr of Cyberbullying Incidents:

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
Delete	Details				

Campus Enrollment Type

Delete	CEP Type	Begin Date	End Date
Delete	02 : Zoned Enrollment - Transfers Ac	08-05-2025	

National School Lunch Program

Delete	NSLP Type	Begin Date	End Date
Delete	03 : Yes participating in NSLP under 1	08-05-2025	

Verify and Update Master Schedule Data

Verify TSDS data in the district and campus master schedules.

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

Grade Reporting

- [Verify Master Schedule Data](#)

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

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

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

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

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

Date Run: 11/10/2025 8:55 AM Cntry-Dist: 001-906		District Master List (Grade Reporting) TEXAS ISD Sch Year: 2026																	Program ID: SGR0050 Page: 1 of 16														
PEIMS																																	
Course Number	Title	Abbrev Name	SIF	Nbr	Exm	Prd	Core	ELA	Auto	Cred	Crst	Grd	Gender	HR	HR	GA	Wgt	Service ID	Service ID Description	Dept	Textbook ISBN	Spec Cn	Incl	Priority	AAR	Use	CTE Hours	CTE Tier	CTE Sec	Pop Srv	Role ID	Instr Set	Class Typ
0001	Homeroom PK 3	HMRM PK3	N	2	1	2	Z			E	N	0.0	4	N	R	0	0	01010000	P/E-KIND				N	R							03	087	01
0020	Homeroom PK 4	HMRM PK4	N	2	1	2	Z			E	N	0.0	4	N	R	0	0	01010000	P/E-KIND				N	R							03	087	01
0030	Homeroom KG	HMRM KG	N	2	1	0	Z			E	N	0.0	4	N	R	0	0	01020000	KINDER				N	R							01	087	01
0040	Homeroom Multi	HMRM SPE	N	2	1	0	Z			E	N	0.0	4	N	R	0	0	SE000001	SE GENER				N	R							06	087	01
005H	STUDY HALL	STUDHALL	N	2	1	2				M	Y	0.0	4	Y	R	1	1	838000TH					Y	E	T						01	087	01
0100	Homeroom 1	HMRM 1	N	2	1	2	Z			E	N	0.0	4	N	R	0	0	0 EXCLUDE	EXCL STAFF				N	R							01	087	01
0111	ELAR 1	ELAR 1	N	2	1	2	L			E	N	0.0	4	Y	R	1	1	02625010	ELA READ 1				Y	R							01	087	01
0121	Math 1	Math 1	N	2	1	2	M			E	N	0.0	4	Y	R	1	1	02640010	MATH G-1				Y	R							01	087	01
0131	Soc Studies 1	SS 1	N	2	1	2	S			E	N	0.0	4	Y	R	1	1	02660010	SOCST G-1				Y	R							01	087	01
0141	Science 1	Sci 1	N	2	1	2	X			E	N	0.0	4	Y	R	1	1	02650100	SCI GR-1				Y	R							01	087	01
0151	PE 1	PE	N	2	1	2	Z			E	N	0.0	4	Y	R	0	0	02530003	PE 1-6				N	R							01	087	01
0162	Fine Arts 1	Fn Art 1	N	2	1	2	Z			E	N	0.0	4	Y	R	0	0	80300FNA					N	R							01	087	01
0169	TECH APP	TECH APP	N	2	1	2				E	N	0.0	4	Y	R	1	1	02670010	TECAP G-1				Y	R							01	087	01
0171	Conduct 1	CNDT 1	N	2	1	0	Z			E	N	0.0	4	Y	R	0	0	0 EXCLUDE	EXCL STAFF				N	R							01	087	01
0200	Homeroom 2	HMRM 2	N	2	1	2	Z			E	N	0.0	4	N	R	0	0	0 EXCLUDE	EXCL STAFF				N	R							01	087	01

The SGR0050 report, sorted by **Service ID**, allows you to easily identify any duplicate local course codes. **Local CourseCodes** must be unique for each distinct course within the district. This report also allows users to verify **Pop 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			
Cntry-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
Cntry-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
		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							
	S5000SPD	94000RRD							
	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

