



**fallpeimsbusiness**



Table of Contents

ASCENDER - Key Business Fields for Fall PEIMS ..... 1



# ASCENDER - Key Business Fields for Fall PEIMS

**Created:**

**Reviewed:**

**Revised:**

This document outlines key Business data that is submitted during the Fall PEIMS Submission. As the year progresses, this information may be updated to include additional fields of data. This document refers to data in the TSDS Web-Enabled Data Standards (TWEDS) on TEA's website (<https://www.texasstudentdatasystem.org/tsds/teds/tweds-upgrade>).

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

\* The red text indicates the domain's submission level as it appears on the District Administration > Options > TSDS > Domains & Entities page.

## Education Organization Domain

### First Level Submission

The Education Organization domain provides information about any public, charter, education service center, organization or agency.

Information from AskTED is imported into the Operational Data Store (ODS). As you send data, TEA matches the School ID (county district number) to existing district and campus information to ensure that the reported data is credited to the correct Local Education Agency (LEA).

#### ☐ EducationServiceCenter Entity

| Descriptor                      | Descriptor Table | Populated From        | Example(s)     |
|---------------------------------|------------------|-----------------------|----------------|
| Education Organization Category | C331             |                       | 01=ESC; 02=LEA |
| NameOfInstitution (E3037)       | N/A              | Populated from AskTED |                |

| Descriptor                       | Descriptor Table                       | Populated From        | Example(s) |
|----------------------------------|----------------------------------------|-----------------------|------------|
| EducationServiceCenterId (E1091) | N/A - Region the ESC or LEA resides in | Populated from AskTED |            |

#### ☐ LocalEducationAgency Entity

| Descriptor                           | Descriptor Table | Populated From        | Example(s)                            |
|--------------------------------------|------------------|-----------------------|---------------------------------------|
| Education Organization Category      | C331             |                       | 01=ESC; 02=LEA                        |
| NameOfInstitution (E3037)            | N/A              | Populated from AskTED |                                       |
| LocalEducationAgencyId (E0212)       |                  |                       | LEA's County-district number (CCCDDD) |
| LocalEducationAgencyCategory (E3036) | C337             | Populated from AskTED |                                       |

#### ☐ School Entity

##### Campus Enrollment Type Set

| Descriptor                   | Descriptor Table                                  | Populated From | Example(s)                            |
|------------------------------|---------------------------------------------------|----------------|---------------------------------------|
| CampusEnrollmentType (E1641) | C219                                              |                | 02=transfers accepted                 |
| BeginDate (E3010)            | N/A - YYYYMMDD = first day of employment          |                | First instructional day for campus    |
| EndDate (E3020)              | N/A - YYYYMMDD = day after last day of employment |                | Last instructional day for campus + 1 |

##### NSLP Type Set - Completed by PEIMS Coordinator

☐ **SSAOrgAssociationExt Entity** - Report of LEA's membership in any Shared Service Arrangements (SSAs)

| Descriptor                    | Descriptor Table                                                              | Populated From | Example(s)                                |
|-------------------------------|-------------------------------------------------------------------------------|----------------|-------------------------------------------|
| SSAType (E0776)               | C049                                                                          |                | 02=Bilingual/English as a Second Language |
| FiscalAgentDistrictId (E0777) | N/A - County-district number (CCCDDD) = Fiscal Agent's county-district number |                | 123456 = ESC XX                           |



For more information about what qualifies as an SSA and other useful tips, reference the current year TWEDS > Data Components > Domain > Education Organization > SSAOrgAssociationExt (under Entities).

#### **Additional Information**

- Most data comes from AskTED or will be completed by the PEIMS Coordinator.

- The Ed-Org Domain should be reported before anything else to ensure all other data is tied to it correctly.
- TEA will pre-populate the Individual Operational Data Store (IODS) with the following administrative campuses:
  - 699
  - 701-703
  - 720
  - 750-751
  - 998-999
- LEAs should **only** report instructional campuses. ESCs will not report a campus at all.
- The Fall PEIMS submission includes information about your LEA's SSA memberships and who serves as the fiscal agent. Fiscal Agents will report data about what was spent on each member district's behalf in the Mid-Year submission. Specific guidance is provided in the FAR module of the Financial Accountability System Resource Guide (FASRG) on TEA's website.
- The SSA data is used by TEA to match SSA participants and fiscal agents for financial reporting purposes. This data figures into the maintenance of effort (MOE) for special education spending thresholds for state and federal allotments. TEA also uses the SSA information reported through this entity to check for consistent SSA financial reporting between Fiscal Agents and Member Districts.
- Other fields of data are included in this Domain, but PEIMS Coordinators will complete that data. PEIMS Coordinators may complete much of what is defined here as well, but we included it for reference. Work with your PEIMS coordinator to ensure proper distribution of tasks for reporting to be successful.

