



# PEIMS Extended Year Submission



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# PEIMS Extended Year Submission

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

The PEIMS extended submission (Submission 4) includes program data for instructional activities between school years for extended year services (ESY), flexible attendance for OFSDP credit/promotion recovery program, BIL/ESL summer school program, Additional Days School Year (ADSY) program, and course completions for high school CTE courses, dual-credit courses, College Prep Math and ELA.

**The Extended Year submission is due August 27, 2026.**



**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.

For a complete list of submission rules and edits, access the TSDS Web-Enabled Data Standards (**TWEDS**) website. In the top-right corner, select the appropriate **School Year** (20XX), **Collection** (XXXX), and **Submission** (XXX) and click **Open**.




Once on the TWEDS website, in the Overview tab, you can review **Collections**, **Timelines (DUE DATES)**, and **Data Submission Responsibilities**. It is **highly important** to ensure that you review all of these details as they may change according to the **School Year**.




Additionally, you can use the other tabs on the TWEDS website to review **Data Components**, **Descriptor Tables**, **References**, **Rules**, **Change Logs**, and **Early Notices**.

**TIP:** [How to review, save or print a report.](#)






**Review the report using the following buttons:**

Click  to go to the first page of the report.

Click  to go back one page.  
 Click  to go forward one page.  
 Click  to go to the last page of the report.

**The report can be viewed and saved in various file formats.**



Click  to save and print the report in PDF format.  
 Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.  
 Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

## Prerequisites

### XXX

Before starting the verification process, XXX

### Security Administration

- Verify all roles and users are correct.

### ANY OTHERS???

- XXX.

## Checklist Overview

[Checklist Overview:](#)

Verify data in ASCENDER (Attendance, Grade Reporting, Personnel, Registration, and Special Ed).

## Verify ASCENDER Data

Verify data for each element.

### 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, 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.

<b>Element</b>	<b>Data Element</b>
E0266	SchoolId
E1093	SchoolYear
E3075	CourseIdentificationSystem
E0001	StudentId
E0212	LocalEducationAgencyId
E1523	StudentUniqueld
E0923	LocalStudentId
E3008	AttendanceEventCategory
E1337	ProgramType

## Attendance

- [ADSY Options](#)

***Attendance > Maintenance > Addtnl Days Program > ADSY Options***

This page allows you to set create a track that will be used at the campus for the Additional Days Program.

**NOTE:** Tracks cannot be duplicated.

Save

Track: 03 Description: ADDITIONAL DAYS SCHOOL PROGRAM Cancel

Instructional Minutes: 120

	Calendar Date	Instructional Minutes
1		120
2		120
3		120
4		120
5		120
6		120
7		120
8		120
9		120
10		120
11		120
12		120
13		120
14		120

Total Days: 14 Total Minutes: 1680

**Add a new track:**

- Click **Add**.

Save

Track:  Description:  Retrieve **Add** Delete

Instructional Minutes:

- Type the new 2-digit track number in the **Track** field. This number cannot be a regular attendance track.
- Enter a program description for the track in the **Description** field.
- Enter a number of minutes in the **Instructional Minutes** field.

Track:

Description:

Instructional Minutes:

Click **Save** or click **Cancel** to return.

<b>Track</b>	(Required) Select the attendance track.
<b>Description</b>	Type a description of the track, up to 50 characters. This description will appear in the Track field drop-down list on most Attendance > Maintenance > Addtnl Days Program pages.
<b>Instructional Minutes</b>	(Required) The minimum number of minutes that can be entered is 120. When the Instructional Minutes are entered in this field and saved, the daily Instructional Minutes in the table will populate and be editable.

Enter the dates of the program in the **Calendar Date** fields up to 30 days.

- ADSY days can be on any day throughout the year as long as the day remains non-compulsory and does not take place on a required instructional day.
- ADSY days can be held during the summer prior to or before a school year (May - August), on designated intersessional days throughout the year, or on weekends.
- Dates may not be duplicated.

Save

Track: 03 Description: ADDITIONAL DAYS SCHOOL PROGRAM Cancel

Instructional Minutes: 120

	Calendar Date	Instructional Minutes
1		120
2		120
3		120
4		120
5		120
6		120
7		120
8		120
9		120
10		120
11		120
12		120
13	--	
14	--	

Total Days: 12 Total Minutes: 1440

- o **Total Days** populates as dates are entered and will auto-sort at **Save**.
- o **Total Minutes** will auto-populate at **Save**.

