



TSDS PEIMS Fall Submission (WIP)

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The ASCENDER District Administration application provides program data for each collection from the ASCENDER Student system. These programs are reviewed and modified annually, per the published Texas Web-Enabled Data Standards (TWEDS), to ensure that the data extracted to the district database is as accurate as possible. The extracts provide many of the edits as defined in the TWEDS.

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

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

For a complete list of submission rules and edits, see <https://tealprod.tea.state.tx.us/TWEDS/103/0/0/0/Introduction/List/878>



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.

Prerequisites

Prerequisites:

- Verify that all roles and users are correct in ASCENDER Security Administration.
- All staff responsible for extracting data must coordinate activities with each other.

Terminology:

- **Domain:** Displays the Ed-Fi domain name where the error(s) occurred (e.g. Education Organization).
- **Entity:** Displays the entity within the Ed-Fi domain where the error(s) occurred (e.g. LocalEducationAgency).
- **Data Element:** A specific unit of data that must be reported to the TEA.

I. Verify Master Schedule Data

Verify TSDS data in the district and campus master schedules. This data must be correct to ensure that Career & Technical Education, **Staff Responsibilities, and other data is extracted** correctly for Submission 1. It is recommended that you run applicable reports first, and then use the Grade Reporting maintenance pages to update data where needed.

Grade Reporting

- [Grade Reporting Reports](#)

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

Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0140 - Instructor List (Grd Rptng)

Date Run: 9/30/2024 8:34 AM		Instructor Listing			Program ID: SGR0140			
Cnty-Dist: 555-901 001		001 School			Page: 1 of 7			
		Sch Year: 2024						
Instr ID	Name	Staff ID	Campus	Grd Lvl	Section	Homeroom	Dept	Excl from PEIMS
002	WARDEN, VICTORIA B	002639	001			002	MTH	N
006	REYES, NORMA D	002103	001			006	SPE	N
007	VILLANUEVA, VELTA J	002607	001			007	SPE	N
008	VALDEZ, SYLVIA	002537	001			008	ENG	N
009	URESTE, STEVEN A	002517	001			009	ENG	N
010	VALADEZ, SYLVIA A	002533	001			010	ENG	Y
011	DELGADO, CYNTHIA	000794	001			011	DXL	N
012	TEAH CER, MATH	T00042	001			012	MTH	N
013	VILLARREAL, VERONICA	002614	001			013	ELA	N

SGR0140 allows you to verify that staff IDs are correct.

Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR2500 - Schedule of Classes (Grd Rptng)

Date Run: 2/23/2021 8:43 AM		Schedule of Classes				Program ID: SGR2500			
Cnty-Dist: 031-776 101		101 School				Page: 175 of 175			
Campus: 101		Sch Year: 2021							
		Semester: 2							
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Format: Course Title Course-Section, Enrollment Room Number, Days MET TEA Course Number Class Role </div>									
Instructor	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08
YOW, V Instr ID: 144		SCIENCE 0402-04 17 MTWThF 02650400 01-Teacher of Record						MATH 0401-04 17 MTWThF 02640040 01-Teacher of Record	
Total Students: 108									
ZAROSKY, W Instr ID: 076 Srl ID=001151		MATH KG 0001-06 20 MTWThF 02640006	HOME ROOM 0006-06 20 MTWThF 02650006				PE/HEALTH 0005-06 20 MTWThF 02630002		

Run SGR2500 before staff responsibilities data is extracted. The report provides a count of students in each instructor’s class, as well as service ID and total students. You can compare data to the database after the staff data is extracted.

For elementary campuses:

- Each course-section must have at least one student in order for staff responsibilities data to be extracted for that course.
- 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 > Instructors > SGR2550 - Teaching Assignments

IMPORTANT: CTE must be selected for the instructor on **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section**.

Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date
000	PACHECO, MATTHEW L.	01	087	<input checked="" type="checkbox"/>	09-08-2020	--
<input type="button" value="Add"/>						

Date Run: 9/30/2024 11:13 AM		Teaching Assignments with Dates of Assignment and Area of Responsibility										Program ID: SGR2550				
Cnty-Dist: 555-901		001 School										Page: 1 of 46				
Campus: 001		Sch Year: 2024														
Sort: A = Instr																
-----Class ID-----																
Instr ID	Staff ID	Name	Class Role	Role ID	Cert CTE	Campus	Course	Sec	Sem	Beg Per	End Per	Title	Subject Area	Service ID	Begin Date	End Date
103	000106	ALVAREZ, ALFONSO	01	087	N	001	8002	31	1	03		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	41	1	04		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	81	1	08		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	31	2	03		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	41	2	04		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	81	2	08		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	31	3	03		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	41	3	04		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	81	3	08		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	31	4	03		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	41	4	04		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	81	4	08		OFFICE AIDE	LOCA	85000OFF	08/14/2023	

Set **Sort** parameter to D (Subject Area).

Cert CTE is set to Y for all VOED and COMP courses in the **Subject Area** column for all weighted state career and technical funding courses and CTE-certified teachers.

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

Date Run: 9/30/2024 11:15 AM		District Master List (Grade Reporting)										Program ID: SGR0050																								
Cnty-Dist: 555-901		TEXAS ISD										Page: 1 of 20																								
		Sch Year: 2024																																		
													PEIMS																							
Course Number	Title	Abbrev Name	Sif	Nbr	Exm	Prd	Core	ELA	Auto	Cred	Grd	Gender	HR	HR	GA	GA	Service ID	Service ID	Dept	Textbook	ISBN	Consd	Spec	Incl	Priority	AAR	CTE	CTE	Course	Hours	Tier	Seq	Pop	Role	Instr	Class
							Crs	Wgt	Grade	Lvl	Crtt							Description					Crs	Elig	Cd	Use	Hours				Srv	ID	Set	Type		
0003	SP ED AIDE	SPEDAIDE	N	2	1	0				M	Y	0.0	4	N			R 1 R 1 SA000003	INSTR AIDE					Y	R				06	033					01		
0006	KINDER CENTERS	CENTERS	N	2	1	0				E	Y	0.0	4	N			R 1 R 1 8020000X	LOC.GR-K					Y	R				01	087					02		
0007	KINDER LUNCH	KG LUNCH	N	2	1	0				E	Y	0.0	4	N			R 1 R 1 80300LUN					Y	R				01	087					01			
0009	LIBRARYK	LIBRARYK	N	2	1	0				E	Y	0.0	4	N			R 1 R 1 01020000	KINDER				Y	R				01	087					01			
0010	91	EE	N	2	1	0				E	Y	1.0	4	Y			R 1 R 1 SE000007	PPCD				N	R				06	087					01			
0011	PCD-1	PCD-1	N	2	1	0				E	Y	1.0	4	Y			R 1 R 1 SE000007	PPCD				Y	R				06	087					01			
0012	PCD-2	PCD-2	N	2	1	0				E	Y	1.0	4	Y			R 1 R 1 SE000007	PPCD				Y	R				06	087					01			
0013	PCD-3	PCD-3	N	2	1	0				E	Y	1.0	4	Y			R 1 R 1 SE000007	PPCD				Y	R				06	087					01			
0014	KINDER HOMEROOM	KG-HRM	N	2	1	0				E	Y	0.0	4	N			R 1 R 1 01020000	KINDER				Y	R				01	087					02			
0015	ENRICHMENT	ENRICHME	N	2	1	0				E	Y	0.0	4	N			R 1 R 1 01020000	KINDER				Y	R				01	087					02			

SGR0050 allows you to verify that district course information is correct. Verify data in the **Service ID, Pop Srv, Role ID, and Class Type** columns.

You can also use SGR0050 to identify service IDs in the C022 code table that are not appropriate for the CTE course.

You can filter for CTE courses (in numerical order and alpha order, or individually):

Sort/Filter

Program ID: SGR0050
 Report ID: 411-0

Sort/Filter
✕

Sort Criteria

Filter Criteria

Add Criterion
Delete Selected

	Column	Operator	Value	Logical
<input type="checkbox"/>	Service ID	≥	03580140	AND
<input type="checkbox"/>	Service ID	=	03581700	OR
<input type="checkbox"/>	Service ID	≤	12700300	

OK
Cancel

Sort the report by service ID so that all CTE courses are displayed together.

Date Run: 9/30/2024 11:17 AM
 Cnty-Dist: 555-901

District Master List (Grade Reporting)
 TEXAS ISD
 Sch Year: 2024

Course Number	Title	Abbrev Name	Sif Pcd	Nbr Sem	Exm Sem	Prd Ctr	Core Crs Cd	ELA Wgt	Auto Grade	Crd Lvl	Prtl Crdt	Credit Seq	Grd Crs	Gender Rstr	HR Cd	HR Tbl	HR Wgt	GA Tbl	GA Wgt	Service ID	Service ID Description
0003	SP ED AIDE	SPEDAIDE	N	2	1	0				M	Y	0.0	4	N	R	1	R	1	SA000003	INSTR AIDE	
0006	KINDER CENTERS	CENTERS	N	2	1	0				E	Y	0.0	4	N	R	1	R	1	80200XXX	LOC.GR-K	
0007	KINDER LUNCH	KG LUNCH	N	2	1	0				E	Y	0.0	4	N	R	1	R	1	80300LUN		
0009	LIBRARYK	LIBRARYK	N	2	1	0				E	Y	0.0	4	N	R	1	R	1	01020000	KINDER	
0010	91	EE	N	2	1	0				E	Y	1.0	4	Y	R	1	R	1	SE000007	PPCD	
0011	PCD-1	PCD-1	N	2	1	0				E	Y	1.0	4	Y	R	1	R	1	SE000007	PPCD	
0012	PCD-2	PCD-2	N	2	1	0				E	Y	1.0	4	Y	R	1	R	1	SE000007	PPCD	
0013	PCD-3	PCD-3	N	2	1	0				E	Y	1.0	4	Y	R	1	R	1	SE000007	PPCD	
0014	KINDER HOMEROOM	KG-HRM	N	2	1	0				E	Y	0.0	4	N	R	1	R	1	01020000	KINDER	
0015	ENRICHMENT	ENRICHME	N	2	1	0				E	Y	0.0	4	N	R	1	R	1	01020000	KINDER	
0016	2ND COMPUTER	2COMP	N	2	1	0				E	Y	0.0	4	N	R	1	R	1	02020000	GRADE 2	

Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0110 - Master Schedule PEIMS (Grd Rptg)

Date Run: 9/30/2024 11:24:40		Career and Technical Code Verification Report										Program ID: SGR1600							
Cnty-Dist: 555-901		001 School										Page: 1 of 26							
Campus: 001		Sch Year: 2024 Semester: 1																	
Student Name	Student ID	SSN State ID	Grd Lvl	Cntrl Nbr	Act Cd	Trk	WD Date	Course Number	Sec Nbr	Period	Sem Nbr	CTE Tier	CTE Crd Amt	Xfr Crs	TEA Service ID	TEA Service ID Description	TEA Service ID Override	Crs Dt Entry	Crs Dt Withdrw
ABBOTT, Weston J	042574	XXX-XX-XXXX	09		1	01		9164	40	04 - 04	1	2	1		13024300	DOLLARSE		08/14/2023	
ACOSTA, AVA N	052502	XXX-XX-XXXX	10		1	01		9170	70	07 - 07	1	2	1		13011400	BUSIM1		08/14/2023	
								9181	40	04 - 04	1	2	1		13004210	PRINARC		08/14/2023	
ACOSTA, NAVAYA M	052125	XXX-XX-XXXX	12		1	01		9156	40	04 - 04	1	3	1		13009210	CPHLAB2		08/14/2023	
								9162	70	07 - 07	1	1	1		12701400	CAREERP2		08/14/2023	
ACOSTA, QUINTEN	042337	XXX-XX-XXXX	11		1	01		3513	30	03 - 03	1	2	1		13009900	PROFCOMM		08/14/2023	
								9124	70	07 - 07	1	2	1		13029550	CRINVEST		08/14/2023	
ACOSTA-VILLALOBOS,	052758	XXX-XX-XXXX	09		1	01		9164	20	02 - 02	1	2	1		13024300	DOLLARSE		08/14/2023	
								9164	20	05 - 05	1	2	1		13024300	DOLLARSE		08/14/2023	
ACOSTAZZZZZZZZ,	052631	XXX-XX-XXXX	10		1	01		9221	30	03 - 03	1	2	1		N1302540	MICROS		08/14/2023	
Adams, Naviyah R	012606	XXX-XX-XXXX	11		1	01		9001	30	03 - 03	1	2	1		13000200	PRINAFNR		08/30/2023	
								9141	70	07 - 07	1	2	1		13024200	PRINHUSR		08/30/2023	
Adamson, EMILY C	042422	XXX-XX-XXXX	11		1	01		9111	30	03 - 03	1	2	1		13020200	PRINHLSC		08/14/2023	
								9225	70	07 - 08	1	2	2		13025100	INTCOSMO		08/14/2023	
Adebogun, CARLA M	042559	XXX-XX-XXXX	09		1	01		4115	30	03 - 03	1	2	2		13016200	MONEYM		08/14/2023	
Adriance, NICHOLETTE R	052066	XXX-XX-XXXX	12		1	01		9136	70	07 - 07	1	3	1		13039700	AUTOTEC2		08/16/2023	

SGR0110 allows you to verify that campus course information is correct at the section level. Section-level settings override district information, so ensure that the information is correct. The report also indicates invalid service IDs that must be corrected. Verify **Beg Time** and **End Time** are correct if they are used to report Teacher Responsibilities. If using crosswalks in State Reporting, the **Beg Time** and **End Time** should be blank.

