



# District Administration



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

Add data for contracted instructional staff as needed.

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 is a form for entering district information. The 'Year' field is set to 2026. The form includes fields for District Name (TEXAS ISD), District County Name (TEXAS Cnty), District Website (www.esc20.net), District E-mail (info@esc20.net), ESC Region Number (10), ESC County District Number (057-950), Street Nbr (13328), Street Name (Lone Star Drive), City (Alamo City), State (TX - Texas), Zip (28178), Phone ((555) 586-0687), and Fax ((555) 510-8413). The Superintendent field is filled with 'Mr. Jane Smith'. At the bottom, there is a 'Contracted Instructional Staff' table with columns for Delete, Campus, Program Intent Code, and Nbr FTE. The table contains one row with values 001, 25, and 1.00. There are also buttons for 'Retrieve', 'Save', and 'Print'.

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

Under **Contracted Instructional Staff**, add records and complete the following fields:

- **Campus**
- **Program Intent Code**
- **Number of FTEs**

[District Administration > Maintenance > Non-Employee](#)

For contracted instructional staff, complete all fields under **Instructional Staff**.

Maintenance > Non-Employee
District Administration

**NON-EMPLOYEE**    **TSDS**

Employee Nbr:     Name:

**Name**

Employee Nbr	001563	Name	<input type="text" value="SANDRA"/>	<input type="text"/>	<input type="text" value="SMITH"/>	<input type="text"/>
		Title	First	Middle	Last	Generation

Work E-mail   

Job Code     :

Highly Qualified:

**Local Use**

1:

2:

**Instructional Staff**

SSN:     TX Unique Staff ID:

Sex:     TSDS Staff Type:

Date of Birth:

**Races**

Hispanic:     American Indian:     Asian:     Black:     Pacific Islander:     White:

Days Employed:     Begin Date:

Total Years:     End Date:

District Years:     Extract for TSDS:

Percent of Day:     Prior Teaching Years:

Highest Degree:

Be sure to select a **TSDS Staff Type** code for all non-employees who have a start date within the PEIMS school year that you are currently working in.

- Select *3 - Contracted Professional Staff* if the staff member is a Contracted Professional (instructional and non-instructional).
- Select *4 - In-District Charter Prtnr Campus Teacher* if the staff member is a teacher employed at an In-district Charter Partner Campus.