

PEIMS Attendance Submission

Table of Contents

PEIMS Attendance Submission 1

PEIMS Attendance Submission

Review: In Progress
Revised: 10/13/26

The PEIMS Attendance Submission includes attendance and special student population data relevant to the Summary of Finance report, five times during the school year, once for each of the first five six weeks reporting periods. All data collected in the PEIMS Attendance Submission will be recollected in the PEIMS Summer Submission.

Please see below for **PEIMS Attendance Reporting submission due dates**:

- PEIMS 1st Six Weeks Attendance submission is due October 8, 2026.
- PEIMS 2nd Six Weeks Attendance submission is due December 3, 2026.
- PEIMS 3rd Six Weeks Attendance submission is due January 28, 2027.
- PEIMS 4th Six Weeks Attendance submission is due March 18, 2027.
- PEIMS 5th Six Weeks Attendance submission is due May 13, 2027.



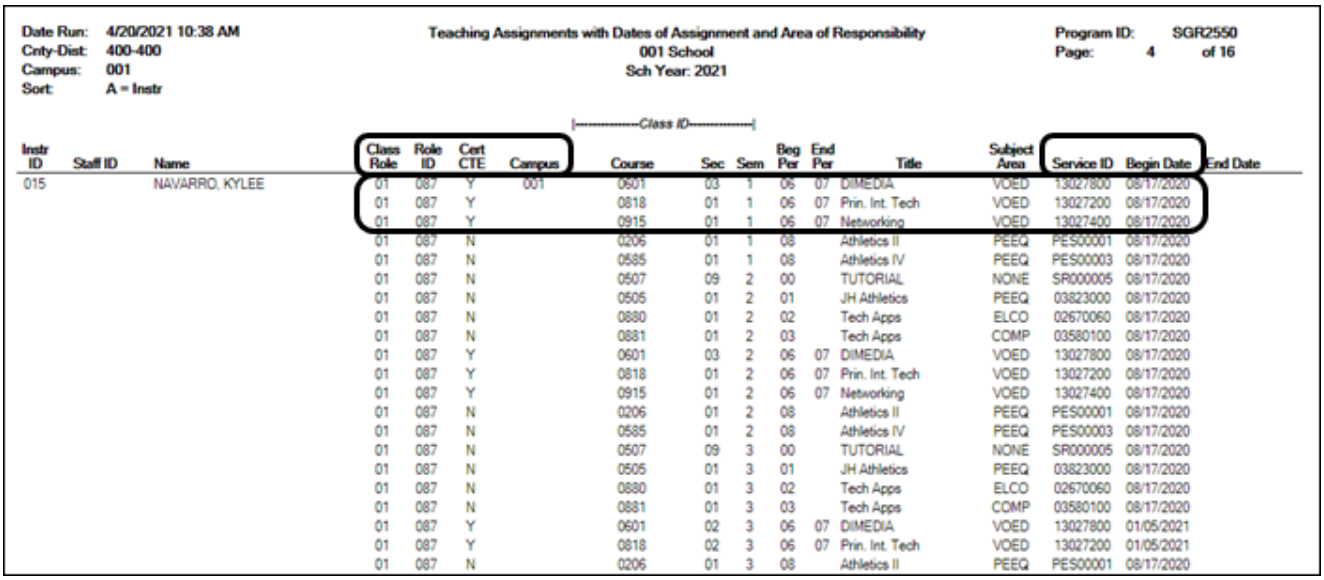
IMPORTANT: Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's (School System) process.

Guides referenced in this document:
ASCENDER DataConnect (ADC): Level 1 Errors Guide
Quick Guide: ASCENDER DataConnect (ADC) - Create New Run
Quick Guide: ASCENDER DataConnect (ADC) - Create Scheduled Runs

I. Before You Begin

❑ Verify that all roles and users are correct in ASCENDER Security Administration.
❑ Verify that CTE Courses are set up correctly:

1. ***Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR2550 - Teaching Assignments***



Date Run: 4/20/2021 10:38 AM
Cnty-Dist: 400-400
Campus: 001
Sort: A = Instr

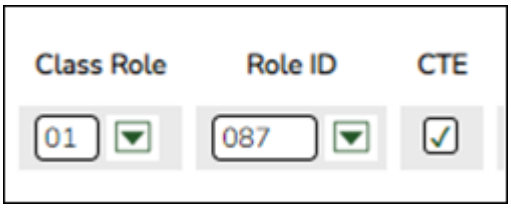
Teaching Assignments with Dates of Assignment and Area of Responsibility
001 School
Sch Year: 2021

Program ID: SGR2550
Page: 4 of 16

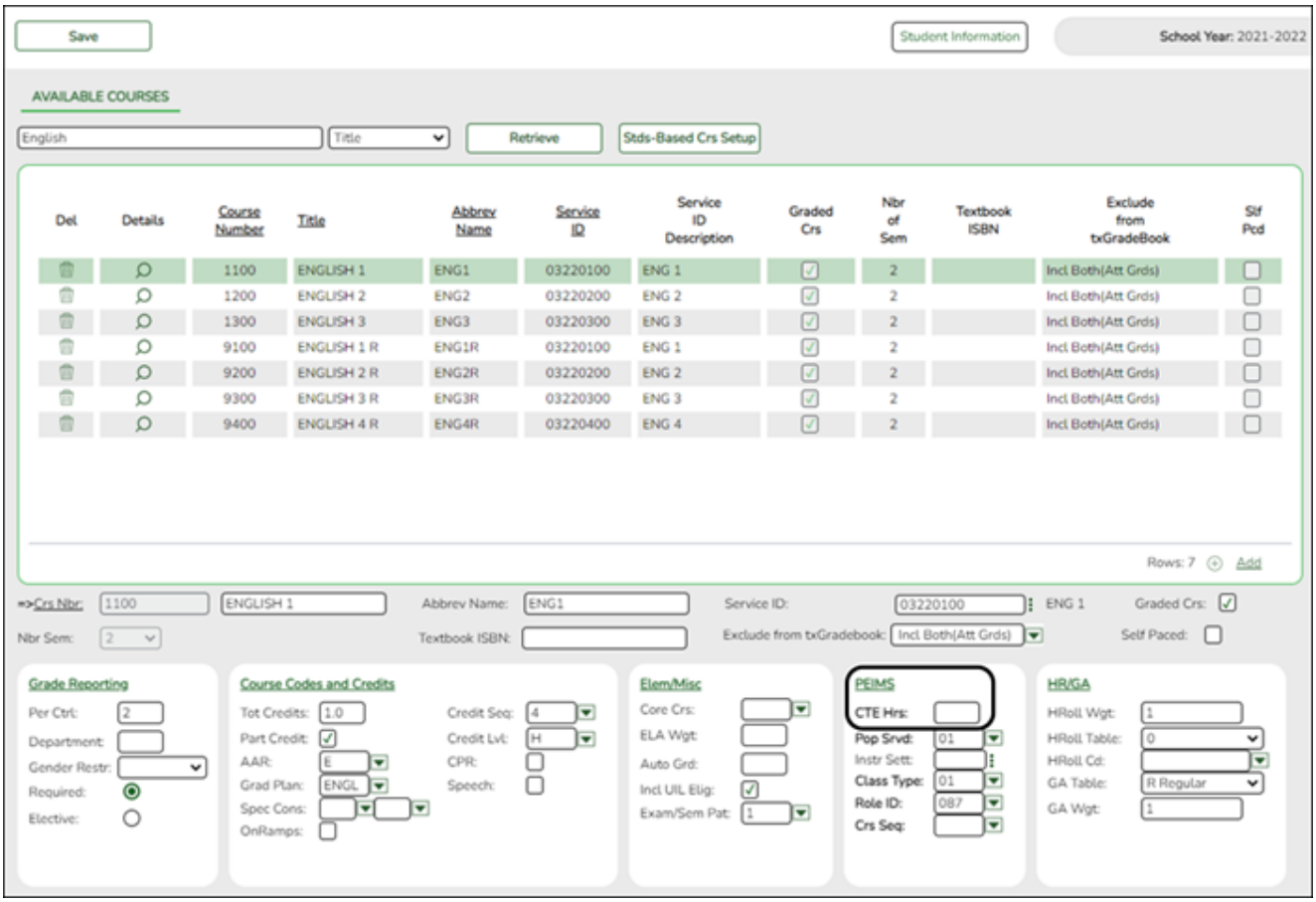
Instr ID	Staff ID	Name	Class Role	Role ID	Cert CTE	Campus	Course	Sec	Sem	Beg Per	End Per	Title	Subject Area	Service ID	Begin Date	End Date
015		NAVARRO, KYLEE	01	087	Y	001	0601	03	1	06	07	DIMEDIA	VOED	13027800	08/17/2020	
			01	087	Y		0818	01	1	06	07	Prin. Int. Tech	VOED	13027200	08/17/2020	
			01	087	Y		0915	01	1	06	07	Networking	VOED	13027400	08/17/2020	
			01	087	N		0206	01	1	08		Athletics II	PEEQ	PES00001	08/17/2020	
			01	087	N		0585	01	1	08		Athletics IV	PEEQ	PES00003	08/17/2020	
			01	087	N		0507	09	2	00		TUTORIAL	NONE	SR000005	08/17/2020	
			01	087	N		0505	01	2	01		JH Athletics	PEEQ	03823000	08/17/2020	
			01	087	N		0880	01	2	02		Tech Apps	ELCO	02670060	08/17/2020	
			01	087	N		0881	01	2	03		Tech Apps	COMP	03580100	08/17/2020	
			01	087	Y		0601	03	2	06	07	DIMEDIA	VOED	13027800	08/17/2020	
			01	087	Y		0818	01	2	06	07	Prin. Int. Tech	VOED	13027200	08/17/2020	
			01	087	Y		0915	01	2	06	07	Networking	VOED	13027400	08/17/2020	
			01	087	N		0206	01	2	08		Athletics II	PEEQ	PES00001	08/17/2020	
			01	087	N		0585	01	2	08		Athletics IV	PEEQ	PES00003	08/17/2020	
			01	087	N		0507	09	3	00		TUTORIAL	NONE	SR000005	08/17/2020	
			01	087	N		0505	01	3	01		JH Athletics	PEEQ	03823000	08/17/2020	
			01	087	N		0880	01	3	02		Tech Apps	ELCO	02670060	08/17/2020	
			01	087	N		0881	01	3	03		Tech Apps	COMP	03580100	08/17/2020	
			01	087	Y		0601	02	3	06	07	DIMEDIA	VOED	13027800	01/05/2021	
			01	087	Y		0818	02	3	06	07	Prin. Int. Tech	VOED	13027200	01/05/2021	
			01	087	N		0206	01	3	08		Athletics II	PEEQ	PES00001	08/17/2020	

Verify the teacher section data, as well as the **Cert CTE** column. The **Cert CTE** column must have a **Y** to receive CTE funding for VOED courses.