Date Run: 10/14/2025 2:43 PM

Cnty-Dist: 001-906

Campus: 001

Master Schedule PEIMS Information

001 School

Sch Year: 2026

Program ID: SGR0110

Page: 1 of 116

Bold indicates district data

Gray indicates invalid Svc ID

Inactive Instructor

Sec	Inst	Inst Name	Class Role	Sch	Days Met	Per Beg	Per End	Time	Entry Date	Withdraw Date	Svc ID	Class Type	Pop Srv	Role ID	Curr Svc	High PK	Qual Stu	PK Instr	Child-Care Opn Nbrs	Home Room Ind	On Ramps	Dual Ctd	Adv Tech Ctd	CTE Hrs	CTE Tier	Teacher Cert	College Sem1	Credit Sem2	Hours
04		Course Number excluded	005H	01	Title	MTWThF	04	05	8/05/2025		83800ST	01	01	087						0	0	0		N	0	0			
05		RODRIGUEZ	01		MTWThF	05	06		8/05/2025		83800ST	01	01	087						0	0	0		N	0	0			
		Course Number	0600		Title						85000CO															0	0		
		Course Number	0601		Title						83800LD															0	0		
		Course Number	0602		Title						83800ES															0	0		
		Course Number	0603		Title						SE00000															0	0		

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

NOTE: Section level settings override district level settings.

REMINDER: Specific to the StaffSectionAssociation

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

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

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

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

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

Recommendations:

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

- [Update Master Schedule Data](#)

Grade Reporting > Maintenance > Master Schedule > District Schedule

AVAILABLE COURSES

ENGLISH Course Number

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Sif Pcd
		1010	ENGLISH 1	ENG 1	03220100	ENG 1	☒	2		Incl Both(Att Grds)	☐
		1011	ENGLISH 1A	ENGLISH	03220100	ENG 1	☒	1		Incl Both(Att Grds)	☐
		1012	ENGLISH 1B	ENGLISH	03220100	ENG 1	☒	1		Incl Both(Att Grds)	☐
		1020	ENGLISH 2	ENGLISH	03220200	ENG 2	☒	2		Incl Both(Att Grds)	☐
		1021	ENGLISH 2A	ENGLISH	03220200	ENG 2	☒	1		Incl Both(Att Grds)	☐
		1022	ENGLISH 2B	ENGLISH	03220200	ENG 2	☒	1		Incl Both(Att Grds)	☐
		1030	ENGLISH 3	ENGLISH	03220300	ENG 3	☒	2		Incl Both(Att Grds)	☐
		1031	ENGLISH 3A	ENGLISH	03220300	ENG 3	☒	1		Incl Both(Att Grds)	☐
		1032	ENGLISH 3B	ENGLISH	03220300	ENG 3	☒	1		Incl Both(Att Grds)	☐
		1040	ENGLISH 4	ENGLISH	03220400	ENG 4	☒	2		Incl Both(Att Grds)	☐
		1041	ENGLISH 4A	ENGLISH	03220400	ENG 4	☒	1		Incl Both(Att Grds)	☐

Rows: 13

=>Crs Nbr: Abbrev Name: Service ID: ENG 1 Graded Crs: ☒
 Nbr Sem: Textbook ISBN: Exclude from TeacherPortal: Self Paced: ☐

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

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

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

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

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

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

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

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

header in that area.

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

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

The screenshot shows the PEIMS Master Schedule Section form. The 'SECTION' tab is selected. The table below shows the current section record:

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	☐	N	☐		00
		00SH	STUDY HALL	05	010	0	0	0	0	☐	N	☐		00
		1000	SEE COUNSELOR	01	500	2	0	0	0	☐	N	☐		00
		1000	SEE COUNSELOR	02	025	1	0	0	0	☐	N	☐		00
		1000	SEE COUNSELOR	03	025	1	0	0	0	☐	N	☐		00
		1000	SEE COUNSELOR	04	500	2	0	0	0	☐	N	☐		00

Below the table, the 'Section' tab is active, showing details for the selected section (00SH, STUDY HALL, Sec 04). The form includes various input fields for section details, including Course Number, Section Number, Max Seats, and Enrollment. There are also sections for Restrictions, Course Codes and Credits, District Information, and Campus Information. At the bottom, there is a grid view showing details for a specific section, including Sem, Days, Per Begin, Per End, Room, Time Begin, Time End, Lckout, Instr ID, Instructor, Class Role, Role ID, Entry Date, Withdraw Date, and ADSY.