NOTE:

- If bold only on the district master schedule.
- If not bold, is coded on the section tab.
- If blank, no section is built.

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

Date Run: 2/23/2021		Invalid Service ID					Program ID: SGR0220	
Cnty-Dist: 031-776		TEXAS ISD					Page: 1 of 1	
		Sch Year: 2021						
Course Number	Title	Service ID	Abbrev Name	Nbr Sems	Self Paced	Graded Course	Credit Level	
8829	WEB TECH	13027900	WEBTECH	2	0	Y	H	
8835	WEB TECH	13027900	WEBTECH	2	0	Y	H	
9792	HEALTH	83200HLT	HEALTH	2	0	Y	M	

SGR0220 compares the district course service IDs to the C022 table for the current year and identifies any courses that have service IDs not found in the C022 table. Any courses with invalid service IDs are listed in the report.

Grade Reporting > Reports > Grade Reporting Reports > Student Verification > SGR1600 - Career and Technology Code Verification

Date Run: 2/23/2021 09:08:30	Career and Technology Code Verification Report										Program ID: SGR1600								
Cnty-Dist: 031-776	001 School										Page: 1 of 17								
Campus: 001	Sch Year: 2021 Semester: 1																		
Student Name	Student ID	SSN State ID	Grd Lvl	Cntrl Nbr	Act Cd	Trk	WD Date	Course Number	Sec Nbr	Period	Sem Nbr	Car Tech Code	CTE Crd Amt	Xfr Crs	TEA Service ID	TEA Service Description	TEA Service ID Override	Crs Dt Entry	Crs Dt Withdr
ADAM, CARLOS L	505385	XXX-XX-XXXX	09	010	1	01		8890	06	06 - 06	1	1	1		13004210	PRINARC		08/17/2020	
ADAME, ANDREA L	504115	XXX-XX-XXXX	10	912	1	01		8822	04	04 - 04	1	2	1		13024700	CHILDDDEV		08/17/2020	
ADAMS, JONATHAN D	101177	XXX-XX-XXXX	11	755	1	01		8801	04	04 - 04	1	1	1		13000300	LIVEPROD		08/17/2020	08/25/2020
								8818	03	03 - 03	1	1	1		13000400	SMANIMGT		08/25/2020	
AGUILAR, BILLY	503883	XXX-XX-XXXX	12	084	1	01		3133	03	03 - 03	1	1	1		13020600	ANATPHYS		08/17/2020	
								8841	02	02 - 02	1	1	1		13018000	FINMATH		08/17/2020	
AGUILAR, DEVIN L	504028	XXX-XX-XXXX	11	025	1	01		8836	03	03 - 03	1	2	1		13008200	PRINAAVTC		08/17/2020	
								8855	04	04 - 04	1	2	1		13001800	FLORAL		08/17/2020	
								8913	01	01 - 01	1	2	1		13011200	PRINBMF		08/17/2020	
ALCOSER, ANNAYELLIE F	504192	XXX-XX-XXXX	10	639	1	01		8822	07	07 - 07	1	2	1		13024700	CHILDDDEV		08/17/2020	
ALEMAN, JOHN N	504283	XXX-XX-XXXX	09	973	1	01		8821	02	02 - 02	1	1	1		13024200	PRINHUSR		08/17/2020	
ALEMAN, KRISTEN L	301083	XXX-XX-XXXX	09	877	2	01	01/05/2021	8800	01	01 - 01	1	0	1		13000200	PRINAFNR		08/17/2020	
ALFONSO, JAYLIN R	101152	XXX-XX-XXXX	11	083	1	01		8802	02	02 - 02	1	1	1		13000700	ADVANSKI		08/17/2020	
								8832	01	01 - 01	1	1	1		13027200	PRINIT		08/17/2020	
ALLEN, JESSE M	301019	XXX-XX-XXXX	11	083	1	01		8891	08	08 - 08	1	1	1		13004220	PRINCON		08/17/2020	

SGR1600 lists the students enrolled in CTE courses, equivalent TEA course numbers, and entry and withdrawal dates. You can run SGR0400 to identify students in the course, and then compare data in SGR1600 for students enrolled in the course.

Grade Reporting > Reports > Create Grade Reporting Reports

District Course Offered CYR

<input type="checkbox"/> Title	<input type="checkbox"/> Core Crs	<input type="checkbox"/> Service ID	<input type="checkbox"/> Service ID Descr	<input type="checkbox"/> Textbook ISBN
<input type="checkbox"/> Nbr of Sem	<input type="checkbox"/> ELA Wgt	<input type="checkbox"/> GA Wgt	<input type="checkbox"/> Abbrev Name	<input type="checkbox"/> Dist Crs Seq
<input type="checkbox"/> Graded Crs	<input type="checkbox"/> Auto Grd	<input type="checkbox"/> GA Table	<input type="checkbox"/> Period Ctrl	<input type="checkbox"/> CTE Hrs
<input type="checkbox"/> Credits	<input type="checkbox"/> Dist AAR Use	<input type="checkbox"/> HRoll Cd	<input type="checkbox"/> Required/Elective	<input type="checkbox"/> Instr Sett
<input type="checkbox"/> Self Paced	<input type="checkbox"/> Dist Spec Cons	<input type="checkbox"/> HRoll Wgt	<input type="checkbox"/> Dist Gender Restr	<input type="checkbox"/> Dist Pop Srvd
<input type="checkbox"/> Allow Part Crdt	<input type="checkbox"/> Incl UIL Elig Crs	<input type="checkbox"/> HRoll Table	<input type="checkbox"/> Department	<input type="checkbox"/> Role ID
<input type="checkbox"/> Credit Lvl	<input type="checkbox"/> Credit Seq	<input type="checkbox"/> Exam Sem Pattern	<input type="checkbox"/> Dist Class Type	<input type="checkbox"/> Exclude from TeacherPortal
<input type="checkbox"/> OnRamps	<input type="checkbox"/> Crs Nbr	<input type="checkbox"/> Grad Plan	<input type="checkbox"/> CPR	<input type="checkbox"/> Speech

Campus Course Offered CYR

Course Section CYR

<input type="checkbox"/> Cr Section Nbr	<input type="checkbox"/> Cr Special Consid	<input type="checkbox"/> Dual Credit	<input type="checkbox"/> Incl UIL Elig Sec	<input type="checkbox"/> Adv Tech Crd
<input type="checkbox"/> Cr AAR Use	<input type="checkbox"/> Grade Rstrctn	<input type="checkbox"/> Wks/Mnth	<input type="checkbox"/> Cr Instruct Sett	<input type="checkbox"/> College Cr Hrs-Sem 1
<input type="checkbox"/> Max Seats	<input type="checkbox"/> Add Grd Rstrctn	<input type="checkbox"/> Elem Skills Based	<input type="checkbox"/> Distance Lrning	<input type="checkbox"/> College Cr Hrs-Sem 2
<input type="checkbox"/> Type Rstrctn	<input type="checkbox"/> Cr Gender Rstrctn	<input type="checkbox"/> Locked	<input type="checkbox"/> Cr Pop Srvd	<input type="checkbox"/> College Cr Hrs-Sem 3
<input type="checkbox"/> Crs Seq	<input type="checkbox"/> Multi Svc Ind	<input type="checkbox"/> Team Code	<input type="checkbox"/> Cr Class Type	<input type="checkbox"/> College Cr Hrs-Sem 4
<input type="checkbox"/> PK Curricula	<input type="checkbox"/> High Qual PK Prog	<input type="checkbox"/> Stu Instr	<input type="checkbox"/> PK Sch Type	<input type="checkbox"/> OnRamps
<input type="checkbox"/> Home Room Ind	<input type="checkbox"/> PK Prog Eval Type	<input type="checkbox"/> Grad Plan Use		

Course Meet CYR

<input type="checkbox"/> Sem	<input type="checkbox"/> Days of Week	<input type="checkbox"/> Period Begin	<input type="checkbox"/> Period End	<input type="checkbox"/> Room	<input type="checkbox"/> Time Begin	<input type="checkbox"/> Time End
<input type="checkbox"/> Lockout	<input type="checkbox"/> Instr ID	<input type="checkbox"/> Class Role	<input type="checkbox"/> Role ID	<input type="checkbox"/> Cert CTE	<input type="checkbox"/> Entry Date	<input type="checkbox"/> Withdraw Date

Instructor CYR

<input type="checkbox"/> Instr Last Name	<input type="checkbox"/> Instr First Name	<input type="checkbox"/> Instr Mid Name	<input type="checkbox"/> Section	<input type="checkbox"/> In Grade Level	<input type="checkbox"/> Email
<input type="checkbox"/> Homeroom	<input type="checkbox"/> Exclude from Fall PEIMS	<input type="checkbox"/> Max Study Halls/Day	<input type="checkbox"/> Max Sections/Sem	<input type="checkbox"/> Max Periods/Day	<input type="checkbox"/> Max Preps/Sem
<input type="checkbox"/> Max Contact Per/Year	<input type="checkbox"/> Restr Department	<input type="checkbox"/> Restr Subject Area	<input type="checkbox"/> Restr Resvrd Room	<input type="checkbox"/> Designator 1	<input type="checkbox"/> Designator 2
<input type="checkbox"/> Designator 3					

You can create a custom report to verify master schedule data.