NOTE:If you are a district of innovation, you may be eligible to receive funding for a teacher who is not CTE certified if it is stated in your plan.



2. ***Grade Reporting > Maintenance > Master Schedule > District Schedule***

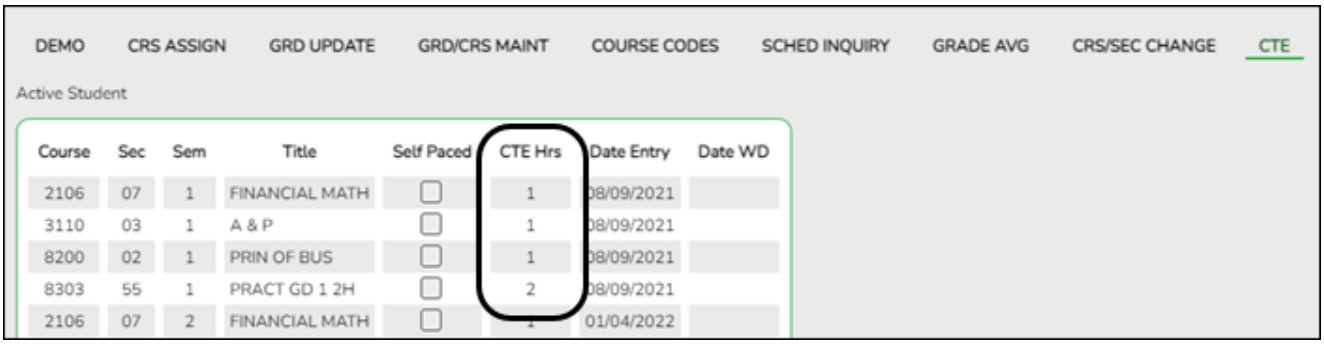


Reported Elements from District Schedule: reported in the Course Entity.

This is determined as follows:

- The **CTE Hrs** field is set to 1, 2 or 3, accordingly in the district master schedule.
- On Grade Reporting > Maintenance > Student > Individual Maint > CTE, the student is enrolled in a CTE course with the **CTE Hrs** field set to 1, 2 or 3.

3. ***Grade Reporting > Maintenance > Student > Individual Maint > CTE***



This is determined as follows:

- The student is enrolled in a CTE course with the **CTE Hrs** field set to 1, 2, or 3 on the student's CTE maintenance page.
- On ***Grade Reporting > Maintenance > Master Schedule > District Schedule***, the **CTE**

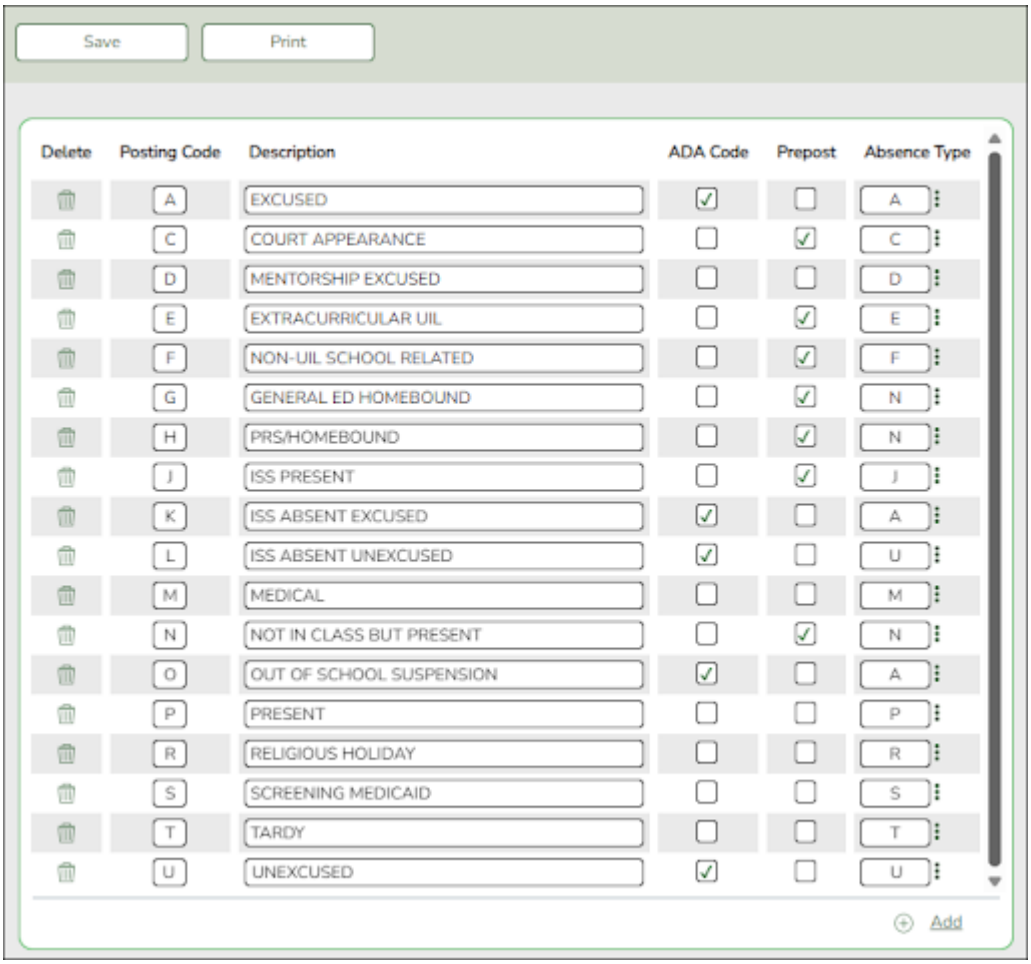
Hrs field for that course is set to 1, 2, or 3 respectively.

II. Verify ASCENDER Student Data

Verify data for each element in the following ASCENDER Student applications. **It is suggested that you run reports first and then use the maintenance pages in the Student applications to update data where needed.**

- Attendance

Attendance > Maintenance > District > Posting Codes



☐ Verify all district posting codes, paying close attention to those that have **ADA Code** selected.

- Update Special Program Coding

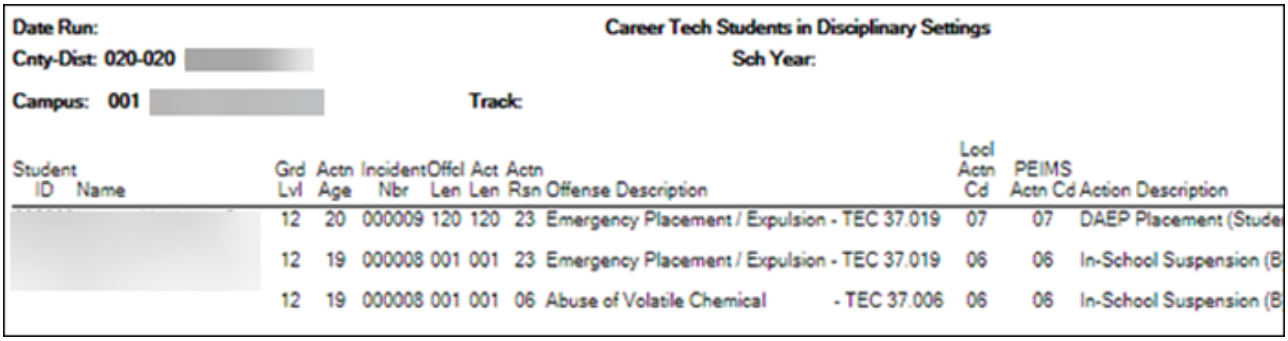
Verify Entry/Withdrawal Dates for Enrollment

- If a student has been placed in a disciplinary setting, and is not receiving special program services during that time, the student may be withdrawn from the program while in the disciplinary setting, either by performing a status change or withdrawing the student from the program for those dates. In this case, for programs such as special education, bilingual/ESL, etc, the student may be withdrawn from the special program during the disciplinary assignment, and then re-enrolled in the program when the student returns. See the TEA Student Attendance Accounting Handbook (SAAH) for additional information, and be sure to review your local procedures/policies.
- For CTE, a status change should be performed on the ***W/R Enroll*** tab (to update the **CTE Elig** field) at the beginning and end of the disciplinary assignment. A student can be assigned to a disciplinary setting for up to five consecutive days and continue to receive CTE hours even if CTE services are not provided to the student during placement. After five days, the student can continue to earn credit for the class but cannot claim additional funding; the funding clock must be set back to the first day of the disciplinary assignment.