**Delete a track:**

- Click **Delete** to delete a track from ADSY reporting.

Save Student Information

Track: 03 Description: ADDITIONAL DAYS SCHOOL PROGRAM Retrieve Add Delete

Instructional Minutes: 120

	Calendar Date
1	12-01-20
2	12-02-20
3	12-03-20
4	--
5	--

**Delete ADSY Options Warning** [X]

You are about to delete the track from ADSY reporting for both Options and Calendar. Do you wish to continue?

Yes No

- [ADSY Attendance](#)

**Attendance > Reports > Attendance Reports > Students > SAT3000 ADSY Student Attendance Report**

Date Run: 7/13/2021 10:52 AM		Additional Days School Year (ADSY) Student Attendance Report					Program ID: SAT3000			
Cnty-Dist: 031-776		101 School					Page: 12 of 18			
Campus: 101 ADSY Track: 07		For 12/01/2020 - 01/29/2021					Sch Year: 2021			
Date: 01/18/21		Grade Level: 03								
Stu ID	Name	Grd Lvl	Date	Posting Code	ADA Code	ADA Abs	Posted By	User Name	Date/Time	Method
505802	AGUILLON, AARON M	03	01/18/21	P PRESENT	P					
506238	DAVID, GABRIELLE L	03	01/18/21	P PRESENT	P					
<b>Total Absent:</b>		0								
<b>Total Present:</b>		2								

SAT3000 will review and verify a student's Additional Days School Year attendance.

**Attendance > Reports > Attendance Reports > Audit > SAT3001 ADSY Campus/District Summary**

Date Run: 8/11/2021 8:25 AM		ADSY District Summary Report For 02/01/2021 - 05/17/2021							Program ID: SAT3001	
Cnty-Dist: 031-776		For School Year 2020 - 2021							TEXAS ISD	
Campus: 001		ADSY Track: All								
Reporting Period: 9										
		PK	KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total	
B	Tot Days Membership	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
C	Tot Days Absent	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
D	Total Eligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E1	BE-Elig Days Bilingual/ESL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E2	D1-Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E3	D2(EL)-Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E4	D2(EP)-Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
F	Eligible Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G	Eligible Days SpecEd Mainstream	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
H1	BE-BI/ESL Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
H2	D1-Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
H3	D2(EL)-Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
H4	D2(EP)-Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
I	Spec. Ed. Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
J	Preg Related Services FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
K	Special Education FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L	Regular Program Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
M	Total Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
N	Percent Attendance	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

SAT3001 will verify the in-person, remote synchronous and asynchronous data to provide student totals.

**Grade Reporting**

- [Grade Reporting Reports](#)

**Grade Reporting Reports > Master Schedules > SGR0050 - District Master List**

**(Grd Rptng)**

Date Run: 2/23/2021 9:02 AM Cnty-Dist: 031-776		District Master List (Grade Reporting) TEXAS ISD Sch Year: 2021																				
Course Number	Title	Abbrev Name	Sif Pod	Nbr Sem	Exm Sem	Prd Cntl	Core Crs	ELA Wgt	Auto Grade	Crd Lvl	Prd Crdt	Credit Seq	Grd Crs	Gender	HR Cd	HR Tbl	HR Wgt	GA Tbl	GA Wgt	Service ID	Service ID Description	Dept
1111	PAP ENG 1	ENG 1	N	2	1	2			H	Y	1.0	4	Y		H	1	H	1		03220100	ENG 1	
1112	PAP ENG 2	ENG 2	N	2	1	2			H	Y	1.0	4	Y		H	1	H	1		03220200	ENG 2	
1113	PAP ENG 3	ENG 3	N	2	1	2			H	Y	1.0	4	Y		H	1	H	1		03220300	ENG 3	
1114	PAP ENG 4	ENG 4	N	2	1	2			H	Y	1.0	4	Y		H	1	H	1		03220400	ENG 4	
1121	ENGLISH 1	ENG 1	N	2	1	2			H	Y	1.0	4	Y		R	1	R	1		03220100	ENG 1	
1122	ENGLISH 2	ENG 2	N	2	1	2			H	Y	1.0	4	Y		R	1	R	1		03220200	ENG 2	
1123	ENGLISH 3	ENG 3	N	2	1	2			H	Y	1.0	4	Y		R	1	R	1		03220300	ENG 3	
1124	ENGLISH 4	ENG 4	N	2	1	2			H	Y	1.0	4	Y		R	1	R	1		03220400	ENG 4	
1125	ENGLISH 3	ENG 3	N	2	1	2			H	Y	1.0	4	Y		R	1	R	1		03220300	ENG 3	
1126	ENGL 1301	DC ENG 3	N	1	1	1			H	N	0.5	4	Y		A	1	A	1		03220300	ENG 3	
1127	ENGL 1302	DC ENG 3	N	1	1	1			H	N	0.5	4	Y		A	1	A	1		03220300	ENG 3	
1128	ENGL 2322	DC ENG 4	N	1	1	1			H	N	0.5	4	Y		A	1	A	1		03220400	ENG 4	
1129	ENGL 2323	DC ENG 4	N	1	1	1			H	N	0.5	4	Y		A	1	A	1		03220400	ENG 4	
1131	English 4	ENG 4	N	2	1	0			H	Y	1.0	4	Y		R	1	R	1		03220400	ENG 4	
1135	JOURNALISM	JRNLSM	N	2	1	2			H	Y	1.0	4	Y		R	0	R	0		03230100	JRNLSM	

