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Created: <color #ed1c24>08/14/2026</color>

Reviewed: <color #ed1c24>In Progress</color>

Revised: <color #ed1c24>In Progress</color>

The **PEIMS Fall Enrollment Submission** (Submission 6) includes (1) all students enrolled on the first Friday in October whether or not this is a day of instruction, with their Special Education program determination, or (2) students in grades 7-12 enrolled at any point during the school start window (first day of school through the last Friday in September). All LEAs report data for the PEIMS Fall Enrollment Submission.



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.

[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.

I. Prerequisites

Before starting the verification process, ensure the following tasks have been completed within the respective applications:

Security Administration

- Verify all roles and users are correct.

II. Education Organization

The **Education Organization** domain provides information about any public school, charter, education service center, organization or agency.

Entity	Data Elements
LocalEducationAgency	• NameOfInstitution • LocalEducationAgencyId • LocalEducationAgencyCategory
School	• NameOfInstitution • SchoolId • GradeLevel

Use the following screen to verify the **LocalEducationAgency** entity data.

District Administration > Tables > District Information > District Name / Address

The screenshot shows a web form titled 'DISTRICT NAME / ADDRESS'. It contains several input fields: 'District Name' (with 'Texas ISD' entered), 'District County Name' (with 'Texas' entered), 'District Website' (with 'www.msc20.net' entered), and 'District E-mail'. A dropdown menu for 'District Type' is set to 'I - Independent'. A 'Print' button is visible at the top left of the form area.

NameOfInstitution is promoted from AskTED.

LocalEducationAgencyCategory is labeled **District Type**.

- If District Type is **I - Independent**, system exports **01 - School District**.
- If District Type is **C - Charter**, system exports **02 - Charter**.

The screenshot shows a system status bar. The top line displays 'Version: 11 Build: 1210.11' and 'Host: XXX.XXX.XXX.5 Browser: GC 151.0'. The bottom line displays 'DA1200' and 'County/District: 001908', with the latter highlighted by a red rectangular box.

The **LocalEducationAgencyId** is stored in the database and cannot be edited. It is your local County/District number and can be viewed in the bottom left corner of your ASCENDER screen.

Use the following screens to verify the **School** entity data.

District Administration > Tables > District Information > Campus Name / Address

NameOfInstitution is promoted from AskTED.

SchoolId is a combination of the LocalEducationAgencyId and Campus ID without leading zeros. Example:

- LocalEducationAgencyId = 001908
- Campus ID = 001
- SchoolId = 1908001

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

III. School Calendar

The **School Calendar** domain provides the specific calendar information for a particular school. TEA uses the Calendar data to determine the first day of school to promote student and other data to the data marts. It is dependent on the **Education Organization** domain.

Entity	Data Element
Calendar	- SchoolYear - CalendarCode - CalendarType

Use the following report to verify **School Calendar** data.

[Registration > Reports > Registration Reports > Program > SRG0100 - Campus Information](#)

Date Run: School Year: 20- Program ID: SRG0100
 Cnty-Dist: 001-908 Page: 13 of 14
 Campus: 001

Attendance Campus Maintenance
 Campus Calendar
 Track: 01
 REGULAR

Instructional Program Type: 01 Standard Program - 75600 Operational Minutes (Includes Full-time virtual campus with its own CDCN) (Does not include Pre-Kindergarten Programs/Grades)

Rptg Period	Begin Date	Mem Days	Shrtnd Mem Waiver Day	Non Mem Waiver Day	Daily Min (DM)	Waiver Min (WM)
1	08/05/20	32	0	0	13,770	0
2	09/21/20	28	0	0	11,930	0
3	11/02/20	29	0	0	12,390	0
4	01/05/20	27	0	0	11,280	0
5	02/16/20	28	0	0	12,310	0
6	04/05/20	35	0	0	15,340	0
Total:		179	0	0	77,020	0

First Day of School : 08/05/20 Daily Minutes : 460
 Last Day of School : 05/21/20 Shortened Daily Minutes : 270

Yearly Total Minutes(DM+WM) : 77,020

Warning! Yearly Total Mins (DM+WM) must meet TEA guideline about minutes of operation.

Legend:
 B Begin School
 Membership
 C Begin Cycle
 H Holiday
 W Weekend
 E End Of School
 I In Service
 F Weather
 M Make-up
 A Adjust Minutes
 V Waiver

Use the following screen to update **School Calendar** data.