CTE contact hours must not be claimed when a student receiving CTE services is placed in a disciplinary setting (for example, in-school suspension or DAEP) **for more than five consecutive days if the same amount and type of CTE services are not provided by a CTE teacher**.

Use the SDS1800 - Career Tech Students in Discipline Setting report to identify CTE students who were placed in a disciplinary setting.

Discipline > Reports > Discipline > SDS1800 - Career Tech Students in Discipline Setting



Date Run:

Career Tech Students in Disciplinary Settings

Cnty-Dist: 020-020 [redacted]

Sch Year:

Campus: 001 [redacted]

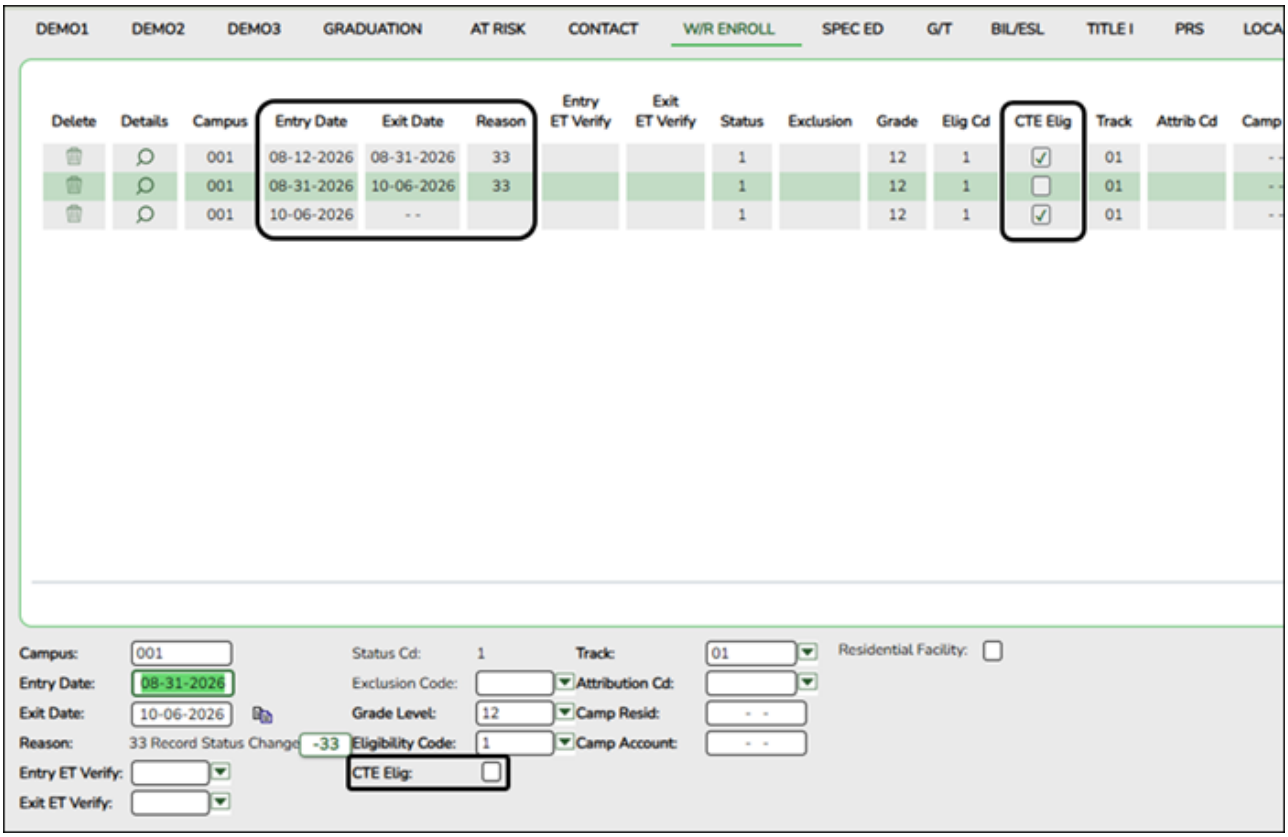
Track:

Student ID	Name	Grd Lvl	Actn Age	Incident Nbr	Offcl Len	Act Len	Actn Rsn	Offense Description	Locl Actn Cd	PEIMS Actn Cd	Action Description
[redacted]		12	20	000009	120	120	23	Emergency Placement / Expulsion - TEC 37.019	07	07	DAEP Placement (Stude
		12	19	000008	001	001	23	Emergency Placement / Expulsion - TEC 37.019	06	06	In-School Suspension (B
		12	19	000008	001	001	06	Abuse of Volatile Chemical - TEC 37.006	06	06	In-School Suspension (B

Enter Status Change to remove CTE Elig coding for students placed in a disciplinary setting for

more than five consecutive days if the same amount and type of CTE services are not provided by a CTE teacher.

Registration > Maintenance > Student Enrollment > W/R Enroll



❑ Enter **Exit Date**.

❑ Click **Code 33** to do a status change.

- A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change.
- The fields below the grid are enabled. The fields display the data from the previous row by default.

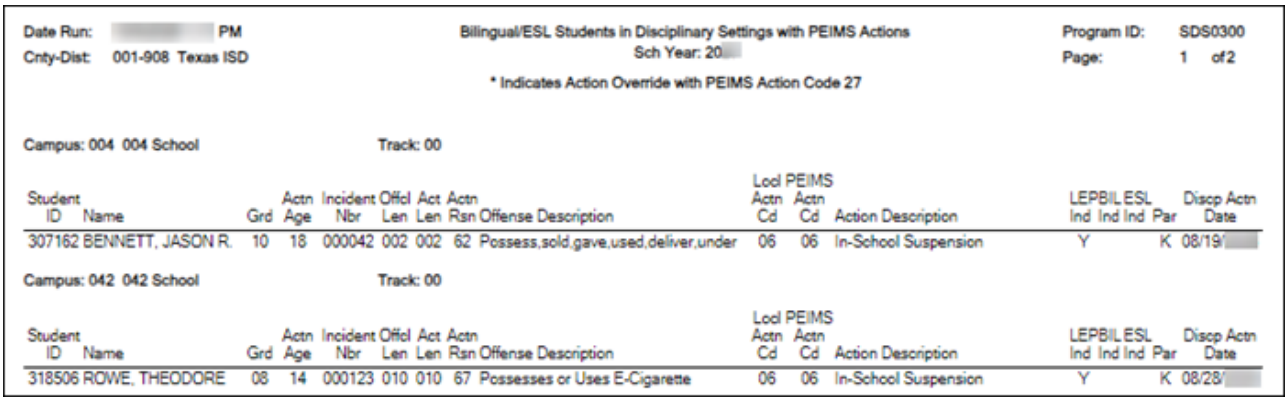
❑ Modify any information that changed for the entry date.

❑ Click **Save** to save the status change.

Bil/ESL Funding must not be claimed when a bilingual/ESL student is placed in a disciplinary setting (for example, in-school suspension or DAEP) **for more than five consecutive days if the same amount and type of bilingual or ESL program services are not provided by a bilingual or ESL program teacher**. Students not receiving the same amount and type of bilingual or ESL program services by a bilingual or ESL program teacher for five or more days while in a disciplinary setting must be withdrawn from the program during that time.

Use the SDS0300 - Bil/ESL Students in Discipline Settings report to identify bilingual/ESL students who were placed in a disciplinary setting.

Discipline > Reports > Discipline > SDS0300 - Bil/ESL Students in Discipline Settings Report