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

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

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

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

fields are displayed above.

- [Verify TSDS](#)

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

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

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

- [Crosswalks](#)

Grade Reporting > Maintenance > Tables > TSDS Crosswalks

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

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

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

- [Update Crosswalks](#)

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

Logic for Monthly Minutes Assignment

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

1. **Time Fields First:** The system first looks at the **Begin Time** and **End Time** fields for the specific course section. If these fields are populated, the minutes are calculated from this time range.
2. **043 Crosswalk:** If the **Begin Time** and **End Time** fields are blank, the system checks the 043 Crosswalk (Responsibilities – From Campus/Service ID to Minutes) to see if the CourseCode (Service ID) is set up.
3. **042 Crosswalk:** If the **CourseCode** (Service ID) is not set up on the 043 Crosswalk, the system looks at the **042 Crosswalk** (Responsibilities – From Campus/Period to Minutes).

Grade Reporting > Maintenance > Tables > TSDS Crosswalks

NOTE: Minutes for any holidays should be included.

Crosswalk Type	Purpose and Usage
042 – Responsibilities – From Campus/Period to Minutes	For campuses with a set bell schedule, use Crosswalk 042 Responsibilities – From Campus/Period to Minutes to assign MonthlyMinutes (E1057) based on the period. Only enter the Time Begin and Time End fields for the few, specific course sections that do not follow the standard bell schedule.

Crosswalk Type	Purpose and Usage
043 - Responsibilities - From Campus/Service ID to Minutes	For course sections where daily subject minutes may fluctuate, such as elementary teachers whose subject times vary, use Crosswalk 043 (Responsibilities - From Campus/Service ID to Minutes) to assign MonthlyMinutes (E1057) based on the CourseCode (formerly known as SERVICE-ID).
044 - PE Responsibilities - Campus/Crs/Sec	Use Crosswalk 044 (PE Responsibilities - Campus/Crs/Sec) to enter the number of days and minutes in which the PE teacher provides physical education instruction each week at the campus for the four weeks in October that include the last Friday in October. This is required for all teachers of record for course-sections associated with specific physical education (PE) CourseCodes.

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

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

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

Update Data:

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

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

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

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

Crosswalk Type:

042 Responsibilities - From Campus/Period to Minutes

Update Data:

- ☐ Click **+Add** to add a new row. A blank row is added to the bottom of the grid.
 - In the **From** field, type the three-digit campus ID and a two-digit period (e.g., for campus 001 and period 01, type 00101).
 - In the **To** field, type the monthly minutes value. Zero-fill the value to five digits (e.g., 00940).
- ☐ Click **Save**.

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

- ☐ Click **+Add** to add a new row. A blank row is added to the bottom of the grid.
 - In the **From** field, type the three-digit campus and ID and the eight-digit CourseCode (e.g. campus 101 and CourseCode 01020000, type 10101020000).
 - In the **To** field, type the monthly minutes value. Zero-fill the value to five digits (e.g. 07200).
- ☐ Click **Save**.

Print	Print the crosswalk report. Review the report using the following buttons: Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report. The report can be viewed and saved in various file formats. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.
--------------	--

**Delete a row.**

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

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

-

Click **OK** to delete the row.

-

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

Crosswalk Type:**044 PE Responsibilities - Campus/Crs/Sec****Create or update the crosswalk:**

☐ In the **Crosswalk Table** field, select *044-PE Responsibilities - Campus/Crs/Sec*.

☐ The first time you access the page, there will be rows from the previous year displayed. Click **Delete** then click **Create** to add current year courses.