SGR0050 lists every course in the district master schedule for the school year. Verify applicable data for each dual-credit course offered in the summer.

**Grade Reporting Reports > Master Schedules > SGR0100 - Master Schedule (Grd Rptng)**

Date Run: 2/23/2021 10:47 AM Cnty-Dist: 031-776 Campus: 001		Master Schedule (Grd Rptng) 001 School Sch Year: 2021																											
Course Number	Title	Sif Pod	Nbr Sem	Per Cntl	Credit Seq	Exam Sem	Prd Grd	Restr	+	Core Cd	LA Wgt	Auto Grd	Credit Lvl	Incl on	Alw Part	Rpt Crd	Graded Crs	HR Cd	HR Tbl	HR Wgt	GA Tbl	GA Wgt	Service ID						
0100	SEE COUNSELOR	N	2	2	4	1							H	Y	Y	0.0	N	N	R	0	R	0	0	EXCLUD					
Sec	Inst	Inst Name	Class Role	Non Cam	Sem Cd	Period	Days Met	Wks Month	Room	Max Seat	Crs Seq	Grd	+	Sex	Lookout Cd	Team Cd	Instr Set	Class Type	Pop Srv	Role ID	AAR Use	Multi Svc	Dual Crd	Dist Lrn	Spc Cns	1 Act	2 Act	3 Act	
01			01	00	3	01	01	MTWThF	04	111	040							01	01	087		0	0	0	00		0	1	0
02			01	00	3	02	02	MTWThF	04	111	040							01	01	087		0	0	0	00		0	1	0
03			01	00	3	03	03	MTWThF	04	111	040							01	01	087		0	0	0	00		0	0	0
04			01	00	3	04	04	MTWThF	04	111	040							01	01	087		0	0	0	00		0	0	0
06			01	00	3	06	06	MTWThF	04	111	040							01	01	087		0	0	0	00		0	0	0
07			01	00	3	07	07	MTWThF	04	111	040							01	01	087		0	0	0	00		0	0	0
08			01	00	3	08	08	MTWThF	04	111	040							01	01	087		0	0	0	00		0	0	0
Total Seats:										280	Total for Course:										0	2	0						

SGR0100 lists every course-section in the campus master schedule. Verify all applicable data for each dual-credit course-section offered in the summer.

**Grade Reporting > Reports > Create Grade Reporting Report**

CP 001
  CP 002
  CP 003
  CP 004

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 checked="" type="checkbox"/> Cr Section Nbr	<input type="checkbox"/> Cr Special Consid	<input checked="" 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 Lrng	<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 checked="" 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		

Data can be verified by creating a customized report. Select the fields for the various elements, and click **Create Report**.