Date Run: PM
Cnty-Dist: 001-908 Texas ISD

Bilingual/ESL Students in Disciplinary Settings with PEIMS Actions
Sch Year: 20

Program ID: SDS0300
Page: 1 of 2

* Indicates Action Override with PEIMS Action Code 27

Campus: 004 004 School Track: 00

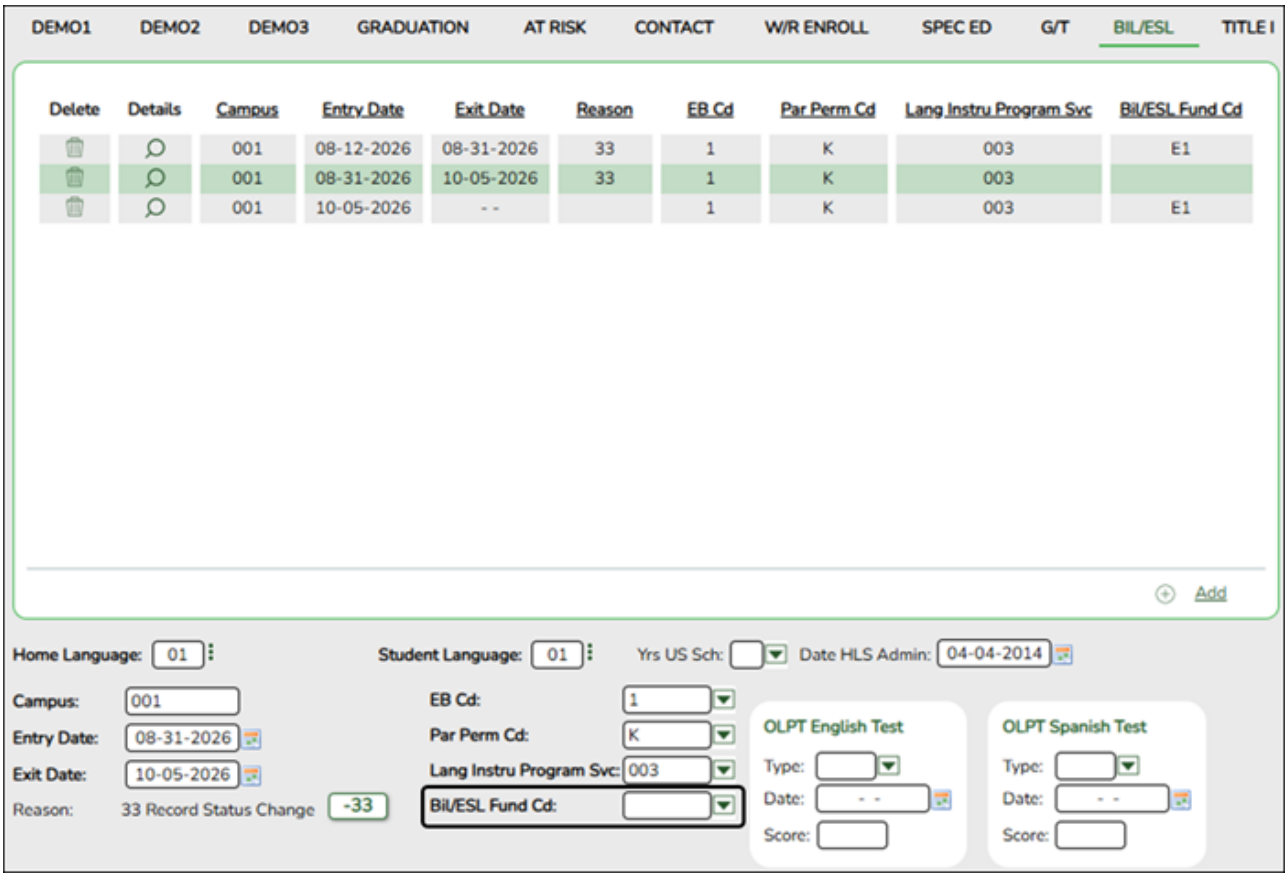
Student ID	Name	Grd	Actn Age	Incident Nbr	Offcl Len	Act Len	Actn Rsn	Offense Description	Locl Actn Cd	PEIMS Actn Cd	Action Description	LEP Ind	BIL Ind	ESL Ind	Par	Disc Actn Date
307162	BENNETT, JASON R.	10	18	000042	002	002	62	Possess,sold,gave,used,deliver,under	06	06	In-School Suspension	Y			K	08/19/

Campus: 042 042 School Track: 00

Student ID	Name	Grd	Actn Age	Incident Nbr	Offcl Len	Act Len	Actn Rsn	Offense Description	Locl Actn Cd	PEIMS Actn Cd	Action Description	LEP Ind	BIL Ind	ESL Ind	Par	Disc Actn Date
318506	ROWE, THEODORE	08	14	000123	010	010	67	Possesses or Uses E-Cigarette	06	06	In-School Suspension	Y			K	08/28/

Withdraw students not receiving the same amount and type of bilingual or ESL program services by a bilingual or ESL program teacher for five or more days while in a disciplinary setting.

Registration > Maintenance > Student Enrollment > BIL/ESL

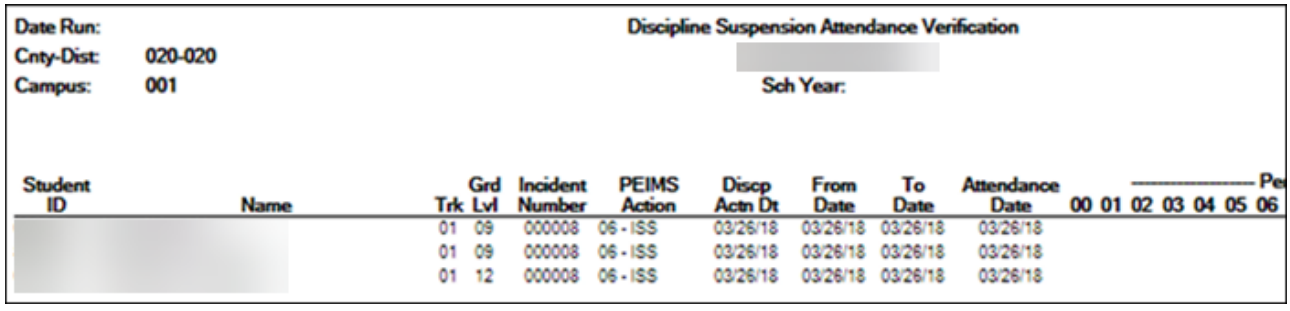


☐ Enter **Exit Date**.
☐ Click **Save**.

- Review & Correct Attendance/Discipline Discrepancies

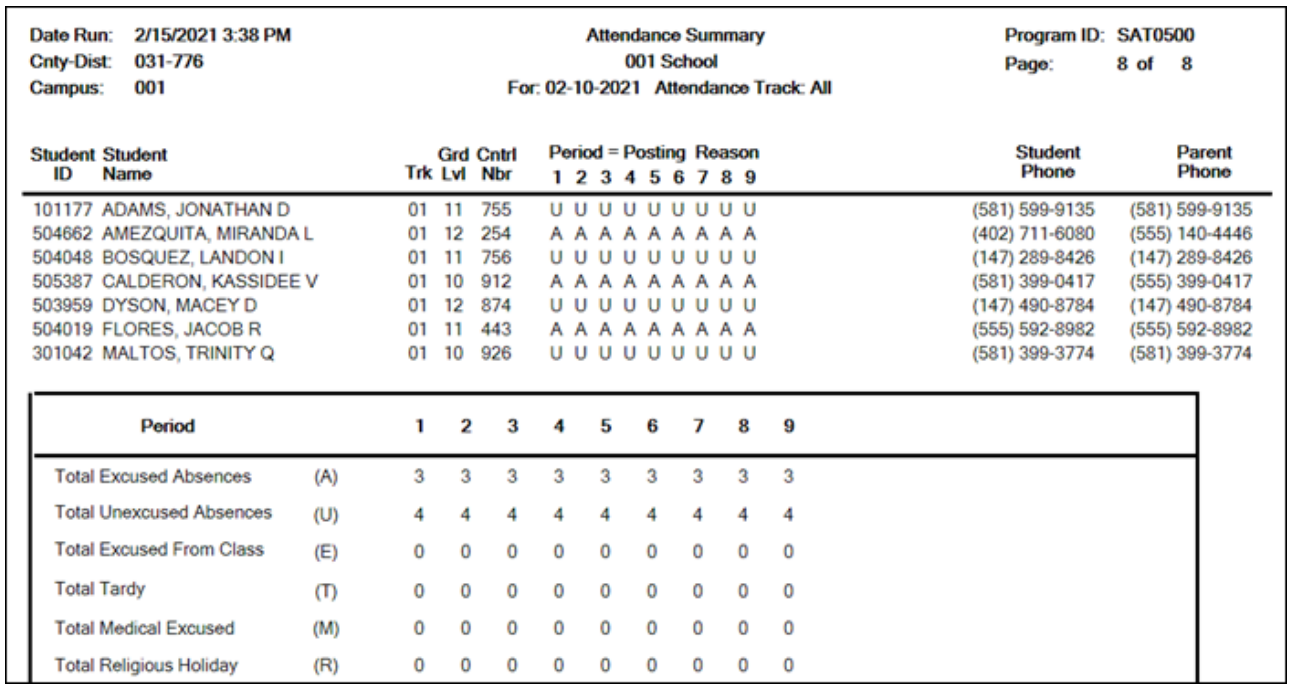
Use the SDS1700 - Discipline Suspension Attendance Verification report to identify any attendance posting discrepancies on days that a student was suspended.

Discipline > Reports > Discipline > SDS1700 - Discipline Suspension Attendance Verification Report



- Attendance Reports

Attendance > Reports > Attendance Reports > Audit > SAT0500 - Campus Attendance Summary



Date Run: 2/15/2021 3:38 PM
Cnty-Dist: 031-776
Campus: 001

Attendance Summary
001 School
For: 02-10-2021 Attendance Track: All

Program ID: SAT0500
Page: 8 of 8

Student ID	Student Name	Trk	Grd Lvl	Cntrl Nbr	Period = Posting Reason 1 2 3 4 5 6 7 8 9	Student Phone	Parent Phone
101177	ADAMS, JONATHAN D	01	11	755	U U U U U U U U U	(581) 599-9135	(581) 599-9135
504662	AMEZQUITA, MIRANDA L	01	12	254	A A A A A A A A A	(402) 711-6080	(555) 140-4446
504048	BOSQUEZ, LANDON I	01	11	756	U U U U U U U U U	(147) 289-8426	(147) 289-8426
505387	CALDERON, KASSIDEE V	01	10	912	A A A A A A A A A	(581) 399-0417	(555) 399-0417
503959	DYSON, MACEY D	01	12	874	U U U U U U U U U	(147) 490-8784	(147) 490-8784
504019	FLORES, JACOB R	01	11	443	A A A A A A A A A	(555) 592-8982	(555) 592-8982
301042	MALTOS, TRINITY Q	01	10	926	U U U U U U U U U	(581) 399-3774	(581) 399-3774

Period		1	2	3	4	5	6	7	8	9
Total Excused Absences	(A)	3	3	3	3	3	3	3	3	3
Total Unexcused Absences	(U)	4	4	4	4	4	4	4	4	4
Total Excused From Class	(E)	0	0	0	0	0	0	0	0	0
Total Tardy	(T)	0	0	0	0	0	0	0	0	0
Total Medical Excused	(M)	0	0	0	0	0	0	0	0	0
Total Religious Holiday	(R)	0	0	0	0	0	0	0	0	0

SAT0500 provides absence information by campus, track, and period. You can use the report to verify attendance for each day, period, and code.