- [Grade Reporting > Maintenance > Master Schedule > District Schedule](#)

AVAILABLE COURSES

Course Number Retrieve Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Sif Pcd
<input type="checkbox"/>	<input type="checkbox"/>	0003	SP ED AIDE	SPEDAIDE	SA000003	INSTR AIDE	<input type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0006	KINDER CENTERS	CENTERS	80200XXX	LOC_GR-K	<input type="checkbox"/>	2		Both (Att Grades)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0007	KINDER LUNCH	KG LUNCH	80300LUN	80300LUN	<input type="checkbox"/>	2		Both (Att Grades)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0009	LIBRARYK	LIBRARYK	01020000	KINDER	<input type="checkbox"/>	2		Attendance	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0010	91	EE	SE000007	PPCD	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0011	PCD-1	PCD-1	SE000007	PPCD	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0012	PCD-2	PCD-2	SE000007	PPCD	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0013	PCD-3	PCD-3	SE000007	PPCD	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0014	KINDER HOMEROOM	KG-HRM	01020000	KINDER	<input type="checkbox"/>	2		Grades	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0015	ENRICHMENT	ENRICHME	01020000	KINDER	<input type="checkbox"/>	2		Both (Att Grades)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0016	2ND COMPUTER	2COMP	02020000	GRADE 2	<input type="checkbox"/>	2		Both (Att Grades)	<input type="checkbox"/>

First 1 / 25 Last Rows: 727 Add

=> Crs Nbr: SP ED AIDE Abbrev Name: Service ID: INSTR AIDE Graded Crs:
 Nbr Sem: Textbook ISBN: Exclude from TeacherPortal: Self Paced:

Grade Reporting

Per Crt:

Department:

Gender Restr:

Required:

Elective:

Course Codes and Credits

Tot Credits:

Part Credit:

AAR:

Grad Plan:

Spec Cons:

OnRamps:

Elem/Misc

Credit Seq:

Credit Lvl:

CPR:

Speech:

PEIMS

Core Crs:

ELA Wgt:

Auto Grd:

Incl UIL Elig:

Exam/Sem Pat:

HR/GA

CTE Hrs:

Pop Srvd:

Instr Sett:

Class Type:

Role ID:

Crs Seq:

HRoll Wgt:

HRoll Table:

HRoll Cd:

GA Table:

GA Wgt:

NOTE: To display the PEIMS fields in the grid, click the **PEIMS** heading below the grid. An arrow is displayed next to the **PEIMS** heading to indicate that those fields are displayed above.

Reported Elements from District Schedule: reported in the [Course Entity](#).

Verify that the following are correct for all courses in the district master schedule:

- Pop Srvd** - Verify that the population served code indicates the population for which the course was designed. The default code is 01 (i.e., Regular students).
- Class Type** - Verify that the code correctly indicates if the instruction for the class is provided in a regular or non-regular classroom.
- Role ID** - Verify that the role ID is appropriate for the course. In most cases, the code is 087 (i.e., Teacher).

- [Grade Reporting](#) > [Maintenance](#) > [Master Schedule](#) > [Campus Schedule](#) > [Section](#)

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.

NOTE: To display the applicable fields in the grid, click the **Section Information** heading below the grid. An arrow is displayed next to the heading to indicate that those fields are displayed above.

- Pop Srvd** - Verify the field for all course-sections.
- Class Type** - Verify the field for all course-sections.

- Class Role** (Classroom Position) - Verify the field for all course-sections. This value is used when extracting staff responsibility data to identify the teacher of record.
- Sped Stu Age** - Verify the age range of the students to whom teaching and paraprofessional staff will provide services.

The following fields must be entered in the campus master schedule (section record); they do not exist in the district master schedule:

- Days** (of the week), **Time Begin**, and **Time End** - Used to calculate monthly minutes for extracting staff responsibility data.
 - If **Time Begin** and **Time End** are blank, the crosswalk tables are used to calculate monthly minutes, as described previously in this guide. **Using crosswalks is recommended.**
 - If **Time Begin** and **Time End** have values, the extract uses the values whether or not there is a crosswalk for service ID or monthly minutes. **To use the crosswalks, these fields must be blank.**
- Class Role** - Verify the field for all course-sections. This value is used when extracting staff responsibility data to identify the teacher of record.

NOTE: For instructional staff, these records may come from staff demo record in Personnel or from the master schedule in Grade Reporting, or both, depending on how your district is set up.

Reported Elements from Section: reported in the [Section Entity](#).

- [Grade Reporting](#) > [Maintenance](#) > [Master Schedule](#) > [Campus Schedule](#) > [Instructor](#)

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

Del	Details	Instr Id	Staff ID	Grade Lvl	Section	Name L	Name F	Name M	Gen Cd	Dept Nbr	Homeroom	Reserved Room	Excl From Fall PEIMS
<input type="checkbox"/>	<input type="checkbox"/>	002	002639			WARDEN	VICTORIA	BRANDON		MTH	002	002	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	006	002103			REYES	NORMA	DULANEY		SPE	006	06	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	007	002607			VILLANUEVA	VELTA	J		SPE	007	007	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	008	002537			VALDEZ	SYLVIA			ENG	008		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	009	002517			URESTE	STEVEN	ANN		ENG	009		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	010	002533			VALADEZ	SYLVIA	ALAN		ENG	010	010	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	011	000794			DELGADO	CYNTHIA			DXL	011	011	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	012	T00042			TEACHER	MATH			MTH	012		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	013	002614			VILLARREAL	VERONICA			ELA	013		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	014	001955			PEREA	MAX	MARIE		ENG	014	014	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	015	002606			VILLANUEVA	VELMA	GESISELE		ENG	015	015	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	016	002284			SANCHEZ	RICHARD	FRANCIS		ENG	016	016	<input type="checkbox"/>

First 1 / 6 Last Add

Instr Nbr: 002 Staff ID: 002639 Home Room: 002 Instructor Status: Active Instructor Schedule

Name: VICTORIA BRANDON WARDEN
 First Middle Last Generation Texas Unique ID ESC/SSA

Maximum Values
 Study Halls/Day: Sections/Sem:
 Periods/Day: Preps/Sem:
 Contact Periods/Year:

Restrictions
 Department: MTH
 Subject Area:
 Reserved Room: 002

Designators
 1:
 2:
 3:

Elementary
 Grade:
 Section:

Exclude from Fall PEIMS:

- If the district has converted staff IDs (SSNs) to employee IDs, the **Staff ID** column will no longer display SSNs. Employee IDs should be displayed instead. Ensure that an employee ID is displayed for all staff hired after the utility was run.
- Select **Excl From Fall PEIMS** if the instructor should not be extracted when staff responsibility data is extracted.

II. Verify ASCENDER Student Data

Verify data for each element in the following ASCENDER Student applications. It is suggested that you run reports first, and then use the maintenance pages in the Student applications to update data where needed.

Calculated Elements

[Hard-coded and calculated elements](#)

The following elements are either hard-coded in or calculated by the software. Hard coded values are built into the program, are the same each time they are extracted, and cannot be changed by the user. Calculated values are determined by the program and can be changed if source data is updated or changed.

Organization (E0319) identifies the unique organizational unit within the local education agency with which the account is associated. For campuses, this is the three-digit campus number registered with the Texas Education Agency. For non-campuses, this must be one of the administrative units required in the Resource Guide, or 998 or 999. **This is hard coded in the program as “ESC,” “LEA,” or “School” according to the county-district number.**

LocalEducationAgency (E0212) is the county-district ID registered with the TEA.

SchoolId (E0266) is the unique campus ID number registered with the TEA. It is the linking of DISTRICT-ID with the campus identification number. A campus ID cannot be greater than 698. The first six characters of CAMPUS-ID must match the value of the DISTRICT-ID in the LEA's *LocalEducationAgencyExtension* complex type.

CAMPUS-ID-OF-ENROLLMENT (E0782) is required for students with as-of-status codes C, E, or G. This is the campus at which the student was enrolled. The field cannot be updated from any page in ASCENDER.

- As-of-status code C - Enrolled in the district within the school-start window, and not enrolled in the district on the fall snapshot date.
- As-of-status code E - Enrolled in the district in the prior school year, enrolled in the district in the current year but not within the school-start window and not on the fall snapshot date.
- As-of-status code G - Not enrolled in the district in the prior school year, enrolled in the district in the current year but not within the school-start window and not on the fall snapshot date.

LocalStudentId (E0923) is the student's local ID assigned by the district (optional).

AsOfStatusLastFridayOctober (E3007) is generated by the program during the extracts. The code is based on the student's current year status within the school start window (i.e., first day of school thru the last Friday in September) and the snapshot date (i.e., last Friday in October).

COURSE-IDENTIFICATION-SYSTEM (E1089) is the system used to identify the organization of subject matter and related learning experiences provided for the instruction of students. **This is hard coded in the program as “State Course Code.”**

STUDENT-IDENTIFICATION-SYSTEM (E1090) is the coding scheme used for identification and record-keeping purposes by schools, social services, or other agencies to refer to a student. **This is hard coded in the program as “State” and the student's SSN is used.**

StudentUniqueld (E1523) is the unique number assigned to a student by the TEA.

FiscalYear (E0974) is the last digit of the current fiscal year for the fund (e.g., the fiscal year is 0

for the 2019-2020 fiscal year).

Graduation Plan

- [Graduation Plan > Maintenance > Student > Individual Maintenance > PGP](#)

STUDENT: 052125 : ACOSTA, NAVAYA Mia TEXAS UNIQUE STU ID: 3217291978

Grade Level: 12 9th Grd Entry Dt: 08-03-2020 Cohort: 2024 Graduation Plan: H5 - House Bill 5 PEIMS Grad Type: 34 - FHS Prgm (9th GR 14-15 and thereafter)

PGP

GRADE LEVEL COURSE DETAIL CREDIT SUMMARY CREDIT DETAIL PGP PERFORMANCE ACKNOWLEDGMENT

CPR Date Completed 10-19-2021 Speech Date Completed 01-07-2022 Peace Officer Interact Date Completed 10-21-2021

Foundation	Endorsement	Distinguished	STAAR EOC Assmnts	College Readiness	Diagnostic Info
4 English (English 1-3 & 1 Adv) 3 Math (Alg1, Geo, & 1 Adv) 3 Science (Bio, IPC or Adv & 1 Adv) 3 SS (US H, Eco/Govt & WG or WH) 2 Language Other Than English 1 Fine Arts 1 Physical Education 5 Electives (22 Credits) 1 - Pursuing	(22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives (26 Credits)	(26 Credits) with 4 Science 1 Algebra 2 Endorsement 1 - Pursuing	English 1 Masters English 2 Masters Algebra 1 Masters Biology 1 Meets US History Masters English 3 Algebra 2 Cum GPA 96.32142 Cum Rank 3	ACT.....Composite 26 Math 26 Read 31 Engl 24 ACT PLAN...Composite PSAT Old...Combined PSAT New...Combined 59 Math 28.0 Read 31 PSAT Section Scores Math 560 Read 580 SAT.....Combined 58 Math 27.0 Read 31 SAT Section Scores Math 540 Read 600 Math TSIA2.....MathDiag 0 Math 970 ELAR 942 WPT 5 ABE 5 College Readiness... Date: -- -- TSI Required Date: -- -- Date: -- -- Date: -- --	Dyslexia... No LEP... No Migrant... No G/T... Yes Spec Ed... No Retained... ABE ABE

Accelerated Learning Plan Monitor Plan

Parent's Educational Expectation

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

	Date Completed
STEM 0 - Not Participating	-- --
Public Services 0 - Not Participating	-- --
Business and Industry 1 - Pursuing	-- --
Multi Disciplinary Studies 1 - Pursuing	-- --
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 11-19-2020
Parent Signature -- --
Counselor Signature -- --

Industry Based Certification

Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Reimburse	Enrolled
<input type="checkbox"/>	03 : (790) (N) PHARMACY TECHNICIAN	04-06-2024		55.00	400	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Reported Elements from PGP: reported in the [PriorYearLeaver Entity](#).

For students who do not have a graduation plan, this information is entered on **Registration > Maintenance > Student Enrollment > Demo3**.

IMPORTANT The IBC Exam Fee Amount has a revised domain of values from 0-100 to 0.00-700.00.

Credentials and Certifications are added on **Graduation Plan > Maintenance > District > Tables**.