[Attendance > Maintenance > Campus > Campus Options](#)

Save Student Information School Year: 20-20 Campus 001: 001 School

Track: 01 RE Description: REGULAR Retrieve Add

Campus Options

Instructional Program Type: 01 Standard Program - 75600 Operational Minutes

Grading Cycle Type: 6 2 Semesters 6 Weeks

AM/PM Flag: 1 ADA Attendance taken in A.M.

ADA Posting Period: 02

1st Period Nbr: 01

Last Period Nbr: 08

Nbr of Periods: 08

Alternate Days

Code:

Delete Details Code

+ Add

IV. Alternative and Supplemental Services

Entity	Data Element
Program	• ProgramType

Only **Program Type 33 - Special Education** is reported for this submission. This data element is stored in the backend tables and only reported if any Special Education students are reported.

V. Student Identification and Demographics

The **Student Identification and Demographics** domain provides the characteristics and demographics of a student, and the education organization associated with the student. It is dependent on the **Calendar** entity in the **School Calendar** domain and the **Program** entity in the **Alternative and Supplemental Services** domain.

Entity	Data Element
Student	• StudentUniqueld • LocalStudentId • StudentId • GenerationCode • AsOfStatusFirstFridayOctober • FirstName • MiddleName • LastSurname • Birthdate
StudentEducationOrganizationAssociation	• Sex • HispanicLatinoEthnicity • Race

NOTE: The same report is used to verify data in the **Student Identification and Demographics** and **Enrollment** domains. Continue to the **Enrollment** domain section to review the report and screens used to verify and update this data.

VI. Enrollment

The **Enrollment** domain provides the enrollment and withdrawal information for a student and the relationship between a particular education organization. It is dependent on the **Student** entity in **Student Identification and Demographics** domain.

Entity	Data Element
Student	• EntryDate • EntryGradeLevel • ADAEligibility • ExitWithdrawDate • ExitWithdrawType

Use the following report to verify **Student Identification and Demographic & Enrollment** data.

Registration > Reports > Registration Reports > Student Report Group > SRG1801 - Fall Enrollment Report

Screenshot of Report Pending

NOTE: When generating the report enter the **Fall Enrollment snapshot date** which is the first Friday in October in the As-of Date parameter.

Use the following screens to update **Student Identification and Demographic** data.

Registration > Maintenance > Student Enrollment > Demo1

The screenshot displays the 'Student Enrollment Demo1' form. It is divided into several sections:

- Demographic Information:** Includes fields for Grade (10), Entry Dt (08-05-20), Track (01), Orig Entry (08-05-20), Withdrawal Dt, Portal ID (s91m521y), Name (JEFF JACKSON), SSN (432-80-0778), Texas Unique Student ID (4236212816), Medicaid Eligible, Medicaid ID, Sex (M), DOB (05-22-2013), Age as of Sept 1 (15), Aggregate Race/Ethnicity (H - Hispanic), and checkboxes for White, Black/African American, Asian, American Indian/Alaskan Native, and Hawaiian/Pacific Isl.
- Phone / Address:** Includes fields for Address/Rel Res, Phone Nbr (555-228-4010), Cell Ph Nbr, E-mail, Mailing (1533 CR 3808), Physical (1533 CR 3808), Direction, Apt, City (Alamo City), State (TX), and Zip (46119). There is a 'Duplicate' button.
- Student Indicators:** Includes Eligibility Code (1), Attribution Code, Campus ID Resid, Active Cd (1 - Active), City Residence, Reporting Excl, Record Status (1), NSLP, Child First SPPI-11, Child First SPPI-12, As of Status First Friday October, and As of Status Last Day Enrollment.
- Current / Next Year Information:** Includes Control Num, Next Yr Ctrl, Here Last Yr, Next Yr Camp, CY Xlcr Factor, NY Xlcr Factor, CY Team Code, and NY Team Code.

NOTE: If the **As of Status First Friday October** field is manually updated, select the **Excl** checkbox next to the field to prevent the value from being automatically recalculated.

Use the following screen to update Enrollment data.