Attendance > Reports > Attendance Reports > Audit > SAT0920 - Campus/District Multi-Track Summary Report

Date Run: [redacted] PM CDT
Cnty-Dist: [redacted]
Campus: 001

Campus Multi-track Summary Report - Student Attendance and Contact Hours by School Year
For School Year [redacted]
Texas ISD / 001 School
Table I

Program ID: SAT0920

Reporting Period for Cycle 1 — Dates Covered: [redacted]

		EE	PK	KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
A	Number of Days Taught								
B	Tot Days Membership - All Students	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C	Tot Days Absent - All Students	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D	Tot Days Present - All Students (B - C)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E	Ineligible Days Present	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F	Total Eligible Days Present (D - E)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G1	B1-Elig Days Bilingual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G2	E1-Elig Days ESL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G3	D3(EB)-Elig Days Dual Lang	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G4	D4(Non-EB)-Elig Days Dual Lang	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G5	D5(EB)-Elig Days Alt Dual Lang	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G6	D6(Non-EB)-Elig Days Alt Dual Lang	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H1	Early Ed Eco Dis Elig Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H2	Early Ed Lang Elig Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H3	Early Ed Eco Dis & Lang Elig Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
I	Eligible Days in Res Fac	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
J	Eligible Days Pg Related Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
K	Eligible Days Sp. Ed. Mainstream	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
W	Percent Attendance	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

		Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Total
A	Number of Days Taught								
B	Tot Days Membership - All Students	0.00	0.00	0.00	12,683.00	11,142.00	9,368.00	8,297.00	41,490.00
C	Tot Days Absent - All Students	0.00	0.00	0.00	876.00	617.00	526.00	452.00	2,471.00
D	Tot Days Present - All Students (B - C)	0.00	0.00	0.00	11,807.00	10,525.00	8,842.00	7,845.00	39,019.00
E	Ineligible Days Present	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F	Total Eligible Days Present (D - E)	0.00	0.00	0.00	11,807.00	10,525.00	8,842.00	7,845.00	39,019.00
G1	B1-Elig Days Bilingual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G2	E1-Elig Days ESL	0.00	0.00	0.00	1,810.00	2,487.00	1,504.00	1,222.00	7,023.00
G3	D3(EB)-Elig Days Dual Lang	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G4	D4(Non-EB)-Elig Days Dual Lang	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G5	D5(EB)-Elig Days Alt Dual Lang	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G6	D6(Non-EB)-Elig Days Alt Dual Lang	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H1	Early Ed Eco Dis Elig Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H2	Early Ed Lang Elig Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H3	Early Ed Eco Dis & Lang Elig Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
I	Eligible Days in Res Fac	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
J	Eligible Days Pg Related Services	0.00	0.00	0.00	22.00	21.00	0.00	0.00	43.00
K	Eligible Days Sp. Ed. Mainstream	0.00	0.00	0.00	1,667.00	1,305.00	821.00	612.00	4,405.00
W	Percent Attendance	0.00%	0.00%	0.00%	93.09%	94.46%	94.39%	94.55%	94.04%

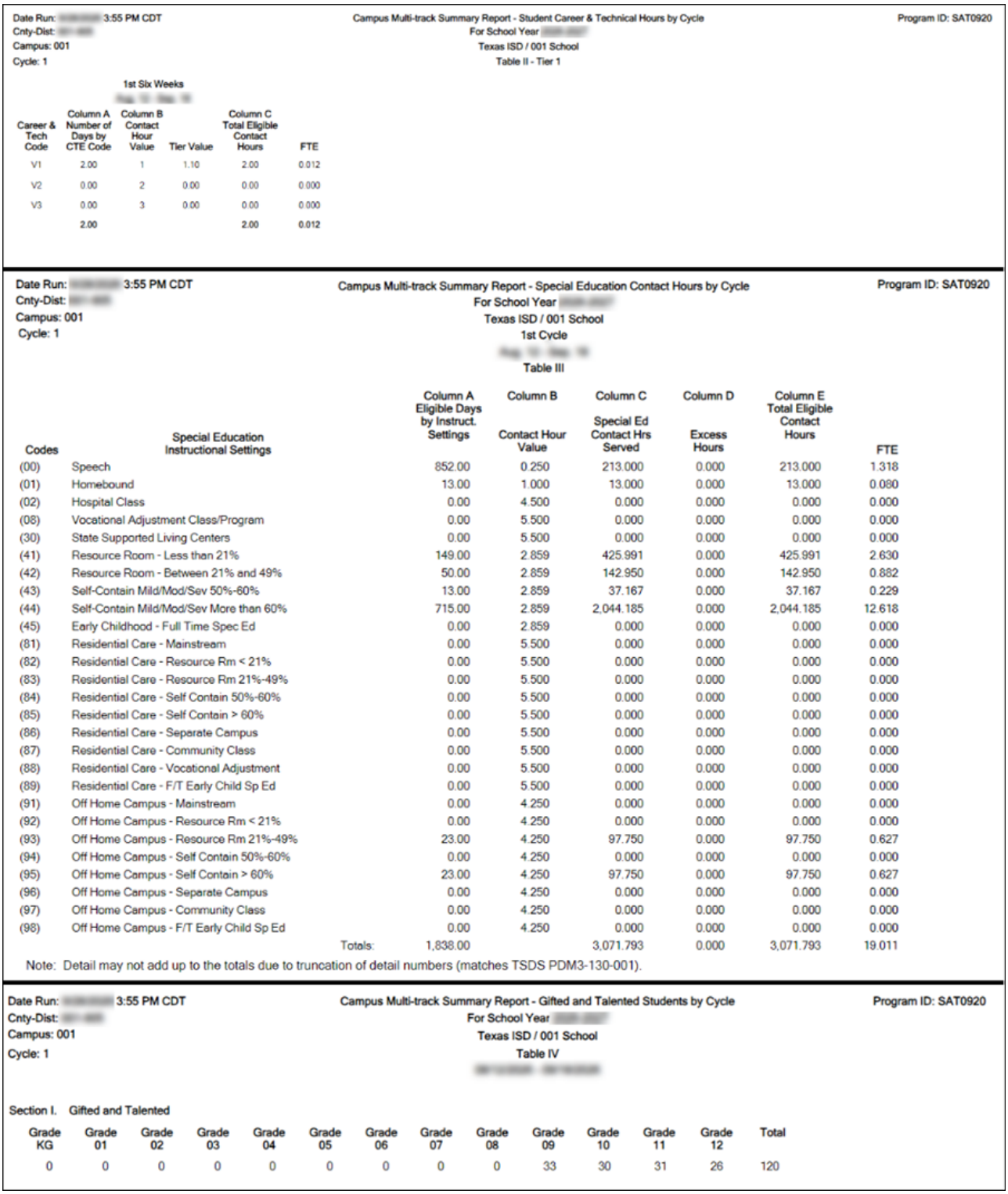
Date Run: [redacted] 3:39 PM CDT
Cnty-Dist: [redacted]
Campus: 001

Campus Multi-track Summary Report - Student Attendance and Contact Hours by School Year
For School Year [redacted]
Texas ISD / 001 School
Table I

Program ID: SAT0920

Reporting Period for Cycle 1 — Dates Covered: 08/12/2026 - 09/18/2026

	All Grades	Total
L1	B1-Bil Refined ADA (G1/A)	0.00
L2	E1-ESL Refined ADA (G2/A)	260.11
L3	D3(EB)-Dual Lang Refined ADA (G3/A)	0.00
L4	D4(Non-EB)-Dual Lang Refined ADA (G4/A)	0.00
L5	D5(EB)-Alt Dual Lang Refined ADA (G5/A)	0.00
L6	D6(Non-EB)-Alt Dual Lang Refined ADA (G6/A)	0.00
M	Residential Facility Refined ADA	0.00
N	Spec. Ed. Refined ADA	163.15
O1	Early Ed Eco Dis Refined ADA	0.00
O2	Early Ed Lang Refined ADA	0.00
O3	Early Ed Eco Dis and Lang Refined ADA	0.00
P	Preg Related Services FTE	0.47
Q1	Career & Technical FTE - Tier 1 (W1 / (6 * A))	0.01
Q2	Career & Technical FTE - Tier 2 (W2 / (6 * A))	120.31
Q3	Career & Technical FTE - Tier 3 (W3 / (6 * A))	149.73
R	Special Education FTE	19.01
S1	R-PEP Total FTE	1.72
S2	R-PEP Eco Dis FTE	1.48
S3	R-PEP Non-Eco Dis FTE	0.24
T1	Tier of Intensity 01 Refined ADA	0.00
T2	Tier of Intensity 02 Refined ADA	0.74
T3	Tier of Intensity 03 Refined ADA	0.00
T4	Tier of Intensity 04 Refined ADA	0.00
T5	Tier of Intensity 05 Refined ADA	0.00
T6	Tier of Intensity 06 Refined ADA	0.00
T7	Tier of Intensity 07 Refined ADA	0.00
T8	Tier of Intensity 08 Refined ADA	0.00
U	Regular Program Refined ADA	1,156.15
V	Total Refined ADA	1,445.21
X	Special Education Contact Hours Total - Table III	3,071.79



Date Run: [redacted] 3:55 PM CDT
Cnty-Dist: [redacted]
Campus: 001
Cycle: 1

Campus Multi-track Summary Report - Student Career & Technical Hours by Cycle
For School Year [redacted]
Texas ISD / 001 School
Table II - Tier 1