Save School Year: 2021-2022 Campus 001: 001 Sc

GRADUATION PLANS ACCELERATED LEARNING **CREDENTIALS OR CERTIFICATION** MONITOR PLANS PARENT/GUARDIAN EXPECTATIONS

Delete	Code	Description	Origin	PEIMS Code	PEIMS Description	IBC Exam Fee	IBC Vendor	IBC Vendor Description
	01	WELDING	National	100	API 1104 Welding	50.00	200	American Welding Society
	02	ELECTRICAL	National	210	ASE Mech Elec Components	35.00	650	Other
	03	INDUSTRIAL CERT	National	520	Electrical Apprenticeship Certificate Level 1	150.00	300	Independent Electrical Contractors Texas
	04	MICROSOFT WORD 2013	National	570	Microsoft Office Expert - Word	100.00	650	Other
	05	MICROSOFT EXCEL 2013	National	560	Microsoft Office Expert - Excel	100.00	650	Other
	06	MICROSOFT OFFICE SPECIALIST 2016	National	580	Microsoft Office Specialist (MOS) Master-2016	250.00	650	Other

First 1 Last Add Add 10

- [Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgement](#)

STUDENT: 052125 - ACOSTA, NAVAYA Mia TEXAS UNIQUE STU ID: 3217291978 Retrieve Directory

Move to Request Print Credit Detail Change Plan PGP

Grade Level: 12 9th Grd Entry Dt: 08-03-2020 Cohort: 2024 Graduation Plan: H5 - House Bill 5 PEIMS Grad Type: 34 - FHS Prgm (9th GR 14-15 and thereafter)

GRADE LEVEL COURSE DETAIL CREDIT SUMMARY CREDIT DETAIL PGP **PERFORMANCE ACKNOWLEDGMENT**

College Board AP/IB Examinations

Delete	Admin	Month	Code
	2024	05 - May	013 - Acknowledgment for AP: French Language and Culture

Add

Nat/Intl Business or Industry Certification

Origin	Certification	Date

Outstanding Performance Assessment

N/A

Bilingual/Biliteracy:

Dual Credit:

Associate Degree:

Reported Elements from Performance Acknowledgement: reported in the [PriorYearLeaver Entity](#) and the [StudentAcademicRecord Entity](#).

Registration

- [Registration Reports](#)

Registration data can be verified by running the following reports:

Registration > Reports > Create Registration Report

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

Student Indicators

Elig Attribution Camp ID Resid Eco Disadvan Military Connected Foster Care Star of Texas Award
 Rep Excl Active Record Status Cnty Residence NSLP

Current / Next Year Information

Control Num CY Team Next Yr Cntrl NY Team Nxt Yr Camp Here Last Yr CY Transfer Factor NY Transfer Factor

Phone / Address

Addr/Tel Rest Phone AC Phone Nbr Cell Ph Nbr E-mail
 M Num M St. M City M State M Zip M Zip Ext M Apt M Dir.
 P Num P St. P City P State P Zip P Zip Ext P Apt P Dir.

Demo2

Counselor Information

Counselor Dt Entered 5th Grade Dt Entered 8th Grade Dt Entered 9th Grade District Entry Date Birth City Birth State
 Birth Country Cohort

Miscellaneous

Primary Language Immig Tracking Headstart Alien Tuition Parent Federal Connected Att Zone Home Campus SAT-ACT-TSIA Reimburse

Dual Language Immersion

Year 1 Year 2 Year 3 Year 4 Year 5 Assessment Date Completion Year

Receive/Transfer

Previous District Previous Campus Last Year Campus Last Year Grade Records Request Records Forward

Locker

Locker Number Locker Comb 1 Locker Comb 2

Magnet School

Magnet this year Magnet next year

ECDS Assessments

PK Beginning of Year PK End of Year KG Beginning of Year

Local Use

Local Use Code 1 Local Use Code 2 Local Use Code 3 Local Use Code 4 Function 1 Function 2 Undefined Pgm

Demo3

Career Technology

Day Care CTE Support Service
 Sgl Parent/Sgl Preg Woman
 Transport CTE Support Service
 Career and Technology Ind
 Out of Wkforce Individual

Promotion

Year End Status
 SSI Promotion
 Retained Reason 1
 Retained Reason 2
 Retained Reason 3
 Parent Request Retention

Dyslexia Services

Section 504 Services
 SBEC/Trained Staff
 Section 39.023 Mods

Status Indicators

Campus of Account
 Migrant
 Immigrant
 Asylee/Refugee
 Homeless Status
 Unaccomp Youth Status
 Early Reading
 Summer School BI/ESL
 Student Parent
 Even Start
 Neglected/Delinquent
 Military Enlistment
 Dyslexia Risk
 Adult Prev Att
 Gen. Ed. Homebound

Graduation

<input type="checkbox"/> Graduation Type	<input type="checkbox"/> Graduation Date	<input type="checkbox"/> AAR Grad Plan	<input checked="" type="checkbox"/> Texas Grant Eligibility	<input type="checkbox"/> Venc
<input type="checkbox"/> Cert of CrsWrk Dt Completed	<input checked="" type="checkbox"/> College Entry	<input checked="" type="checkbox"/> CPR Date Completed	<input type="checkbox"/> Speech Date Completed	<input type="checkbox"/> Venc
<input type="checkbox"/> Peace Officer Interact Date Completed	<input type="checkbox"/> College Career Instruction	<input type="checkbox"/> Foundation Coursework	<input type="checkbox"/> Distinguished Coursework	<input type="checkbox"/> Venc
<input checked="" type="checkbox"/> STEM	<input type="checkbox"/> STEM Date Completed	<input checked="" type="checkbox"/> Public Services	<input type="checkbox"/> Public Services Date Completed	<input type="checkbox"/> Venc
<input type="checkbox"/> Business and Industry	<input type="checkbox"/> Business and Industry Date Completed	<input type="checkbox"/> Multi Disciplinary Studies	<input checked="" type="checkbox"/> Multi Disciplinary Studies Date Completed	<input type="checkbox"/> Venc
<input type="checkbox"/> Arts and Humanities	<input type="checkbox"/> Arts and Humanities Date Completed	<input type="checkbox"/> Industry Certification1	<input type="checkbox"/> Industry Certification1 Date Completed	<input type="checkbox"/> Venc
<input type="checkbox"/> Industry Certification2	<input type="checkbox"/> Industry Certification2 Date Completed	<input type="checkbox"/> Industry Certification3	<input type="checkbox"/> Industry Certification3 Date Completed	<input type="checkbox"/> Venc
<input type="checkbox"/> Industry Certification4	<input type="checkbox"/> Industry Certification4 Date Completed	<input type="checkbox"/> Industry Certification5	<input type="checkbox"/> Industry Certification5 Date Completed	<input type="checkbox"/> Venc
<input type="checkbox"/> Industry Certification6	<input type="checkbox"/> Industry Certification6 Date Completed	<input type="checkbox"/> Industry Certification7	<input type="checkbox"/> Industry Certification7 Date Completed	<input type="checkbox"/> Venc
<input type="checkbox"/> Industry Certification8	<input type="checkbox"/> Industry Certification8 Date Completed	<input type="checkbox"/> Industry Certification9	<input type="checkbox"/> Industry Certification9 Date Completed	<input type="checkbox"/> Venc
<input type="checkbox"/> Industry Certification10	<input type="checkbox"/> Industry Certification10 Date Completed	<input type="checkbox"/> Industry Certification11	<input type="checkbox"/> Industry Certification11 Date Completed	<input type="checkbox"/> Venc
<input type="checkbox"/> Industry Certification12	<input type="checkbox"/> Industry Certification12 Date Completed	<input type="checkbox"/> Industry Certification13	<input type="checkbox"/> Industry Certification13 Date Completed	<input type="checkbox"/> Venc
<input type="checkbox"/> Industry Certification14	<input type="checkbox"/> Industry Certification14 Date Completed	<input type="checkbox"/> Industry Certification15	<input type="checkbox"/> Industry Certification15 Date Completed	<input type="checkbox"/> Venc
<input type="checkbox"/> Financial Aid App Status	<input type="checkbox"/> Financial Aid App Met Date			<input type="checkbox"/> Venc
<input type="checkbox"/> Tx First Early HS Completion Pgm				<input type="checkbox"/> Venc
<input type="checkbox"/> Result1	<input type="checkbox"/> Result2	<input type="checkbox"/> Result3	<input type="checkbox"/> Result4	<input type="checkbox"/> Resu
<input type="checkbox"/> Result6	<input type="checkbox"/> Result7	<input type="checkbox"/> Result8	<input type="checkbox"/> Result9	<input type="checkbox"/> Resu
<input type="checkbox"/> Result11	<input type="checkbox"/> Result12	<input type="checkbox"/> Result13	<input type="checkbox"/> Result14	<input type="checkbox"/> Resu

DAP Advanced Measures

DAP Advanced Measure 1
 DAP Advanced Measure 2
 DAP Advanced Measure 3
 DAP Advanced Measure 4

Truancy Indicators

Excessive Unexc Absence
 Truancy Prevention Measure
 Truancy Complaint Filed
 Excessive Unexc Absence Campus
 Truancy Prevention Measure Campus
 Truancy Complaint Filed Campus
 Excessive Unexc Absence Date
 Truancy Prevention Measure Date
 Truancy Complaint Filed Date

At Risk

At Risk

<input type="checkbox"/> At Risk Year	<input type="checkbox"/> At Risk	<input type="checkbox"/> Unsatis Assess (PK-03)	<input type="checkbox"/> Unsatis Assess (PK-03) Doc
<input type="checkbox"/> Failed Courses (07-12)	<input type="checkbox"/> Failed Courses (07-12) Doc	<input type="checkbox"/> Not Promoted	<input type="checkbox"/> Not Promoted Doc
<input type="checkbox"/> Unsatis Assess	<input type="checkbox"/> Unsatis Assess Doc	<input type="checkbox"/> Pregnant/Parent	<input type="checkbox"/> Pregnant/Parent Doc
<input type="checkbox"/> Placed in DAEP	<input type="checkbox"/> Placed in DAEP Doc	<input type="checkbox"/> Expelled	<input type="checkbox"/> Expelled Doc
<input type="checkbox"/> Conditional Release	<input type="checkbox"/> Conditional Release Doc	<input type="checkbox"/> Prior PEIMS Dropout	<input type="checkbox"/> Prior PEIMS Dropout Doc
<input type="checkbox"/> EB	<input type="checkbox"/> EB Doc	<input type="checkbox"/> DFPS	<input type="checkbox"/> DFPS Doc
<input type="checkbox"/> Homeless	<input type="checkbox"/> Homeless Doc	<input type="checkbox"/> Residential Placement	<input type="checkbox"/> Residential Placement Doc
<input type="checkbox"/> Incarcerated	<input type="checkbox"/> Incarcerated Doc	<input type="checkbox"/> Last Grade Failed	<input type="checkbox"/> Last Year Failed
<input type="checkbox"/> Designated Dropout Recovery	<input type="checkbox"/> Designated Dropout Recovery Doc		

Non PEIMS District Codes

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

Contact

Contact Detail

<input type="checkbox"/> Priority	<input type="checkbox"/> First Name	<input type="checkbox"/> Middle Name	<input type="checkbox"/> Last Name	<input type="checkbox"/> Gen	<input type="checkbox"/> Relation
<input type="checkbox"/> Enrolling Person	<input type="checkbox"/> DOB	<input type="checkbox"/> Address Number	<input type="checkbox"/> Address Street Name	<input type="checkbox"/> Address Apt Nbr	<input type="checkbox"/> Address City
<input type="checkbox"/> Address State	<input type="checkbox"/> Address Zip Code	<input type="checkbox"/> E-mail	<input type="checkbox"/> Occupation	<input type="checkbox"/> Migrant	<input type="checkbox"/> Parent Military
<input type="checkbox"/> Branch of Service	<input type="checkbox"/> Rank	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Guardian Verified	<input type="checkbox"/> Emergency	<input type="checkbox"/> Receive Mailouts
<input type="checkbox"/> Language	<input type="checkbox"/> Phone Preference	<input type="checkbox"/> Cell Ph Nbr	<input type="checkbox"/> Home Ph Nbr	<input type="checkbox"/> Business Ph Nbr	<input type="checkbox"/> Other Ph Nbr