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

Save Student Information

AVAILABLE COURSES

0012 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 txGradeBook	Sif Pod
		0012	READING	READING	02010000	GRADE 1	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>

Rows: 1 Add

Crs Nbr: 0012 READING Abbrev Name: READING Service ID: 02010000 GRADE 1 Graded Crs:   
 Nbr Sem: 2 Textbook ISBN: Exclude from txGradebook: Incl Both(Att Grds) Self Paced:

**Grade Reporting**

Per Ctrl:

Department:

Gender Restr:

Required:

Elective:

**Course Codes and Credits**

Tot Credits:

Part Credit:

AAR:

Grad Plan:

Spec Cons:

OnRamps:

**Elem/Misc**

Core Crs:

ELA Wgt:

Auto Grd:

Incl UIL Elig:

Exam/Sem Pat:

**PEIMS**

CTE Hrs:

Pop Srvd:

Instr Sett:

Class Type:

How to:

Crs Seq:

**HR/GA**

HRoll Wgt:

HRoll Table:

HRoll Cd:

GA Table:

GA Wgt:

**Reported Elements from District Schedule:**

Element	Code Table	Data Element	ASCENDER Name
E3071	C022	CourseCode	Service ID
E0948	C135	CourseSequence	Crs Seq
E1056	---	SectionIdentifier	---

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

**Reported Elements from Section:**

Element	Code Table	Data Element	ASCENDER Name
E0948	C135	CourseSequence	Crs Seq
E3071	C022	CourseCode	Service ID
E3073	---	CourseTitle	Course Title
E1056	---	SectionIdentifier	---
E0747	C030	PopulationServed	Pop Srvd
E0170	---	NumberOfStudentsInClass	---
E1055	C179	ClassType	Class Type
E1673	C088	AdditionalDaysProgramTeacher	ADSY
E3011	---	CTEHours	CTE Hours
E3010	---	BeginDate	Begin Date
E3020	---	EndDate	End Date

**RUN REPORT TO VERIFY DATA:**

**Grade Reporting > Reports > Grade Reporting Reports > SGR0110 - Master Schedule PEIMS (Grd Rptng)**

Master Schedule PEIMS Information															Program ID: SGR0110												
Date Run: 5/27/2025 7:33 AM															Page: 1 of 596												
Cnty-Dist: 001-905															Sch Year: 2025												
Campus: 001															Bold indicates district data												
															Gray indicates Invalid Svc ID												
															# Inactive Instructor												
Sec	Inst	Inst Name	Class Role Sem	Days Met	Per Beg	Per End Time	End Time	Entry Date	Withdraw Date	Svc ID	Class Type	Pop Srv	Role ID	Crs Seq	PK Curr	High Qual PK	PK Stu Sch	Child-Care Opn Nbrs	Home Room Ind	On Ramps	Dual Crd	Adv Tech Crd	CTE Hrs	CTE Tier	Teacher Cert	College Sem1	Credit Sem2
10			0911	01 3	MTWThF	01 01		08/12/2024		03220107	02	06	087						0					N	0	0	
11			01	3	MTWThF	01 01		08/12/2024		03220107	02	06	087						0					N	0	0	
12			01	3	MTWThF	01 01		08/12/2024		03220107	02	06	087						0					N	0	0	
60			01	3	MTWThF	06 06		08/12/2024		03220107	02	06	087						0					N	0	0	

See the **CTE Hours** section of the report.

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

District Master List (Grade Reporting)																									Program ID: SGR0050						
Date Run: 5/27/2025 7:30 AM																									Page: 1 of 27						
Cnty-Dist: 001-905																									Sch Year: 2025						
TEXAS ISD																															
Course Number	Title	Abbrev Name	Sf Nbr	Exam Pod	Core Cnt	ELA Auto Wgt	Grade	Crd Pnt Lvl	Credit Seq	Grd Crs	Gender	HR Cd	HR Tbl	GA Wgt	GA Tbl	GA Wgt	Service ID	Dept	Textbook ISBN	Consid	Spec Crs	Incl Elg Cd	Priority Cd	AAR Use	CTE Hours	CTE Tier	Course Seq	Pop Srv	Role ID	Instr Set	Class Typ
0001																						N						01		01	
0060																						N					01	087	01		
0061																						N					01	087	01		
0080																						N					01	087	01		
0088																						Y	R				01	087	01		

See the **CTE Hours** section of the report.

- [Grade Reporting > Maintenance > Student > Individual Maintenance > Prior Yr Transfer](#)

DEMO   CRS ASSIGN   GRD UPDATE   GRD/CRS MAINT   COURSE CODES   SCHED INQUIRY   GRADE AVG   CRS/SEC CHANGE   CTE   ASSIGNMENTS   PRIOR YR TRANSFER   CUM