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

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

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

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

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

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

for that meeting time to calculate the minutes for each week.

☐ Click **Save**.

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

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

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

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

Verify and Update Current Year Student Data

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

Verify Student Data

- [Registration > Reports > Create Registration Report](#)

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

Report Template
☐ Public

Report Title

Campus Options
☒ Campus 001
☐ All Campuses

☐ Demo1
☐ Demographic Information

☐ Sch Yr	☐ Campus ID	☒ Student ID	☒ Grade	☒ Entry Dt	☐ Track	☐ Orig Entry
☒ Withdrawal Dt	☒ Reason	☐ Portal ID	☒ Last Name	☒ First Name	☒ Middle Name	☒ Gen
☐ Nickname	☐ SSN Denied	☒ SSN	☐ Masked SSN	☐ Prior SSN	☒ TX Unique Stu ID	☐ Medicaid Eligible
☐ Medicaid ID	☒ Sex	☒ DOB	☒ Hispanic/Latino	☐ Aggregate Race/Ethnicity	☐ Comments	

☒ Race

☒ White	☒ Black/African American	☒ Asian	☒ American Indian/Alaskan Native	☒ Hawaiian/Pacific Isl
---	--	---	--	--

☐ Graduation

☒ Graduation Type	☒ Graduation Date	☐ AAR Grad Plan	☐ Texas Grant Eligibility	☒ Vendor1	☒ Fee1	☐ Reimburse1	☐ Enrolled1
☐ Cert of CrsWrk Dt Completed	☐ College Entry	☐ CPR Date Completed	☐ Speech Date Completed	☒ Vendor2	☒ Fee2	☐ Reimburse2	☐ Enrolled2
☐ Peace Officer Interact Date Completed	☐ College Career Instruction	☐ Foundation Coursework	☒ Distinguished Coursework	☒ Vendor3	☒ Fee3	☐ Reimburse3	☐ Enrolled3
☐ STEM	☐ STEM Date Completed	☐ Public Services	☐ Public Services Date Completed	☐ Vendor4	☐ Fee4	☐ Reimburse4	☐ Enrolled4
☐ Business and Industry	☐ Business and Industry Date Completed	☐ Multi Disciplinary Studies	☐ Multi Disciplinary Studies Date Completed	☐ Vendor5	☐ Fee5	☐ Reimburse5	☐ Enrolled5
☐ Arts and Humanities	☐ Arts and Humanities Date Completed	☒ Industry Certification1	☒ Industry Certification1 Date Completed	☐ Vendor6	☐ Fee6	☐ Reimburse6	☐ Enrolled6
☐ Industry Certification2	☐ Industry Certification2 Date Completed	☐ Industry Certification3	☒ Industry Certification3 Date Completed	☐ Vendor7	☐ Fee7	☐ Reimburse7	☐ Enrolled7
☐ Industry Certification4	☐ Industry Certification4 Date Completed	☐ Industry Certification5	☐ Industry Certification5 Date Completed	☐ Vendor8	☐ Fee8	☐ Reimburse8	☐ Enrolled8
☐ Industry Certification6	☐ Industry Certification6 Date Completed	☐ Industry Certification7	☐ Industry Certification7 Date Completed	☐ Vendor9	☐ Fee9	☐ Reimburse9	☐ Enrolled9
☐ Industry Certification8	☐ Industry Certification8 Date Completed	☐ Industry Certification9	☐ Industry Certification9 Date Completed	☐ Vendor10	☐ Fee10	☐ Reimburse10	☐ Enrolled10
☐ Industry Certification10	☐ Industry Certification10 Date Completed	☐ Industry Certification11	☐ Industry Certification11 Date Completed	☐ Vendor11	☐ Fee11	☐ Reimburse11	☐ Enrolled11
☐ Industry Certification12	☐ Industry Certification12 Date Completed	☐ Industry Certification13	☐ Industry Certification13 Date Completed	☐ Vendor12	☐ Fee12	☐ Reimburse12	☐ Enrolled12
☐ Industry Certification14	☐ Industry Certification14 Date Completed	☐ Industry Certification15	☐ Industry Certification15 Date Completed	☐ Vendor13	☐ Fee13	☐ Reimburse13	☐ Enrolled13
☒ Financial Aid App Status	☐ Financial Aid App Met Date			☐ Vendor14	☐ Fee14	☐ Reimburse14	☐ Enrolled14
☒ Tx First Early HS Completion Pgm				☐ Vendor15	☐ Fee15	☐ Reimburse15	☐ Enrolled15
☒ Result1	☒ Result2	☒ Result3	☐ Result4	☐ Result5			
☐ Result6	☐ Result7	☐ Result8	☐ Result9	☐ Result10			
☐ Result11	☐ Result12	☐ Result13	☐ Result14	☐ Result15			