Program ID: SAT0920

1st Six Weeks
[redacted]

Career & Tech Code	Column A Number of Days by CTE Code	Column B Contact Hour Value	Tier Value	Column C Total Eligible Contact Hours	FTE
V1	2.00	1	1.10	2.00	0.012
V2	0.00	2	0.00	0.00	0.000
V3	0.00	3	0.00	0.00	0.000
	2.00			2.00	0.012

Date Run: [redacted] 3:55 PM CDT
Cnty-Dist: [redacted]
Campus: 001
Cycle: 1

Campus Multi-track Summary Report - Special Education Contact Hours by Cycle
For School Year [redacted]
Texas ISD / 001 School
1st Cycle
[redacted]
Table III

Program ID: SAT0920

Codes	Special Education Instructional Settings	Column A Eligible Days by Instruct. Settings	Column B Contact Hour Value	Column C Special Ed Contact Hrs Served	Column D Excess Hours	Column E Total Eligible Contact Hours	FTE
(00)	Speech	852.00	0.250	213.000	0.000	213.000	1.318
(01)	Homebound	13.00	1.000	13.000	0.000	13.000	0.080
(02)	Hospital Class	0.00	4.500	0.000	0.000	0.000	0.000
(08)	Vocational Adjustment Class/Program	0.00	5.500	0.000	0.000	0.000	0.000
(30)	State Supported Living Centers	0.00	5.500	0.000	0.000	0.000	0.000
(41)	Resource Room - Less than 21%	149.00	2.859	425.991	0.000	425.991	2.630
(42)	Resource Room - Between 21% and 49%	50.00	2.859	142.950	0.000	142.950	0.882
(43)	Self-Contain Mild/Mod/Sev 50%-60%	13.00	2.859	37.167	0.000	37.167	0.229
(44)	Self-Contain Mild/Mod/Sev More than 60%	715.00	2.859	2,044.185	0.000	2,044.185	12.618
(45)	Early Childhood - Full Time Spec Ed	0.00	2.859	0.000	0.000	0.000	0.000
(81)	Residential Care - Mainstream	0.00	5.500	0.000	0.000	0.000	0.000
(82)	Residential Care - Resource Rm < 21%	0.00	5.500	0.000	0.000	0.000	0.000
(83)	Residential Care - Resource Rm 21%-49%	0.00	5.500	0.000	0.000	0.000	0.000
(84)	Residential Care - Self Contain 50%-60%	0.00	5.500	0.000	0.000	0.000	0.000
(85)	Residential Care - Self Contain > 60%	0.00	5.500	0.000	0.000	0.000	0.000
(86)	Residential Care - Separate Campus	0.00	5.500	0.000	0.000	0.000	0.000
(87)	Residential Care - Community Class	0.00	5.500	0.000	0.000	0.000	0.000
(88)	Residential Care - Vocational Adjustment	0.00	5.500	0.000	0.000	0.000	0.000
(89)	Residential Care - F/T Early Child Sp Ed	0.00	5.500	0.000	0.000	0.000	0.000
(91)	Off Home Campus - Mainstream	0.00	4.250	0.000	0.000	0.000	0.000
(92)	Off Home Campus - Resource Rm < 21%	0.00	4.250	0.000	0.000	0.000	0.000
(93)	Off Home Campus - Resource Rm 21%-49%	23.00	4.250	97.750	0.000	97.750	0.627
(94)	Off Home Campus - Self Contain 50%-60%	0.00	4.250	0.000	0.000	0.000	0.000
(95)	Off Home Campus - Self Contain > 60%	23.00	4.250	97.750	0.000	97.750	0.627
(96)	Off Home Campus - Separate Campus	0.00	4.250	0.000	0.000	0.000	0.000
(97)	Off Home Campus - Community Class	0.00	4.250	0.000	0.000	0.000	0.000
(98)	Off Home Campus - F/T Early Child Sp Ed	0.00	4.250	0.000	0.000	0.000	0.000
	Totals:	1,838.00		3,071.793	0.000	3,071.793	19.011

Note: Detail may not add up to the totals due to truncation of detail numbers (matches TSDS PDM3-130-001).

Date Run: [redacted] 3:55 PM CDT
Cnty-Dist: [redacted]
Campus: 001
Cycle: 1

Campus Multi-track Summary Report - Gifted and Talented Students by Cycle
For School Year [redacted]
Texas ISD / 001 School
Table IV
[redacted]

Program ID: SAT0920

Section I. Gifted and Talented

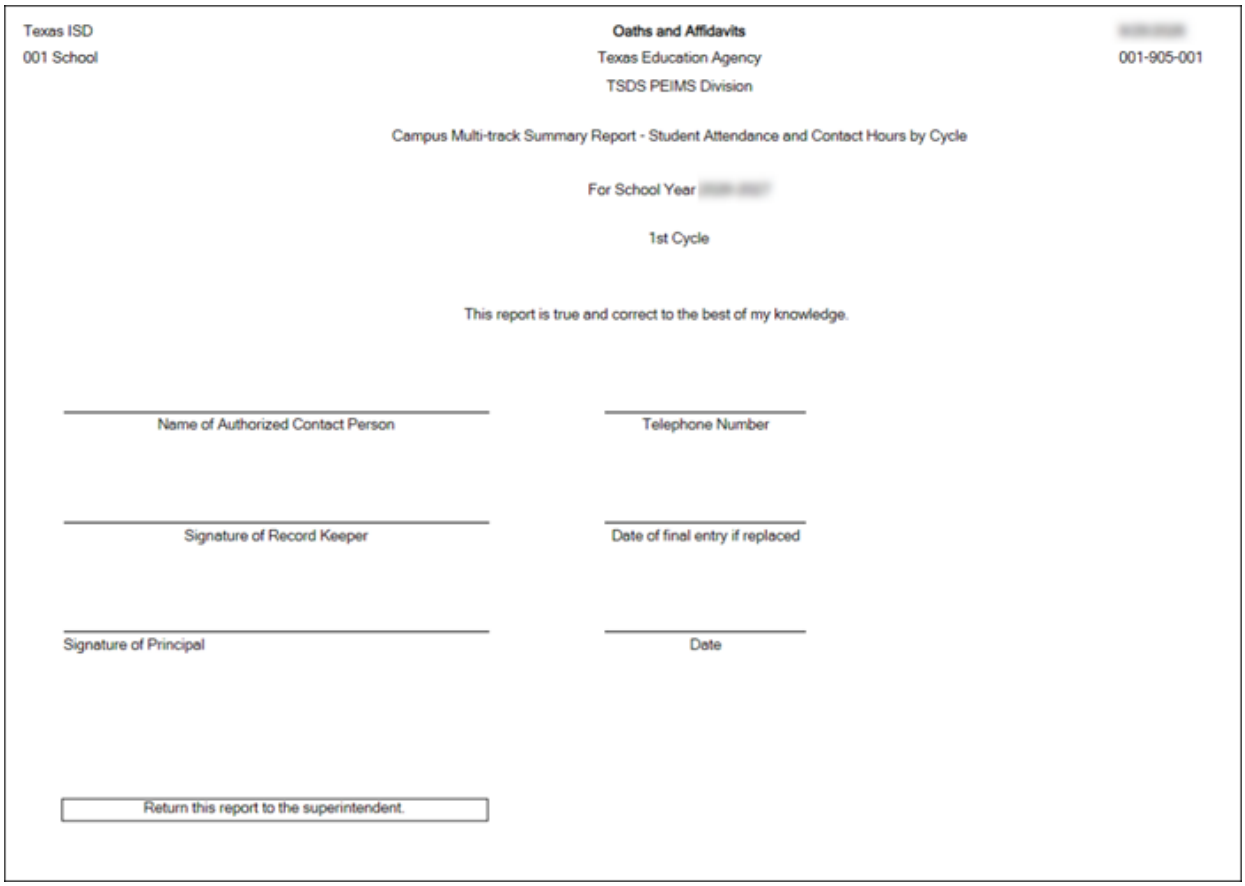
Grade KG	Grade 01	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12	Total
0	0	0	0	0	0	0	0	0	33	30	31	26	120

SAT0920 provides multi-track campus or district summary reports that meet the audit documentation requirements specified in the Student Attendance Accounting Handbook. The report is similar to SAT0900 but allows you to run the report for all tracks at once.

SAT0920 provides the eligible/ineligible attendance days present and absent and special program contact hours. SAT0920 should be run at the end of every cycle to verify data.

- Table I can be compared to TSDS reports PDM5-130-001, and PDM5-130-004.
- Table II can be used to verify CTE contact hours. It can be compared to TSDS reports PDM5-130-002 and PDM5-120-013.
- Table III can be used to verify special education data. It can be compared to TSDS reports PDM5-130-004 and PDM5-120-013.

NOTE: The Oath and Affidavits page must be signed and retained for audit purposes.



Texas ISD
001 School

Oaths and Affidavits
Texas Education Agency
TSDS PEIMS Division

001-905-001

Campus Multi-track Summary Report - Student Attendance and Contact Hours by Cycle

For School Year

1st Cycle

This report is true and correct to the best of my knowledge.

Name of Authorized Contact Person

Telephone Number

Signature of Record Keeper

Date of final entry if replaced

Signature of Principal

Date

Return this report to the superintendent.

If CTE Hours on PDM5-130-002 and PDM5-120-013 reports do not match SAT0920:

- Run the SRG0600 - Student Special Program Listing report in Registration.
- Check the CTE section of this report for Service IDs (CourseCodes) that are showing more days eligible than are in the cycle.

