



ASCENDER GUIDES



TSDS PEIMS Fall Submission Data for Business

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This document outlines key Business data that is submitted during the Public Education Information Management System (PEIMS) Fall Submission and used by the Texas Education Agency (TEA). As the year progresses, this document may be updated to include additional fields of data.

For more information about the TSDS reporting process, review the **TSDS Training Materials** webpage:

<https://www.texasstudentdatasystem.org/tsds/about/training-and-support/tsds-training-materials>

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).



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** (PEIMS), and **Submission** (Fall) 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**.

Prerequisites

Review the following and take action as needed:

- Ensure applicable employees have the correct roles and permissions in ASCENDER Security Administration to access pages needed for TSDS reporting.
- Review [TSDS Best Practices for New Employee Records](#).
- Review [TSDS Best Practices for Terminated Employee Records](#).
- Create responsibility records in Personnel for staff whose **Staff Service** begins with "S." Review the [Responsibilities - Quick Reference Chart](#).

* The underlined text indicates the domain's submission level as it appears on the District Administration > Options > TSDS > Domains & Entities page.

I. Education Organization Domain

First Level Submission



Review TSDS Web-Enabled Data Standards for the **Education Organization** domain.

The Education Organization domain includes information about public, charter, education service center, organization, or agency.

Information from AskTED is imported into the Operational Data Store (ODS). As you send data, TEA matches the School ID (county district number) to existing district and campus information to ensure that the reported data is credited to the correct Local Education Agency (LEA).

1. [Verify district information for current/prior school year](#).

Verify district information for current/prior school year

[District Administration](#) > [Tables](#) > [District Information](#) > [District Name/Address](#)

In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.

Verify the **ESC Region Number** and **ESC County District Number** are accurate. The **ESC County District Number** is the six-digit ESC county district number assigned by Texas Education Agency (TEA).

[ESC County District Numbers](#)

Click **Save** for each year; each year is a separate record.

2. [Verify campus information/exclude non-instructional campuses from reporting.](#)

Verify campus information/exclude non-instructional campuses from reporting

[District Administration > Tables > District Information > Campus Name/Address](#)

Ensure the **Exclude from reporting to TEA** checkbox is selected for all non-instructional campuses/departments to exclude them from being reported to TEA.

The screenshot shows a web application interface for District Administration. At the top, there is a navigation bar with 'Tables > District Information' and 'District Administration'. Below this, there is a form for managing campus information. The 'Year' field is set to 2026, and there are 'Retrieve' and 'Save' buttons. The 'CAMPUS NAME / ADDRESS' tab is selected, showing a list of tabs: DISTRICT NAME / ADDRESS, CAMPUS NAME / ADDRESS, PAYROLL FREQUENCIES, REPORTING CONTACT, SHARED SERVICES ARRANGEMENT, and FUND BALANCES. The 'Campus' dropdown is set to '999 - 999 School', with 'Retrieve', 'Add', 'Delete', and 'Print' buttons. The form fields are: Campus ID: 999; Campus Name: 999 School; Street Nbr: 1407; Street Name: 999 Street; City: Alamo City; State: TX - Texas; Zip: 95095; Phone and Fax fields are empty. A checkbox for 'Exclude from reporting to TEA' is checked.

- In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**. The **Year** is automatically updated when the Fiscal Year Close process is completed in Finance.
- Retrieve each campus record and confirm that the address and phone numbers are accurate.
- Review the following guidelines as consideration for selecting the **Exclude from reporting to TEA** checkbox:
 - Instructional campuses listed in [AskTed](#) (001, 041, 101, etc.) should **not** have the **Exclude from reporting to TEA** checkbox selected.
 - Non-instructional campuses (701, 750, 999, and other campuses or departments needed for purchasing) should have **Exclude from reporting to TEA** selected.
 - **Education Service Centers (ESCs)**: Exclude all campuses from TEA reporting.
 - **Business-only LEAs**: Exclude all campuses from TEA reporting.
- Click **Save** for each campus; each campus is a separate record.

3. [Verify Shared Services Arrangements, as needed.](#)

Verify Shared Services Arrangements, as needed

[District Administration > Tables > District Information > Shared Services Arrangement](#)



In the **Year** field, type the four-digit reporting year for which you want to add or retrieve data and click **Retrieve**. For example, the reporting year for the 2025-2026 school year is 2026.

Under **Shared Services Arrangements**, enter all Shared Services Arrangements for which the LEA is a member or the fiscal agent. Indicate the **Shared Services Type** and **Fiscal Agent District ID**.

Note: Since each year is entered on this tab, there are not separate tabs for the current and prior years as in previous years.

Click **Save**.