☒ Spec Ed

☒ Campus	☒ Entry Date	☒ Exit Date	☒ Reason
☒ Primary Dis	☒ Secondary Dis	☒ Tertiary Dis	☒ Multiply Dis
☒ Medically Fragile	☒ Instrl Set	☒ Child Cnt Fund	☒ CTE Elig
☒ Speech	☒ Regional Day School Deaf	☒ RDSF Fiscal Agent	☒ 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	

NOTE: PPCD Location = ECSEServiceLocation (E1077)

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

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

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

NOTE: BIL/ESL Program

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

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

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

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

The [SRG0301 - Student Census Block Group Roster](#) report, with the **As of Date** parameter

set to the Fall PEIMS Snapshot date, will verify the **StudentCensusBlockGroup** reported in this submission.

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

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

Date Run: 10/8/2025 10:10 AM		At Risk Students with Criteria										Program ID: SRG1500				
Cnty-Dist: 001-906		All Campuses										Page: 1 of 5				
		Sch Year: 2026 At Risk Year: 2026														
Student ID	Student Name	Not Promoted 1+ Sch Yrs	Below 70 2+ Subj (07-12)	Failed STAAR or EOC	Failed Readiness Tst (PK-03)	Pregnant/ Parent	Placed in DAEP	Expelled	Judicial Release	Dropout	Emergent Bilingual (EB)	Protec- tive Services	Homeless	Resident Placemnt	Student/ Parent Incarceration	Dsgnd School TEC \$39,0548
Campus: 001 001 School																
006251	BENAVIDEZ, DANIEL M.					SSN: XXX-XX-XXXX	Grd Lvl: 10	Active		Dob: 08-15-2011	Agg Ethn: H	Sex: F	Last Grd Failed: 01	Last Year Failed: 2018		
	Y															
008338	BRIONES, ASHER M.					SSN: XXX-XX-XXXX	Grd Lvl: 09	Active		Dob: 10-29-2010	Agg Ethn: H	Sex: M	Last Grd Failed:	Last Year Failed:		
	Y															
007187	FLORES, GERARDO G.					SSN: XXX-XX-XXXX	Grd Lvl: 08	Active		Dob: 08-31-2011	Agg Ethn: H	Sex: F	Last Grd Failed: 01	Last Year Failed: 2018		
	Y															
006588	FONTANEZ, LILLY A.					SSN: XXX-XX-XXXX	Grd Lvl: 09	Active		Dob: 07-15-2010	Agg Ethn: H	Sex: M	Last Grd Failed:	Last Year Failed:		
	Y															
008219	GONZALEZ, DAVID M.					SSN: XXX-XX-XXXX	Grd Lvl: 08	Active		Dob: 10-25-2011	Agg Ethn: H	Sex: M	Last Grd Failed:	Last Year Failed:		
	Y															

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

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

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

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

Update Student Data

- [Demo1](#)

Registration > Maintenance > Student Enrollment > Demo1

Demographic Information

Grade: 12 Entry Dt: 08-05-2025 Track: 01 Orig Entry: 08-05-2025 Withdrawal Dt: -- Portal ID: fbF2vaFA35

Name: MICHELLE MADALYN AGUILAR
First Middle Last

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: ☒ Aggregate Race/Ethnicity: H - Hispanic

White: ☒ Black/African American: ☐ Asian: ☐ American Indian/ Alaskan Native: ☐ Hawaiian/Pacific Isl: ☐