Active Student  
Recalculate GPA & Credit 2024

School Ending Year	District ID	Campus ID	Grd Lvl	Crdt Lvl	Num Nbr Crs	Num Total Points	Num Avg	Grd Pt Nbr Crs	Grd Pt Total Points	Grd Pt Avg	4 Point Nbr Crs	4 Point Total Points	4 Point Avg	Credits	Rank Gpa	Number of Students	Rank	Type	Ready To Recalc
2019	001905	041	06	H	2	174.00000	87.00000	0	0		2	6.0	3.00000	0.5	0	0	0		<input type="checkbox"/>
2022	001905	001	09	H	30	2190.00000	73.00000	0	0		30	52.0	1.73333	6.5	73.00000	567	401	N	<input type="checkbox"/>
2024	001905	001	11	H	26	1984.00000	76.30769	0	0		26	50.0	1.92307	6.5	76.30769	311	282	N	<input type="checkbox"/>

[Add](#)

Title	Service ID	Svc ID Desc	Svc ID Typ	Sem 1	Exc Abs1	GP Use 1	Sem 2	Exc Abs2	GP Use 2	Sem 3	Exc Abs3	GP Use 3	Sem 4	Exc Abs4	GP Use 4	Grd Avg
SOCIOLOGY	03370100	SOC	SOCI	084												084

Credits	Credit Hrs	Pass/Fail	Loc Crs	Loc Sec	Crs Seq	AAR Use	Spec Crs	GA Wgt	GA Tbl	Entry Date	End Date
0.5	0	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	0	S	Z	2	R	--	--
+ Add											

**NEW:** To report Dual Credit, CTE, and College Prep courses taken during summer, enter them on *Prior Yr Transfer* with the current year in the **School Ending Year** field. **NOTE:** These reports affect CCMR and Funding.

The following conditions must be met in order for Course Completions to be reported for Extended Year:

- Data in the **School Ending Year** field is the submission year.
- Data in the **District ID** field is the student's district ID.
- The student was last enrolled on the campus from *Prior Year Transfer* and student was enrolled on the campus as of the *Prior Year Transfer* entry date.
- The **Loc Crs** and **Loc Sec** fields are not blank and match to a course section for that school year/campus on *Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section*.
- The Prior Year Transfer **Entry Date** is not blank. This date must be the same for all students enrolled in a particular course/section. If different begin dates are needed, a different section should be created for each unique begin date. Failure to use the same begin date will likely result in Course Section Duplicate promotion errors.
- The Prior Year Transfer **End Date** is not blank. Without the end date, the Course Transcript Extension does not send data.
- Data in the Prior Year Transfer **Loc Crs** and **Loc Sec** fields meets one of the following conditions:
  - **Service ID** has an **H** for CTE\_CRS in C022 table OR
  - **Service ID** is CP110100 or CP111200 OR
  - The Course Section has **Dual Credit** selected and the **College Credit Hours** has been populated on *Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section*.

**NOTE:** In order to be included in transcript extension, a pass-fail indicator that is not blank, 00 or 09 is required on *Prior Year Transfer*.

**NOTE:** To calculate grade averaging for courses added on Prior Year, click on [ASCENDER Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs \(Academic Achievement Record\)](#).

The data element will generate when all the conditions above are met.

Element	Code Table	Data Element	ASCENDER Name
E3091	---	SummerSchoolIndicator	---

## Personnel

- [Personnel > Maintenance > Employment Info](#)

**EMPLOYMENT INFO**

Employee Status: 1 Active professional **Employed**

**Employment Dates**

Original Emp Date: 08-03-1998

Latest Re-Employ Date: 00-00-0000

Termination Date: 00-00-0000

Extract for TSDS:

Termination Reason:

Eligible for Re-hire:

Percent Day Employed: 100%

Pct Day Employed Effective Date: 08-03-1998

**Employment Types**

Employment Type: F Half-Time or more

Sub Type:

Highly Qualified:

Year Round:

Extract ID: 000 CONVERSION

**Highest Degree: 2 Master's**

**Retiree Information**

Retirement Date: 00-00-0000

Retiree Employment Type:

Take Retiree Surcharge:

NY Take Retiree Surcharge:

**Years Experience**

--Professional--      --Non-Professional--

Total: 26      Total:

In District: 26      In District:

**Electronic Consent**

W-2: Y Yes

1095:

**Service Record**

Full Semester:

Grades Taught:

**Contract Information**

Class: T TERM

Term: 4 CONTINUING

Year: 4 CONTINUING

**Extended Leave**

Begin: 00-00-0000

End: 00-00-0000

Element	Code Table	Data Element	ASCENDER Name
E0161	---	YearsExperienceInDistrict	Highest Degree
E0130	---	TotalYearsProfExperience	Total
E0730	C015	HighestCompletedLevelOfEducation	In District