This indicates a coding error that requires correction.

Attendance > Reports > Attendance Reports > Campus > SAT4000 - Career and Technical Education Eligible Days Report

Date Run: 11-16- 10:00 AM CST
Cnty Dist: 001-908
Track: All
Campus:

Career and Technical Education Eligible Days

Texas ISD
Sch Year: 20

Program ID: SAT4000
Page: 2 of 2

				Six-Week 1		Six-Week 2		Six-Week 3		Six-Week 4		Six-Week 5		Six-Week 6		
Code	Cntct Hour Multi	Service ID	Tier	Elig Days	Contact Hours	Elig Days	Contact Hours	Elig Days	Contact Hours	Elig Days	Contact Hours	Elig Days	Contact Hours	Elig Days	Contact Hours	FTE
V1	1.0	13029400	3	553.0	553.0	567.0	567.0	588.0	588.0	651.0	651.0	567.0	567.0	672.0	672.0	20.914
V1	1.0	N1300995	3	238.0	238.0	243.0	243.0	252.0	252.0	279.0	279.0	243.0	243.0	288.0	288.0	8.969
V1 and Tier 3 Subtotal				4157.0	4157.0	4347.0	4347.0	4508.0	4508.0	4929.0	4929.0	4293.0	4293.0	5088.0	5088.0	158.829
V2	2.0	13004700	3	51.0	102.0	54.0	108.0	56.0	112.0	62.0	124.0	54.0	108.0	64.0	128.0	3.965
V2	2.0	13039400	3	83.0	166.0	81.0	162.0	84.0	168.0	93.0	186.0	81.0	162.0	96.0	192.0	6.025
V2	2.0	13039600	3	414.0	828.0	432.0	864.0	448.0	896.0	496.0	992.0	432.0	864.0	512.0	1024.0	31.776
V2	2.0	13039710	3	622.0	1244.0	648.0	1296.0	672.0	1344.0	744.0	1488.0	648.0	1296.0	768.0	1536.0	47.679
V2	2.0	13040450	3	233.0	466.0	243.0	486.0	252.0	504.0	279.0	558.0	243.0	486.0	288.0	576.0	17.877
V2 and Tier 3 Subtotal				7862.0	15724.0	8127.0	16254.0	8428.0	16856.0	9331.0	18662.0	8127.0	16254.0	9632.0	19264.0	598.732
V3	3.0	13020505	3	27.0	81.0	27.0	81.0	28.0	84.0	31.0	93.0	27.0	81.0	32.0	96.0	3.000
V3	3.0	13025210	3	330.0	990.0	351.0	1053.0	364.0	1092.0	403.0	1209.0	351.0	1053.0	416.0	1248.0	38.611
V3	3.0	N1302534	3	344.0	1032.0	351.0	1053.0	364.0	1092.0	403.0	1209.0	351.0	1053.0	416.0	1248.0	38.870
V3	3.0	N1302535	3	202.0	606.0	189.0	567.0	196.0	588.0	217.0	651.0	189.0	567.0	224.0	672.0	21.241
V3 and Tier 3 Subtotal				903.0	2709.0	918.0	2754.0	952.0	2856.0	1054.0	3162.0	918.0	2754.0	1088.0	3264.0	101.722
CTE Tier 3 Subtotal				12922.0	22590.0	13392.0	23355.0	13888.0	24220.0	15314.0	26753.0	13338.0	23301.0	15808.0	27616.0	859.283

End of Report

SAT4000 Report mimics TEA's PDM5-130-002.

Attendance > Reports > Attendance Reports > Membership > SAT1700 - Entry/Withdrawal Summary

Date Run: 2/15/2021 03:48 PM
District Report for All Tracks
Cnty-Dist: 031776

Entry / Withdrawal Summary For This Period Thru 02/12/2021
TEXAS ISD
Sch Year: 2021

Program ID: SAT1700
Page: 1 of 4

School Began: 08/17/2020 Begin Range: 08/17/2020 End Range: 02/12/2021

Campus ID	Trk	Student ID	Cntrl	Last Name	First Name	MI	Entry Date	Wd Date	Wd Cd	Mem	Gr	Sex	Ada Elig	Date of Birth
101	0	505826	678	ABRAHAM	RYATT	G		01/05/2021	60	0.0	03	F	1	07/09/2012
101	0	700007	896	AGOSTO	EMMA	A		01/21/2021	60	11.0	02	F	3	07/07/2013
041	0	505716	521	ALBOLAEZ-SOLIS	DARIAN	D		01/05/2021	98	0.0	08	M	1	10/12/2006
041	0	301062	802	ALDANA	THADDAEUS	A		01/14/2021	98	7.0	08	M	1	11/28/2004
001	0	301083	877	ALEMAN	KRISTEN	L		01/05/2021	80	0.0	09	M	1	04/25/2006
101	0	700023	922	ALMAND	JOSHUA	L		01/05/2021	80	0.0	01	M	1	01/07/2014
101	0	700336	910	ALVARADO	COURTNEY	A	01/05/2021			28.0	KG	M	1	02/24/2015

SAT1700 lists students who withdrew during a specified semester-cycle or date range, including students who withdrew and reentered. Verify all entry/withdrawal rows are correct.

Attendance > Reports > Attendance Reports > Students > SAT0400 - Daily Attendance Summary

Date Run: 2-15-2021 3:54 PM
Cnty-Dist: 031-776
Campus: 001 Track: 01

Daily Attendance Summary
001 School
Sch Year: 2021
Date Range: 09-21-2020 to 10-30-2020

Program ID: SAT0400
Page: 1 of 112
Sem: 1 Cycle: 2

Date: 09-21-2020 Grade: 09

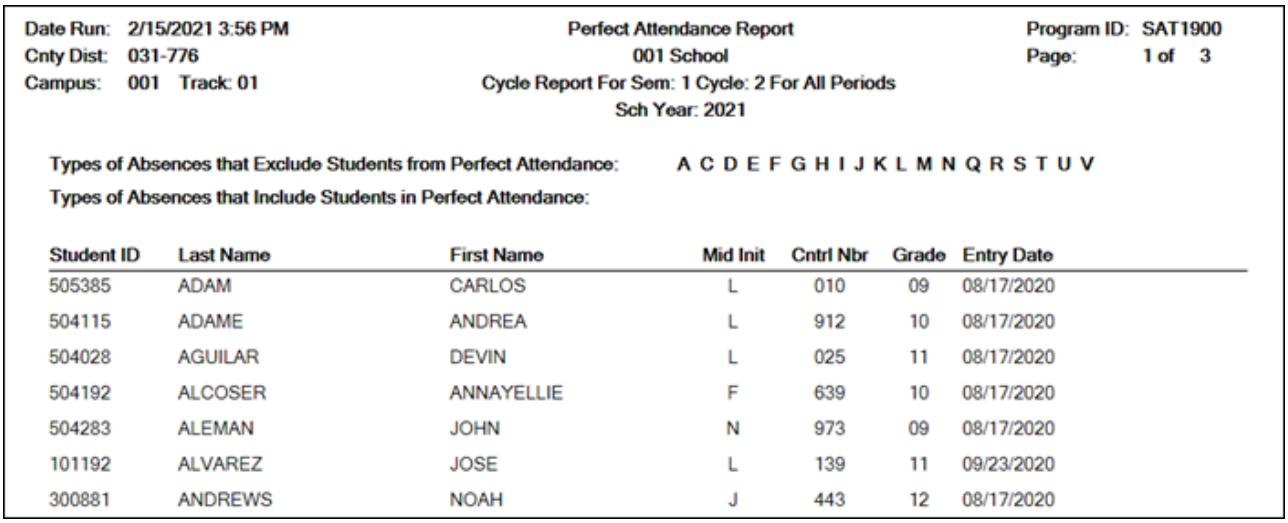
	Total
1. Beginning Membership	113
2. New or Reentry Students Today	
3. Total New Or Reentries	0
4. Total (1+3)	113
5. Withdrawals	
6. Total Withdrawals	0
7. Total Closing Membership (4-6)	113
8. Students Absent Today	

Last Name	First Name	MI	Elg	Cntrl Nbr	Last Name	First Name	MI	Elg	Cntrl Nbr
ALEMAN	KRISTEN	L	1	877	BAKER	JASMINE	J	1	010

9. Total Absences	2
10. Total Membership Present (7-9)	111

SAT0400 should be run daily and verified for accuracy against instructor records. Confirm that you have this report for all days of membership. Verify that you have withdrawal forms (section #5 on report) with matching dates on file in the student records.

