



# District Administration



# Table of Contents

**District Administration** ..... i



# District Administration

[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's a navigation bar with 'Tables > District Information' and 'District Administration'. Below this, there's a 'Year' field set to '2026' and buttons for 'Retrieve' and 'Save'. The main form is titled 'DISTRICT NAME / ADDRESS' and contains various input fields for district information, including 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). There are also fields for Superintendent (Mr. Jane Smith) and Total Nbr School Board Requests (0). A 'Contracted Instructional Staff' table is highlighted with a red box, showing one record with Campus 001, Program Intent Code 25, and Nbr FTE 1.00. The table has columns for Delete, Campus, Program Intent Code, and Nbr FTE, and an 'Add' button at the bottom.

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" 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.

[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

**NON-EMPLOYEE** TSDS

Employee Nbr:  Name:

**TSDS Days Employed Set**

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

/ 1

**Responsibility**

Delete	Details	Year	Campus	Staff Classification
<input type="button" value="X"/>	<input type="button" value="O"/>	2026	001 - ASCENDER High School	011 - Educational Diagnostic
<input type="button" value="X"/>	<input type="button" value="O"/>	2025	001 - ASCENDER High School	011 - Educational Diagnostic

**School Year for PEIMS Codes: 2026**

Job Code:	<input type="text" value="0060 DYSPLEXIA"/>	Staff Service:	<input type="text" value="SE000001 - Special Education, Generic"/>
Campus:	<input type="text" value="001 ASCENDER High School"/>	SPED Student Age Range:	<input type="text" value="02 Age 5 (KG) Through 21"/>
Co-op/SSA LEA:	<input type="text"/>	Pop Served:	<input type="text" value="06 Special Ed Students"/>
Staff Classification:	<input type="text" value="011 - Educational Diagnostician"/>	Monthly Minutes:	<input type="text" value="08000"/>
ESC/SSA:	<input type="text" value="School District Employee"/>	# of Students:	<input type="text" value="10"/>
		Begin Date:	<input type="text" value="08-11-2025"/>
		End Date:	<input type="text" value="- -"/>