## Registration

- [Registration Reports](#)

**Registration > Reports > Create Registration Report**

Demo1
 

Demographic Information
 

<input type="checkbox"/> Sch Yr	<input type="checkbox"/> Campus ID	<input type="checkbox"/> Student ID	<input type="checkbox"/> Grade	<input type="checkbox"/> Entry Dt	<input type="checkbox"/> Track	<input type="checkbox"/> Orig Entry
<input type="checkbox"/> Withdrawal Dt	<input type="checkbox"/> Reason	<input type="checkbox"/> Portal ID	<input type="checkbox"/> Last Name	<input type="checkbox"/> First Name	<input type="checkbox"/> Middle Name	<input type="checkbox"/> Gen
<input type="checkbox"/> Nickname	<input type="checkbox"/> SSN Denied	<input type="checkbox"/> SSN	<input type="checkbox"/> Masked SSN	<input type="checkbox"/> Prior SSN	<input type="checkbox"/> TX Unique Stu ID	<input type="checkbox"/> Medicaid Eligible
<input type="checkbox"/> Medicaid ID	<input type="checkbox"/> Sex	<input type="checkbox"/> DOB	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Aggregate Race/Ethnicity	<input type="checkbox"/> 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.

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

G/T
 

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

Local Program
 

Entry Date
  Exit Date
  Reason
  Code 1
  Code 2
  Code 3
  Code 4

Data in the *Student* category can be verified for students by creating a customized report in Registration. Select the fields for the various elements, and click **Create Report**.

**Special Education > Reports > Create Special Ed CY Report**

Save
Create Report
Delete

Demographic Data

Demographic Information

Sch Yr     Campus ID     Student ID     Grade     Entry Dt     Orig Entry Dt     Last Name  
 First Name     Middle Name     Gen     SSN     Masked SSN     Active     Record Status  
 Control Number     Sex     DOB     Hispanic/Latino     Aggregate Race/Ethnicity     Homeless Status

Race

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

Mastery Dates

Eng Lang Arts     Writing     Math     Science     Social Studies

Exit Level Mastery Dates

Eng Lang Arts     Math     Science     Social Studies

STAAR Precoding Status

Eng Lang Arts     Writing     Math     Science     Social Studies     Projected Graduation Date

Registration Information

Speech Therapy Indicator     Primary Disability     Spec Ed Withdraw Date     Instructional Setting Code     Regional Day School Deaf  
 Regional Day Sch Fiscal Agent

Program Information

Program Information

Secondary Disability     Tertiary Disability     Multi Disability     Child Count Funding Code     Early Childhood Intervention  
 Preschool Program (PPCD)     PPCD Service Location Code     Intellectual Disability Code     Adaptive PE     Wkly Spec Ed Inst Time  
 Vocational Education     IEP Services Initiated     IEP Continuer Indicator     FIE Report Date     Print Profile  
 Non-Public School Name     Medicaid Eligible     TX Medicaid ID

Extended School Year Services

Extended Sch Yr Services     Extended Sch Yr Services Hours     Extended Sch Yr Services Speech Hours

Data in the *Student* category can be verified for students in the ESY program by creating a customized report in Special Education. Select the fields for the various elements, and click **Create Report**.

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

Date Run: 2/18/2021 12:59 PM		Student Status By Program Changes				Program ID: SRG1200												
Cnty-Dist: 031-776		001 School				Page: 1 of 16												
Campus: 001		Sch Year: 2021																
<b>Enrollment Records:</b>																		
Stu ID	Student Name	Grd	SSN	Orig Entry	Entry	Withdraw	Wd Rsn	Stat	Excls	Elig	Trk	Attrib	Camp Res	CTE Elig	US Sch	Eco Dis	Yrs	Stu Lang
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	
504278	BELTRAN, STEVEN	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1		00	98	
505039	BERRIOS, TINA B	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		3	01	06	007-905-041	1		02	98	
300999	BLEVINS, CATHRYN A	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		3	01	06	007-905-041	1		00	98	

SRG1200 provides a list of student status in all programs. Set the **Print Enroll Records** parameter to Y. Use the report to verify eligibility, attribution code, and campus of residence.

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									
<b>Gifted and Talented Records:</b>											
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, KRISSY 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				

Run SRG1200 with the **Print Gifted/Talented Records** parameter set to Y and leave other program parameters blank. Review and correct data.

