District Administration

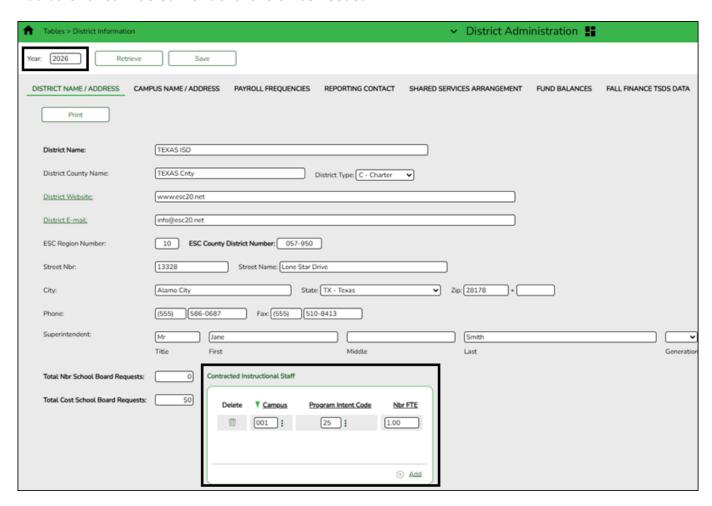# Table of Contents

District Administration

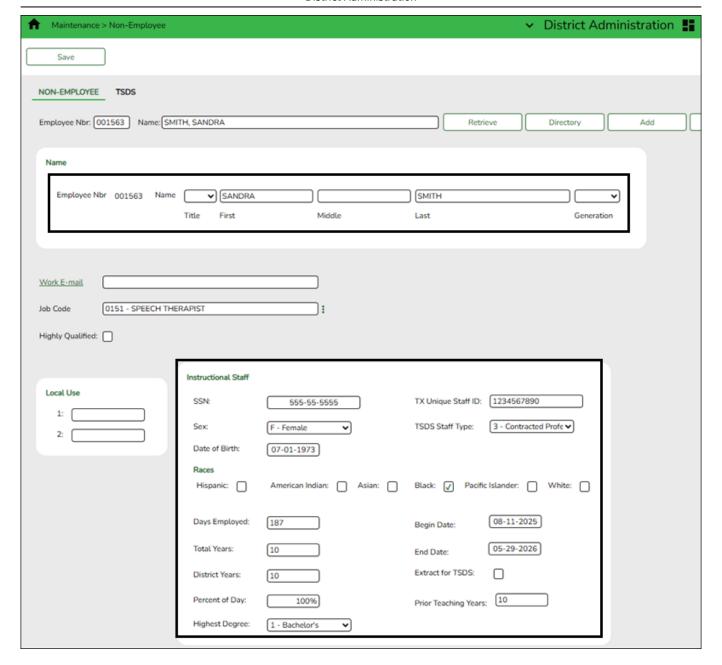[District Administration > Tables > District Information > District Name/Address](#)

Add data for contracted instructional staff as needed.

❑ 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**.

❑ 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.

District Administration > Maintenance > Non-Employee > TSDS

Create TSDS/Responsibility records for non-employees. Note that any updates made to the Non-Employee tab will not create new records on this tab.

Maintenance > Non-Employee   ⌄ District Administration

| Save |

NON-EMPLOYEE   **TSDS**

Employee Nbr: 001563   Name: SMITH, SANDRA | Retrieve | | Directory |

TSDS Days Employed Set

Percent Day Employed	TSDS # Days Employed	Begin Date	End Date
100	187	08-01-2024	

First ◄ 1 ⌄ / 1 ► Last

Responsibility

Delete	Details	Year	Campus	Staff Classification
🗑	🔍	2026	001 - ASCENDER High School	011 - Educational Diagnostic
🗑	🔍	2025	001 - ASCENDER High School	011 - Educational Diagnostic

⊕ Add

School Year for PEIMS Codes: **2026**

Job Code:	0060 DYSLEXIA
Campus:	001 ASCENDER High School
Co-op/SSA LEA:	
Staff Classification:	011 - Educational Diagnostician
ESC/SSA:	School District Employee

Staff Service:	SE000001 - Special Education, Generic
SPED Student Age Range:	02 Age 5 (KG) Through 21
Pop Served:	06 Special Ed Students
Monthly Minutes:	08000
# of Students:	10
Begin Date:	08-11-2025
End Date:	- -