Registration > Maintenance > Student Enrollment > W/R Enroll

The screenshot shows the 'W/R ENROLL' tab selected. The table below has columns: Delete, Details, Campus, Entry Date, Exit Date, Reason, ET Verify, Status, Exclusion, Grade, Elig Cd, CTE Elig, Track, Attrib Cd, Camp Res, Camp Acc, and Counts. The first row shows Campus: 001, Entry Date: 08-05-20, Status: 1, Grade: 10, Elig Cd: 1, CTE Elig: checked, Track: 01. Below the table is a form with fields for Campus (001), Status Cd (1), Track (01), Residential Facility (unchecked), Entry Date (08-05-20), Exit Date, Reason, ET Verify, Exclusion Code, Attribution Cd, Grade Level (10), Camp Resid, Eligibility Code (1), Camp Account, and CTE Elig (checked).

VII. Alternative and Supplemental Services (Student Specific Data)

Entity	Data Element
StudentSpecialEducationProgramAssociation	• BeginDate • EndDate • InstructionalSetting • InstructionalSettingBeginDate • InstructionalSettingEndDate

Use the following report to verify **Alternative and Supplemental Services** data.

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

Date Run: 08/05/2020	Student Status By Program Changes	Program ID: SRG1200										
Cntry-Dist: 001-908	001 School	Page: 1 of 2										
Campus: 001	Sch Year: 20											
Special Education Records:												
Stu ID	Student Name	Grd	SSN	Entry Dt	Exit Dt	Wd Rsn	Pri Disab	Instruct Set	Multi Disab	Speech	Reg Day Sch Deaf	RDSPD Dist of Svc
006299	BARTLETT, GLEN H	09	XXX-XX-XXXX	08-05-20			06	41	No	0	0	
006282	BELL, LEON C	09	XXX-XX-XXXX	08-05-20			08	40	No	0	0	
008999	BROOKS, TYRONE K	09	XXX-XX-XXXX	08-27-20			10	40	No	2	0	
006257	BROOKS, VINCENT F	09	XXX-XX-XXXX	08-05-20			08	40	No	2	0	
008998	COOK, TONY D	09	XXX-XX-XXXX	08-05-20			07	41	No	0	0	
006487	FOWLER, CHRISTIAN F	09	XXX-XX-XXXX	08-05-20			06	42	No	2	0	
006270	GIBBS, SIDNEY A	09	XXX-XX-XXXX	08-05-20			08	40	No	0	0	
006289	HARRIS, LANCE K	09	XXX-XX-XXXX	08-05-20			08	40	No	0	0	
006260	HARRIS, SCOTT M	09	XXX-XX-XXXX	08-05-20			08	42	No	0	0	
006749	JORDAN, TIM O	09	XXX-XX-XXXX	10-21-20			08	42	No	0	0	
008297	LARSON, MANUEL A	09	XXX-XX-XXXX	08-05-20			08	40	No	0	0	
006588	LONG, STEVE H	09	XXX-XX-XXXX	08-05-20			08	41	No	0	0	
006195	BARNES, JASON D	10	XXX-XX-XXXX	08-05-20	08-12-20	33	08	40	No	0	0	
006195	BARNES, JASON D	10	XXX-XX-XXXX	08-12-20			08	01	No	0	0	
006083	COOK, ROBERT C	10	XXX-XX-XXXX	08-05-20	12-01-20	80	08	40	No	0	0	
006083	COOK, ROBERT C	10	XXX-XX-XXXX	02-02-20			08	40	No	0	0	
006163	DANIELS, JESUS A	10	XXX-XX-XXXX	08-05-20			08	40	No	0	0	
006396	DUNN, BRAD W	10	XXX-XX-XXXX	08-05-20			07	41	No	0	0	
006171	GIBBS, BERNARD B	10	XXX-XX-XXXX	08-05-20	11-12-20	33	08	41	No	0	0	

When generating this report enter "Y" in the **Print Special Ed Records** parameters.

Use the following screen to update **Alternative and Supplemental Services** data.

Registration > Maintenance > Student Enrollment > Spec Ed

Delete	Campus	Entry Date	Exit Date	Reason	Prim Dis	Sec Dis	Tert Dis	Multi Dis	Medical Fragile	Inst Set	Child Crnt Fund	CTE Elig	Speed
☐	001	08-05-20	--		+33	08	09		☐	40	3	☒	2

VIII. ASCENDER DataConnect: Publish and Review Data

Use the **ASCENDER DataConnect (ADC)** tool to complete the following tasks:

- Publish the data to the IODS.
- Review any Level 1 errors in ADC.
- Correct the applicable source data in ASCENDER.
- Republish the data to the IODS.
- Verify in ADC that the Level 1 errors have been resolved.

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**.