Phone / Address

Addr/Tel Rest: -- Phone Nbr: 555 675-9361 Cell Ph Nbr: -- E-mail: --

Mailing: 742 E LEONA -- Alamo City TX 46119 + -- Duplicate

Num Street Direction Apt City State Zip

Physical: 742 E LEONA ST -- Alamo City TX 46119 + --

Student Indicators

Eligibility Code: 8 Record Status: 1

Attribution Code: -- NSLP: --

Campus ID Resid: -- Child Find: SPPI-11: ☐ Child Find: SPPI-12: ☐

Active Cd: 1 - Active As of Status Last Friday October: B Excl: ☐

Cnty Residence: -- As of Status Last Day Enrollment: H Excl: ☐

Reporting Excl: --

Current / Next Year Information

Control Num: 906 Next Yr Cntrl: ☐

Here Last Yr: ☐ Next Yr Camp: ☐

CY Xfer Factor: -- NY Xfer Factor: --

CY Team Code: ☐ NY Team Code: ☐

Economic Disadvantage

Delete	Descriptor	Begin Date	End Date
☐	00	08-05-2025	--

[Add](#)

Foster Care

Delete	Descriptor	Begin Date	End Date
no rows			

[Add](#)

Military Connected

Delete	Descriptor	Begin Date	End Date
no rows			

[Add](#)

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: ☐ Magnet next year: ☐																					
Local Use Local Use Code 1 ☐ Function 1 ☐ Undefined Pgm ☐ Local Use Code 2 ☐ Function 2 ☐ 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	PRS	LOCAL PROGRAMS	PK ENROLL	FORMS																								
Promotion Year End Status: ☐ SSI Promotion: ☐ Retained Reason 1: ☐ Retained Reason 2: ☐ Retained Reason 3: ☐ Status Indicators Student Parent: ☐ Even Start: ☐ Neglected/Delinquent: ☐																																						
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></td> <td></td> <td>--</td> <td>--</td> </tr> </tbody> </table> 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> 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			--	--	Delete	Descriptor	Begin Date	End Date	No Rows				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> 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> 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				Delete	Descriptor	Begin Date	End Date	No Rows				Delete	Descriptor	Begin Date	End Date	No Rows			
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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
-------	-------	-------	------------	---------	---------	------------	---------	-----	---------	---------	-----	----------------

Graduation

Graduation Type:	34	Graduation Date:	--
AAR Grad Plan:	FHS Program	Texas Grant Eligibility:	
Cert of CrsWrk Date Completed:	--	College Entry:	☐
CPR-AED Date Completed:	--	Speech Date Completed:	--
Peace Officer Interact Date Completed:	07-26-2023		
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:	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	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

- 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	
		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
			☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
◀ [Progress Bar] ▶															
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	
		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/Rmo (TEC 25.085/25.086)													
Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Doc
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
◀ [Progress Bar] ▶															
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															

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	--		☒	1		12	8	☒	01		--	--		☐

+ 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	--	--	+33	00	00	00	00	00	00	00	☒	0	0	--

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
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

+ Add

NOTE: PPCD Location = ECSEServiceLocation (E1077)

- Gifted/Talented (G/T)

Registration > Maintenance > Student Enrollment > GT

The screenshot shows the 'G/T' tab in the Student Enrollment Maintenance form. The form includes fields for Delete, Campus (001), Entry Date, Exit Date, Reason, and Gift/Talent (checked). Below the form, there are checkboxes for General Intellectual Ability, Creative Productive Thinking, Specific Subject Matter Aptitude, and Leadership Ability. An 'Add' button is located at the bottom right of the form.

- Bilingual/ESL

Registration > Maintenance > Student Enrollment > Bilingual/ESL

The screenshot shows the 'BIL/ESL' tab in the Student Enrollment Maintenance form. The form includes fields for Delete, Details, Campus (001), Entry Date, Exit Date, Reason, EB Cd, Par Perm Cd, Lang Instru Program Svc, and BIL/ESL Fund Cd. Below the form, there are sections for Yrs US Sch, Date HLS Admin, Campus, Entry Date, Exit Date, Reason, EB Cd, Par Perm Cd, Lang Instru Program Svc, BIL/ESL Fund Cd, OLPT English Test, OLPT Spanish Test, Home Language, and Student Language. Each of these sections has its own 'Add' button.