**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).

- [Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info](#)

Campus ID:

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

Low Grade Level:  High Grade Level:

Accreditation:

College Board Campus Code Number:

Default Track:

Exclude from District Reporting:

School Type:

Capped To Campus:  Capped Date:

Full Day PK Waiver:

Additional Days Program:  Participate in ELO:

Nbr of Bullying Incidents:  Nbr of Cyberbullying Incidents:

**Reported Elements from Expanded Learning (ELO):**

Element	Code Table	Data Element	ASCENDER Name
E1614	C218	CampusEnrollmentType	Type

Element	Code Table	Data Element	ASCENDER Name
E1719	C229	ELOActivity	Activity Code
E1720	---	ELODaysScheduledPerYear	Days/Year
E1621	---	ELOMinutesScheduledPerDay	Min/Day

- [Registration > Maintenance > Campus Profile > Campus Programs > Expanded Learning \(ELO\)](#)

**Reported Elements from Expanded Learning (ELO):**

Element	Code Table	Data Element	ASCENDER Name
E1614	C218}CampusEnrollmentType	Type	
E1719	C229	ELOActivity	Activity Code
E1720	---	ELODaysScheduledPerYear	Days/Year
E1621	---	ELOMinutesScheduledPerDay	Min/Day
E1613	---	ExpandedLearningOpportunity	---

**RUN REPORT TO VERIFY DATA:**

***Registration > Reports > Registration Reports > Program > SRG0100 - Campus Information***

Date Run: 3/24/2020 5:13 PM		School Year: 2020			Program ID: SRG0100		
Cnty-Dist: 925-925					Page: 14 of 14		
Campus: 001							
Campus Expanded Learning Opportunities							
ELO							
ELO Type	Rigorous CourseWork	Mentoring	Tutoring	Phys Act	Acad Sup	Edu Enrich	Min Day
01	YES	YES					675
02	YES						010

☐ See the **Campus Expanded Learning Opportunities ELO** section of the report.

**Expanded Learning Opportunities (ELO)** are structured learning programs outside of the regular school day, including before and after school programs and summer programs.

- If a district/campus offers an Expanded Learning Opportunities (ELO) Program, enter the information on this screen in Registration.
- Programs must be at least 45 minutes long to qualify for ELO.
- See the Campus Expanded Learning Opportunities (ELO) section of the report.

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

The screenshot shows a detailed registration form for a student named Alyssa Emma Aguilar. Key information includes:
 

- Demographic Information:** Grade 10, Entry Date 08-16-2021, Track 00, Origin 08-16-2021, Portal ID bXDRV56wZ. Name: ALYSSA EMMA AGUILAR. SSN: 452-14-4368. DOB: 02-16-2006. Aggregate Race/Ethnicity: H - Hispanic.
- Phone / Address:** Address: 4305 BRUNSWICK, Alamo City, TX 77498. Phone: 555-445-3766.
- Student Indicators:** Eligibility Code: 1, Attribution Code: 00, Campus ID Resid: - - - - -.
- Current / Next Year Information:** Control Num: 298, NY Xfer Factor: - - - - -.
- Economic Disadvantage, Foster Care, Military Connected:** Each section has a table with columns for Delete, Descriptor, Begin Date, and End Date, currently showing no data.

**Reported Elements from Demo1:**

Element	Code Table	Data Element	ASCENDER Name
E0703	---	FirstName	Name - First
E0704	---	MiddleName	Name - Middle
E0705	---	LastSurname	Name - Last
E0706	C012	GenerationCode	Name - Gen
E0001	---	StudentId	SSN
E1523	---	StudentUniqueld	Texas Unique Student
E0004	C013	Sex	Sex
E0006	---	BirthDate	DOB
E1064	---	HispanicLatinoEthnicity	Hispanic/Latino
E3050	C304	Race	White
E3050	C304	Race	Black/African American
E3050	C304	Race	Asian
E3050	C304	Race	American Indian/ Alaskan Native
E3050	C304	Race	Hawaiian/Pacific Isl
E1528	C196	FosterCareType	Foster Care
E0017	C050	GradeLevelGrade	
E1000	C161	StudentAttribution	Attribution Cd
E0903	---	CampusIdOfResidence	Camp ID Resid

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



**Reported Element from G/T:**

Element	Code Table	Data Element	ASCENDER Name
E3063	C344	StudentCharacteristic	Gift/Talent see <a href="#">StudentCharacteristic</a>

