



# District Administration



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## District Administration

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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 bar 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 'Print' button is located at the top left of the form. The 'Contracted Instructional Staff' table is highlighted with a red box, showing a single record with the following details:

Delete	Campus	Program Intent Code	Nbr FTE
	001	25	1.00

An 'Add' button is located at the bottom right of the table.

☐ 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** - Identifies the cost of instruction and other services directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the CStaffProgramIntent, not the demographic makeup of the students served.
- **Number of FTEs** - A standard measurement of the portion of professional contracted instructional staff expressed as a multiple of the standard workday, such as 7.7 FTEs. When calculating contracted instructional staff FTEs, the following items must be considered:
  - The percent of the day worked (the number of hours worked divided by the number of work hours in the standard day).
  - The percent of days per week worked (the number of days worked divided by 5).
  - The percentage of weeks worked (the number of weeks worked divided by the number of weeks in the work year).

For example, Mrs. Jones is hired on a contracted instructional staff basis to teach the tuba to three tuba players. Her contract specifies that she will work two hours each Monday and each Friday for the entire school year. Her FTE is 0.25 (two hours worked divided by the eight-hour work day in the district) multiplied by 0.40 (two days divided by five days) multiplied by 1.0 (36 weeks worked divided by the 36-week instructional year), for a reported FTE of 0.10.

**Note:** For information regarding Full-Time Equivalent (FTE) calculations, please refer to the TWEDS website.

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[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: - -