Transport Information

Right to Transport Driver License Nbr Driver License State Vehicle Make Vehicle Model

Vehicle Color Vehicle Plate Nbr Vehicle State

Residential Facility Detail

Residential Facility Indicator
 Attendance Zone
 Prior Instr Setting
 Surrogate Parent
 Nbr Other Stu Assigned
 Educated At Facility
 Length Stu Sch Day
 Length Campus Sch Day
 Residential Facility ID

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

G/T

Campus
 Entry Date
 Exit Date
 Reason
 Gift/Talent
 General Intellectual Ability
 Specific Subject Matter Aptitude
 Creative Productive Thinking
 Leadership Ability

Bi/ESL

Bi/ESL

Campus
 Entry Date
 Exit Date
 Reason
 Bil Type
 ESL Type
 EB Cd
 Par Perm Cd
 Bi/ESL Fund Cd
 Alt Lang Cd
 Home Language
 Student Language
 Yrs US Sch
 Date HLS Admin

OLPT English Test

Type Date Score

OLPT Spanish Test

Type Date Score

Title I

Title I

Campus Title I Entry Date Title I Exit Date Wdraw Reason Title I Code

Instructional Services

Reading Code Science Code Math Code Social Studies Code

Other Related Services

Guidance Couns Health Social Work

PRS

Campus Entry Date Exit Date Reason PRS CEHI CTE Elig

Local Program

 Entry Date
 Exit Date
 Reason
 Code 1
 Code 2
 Code 3
 Code

PK Enroll

Campus
 Entry Date
 Exit Date
 Reason
 PK Program Cd
 PK Funding Source
 PK Secondary Funding
 PK Elig Prev Yr

Bus Info

Bus Info Detail

Eligible
 Route
 Pickup Stop
 Pickup Assigned
 Pickup Route
 Seat
 Run
 Dropoff Stop
 Dropoff Assigned
 Dropoff Route

Special Education

Transportation
 Special Seating
 Wheelchair

Demo1, Demo3, At Risk, Bilingual/ESL enrollment data, and local program data can be verified by creating a customized report.

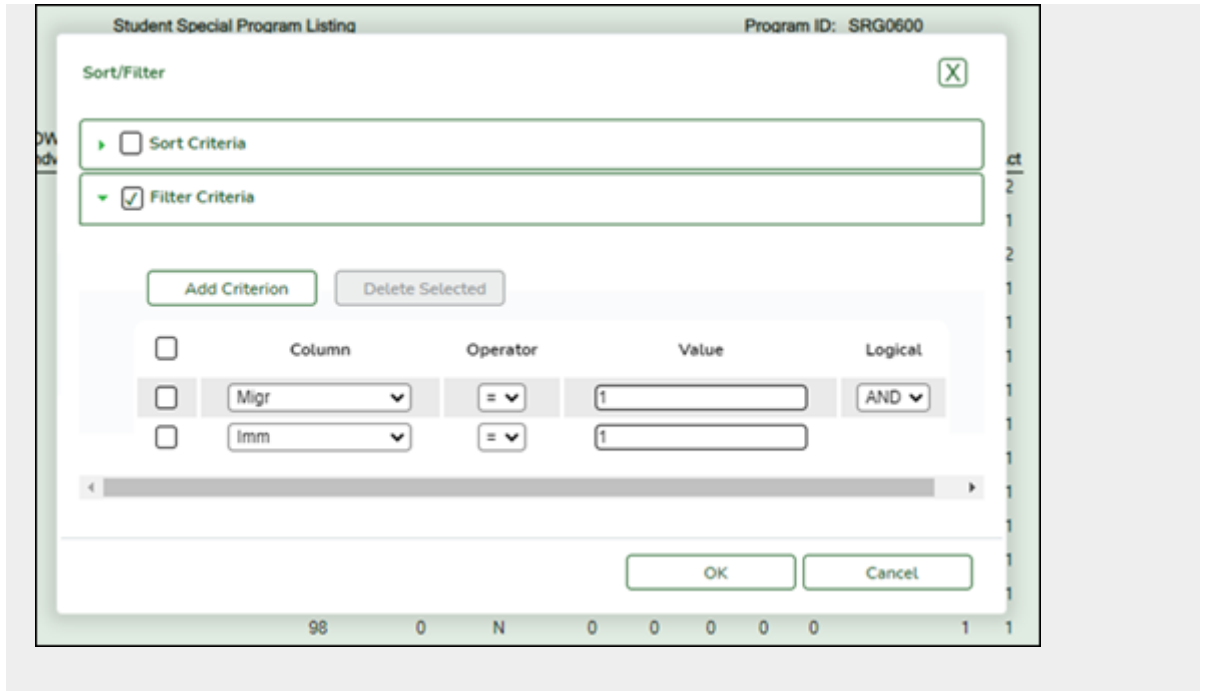
Registration > Reports > Registration Reports > Program > SRG0600 - Student Special Program Listing

Date Run: 9/30/2024 10:36 AM		Student Special Program Listing															Program ID: SRG0600																				
Cnty-Dist: 555-901		001 School															Page: 1 of 264																				
Campus: 001																																					
Student Name	Student ID	Grade	S	C	E	T	OOWk	Indv	Wm	Sp	Pri	B	T	G	E	L	Stu	Smr	P	Fed	Par	Asylee/	Mil	Foster	Home	Unacc	Free	Eco	All								
			x	Ethn	E	Trans	Indv	Wm	Ed	Dis	I	I	T	S	E	P	Lang	ESL	R	Conn	Mil	Refugee	Conn	Care	less	Youth	Lunch	Adv	Risk	Act							
ABBOTT, Weston J	042574	09	M	H	1							6	1				98	0	0	0	N	N	0	0	0	0	0	0	0	0	1	0	1				
ACOSTA, YADIRA L	053412	09	F	W	0							6					98	0	0	0	N	N	0	0	0	0	0	0	0	0	0	1	0	1			
ACOSTA-VILLALOBOS, IVANA J	052758	09	F	W	0				Y	06		6					98	0	0	0	N	N	0	0	0	0	0	0	0	0	0	0	1	0	1		
Adebogun, CARLA M	042559	09	M	H	0						0	6	0	1			01	0	0	0	N	N	0	0	0	0	0	0	0	0	0	1	1	1			
Agnew Mathis, MAYRA D	052710	09	M	H	0							6					98	0	0	0	N	N	0	0	0	0	0	0	0	0	0	0	1	1	1		
AGUILAR, Cha'Miah A	052568	09	M	H	0				Y	08		6					98	0	0	0	N	N	0	0	0	0	0	0	0	0	0	0	1	0	1		
AGUILAR, JUSTINA	042555	09	F	H	1							6					98	0	0	0	N	N	0	0	0	0	0	0	0	0	0	0	0	1	0	1	
ALCALA, RODRIGO L	042814	09	F	H	1							6					98	0	0	0	N	N	0	0	0	0	0	0	0	0	0	0	0	1	0	1	
ALLEN, JORGE E	053339	09	F	H	1						0	6	1	0	5		01	0	0	0	N	N	0	0	0	0	0	0	0	0	0	0	0	1	0	1	
Allepalli, CHRISTOPHER A	052798	09	F	H	0							6					98	0	0	0	N	N	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
ALVAREZ, Marquis D	052729	09	F	H	1							6					98	0	0	0	N	N	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1

Set the **Check if At Risk Year** parameter to *C Current*.

NOTE: This report can be used to verify Migrant, Immigrant, Asylee Refugee, Military Connected, Foster Care, Homeless, Unaccompanied Youth, and/or Eco Dis.

The report can be filtered to show one data element at a time.



Registration > Reports > Registration Reports > Program > SRG1200 - Student Status Changes by Program

Date Run: 2/22/2021 10:22 AM Student Status By Program Changes Program ID: SRG1200
 Cnty-Dist: 031-776 001 School Page: 1 of 72
 Campus: 001 Sch Year: 2021

Special Education Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsr	Pri Disab	Instruct Set	Multi Disab	Speech	CTE Elig	Reg Sch	Day Deaf	RDSD Fiscal Agent
504283	ALEMAN, JOHN N	09	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0		
503992	BAILEY, DAVID J	09	XXX-XX-XXXX	08-17-2020			08	42	No	0	1	0		
504657	CALVILLO, RHIANNON L	09	XXX-XX-XXXX	08-17-2020	08-18-2020	60	08	41	No	0	1	0		
301063	DELGADO, JESSICA W	09	XXX-XX-XXXX	08-17-2020			06	93	No	0	1	0		
504451	GALLEGOS, JOSHUA S	09	XXX-XX-XXXX	08-17-2020			08	41	No	0	1	0		
504542	HINKLE, GEORGIA J	09	XXX-XX-XXXX	08-17-2020			02	41	No	0	1	0		
504138	SKOW, LILLIAN J	09	XXX-XX-XXXX	08-17-2020			07	42	No	0	1	0		
504359	TAYLOR, JESSICA C	09	XXX-XX-XXXX	08-17-2020	12-14-2020	49	08	40	No	0	1	0		
504359	TAYLOR, JESSICA C	09	XXX-XX-XXXX	01-25-2021			08	40	No	0	1	0		
300992	YAPP, JUSTICE	09	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0		
504115	ADAME, ANDREA L	10	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0		

To verify special ed data, set the **Print Special Ed Records** parameter to Y, and set all other parameters to blank or N.

Date Run: 2/18/2021 1:10 PM		Student Status By Program Changes					Program ID: SRG1200				
Cnty-Dist: 031-776		001 School					Page: 1 of 1				
Campus: 001		Sch Year: 2021									
Gifted and Talented Records:											
Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Gifted & Talented Indicator	General Intelligent Ability	Creative Productive Thinking	Specific Subj. Matter Apt.	Leadership Ability
504418	BOCANEGRA, KRISSEY E	09	XXX-XX-XXXX	08-17-2020			1	1			
504415	BOWEN, ERUBEY J	09	XXX-XX-XXXX	08-17-2020			1	1			
504416	CRUZ, GREGORY S	09	XXX-XX-XXXX	08-17-2020	01-05-2021	60	1	1			
504490	FAIR, TREVOR A	09	XXX-XX-XXXX	08-17-2020			1				
505413	FUENTES, RORY	09	XXX-XX-XXXX	08-17-2020			1	1			
504279	JENSEN, JENNA L	09	XXX-XX-XXXX	08-17-2020			1	1			
504431	RODRIGUEZ, CLARA ANN L	09	XXX-XX-XXXX	08-17-2020			1	1			
504426	ROMERO, FELIX J	09	XXX-XX-XXXX	08-17-2020			1	1			
504227	FRAUSTO, BRANDON	10	XXX-XX-XXXX	08-17-2020			1	1			
504201	JONES, SYDNEY D	10	XXX-XX-XXXX	08-17-2020			1	1			
505407	LUGO, DRAKE A	10	XXX-XX-XXXX	08-17-2020			1				

To verify GT data, set the **Print Gifted/Talented Records** parameter to Y, and set all other parameters to blank or N.

