



# District Administration



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## District Administration

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

Add data for contracted instructional staff as needed.

The screenshot shows the 'District Administration' web application interface. At the top, there's a green header with 'Tables > District Information' and 'District Administration'. Below the header, there's a 'Year' field set to '2026' with 'Retrieve' and 'Save' buttons. The main form is titled 'DISTRICT NAME / ADDRESS' and includes various input fields for district information. A 'Contracted Instructional Staff' table is also present, showing a single record with Campus '001', Program Intent Code '25', and Nbr FTE '1.00'.

Delete	Campus	Program Intent Code	Nbr FTE
	001	25	1.00

☐ 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

[Save](#)

**NON-EMPLOYEE** **TSDS**

Employee Nbr:  Name:  [Retrieve](#) [Directory](#) [Add](#)

**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.

Home 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 DYSPLEXIA

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: - -