- 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.

- 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 PEIMS system interface for PK Enrollment. It features two main sections: 'PK Program' and 'PK Funding Source'. The 'PK Program' section includes a table with columns for Delete, Details, Campus, Entry Date, Exit Date, Reason, PK Program, and PK Elig Prev Yr. Below the table, there are input fields for Campus (101), Entry Date (08-05-2025), Exit Date, Reason, PK Program Code (02: PK eligible; 4 or more hrs instruction), and PK Elig Prev Yr. The 'PK Funding Source' section includes a table with columns for Delete, Details, Fund Order, Fund Source, Begin Date, and End Date. Below the table, there are input fields for Fund Order (1), Fund Source (1: Tuition fees), Begin Date (09-15-2025), and End Date. Red boxes highlight the PK Program Code and PK Elig Prev Yr fields, and the Fund Order and Fund Source fields.

Verify and Update Graduates, Leavers and No Shows Data

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

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

Definitions

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

No Show Students

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

NOTE:

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

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

Date Run: 11/12/2025 2:30 PM		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	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS	PK ENR				
Delete	Details	Campus	Entry Date	Exit Date	Reason	ET Verify	Status	Exclusion	Grade	Elig Cd	CTE Elig	Track	Attrib Cd	Camp Res	Camp Acc	Comnts	Res Fac
		001	08-05-2025	--			1		12	8	☒	01		--	--		☐

Campus:	001	Status Cd:	1	Track:	01	Residential Facility:	☐
Entry Date:	08-05-2025	Exclusion Code:		Attribution Cd:			
Exit Date:	--	Grade Level:	12	Camp Resid:	--		
Reason:		Eligibility Code:	8	Camp Account:	--		
ET Verify:	☒	CTE Elig:	☒				

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 Std	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

Prev

Next

STUDENT:

TEXAS UNIQUE STU ID:

Comments

DEMO1

DEMO2

DEMO3

GRADUATION

AT RISK

CONTACT

W/R ENROLL

SPEC ED

G/T

BIL/ESL

TITLE I

W/R ENROLL

FORMS

Graduation

Graduation Type:

Graduation Date:

AAR Grad Plan:

Texas Grant Eligibility:

Cert of CrsWrk Date Completed:

College Entry: ☐

CPR-AED Date Completed:

Speech Date Completed:

Peace Officer Interact Date Completed:

IGC Reviewed: ☐

Texas First Early HS Completion Pgm:

IGC Graduate: ☐

Financial Aid Application

Status:

Met Dates:

Foundation High School Program

College Career Instruction: ☐

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

Reimburse

Enrolled

Previous School Year

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 Pgm (9th GR 14-15 and thereafter)

CPI-AED Date Completed: 05-08-2025 Speech Date Completed: 05-15-2025 Peace Officer Interact Date Completed: 09-05-2024

Previous School Year

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, EoaGovt & WG or Why) 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 English 2 Algebra 1 Biology 1 US History English 3 Algebra 2 Cum GPA: 2.06562 Cum Rank: 64	ACT...Composite 10 Math 10 Read 13 Engl 04 ACT PLAN...Composite Math Read PSAT Old...Combined Math Read PSAT New...Combined Math Read PSAT Section Scores Math Read SAT...Combined Math Read SAT Section Scores Math Read TSIA Scores Math Read TSIA2...MathDiag Math ELAR WPI ABE College Readiness... Date - - TSI Required Date - - Date - - Date - -	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.

STEM: 0 - Not Participating
Public Services: 0 - Not Participating
Business and Industry: 0 - Not Participating
Multi Disciplinary Studies: 2 - Completed
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
☐	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**

College Board AP/IB Examinations			
Delete	Admin	Month	Code

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



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**.