Date Run: 2/22/2021 10:25 AM		Student Status By Program Changes					Program ID: SRG1200									
Cnty-Dist: 031-776		001 School					Page: 1 of 71									
Campus: 001		Sch Year: 2021														
Bilingual/ESL Records:																
Stu ID	Student Name	Grd	SSN	Date Entry	Date Withdraw	Wd Rsn	Bil	ESL	LEP Cd	Stu Lang	Home Lang	HLS Admin Date	Par Perm Cd	Yrs US Sch	Alt Lang Cd	Bil/ESL Fund Cd
503992	BAILEY, DAVID J	09	XXX-XX-XXXX	08-17-2020	--		0	3	1	01	01	--	K	6	00	
504403	CORONADO, YE-WON M	09	XXX-XX-XXXX	08-17-2020	--		0	3	1	01	01	--	K	6	00	
504421	FLORES, NICOLE	09	XXX-XX-XXXX	08-17-2020	--		0	0	4	01	01	--		6	00	
301095	HERRERA, ISABEL R	09	XXX-XX-XXXX	08-18-2020	09-08-2020	98	0	3	1	01	01	--	K	2	00	
505381	MARTINEZ, NICOLE R	09	XXX-XX-XXXX	08-17-2020	--		0	3	1	99	99	--	K	6	00	
504422	ROCA, BILLY R	09	XXX-XX-XXXX	08-17-2020	--		0	3	1	01	01	--	K	6	00	
301085	WALKER, LEIGHANN R	09	XXX-XX-XXXX	08-17-2020	01-12-2021	60	0	0	5	01	01	--		6	00	
504323	WILSON, ERNEST M	09	XXX-XX-XXXX	08-17-2020	--		0	3	1	01	01	--	K	6	00	
505241	GONZALES, TRAVIS N	10	XXX-XX-XXXX	08-17-2020	--		0	3	1	01	01	--	K	6	00	BE

To verify bilingual/ESL data, set the **Print Bilingual/ESL Records** parameter to Y, and set all other parameters to blank or N.

Date Run: 2/22/2021 10:32 AM		Student Status By Program Changes				Program ID: SRG1200		
Cnty-Dist: 031-776		101 School				Page: 1 of 2		
Campus: 101		Sch Year: 2021						

PK Enroll Records:										
Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Elig Cd	PK Program Cd	PK Funding Source	PK Secondary Funding
700247	AGUILAR, EDWARD L	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700284	AMADOR, ZACHARY N	PK	XXX-XX-XXXX	08-17-2020			5	02	2	
700249	AMBRIZ, JOSE B	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700246	BAILEY, DARCY R	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700254	BALBOA, TRAVIS Y	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700300	BOSQUEZ, JOHNNY H	PK	XXX-XX-XXXX	08-17-2020			5	02	2	
700243	CARRILLO, CODY A	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700242	CEARLEY, EMMITT S	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700233	CORONADO, TRISTEN L	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700287	CULBREATH, MIGUEL E	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700283	DELACERDA, CAIRO J	PK	XXX-XX-XXXX	08-17-2020			5	02	2	

To verify PK enrollment, set the **Print PK Enroll Records** parameter to Y, and set all other parameters to blank or N.

Date Run: 2/22/2021 10:34 AM		Student Status By Program Changes				Program ID: SRG1200		
Cnty-Dist: 031-776		101 School				Page: 1 of 21		
Campus: 101		Sch Year: 2021						

Title I Records:															
Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Title I	Instructional Services				Other Related Services			
								Read Code	Sci Code	Math Cod	Social Code	Guidance Code	Health Code	Soc Wrk Code	
700273	DOTSON, GAVIN J	EE	XXX-XX-XXXX	08-17-2020			6								
700210	EGELSTON, ALFRED	EE	XXX-XX-XXXX	08-17-2020			6								
700204	KINDRICK, VINCENT A	EE	XXX-XX-XXXX	08-17-2020			6								
700168	LAWRENCE, EMILY J	EE	XXX-XX-XXXX	08-17-2020			6								
700056	LORES, JAMES J	EE	XXX-XX-XXXX	08-17-2020			6								
700325	MARTINEZ, BRYAN A	EE	XXX-XX-XXXX	10-20-2020			6								
700195	MAYBERRY, ALAYZIAH L	EE	XXX-XX-XXXX	08-17-2020			6								
700193	MENDOZA, NAHE R	EE	XXX-XX-XXXX	08-17-2020			6								

To verify Title I data, set the **Print Title I Records** parameter to Y, and set all other parameters to blank or N.

Date Run: 2/22/2021 10:29 AM		Student Status By Program Changes					Program ID: SRG1200										
Cnty-Dist: 031-776		001 School					Page: 1 of 15										
Campus: 001		Sch Year: 2021															
Enrollment Records:																	
Stu ID	Student Name	Grd	SSN	Orig Entry	Entry	Withdraw	Wd Rsn	Stat	Excls	Elig	Trf	Attrib	Camp Res	CTE Elig	US Sch	Eco Dis	Stu Lang
004277	Salas, Sylvia Y	08	XXX-XX-XXXX	02-18-2021	02-18-2021			1		1	01	00		1		00	98
505385	ADAM, CARLOS L	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		7	01	00		1		00	98
504283	ALEMAN, JOHN N	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1		01	98
301083	ALEMAN, KRISTEN L	09	XXX-XX-XXXX	08-17-2020	08-17-2020	01-05-2021	80	1		1	01	00		1		00	98
301013	BAILEY, CARLOS L	09	XXX-XX-XXXX	08-17-2020	08-17-2020	11-09-2020	49	1		1	01	00		1		01	98
503992	BAILEY, DAVID J	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1	6	01	01
301102	BAKER, JASMINE J	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1		01	98
504122	BALDWIN, COURTNEY R	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1		01	98
505260	BALLEJO, OLIVIA A	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1		01	98

To verify eligibility, attribution code, campus of residence, and economic disadvantage status, set the **Print Enroll Records** parameter to Y, and set all other parameters to blank or N. The report is run by campus.

At Risk data can be verified by running the following report:

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

Date Run: 9/30/2024 10:47 AM		At Risk Students with Criteria										Program ID: SRG1500					
Cnty-Dist: 555-901		All Campuses										Page: 1 of 414					
												Sch Year: 2024 All At Risk Years					
Student ID	Student Name	At Risk Year	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																	
052502	ACOSTA, AVA N.					SSN: XXX-XX-XXXX	Grd Lvl: 10	Active	Dob: 04-13-2008	Agg Ethn: H	Sex: M	Last Grd Failed:	Last Year Failed:				
		2014															Y
		2015															Y
		2016															Y
		2017															Y
		2019			Y												
		2020			Y												
		2021			Y												
		2022		Y	Y												
		2023			Y												

SRG1500 is required for state compensatory audits.

- You must enter a year for the **At Risk Year (Ending School Year)** parameter to print district and campus cumulative counts for all indicators.
- Leave the **Campus ID** parameter blank to obtain district cumulative counts. Campus totals are displayed at the end of each campus.

- o District totals are displayed at the end of the report.

Registration > Reports > Registration Reports > Program > SRG1600 - Student At Risk Profile

TEXAS ISD At Risk Student Profile								
Campus: 001 001 School								
XXX-XX-XXXX	012606	Adams	Naviyah	R	07-20-2006	11	2024	08-30-2023
SSN	Student ID	Last Name	First Name	MI	DOB	Grade	School Year	Cr Yr Enroll Dt
Student Performance/Identification Criteria								
PK-3rd Grade Criteria		2023 STAAR Scores		Core Subject Grades (7-12 only) Previous Semester		Core Subject Grades (7-12 only) Current Semester		
Readiness Score _____	STAAR - Reading _____	Math _____	Math _____	Readiness Test Date _____	STAAR - Math _____	Science _____	Science _____	Other _____
	STAAR - Writing _____	ELA _____	ELA _____		STAAR - Social Studies _____	Social Studies _____	Social Studies _____	
	STAAR - Science _____	Social Studies _____	Social Studies _____					
At Risk Criteria				Documentation				
Place a "Y" in the box for each question answered "Yes". A "Yes" response to any question qualifies the student as "At Risk".				Check all that apply. Documentation for each applicable item must be kept in student's At Risk Folder.				
1. Was not advanced from one grade to the next for one or more school years?	<input type="checkbox"/>	Grade Record			<input type="checkbox"/>			
2. Failed 2 or more core subjects during a semester in preceding or current school year or is not maintaining a 70 in 2 or more subjects in the current semester? (Grades 7-12)	<input type="checkbox"/>	Grade Record of failure list			<input type="checkbox"/>			
3. Did not perform satisfactorily on state assessment? Or has failed STAAR/TAKS in prior year and currently has passed; however, has not passed by the 110% Rule? (please circle)	<input type="checkbox"/>	Copy of STAAR/TAKS or EOC reports (2022, 2023 only)			<input type="checkbox"/>			
4. Did not perform satisfactorily on Readiness Test? (PK-3rd Grade)	<input type="checkbox"/>	Copy of Readiness (PK-3rd Grade)			<input type="checkbox"/>			
5. Is pregnant or is a parent?	<input type="checkbox"/>	Copy of Doctor's report confirming pregnancy or records providing parenthood			<input type="checkbox"/>			
6. Is/Was in AEP (preceding or current year)? Section 37.006	<input type="checkbox"/>	Copy of hearing records indicating placement in AEP due to appropriate cause			<input type="checkbox"/>			
7. Is/Was expelled in preceding or current school year? Section 37.007	<input type="checkbox"/>	Copy of expulsion records indicating cause of expulsion			<input type="checkbox"/>			
8. Is currently on parole, probation, deferred prosecution, or other conditional release?	<input type="checkbox"/>	Copy of legal document confirming parole, probation, deferred			<input type="checkbox"/>			

(Optional) SRG1600 displays at-risk criteria per student. One page is printed per student.

Local program data can be verified by running the following report:

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

Date Run: 9/30/2024 11:00 AM		Local Program Enrollment				Program ID: SRG1900									
Cnty-Dist: 555-901		TEXAS ISD				Page: 1 of 4									
Campus: ALL		Sch Year: 2024													
As-of Date: 09/30/2024															
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
ESPINOZA, ALEXANDER LUCIANO MARTINEZ	09	042667	XXX-XX-XXXX	001	08/19/2009	1	00	08/22/2023							
Gendreau, Judan MARIE	09	052812	XXX-XX-XXXX	001	01/05/2009	1	00	08/14/2023							
GONZALES, KRATOS Nohemi	09	042617	XXX-XX-XXXX	001	07/10/2008	1	00	08/14/2023							
Hagen, JULYSSA CANE CHRISTIAN	09	012598	XXX-XX-XXXX	001	07/13/2006	1	00	08/23/2023							
LUNA, ZENADIA ANDRIANA	09	052508	XXX-XX-XXXX	001	07/24/2008	1	00	08/16/2023							
MARTINEZ, MEGAN JASLINE	09	031871	XXX-XX-XXXX	001	07/01/2009	1	00	08/15/2023							
Rodela, MARIO JOEL	09	042611	XXX-XX-XXXX	001	06/11/2009	1	00	08/14/2023							
SANTILLANES, NATALIE NICOLE	09	042569	XXX-XX-XXXX	001	02/10/2009	1	00	08/14/2023							
BURNS, YALEXI May	10	042499	XXX-XX-XXXX	001	10/16/2006	1	00	08/25/2023							
JONES, ETHAN ANN	10	042433	XXX-XX-XXXX	001	11/18/2007	1	00	08/14/2023							
Kabatumbi, GABRIELA Kirsten	10	052589	XXX-XX-XXXX	001	02/01/2008	1	00	08/14/2023							
MANUEL, CYDNEII ULYSSA	10	012600	XXX-XX-XXXX	001	06/13/2007	1	00	08/21/2023							
Perez Penton, JOSE	10	052543	XXX-XX-XXXX	001	11/16/2007	1	00	08/14/2023							
RIVERA, Char'Nese MICHAEL	10	042371	XXX-XX-XXXX	001	08/07/2008	1	00	08/14/2023							
Ali, Briella	11	012557	XXX-XX-XXXX	001	03/10/2007	1	00	08/14/2023							
Richardson, MARCUS Rochelle	11	042338	XXX-XX-XXXX	001	08/21/2007	1	00	08/14/2023							
Rubalcaba, MEGAN MONTES	11	052443	XXX-XX-XXXX	001	01/11/2007	1	00	08/14/2023							
VILLEGAS, BRANDEN La'Montrel	11	012562	XXX-XX-XXXX	001	04/11/2007	1	00	08/14/2023							
CARMONA, JOSE ANTONIO	12	052292	XXX-XX-XXXX	001	11/05/2005	1	00	08/14/2023							
FIERRO, Callie GERARDO	12	052180	XXX-XX-XXXX	001	05/11/2006	1	00	08/14/2023							
HERNANDEZ, ANTHONY Alexander	12	042279	XXX-XX-XXXX	001	08/14/2006	1	00	08/14/2023							
LOPEZ SOTO, ARIANA MANUEL	12	042209	XXX-XX-XXXX	001	02/23/2006	1	00	08/14/2023							
Total Count for Campus 001:		22													

Set the **Local Program Code** parameter to the code for the specific local program. Run the report for each local program code.