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

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

Local Programs for TEA

Delete	Campus	Entry Date	Exit Date	Reason	Local Program	TEA Code	Code 1	Code 2	Code 3	Code 4
	103	08-17-2022	--			13				

+ Add

---

Other Local Programs

Delete	Campus	Entry Date	Exit Date	Reason	Local Program	Code 1	Code 2	Code 3	Code 4
no rows									

+ Add

**Reported Elements from Local Programs:**

**NOTE:** Migratory, ECHS, P-TECH, New Tech, Bilingual/ESL Summer School, Additional Days Program Participation and any needed crisis codes should be set up as local programs on **Registration > Maintenance > Campus Profile > Campus Local Program Codes**. The student should have a row in the Local Programs for TEA group box where **Local Program** set to the local code that is applicable to the student.

**NOTE:** The last day of school can be used as the **Entry Date** for summer programs.

Element	Code Table	Data Element	ASCENDER Name
E3063	C344	StudentCharacteristic	Local Program see <a href="#">StudentCharacteristic</a>

Responsibility Descriptor Code 05 (Non-Enrolled Bilingual/ESL Summer School Participant) is reported in the *StudentEducationOrganizationResponsibility* entity for students with Student Characteristic Descriptor 19 (Bilingual/ESL Summer School) who have ADA eligibility code 0. These students may also be assigned a status code of 5.

**Special Education**

- [Special Education Reports](#)

**Special Education > Reports > Create Special Ed CY Report**

The screenshot shows a registration form with several sections. At the top are buttons for 'Save', 'Create Report', and 'Delete'. The 'Registration Information' section includes checkboxes for 'Speech Therapy Indicator', 'Primary Disability', 'Spec Ed Withdraw Date', 'Instructional Setting Code' (highlighted with a black circle), and 'Regional Day School Deaf'. Below this is the 'Program Information' section, which contains a sub-section for 'Program Information' with various checkboxes like 'Secondary Disability', 'Tertiary Disability', 'Multi Disability', etc. At the bottom of the form, the 'Extended School Year Services' section is highlighted with a black circle, containing checkboxes for 'Extended Sch Yr Services', 'Extended Sch Yr Services Hours', and 'Extended Sch Yr Services Speech Hours'.

Data can be verified by creating a customized report. Select the applicable fields and click **Create Report**.

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

The screenshot shows a 'DEMOGRAPHIC DATA' form. The top navigation tabs are 'DEMOGRAPHIC DATA', 'PROGRAM INFORMATION', 'DATES', 'CHILD RESTRAINT', and 'INSTRUCTORS'. The 'Demographic Information' section includes fields for Grade (10), Sex (F), DOB (06-24-2005), Orig Entry (08-09-2021), SSN (XXX-XX-5430), and Name (NOEMI LEE MCKINLEY). Below this is the 'Special Ed Information' section, which contains a table. The table has columns for Campus, Entry Date, Exit Date, Reason, Primary Disability Code, Primary Disability Description, Instruction Setting Code, Instruction Setting Description, Speech, CTE Eligibility, Regional Day School Deaf, and RSDSD Fiscal Agent. The row for campus 001 shows an entry date of 08-09-2021, primary disability code 07 (Emotional Disturbance), instruction setting code 41 (Resource Room - Less than 21%), and CTE eligibility checked. This table is highlighted with a black circle.

This element is extracted from the Special Ed application, but is maintained on **Registration > Maintenance > Student Enrollment > SpecEd**.

**Reported Elements from Demographic Data:**

Element	Code Table	Data Element	ASCENDER Name
E0173	C035	InstructionalSetting	Instruction Setting Code

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

**Reported Elements from Program Information:**

Element	Code Table	Data Element	ASCENDER Name
E1013	---	TotalESYContactHoursInFirstInstructionalSetting	Extended School Year Services Hours
E3096	---	TotalESYContactHourseInSecondInstuctionalSetting	---

**NOTE:** *TotalESYContactHoursInFirstInstructionalSetting* will generate with the value from the **Extended School Year Services Hours** field and *TotalESYContactHoursInSecondInstructionalSetting* will generate with the value from the **Extended School Year Services Speech Hours** field. However, if the **Extended School Year Services Hours** field is empty, then *TotalESYContactHoursInFirstInstructionalSetting* will generate with the value from the **Extended School Year Services Speech Hours** field.