## Finance Domain

### Third Level Submission

The Finance domain provides the financial information captured in accounts (both actuals and budgeted).

PriorYearActualExt (TX) SharedServiceArrangementExt (TX) PayrollExt (TX) (TX)

#### ☐ BudgetExt Entity

| Descriptor                     | Descriptor Table       | Populated From | Example(s)                                                        |
|--------------------------------|------------------------|----------------|-------------------------------------------------------------------|
| <b>BudgetFund (E0316B)</b>     | C145B                  |                | 199=General Fund, 240=National School Breakfast and Lunch Program |
| <b>BudgetFunction (E0317B)</b> | C146B                  |                | 11= Instruction, 36=Extracurricular Activities                    |
| <b>BudgetObject (E0318B)</b>   | C159B                  |                | 5711=Taxes, Current Year Levy, 6100=Payroll Costs                 |
| <b>Organization (E0319)</b>    | N/A - Follow FAR Guide |                | 001=High School Campus, 701=Superintendent                        |

| Descriptor                          | Descriptor Table                                   | Populated From | Example(s)                                                                                                       |
|-------------------------------------|----------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------|
| <b>FiscalYear (E0974)</b>           | N/A - Last digit in school year funds were granted |                | 5=2024-2025                                                                                                      |
| <b>BudgetProgramIntent (E0320B)</b> | C147B                                              |                | 11= Basic Educational Services, 36=Early Education Allotment                                                     |
| <b>BudgetAmount (E0321)</b>         | N/A                                                |                | Dollar value budgeted, rounded to the nearest dollar                                                             |
| <b>BeginDate (E3010)</b>            | N/A - YYYYMMDD = first day in force                |                | 20241015 means on Oct 15, 2024 the budget was amended                                                            |
| <b>EndDate (E3020)</b>              | N/A - YYYYMMDD = first day no longer in force      |                | Typically, the day after the end of the fiscal year, so 20250901= end date for the 2024-2025 school/fiscal year. |

☐ **ContractedInstructionalStaffFTEExt Entity**

| Descriptor                                       | Descriptor Table                                      | Populated From | Example(s)                                                                         |
|--------------------------------------------------|-------------------------------------------------------|----------------|------------------------------------------------------------------------------------|
| <b>CIStaffProgramIntent (E0320C)</b>             | C147C                                                 |                | 11= Basic Educational Services, 23=Services to Students with Disabilities          |
| <b>TotalContractedInstrStaffFTETotal (E0980)</b> | N/A - measurement in relation to the standard workday |                | 0.50=1 contracted instructional staff working every school day for half of the day |

FTE calculations will consider the following:

- Percent of day worked (Hours worked / hours in standard day)
- Percent of week worked (Days worked / 5 days in standard week)
- Percent of weeks worked (Weeks worked / weeks in work year)

For example, Mrs. Jones is hired to teach the tuba to three players on a contracted instructional staff basis. 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 workday in the LEA) 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.

☐ **PayrollExt Entity** - Staff are reported by Staff ID in the Staff Domain. This data is tied to that existing data.

| Descriptor               | Descriptor Table | Populated From | Example(s)                                     |
|--------------------------|------------------|----------------|------------------------------------------------|
| PayrollFund (E0316P)     | C145P            |                | 199=General Fund, 205=Head Start               |
| PayrollFunction (E0317P) | C146P            |                | 11= Instruction, 36=Extracurricular Activities |

| Descriptor                    | Descriptor Table                              | Populated From                                                                          | Example(s)                                                                |
|-------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| PayrollObject (E0318P)        | C159P                                         |                                                                                         | 6112=Salaries or Wages for Substitute Teachers,<br>6149=Employee Benefits |
| Organization (E0319)          |                                               | N/A - Follow FAR Guide.                                                                 | 001=High School Campus,<br>701=Superintendent                             |
| FiscalYear (E0974)            |                                               | N/A - Last digit in school year funds were granted                                      | 5=2024-2025                                                               |
| PayrollProgramIntent (E0320P) | C147P                                         |                                                                                         | 11= Basic Educational Services,<br>36=Early Education Allotment           |
| PayrollAmount (E0425)         | N/A                                           |                                                                                         | Dollar value budgeted, rounded to the nearest dollar                      |
| PayrollActivity (E0424)       | C018                                          |                                                                                         | 02=UIL Athletics, 80=Base Salary                                          |
| BeginDate (E3010)             | N/A - YYYYMMDD = first day in force           | Contract Begin date. So, 20241015 means the employee began working Oct 15, 2024         |                                                                           |
| EndDate (E3020)               | N/A - YYYYMMDD = first day no longer in force | Contract end date + 1 day. So, 20250525 means the employee last worked on May 24, 2025. |                                                                           |

Additional information can be found in the General Reporting Requirements and Special Reporting Requirement sections of the Data Standards. See current year TWEDS > Data Components > Domain > Finance > Payroll Ext (under Entities).



## Back Cover