NOTE: The following Local Program codes are reported in the Fall PEIMS Submission: Dyslexia (DYS), Early College High School (ECHS), Individual Graduation Committee (IGC), Intervention Strategy (INT), Pathways in Technology (P-TECH), 504 and Texas Science, Technology, Engineering, and Mathematics (T-STEM).

Registration > Reports > Registration Reports > Student > SRG1800 - Enrollment by District of Residence

Date Run: 9/30/2024 11:09 AM		Enrollment by District of Residence				Program ID: SRG1800			
Cnty-Dist: 555-901		School Year: 2024				Page: 1 of 155			
Campus: All		Campuses 001, 007, 040, 041, 101, 102, 104, 698							
Cycle: 1									
District of Residence: Blank									
Student Id	Student Name	Grade	Dt Entry	Dt Withdraw	Wd Cd	Track	Status		
Campus: 001									
042574	ABBOTT, Weston JEAN	09	08/14/2023			01	Active		
052502	ACOSTA, AVA NATHANIEL	10	08/14/2023			01	Active		
031894	ACOSTA, NATALIE Theodore	10	08/14/2023			01	Active		
052125	ACOSTA, NAVAYA Mia	12	08/14/2023			01	Active		
042337	ACOSTA, QUINTEN	11	08/14/2023			01	Active		
053412	ACOSTA, YADIRA LORENZO	09	08/14/2023			01	Active		

SRG1800 provides a list of students who were enrolled during the selected attendance

cycle, grouped by district of residence. Use the report to verify campus ID of residence (CIR).

The report is sorted by campus ID of residence (CIR). If the **Exclude Blank District Of Residence Detail** parameter is blank or N, all students with a blank CIR are listed at the beginning of the report. Summary totals by CIR are listed at the end of the report.

- [Registration > Maintenance > Student Enrollment > Demo1](#)

Reported Elements from Demo1: are reported in the following:

- [StudentEducationOrganizationAssociation Entity](#)
- [StudentSchoolAssociation Entity](#)
- [PriorYearLeaver Entity](#)
- [Student Entity](#)

- [Registration > Maintenance > Student Enrollment > Demo2](#)

Reported Elements from Demo2: reported in the [Student Entity](#).

- Update census block data.

1. [Create a file for the purposes of assigning a Census Block GEO ID.](#)

[Registration](#) > [Utilities](#) > [TEA Census Block](#) > [Export Address](#)

IMPORTANT: This utility must be run in the Firefox browser. This utility allows you to create a file for the purposes of assigning a Census Block GEO ID.

NOTE: Users will use the **Census Block Group Tool** to look up a census block number for a single address, or upload a .CSV file with multiple addresses to which the system applies a census block number. For additional information and instructions on how to download the Census Block Group Tool, login to the TSDS Portal (TEA Login (TEAL)) and refer to the **TSDS Census Block Group Tool User Guide** PDF.

Click **Missing/Invalid Data Report**.

A report opens that provides a list of students not eligible for the census block export due to errors.

Students are included on the report if they are ineligible due to any of the following conditions:

- **Blank UID** - The column displays **Yes** for students with a blank Texas Unique Student ID.
- **Homeless** - The column displays **Yes** if the student is homeless.
- **Invalid Address** - The column displays **Yes** if the student has an invalid physical address.
- **ADA Eligibility** - The column displays **Yes** if the student's code is 0, 4, 5, or 8 (by PEIMS As-of date). The student's code must be 1, 2, 3, 6, 7, or 9 (as of the PEIMS date).

Click **Execute**.

A .csv file is generated that can be exported to the TEA to obtain census block data for eligible students who do not have it. The file contains the student's Texas Unique Student ID and physical address (street number and name, city, state, and zip code).

IMPORTANT: The TEA-calculated file must complete in text format and must be saved **Save as Type** .CSV (comma delimited) to import.

2. [Import file to assign Census Block GEO ID to eligible students.](#)

[Registration](#) > [Utilities](#) > [TEA Census Block](#) > [Import Census Block](#)

IMPORTANT: This utility must be run in the Firefox browser. This utility allows you to import a .csv file of Census Block GEO ID to assign the Census Block data to eligible students. This automatically populates the **Student Census Block** field on [Registration](#) > [Maintenance](#) > [Student Enrollment](#) > [Demo2](#).

- Save the file as a .csv file with a unique name (e.g., ASCENDERISD_CENSUS_BLOCK.csv).
- Click **Browse** to locate and select the .csv file provided by the TEA.
- Click **Import**.

Records are created in the census block table that contain the student's social security number and GEO ID.

- Click **Print Report** to view the file and any errors. The number of records updated or inserted in the census block table is also included.

NOTE:

This process also applies if you changed the address for one or several students, putting them into a different block:

- Add the student(s) to TEA spreadsheet and calculate.
- Created a new TEA .csv with only that one student (or several students).
- Import the file.

- [Registration > Maintenance > Student Enrollment > Demo3](#)

The screenshot displays a web application interface for student enrollment management. At the top, there is a navigation bar with tabs: DEMO1, DEMO2, DEMO3 (selected), GRADUATION, AT RISK, CONTACT, WIR ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS. Below the navigation bar, the interface is divided into several sections:

- Promotion:** Includes fields for Year End Status, SSI Promotion, and three Retained Reason fields, each with a dropdown menu.
- Status Indicators:** Includes fields for Student Parent, Even Start, Neglected/Delinquent, and Military Enrollment, each with a dropdown menu.
- Homeless Status:** A table with columns: Delete, Descriptor, Begin Date, End Date. It shows "No Rows" and an "Add" button.
- Early Reading Indicator:** A table with columns: Delete, Descriptor, Begin Date, End Date. It shows "not applicable" and an "Add" button.
- CTE Program Service:** Includes a Day Care CTE Support Service checkbox and a Career and Technology Ind. dropdown. Below is a table with columns: Delete, Campus, Descriptor, Begin Date, End Date. It shows "no rows" and an "Add" button.
- Unaccompanied Youth:** A table with columns: Delete, Descriptor, Begin Date, End Date. It shows "no rows" and an "Add" button.
- Unschooling Asylee Refugee:** A table with columns: Delete, Descriptor, Begin Date, End Date. It shows "no rows" and an "Add" button.
- Truancy Indicators:** Includes three sets of fields for Excessive Unexcused Absence, Truancy Prevention Measure, and Truancy Complaint Filed, each with Campus, Date, and other options.
- Dyslexia:** Includes a table with columns: Delete, Details, Entry Date, Exit Date, Reason, Risk, Excpt Rsn, No Svcs, IEP, SBEC, Sec 39.023. It shows "no rows" and an "Add" button. Below the table are fields for Entry Date, Exit Date, Reason, and Dyslexia Risk.
- DAP Advanced Measures:** Includes four Advanced Measure fields, each with a dropdown menu.

Reported Elements from Demo3: reported in the [StudentEducationOrganizationAssociation Entity](#)

- [Registration > Maintenance > Student Enrollment > Graduation](#)

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

Graduation

Graduation Type: Graduation Date:

AAR Grad Plan: Texas Grant Eligibility:

Cert of CrsWrk Date Completed: College Entry:

Cpr Date Completed: Speech Date Completed:

Peace Officer Interact Date Completed:

Texas First Early HS Completion Pgm:

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
no rows							

[Add](#)

Reported Elements from Graduation: reported in the [StudentAcademicRecord Entity](#).

- [Registration > Maintenance > Student Enrollment > At Risk](#)

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

At-Risk: Begin Date:

PEIMS at-risk criteria:

<input type="checkbox"/> 1. Not promoted for one or more school years	Documentation <input type="checkbox"/>
<input type="checkbox"/> 2. Did not maintain avg of 70 in 2 or more subject (07-12)	<input type="checkbox"/>
<input type="checkbox"/> 3. Unsatisfactory performance on assessment instrument	<input type="checkbox"/>
<input type="checkbox"/> 4. Unsatisfactory performance on readiness test (PK - 03)	<input type="checkbox"/>
<input type="checkbox"/> 5. Pregnant/parent	<input type="checkbox"/>
<input type="checkbox"/> 6. Placed in a DAEP (TEC37.006)	<input type="checkbox"/>
<input type="checkbox"/> 7. Expelled (TEC37.007)	<input type="checkbox"/>
<input type="checkbox"/> 8. On parole,probation,deferred prosecution or other conditional release	<input type="checkbox"/>

You can use the Set Student At Risk Indicators utility to set at-risk indicators for Submission 1:

1. Go to **Registration > Utilities > Set Student At Risk Indicators**.

2. Select the campus, and set the **As-of Date** field to the last Friday of October.

3. Click **Execute**.

- When the utility is run, the following PEIMS at-risk criteria fields on **Registration > Maintenance > Student Enrollment > At Risk** are set or changed:

- **2. Did not maintain avg of 70 in 2 or more subjects (07-12)**
- **3. Not promoted for one or more school years**
- **4. Unsatisfactory performance on assessment instrument**
- **5. Pregnant/parent**
- **6. Placed in a DAEP (TEC37.006)**
- **7. Expelled (TEC37.007)**
- **11. Is in the custody or care of the DFPS or has been referred to DFPS**
- **12. Homeless**

- The following PEIMS at-risk criteria fields must be manually maintained:

- **1. 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.**

If any of these fields are selected, the **At-Risk** indicator is not cleared by the utility.

- The following PEIMS at-risk criteria fields are automatically set by the program:

- **3. Not promoted for one or more school years** - This indicator is selected if the student did not advance from one grade level to the next for one or more school years. (Note that grade levels EE and KG are excluded; KG must manually be entered.) If selected, the **Last Grade Failed** and **Last Year Failed** fields on the At Risk tab also display data.
- **10. EB** - This field is selected if the student has an EB row on the Bil/ESL tab.

See online Help for additional information.

Reported Elements from At Risk: reported in the [Student Education Organization Association Entity](#).

- [Registration > Maintenance > Student Enrollment > SpecEd](#)

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	Asst Tech
	001	04-06-2024	--	:	+33	04				00		<input checked="" type="checkbox"/>	0	0	--	<input type="checkbox"/>

Scroll to the right:

CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS	PK ENROLL	FORMS					
Services														
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="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"/>

Reported Elements from SpecEd: reported in the [SpecialEducationProgramReportingPeriodAttendance Entity](#).

- [Registration > Maintenance > Student Enrollment > G/T](#)

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T
Delete	Campus	Entry Date	Exit Date	Reason	Gift/Talent			
	001	08-14-2024	--	:	+33	<input checked="" type="checkbox"/>		

Reported Elements from G/T: reported in the [StudentEducationOrganizationAssociation Entity](#).

- [Registration > Maintenance > Student Enrollment > Bil/ESL](#)

Reported Elements from Bil/ESL: reported in the following:

[PriorYearLeaver Entity](#)

[StudentEducationOrganizationAssociation Entity](#)

[StudentLanguageInstructionProgramAssociation Entity](#)

- [Registration > Maintenance > Student Enrollment > Title I](#)

- If **Schoolwide Title I** is selected on **Attendance > Maintenance > Campus > Campus Options** (indicating campus-wide Title I), a Title I record is automatically created with code 6 for all students at the campus.
- All students attending a Title I, Part A Schoolwide Program School must be reported with code 6.

Reported Elements from Title I: reported in the [StudentTitleIPartAProgramAssociation Entity](#).

- [Registration > Maintenance > Student Enrollment > Local Programs](#)

The screenshot displays the 'LOCAL PROGRAMS' section of a software interface. It features two main data entry areas:

- Local Programs for TEA:** A table with columns: Delete, Campus, Entry Date, Exit Date, Reason, Local Program, TEA Code, Code 1, Code 2, Code 3, and Code 4. The 'Campus' field is populated with '001'. The 'Entry Date' and 'Exit Date' fields are currently empty.
- Other Local Programs:** A similar table where the 'Entry Date' field is populated with '08-10-2022' and the 'Local Program' dropdown menu is set to 'RTI'.

Both tables include a 'Delete' icon and an 'Add' button at the bottom right.

If the student is enrolled in the program, the **Other Spc Pgms** field will be set to the district-defined code for the program.

For a student to be enrolled in a local program, the program must be set up at the district level on **Registration > Maintenance > District Profile > Local Program Codes**. Then, the program must be selected at the campus level on **Registration > Maintenance > Campus Profile > Campus Local Program Codes** to make it available at the campus.

Reported Elements from Local Programs: reported in the [StudentEducationOrganizationAssociation Entity](#).

- [Registration > Maintenance > Student Enrollment > PK Enroll](#)

The PK Enroll tab is only enabled to campuses that serve grade level PK as indicated in the grade level range specified on **Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info**.

If a student transfers to a different campus within the district, you must manually create the PK enrollment record at the new campus. You can only create PK enrollment records for PK students.

Refer to the charts in the TWEDS for additional information about student codes.

Reported Elements from PK Enroll: reported in the [StudentEducationOrganizationAssociation Entity](#).

Graduates, Leavers, & No Shows:

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 the leaver reason code table (C162).

A **No Show** is a student who did not withdraw last year but is not attending this year.

Ensure that all data is accurate for graduates, leavers, and No Shows.

- If the student has a prior year leaver tracking record only, update the existing record; do not add a new record. This record is extracted.
- If the student has a current year No Show record only, update the No Show record once the correct code is determined. You do not need to create a record on the Prior Year Leaver Tracking page. The No Show record is extracted unless the student has a re-entry date within the school start window.
- If a student has a prior year leaver tracking record and a current year No Show record, only the leaver record is extracted. Update only the leaver record; do not add a new leaver record. Do not update the current year No Show record.

NOTE:

Leaver data is reported for all students who were in grade level 7-12 in the prior year and were withdrawn or No Show in the current year, except for those who earned a GED, enrolled in another district in the school-start window, or were otherwise accounted for.

Graduation data is reported for all students who graduated during the prior school year, including summer graduates up through August 31.

Special Education

- [Special Education Reports](#)

Special education data can be verified by running the following reports:

Special Education > Reports > Student Sp Ed > Program > SEM0850 - PEIMS Verification List

Date Run: 9/30/2024 8:31 AM		Special Education PEIMS Verification Listing										Program ID: SEM0850					
Cnty-Dist: 555-901 TEXAS ISD		001 School										Page: 1 of 3					
Campus: 001		Sch Year: 2024															
As-of Date: 08/05/2024																	
Student ID	Student Name	SSN	GRD	Sex	Aggr Ethn	Birth Date	Elig Cd	Disability Pri / Sec / Ter	INSTR SET	SP THY	Multi Disab	Child Cnt Funding	IEP Cnt Ind	Early Childhd	Reg Day Sch	PPCD	PPCD Svc Loc
052758	ACOSTA-VILLALOBOS, IVANA J.	xxx-xx-xxxx	09	F	W	12-04-08	1	06 / 00	42	0	0	3	N	0	0	0	0
052568	AGUILAR, Cha'Miah A.	xxx-xx-xxxx	09	M	H	08-24-09	1	08	40	0	0	3	N	0	0	0	0
052719	BASSHAM, CHAYSE A.	xxx-xx-xxxx	09	F	W	08-04-08	1	03 / 09	41	2	0	3	N	0	0	0	0
052779	FLORES, Landon R.	xxx-xx-xxxx	09	M	H	03-14-09	1	08	40	0	0	3	N	0	0	0	0
042768	HILL, JOSHUA M.	xxx-xx-xxxx	09	M	H	07-19-07	1	06	42	0	0	3	N	0	0	0	0
042274	JACKSON, BRENN A.	xxx-xx-xxxx	09	M	H	03-28-08	1	06	40	0	0	3	N	0	0	0	0
052828	LEYVA, Yanitza R.	xxx-xx-xxxx	09	M	H	07-08-09	1	08	40	0	0	3	N	0	0	0	0
042533	LOPEZ, ANAHI G.	xxx-xx-xxxx	09	F	H	05-07-08	1	08 / 00	40	0	0	3	N	0	0	0	0
052480	LOPEZ, MARTA N.	xxx-xx-xxxx	09	M	W	06-15-09	1	10 / 09	41	2	0	3	N	0	0	0	0

SEM0850 allows you to verify disability, speech therapy indicator, Child Count Funding, Early Childhood indicator, Regional Day School for the Deaf, and PPCD. The **As-of Date** parameter must be set to the fall snapshot date.

- [Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information](#)

DEMOGRAPHIC DATA	PROGRAM INFORMATION	DATES	CHILD RESTRAINT	INSTRUCTORS
Program Information				
Secondary Disability:	<input type="text"/>		Adaptive PE:	<input type="checkbox"/>
Tertiary Disability:	<input type="text"/>		Weekly Spec ED Instruction Time:	<input type="text"/>
Multi Disability:	<input type="checkbox"/>		Vocational Education:	<input type="text"/>
Child Count Funding Code:	<input type="text" value="3"/>		IEP Services Initiated:	<input type="text" value="--"/>
Early Childhood Intervention:	<input type="checkbox"/>		Print Profile:	<input checked="" type="checkbox"/>
Preschool Program (PPCD):	<input type="checkbox"/>		Non-Public School Name:	<input type="text"/>
PPCD Service Location Code:	<input type="text"/>		Medicaid Eligible:	<input type="checkbox"/>
Intellectual Disability Code:	<input type="text"/>		TX Medicaid ID:	<input type="text"/>
FIE Report Date:	<input type="text" value="03-08-2023"/>			

Reported Elements from Program Information: reported in the [StudentSpecialEducationProgramAssociation Entity](#).

III. Build and update crosswalk tables

- [Build and update crosswalk tables.](#)

[Grade Reporting > Maintenance > Tables > TSDS Crosswalks](#)

Build and update any necessary crosswalk tables. For Submission 1, the following tables can be used:

Staff:

- 042 - Responsibilities - From Campus/Period to Minutes
- 043 - Responsibilities - From Campus/Service ID to Minutes
- 044 - PE Responsibilities - Campus/Crs/Sec (not available for Business-only users)

Crosswalks are retained from year to year. If tables exist from prior years, ensure that they are up to date.

Staff Responsibilities 042 and 043 Notes:

Crosswalk tables allow you to define periods and service IDs and used to calculate monthly minutes. Using crosswalks is recommended, particularly for campuses that use a modified block schedule.

The service ID and period at the campus must be unique in the table. You can only create one record per period per campus in each crosswalk table, and you can only create one record per service ID per campus in each table.

If you use crosswalk tables to calculate instructional minutes, leave the **Time Begin** and **Time End** fields blank on **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section** for each section at the campus. When the fields are blank, the crosswalk tables are used.

You can enter **Time Begin** and **Time End** for some sections and leave others blank.

The staff responsibility extract will always use data from the section record if it exists, even if a crosswalk exists.

If the **Time Begin** and **Time End** fields are blank, the extract program looks at the *Responsibilities - From Campus/Service ID to Minutes* crosswalk. If that crosswalk is blank, the program looks at the *Responsibilities - From Campus/Period to Minutes* crosswalk.

The monthly minutes value is calculated as follows:

(Number of minutes of the class (period)) x (number of days in the week the class meets)

x (Number of weeks in the month the class meets)

Examples:

A class taught for one hour every day:

(60 minutes of the class) x (5 days per week) x (4 weeks per month) = 1200

A class taught for one hour three times per week:

(60 minutes of the class) x (3 days per week) x (4 weeks per month) = 720

Note that four weeks per month is the default, because there are generally four weeks prior to the fall snapshot date.

Create 042 - Responsibilities - From Campus/Period to Minutes crosswalk:

Save

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

Retrieve Print

Delete	Row Nbr	▲ From	To
	1	00101	00920
	2	00102	00920
	3	00103	00920
	4	00104	00920
	5	00105	00920
	6	00106	00920

In the **Crosswalk Table** field, select *042-Responsibilities - From Campus/Period to Minutes*.

Any existing data is displayed. Add and delete data as needed.

- 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., 000940).

Click **Save**.

Block Schedule Example (A/B bell schedule):

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

Delete	Row Nbr	▲ From	To
	1	00101	00850
	2	00102	00850
	3	00103	00850
	4	00104	00850
	5	00105	00850
	6	00106	00850

A Day: Periods are 1-4. In weeks 1 and 3, classes meet 3 days per week. In weeks 2 and 4, classes meet 2 days per week.

B Day: Periods are 5-8. In weeks 1 and 3, classes meet 2 days per week. In weeks 2 and 4, classes meet 3 days per week.

Classes are 85 minutes each day.

Monthly minutes calculation:

$$(85 \times 3 \text{ days} \times 2 \text{ weeks}) + (85 \times 2 \text{ days} \times 2 \text{ weeks})$$

$$85 \times 5 \times 2 = 850 \text{ minutes}$$

Create 043 - Responsibilities - From Campus/Service ID to Minutes crosswalk:

Save

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

Delete	Row Nbr	▲ From	To
	1	10102530003	00900
	2	10102630010	02400
	3	10102640010	01800
	4	10102650100	00900
	5	10102660010	00900
	6		

In the **Crosswalk Table** field, select *043-Responsibilities - From Campus/Service ID to Minutes*. Click **Retrieve**.

Any existing data is displayed. Add and delete data as needed.

- In the **From** field, type the three-digit campus ID and the service ID (e.g., 10102010000).
- In the **To** field, type the monthly minutes value. Zero-fill the value to five digits (e.g., 04800).

Click **Save**.

Create 044 - PE Responsibilities - Campus/Crs/Sec crosswalk:

This crosswalk allows you 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 the following physical education (PE) service IDs:

02530002
 02530003
 02530004
 02530005
 02530006
 02530007
 02530008
 02850000
 03823000
 82210XXX
 82931XXX

83210XXX
 84200XXX
 PES00051
 PES00053
 PES00056

All districts will use this crosswalk, except 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.

Important: Minutes for any holidays should be included.

NOTE:

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 Personnel, 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.

Row Nbr	Esom	Day Week 1	Mins Week 1	Day Week 2	Mins Week 2	Day Week 3	Mins Week 3	Day Week 4	Mins Week 4
1	001500801	5	230	5	230	5	230	5	230
2	001510901	5	230	5	230	5	230	5	230
3	001550005	5	230	5	230	5	230	5	230
4	001982901	5	230	5	230	5	230	5	230
5	001982908	5	230	5	230	5	230	5	230
6	001984301	5	230	5	230	5	230	5	230

- 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.

IV. Appendix

- [College, Career, and Military Readiness \(CCMR\) Verification:](#)

Use the following to verify that CCMR is coded correctly:

Element(s)	PEIMS Report(s)
Military Enlistment Indicator Code (E1589)	PDM1-124-007
Graduation Type Code (E0806)	PDM1-124-004 PDM1-120-018
Post Secondary Certification Licensure Code (E1640) Distinguished level of Achievement (E1542) Endorsements (E1544-E1548)	PDM1-120-018
Special Education Indicator (E0794)	PDM1-120-012
Associates Degree (E1596)	PDM1-124-004 PDM1-120-016