Attendance > Reports > Attendance Reports > Students > SAT1900 - Perfect Attendance Report



Date Run: 2/15/2021 3:56 PM
Cnty Dist: 031-776
Campus: 001 Track: 01

Perfect Attendance Report
001 School
Cycle Report For Sem: 1 Cycle: 2 For All Periods
Sch Year: 2021

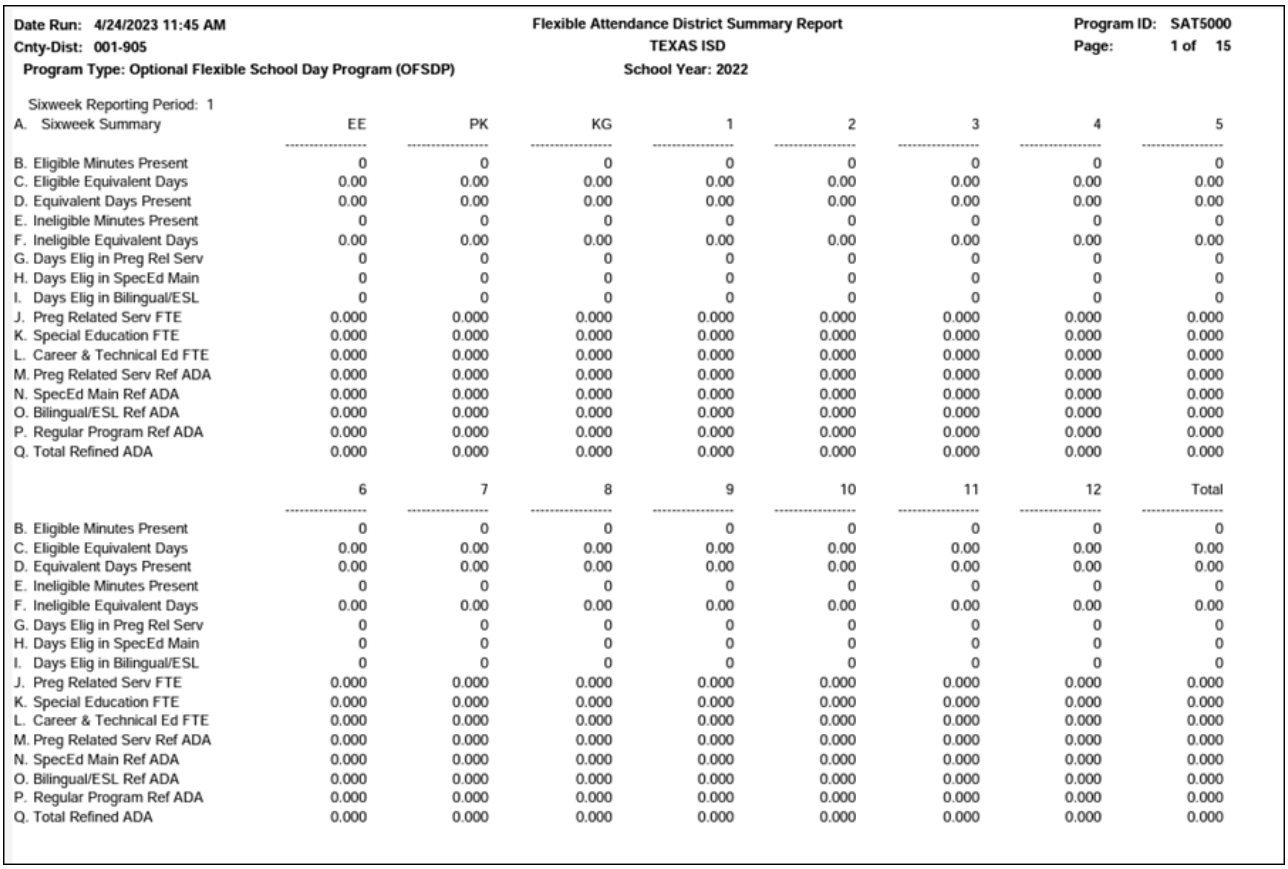
Program ID: SAT1900
Page: 1 of 3

Types of Absences that Exclude Students from Perfect Attendance: A C D E F G H I J K L M N Q R S T U V
Types of Absences that Include Students in Perfect Attendance:

Student ID	Last Name	First Name	Mid Init	Cntrl Nbr	Grade	Entry Date
505385	ADAM	CARLOS	L	010	09	08/17/2020
504115	ADAME	ANDREA	L	912	10	08/17/2020
504028	AGUILAR	DEVIN	L	025	11	08/17/2020
504192	ALCOSER	ANNAYELLIE	F	639	10	08/17/2020
504283	ALEMAN	JOHN	N	973	09	08/17/2020
101192	ALVAREZ	JOSE	L	139	11	09/23/2020
300881	ANDREWS	NOAH	J	443	12	08/17/2020

Run SAT1900 for the first semester-cycle of the school year through the final semester-cycle. Use this report to verify actual membership. Verify that all students on the report have course schedules and course completion records.

Attendance > Reports > Attendance Reports > Audit > SAT5000 - Flexible Attendance District Summary



Date Run: 4/24/2023 11:45 AM — Flexible Attendance District Summary Report — Program ID: SAT5000
Cnty-Dist: 001-905 — TEXAS ISD — Page: 1 of 15
Program Type: Optional Flexible School Day Program (OFSDP) — School Year: 2022

Sixweek Reporting Period: 1

A. Sixweek Summary	EE	PK	KG	1	2	3	4	5
B. Eligible Minutes Present	0	0	0	0	0	0	0	0
C. Eligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D. Equivalent Days Present	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. Ineligible Minutes Present	0	0	0	0	0	0	0	0
F. Ineligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G. Days Elig in Preg Rel Serv	0	0	0	0	0	0	0	0
H. Days Elig in SpecEd Main	0	0	0	0	0	0	0	0
I. Days Elig in Bilingual/ESL	0	0	0	0	0	0	0	0
J. Preg Related Serv FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
K. Special Education FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L. Career & Technical Ed FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
M. Preg Related Serv Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
N. SpecEd Main Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
O. Bilingual/ESL Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
P. Regular Program Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q. Total Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

	6	7	8	9	10	11	12	Total
B. Eligible Minutes Present	0	0	0	0	0	0	0	0
C. Eligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D. Equivalent Days Present	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. Ineligible Minutes Present	0	0	0	0	0	0	0	0
F. Ineligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G. Days Elig in Preg Rel Serv	0	0	0	0	0	0	0	0
H. Days Elig in SpecEd Main	0	0	0	0	0	0	0	0
I. Days Elig in Bilingual/ESL	0	0	0	0	0	0	0	0
J. Preg Related Serv FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
K. Special Education FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L. Career & Technical Ed FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
M. Preg Related Serv Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
N. SpecEd Main Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
O. Bilingual/ESL Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
P. Regular Program Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q. Total Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

SAT5000 is for the entire district and school year. Verify all flexible attendance data entered.

Attendance > Reports > Attendance Reports > Campus Report Group > SAT2100 - Six Weeks FTE Report

Date Run: 4-1-2025 2:24 PM
Cnty Dist: 001-905
Track: All
Campus: 001

Six Week Attendance for FTEs
001 School
For Six Week Reporting Periods
Dates:09/02/2024 To 03/28/2025
Sch Year: 2025

Program ID: SAT2100
Page: 1 of 1

	1st	2nd	3rd	4th	5th	6th	Cumulative Total
Total Refined ADA	1500.256	1669.167	1667.907	1666.808	1667.500	.000	**1650.378**
Career & Technical Education FTE Tier 1	.000	.000	.000	.000	.000	.000	**.000**
Career & Technical Education FTE Tier 2	133.639	147.571	147.546	147.250	147.250	.000	**145.975**
Career & Technical Education FTE Tier 3	132.209	145.073	144.999	144.499	144.499	.000	**143.468**
Total Special Education FTE	33.854	37.293	37.274	37.293	37.293	.000	**36.929**
(00) Speech Therapy	1.570	1.750	1.748	1.750	1.750	.000	**1.731**
(01) Homebound	.000	.000	.000	.000	.000	.000	**.000**
(02) Hospital Class	.000	.000	.000	.000	.000	.000	**.000**
(08) Voc Adjustment Class	.000	.000	.000	.000	.000	.000	**.000**
(30) State School for Per W/Men Ret	.000	.000	.000	.000	.000	.000	**.000**
(96) Off Home Cam Separate Cam	0.654	0.708	0.708	0.708	0.708	.000	**0.702**
(97) Off Home Cam - Cmty Class	.000	.000	.000	.000	.000	.000	**.000**
(98) Off Home Cam - F/T Early Chld SE	.000	.000	.000	.000	.000	.000	**.000**
Special Ed Mainstream Refined ADA	133.667	151.963	151.889	151.000	151.000	.000	**149.626**

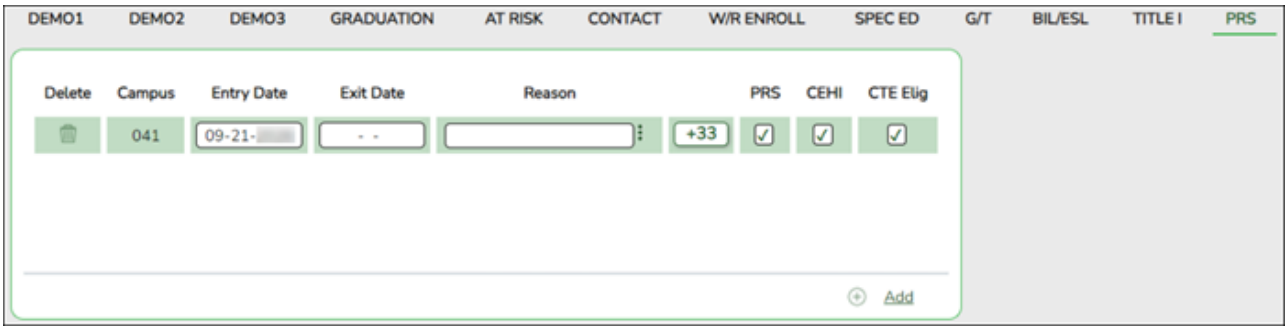
SAT2100 displays current year cumulative ADA enrollment and full-time equivalencies (FTEs) for one campus or all campuses in the district for the selected semester-cycle or date range. A summary by is included, with cumulative totals for ADA and FTE number.

NOTE: This report can be used to compare to the prior year SAT2100. Question if FTE decreased significantly in any area as this report is used to calculate funding.

- Registration > Maintenance

Registration > Maintenance > Student Enrollment > Pregnancy Related Services (PRS)

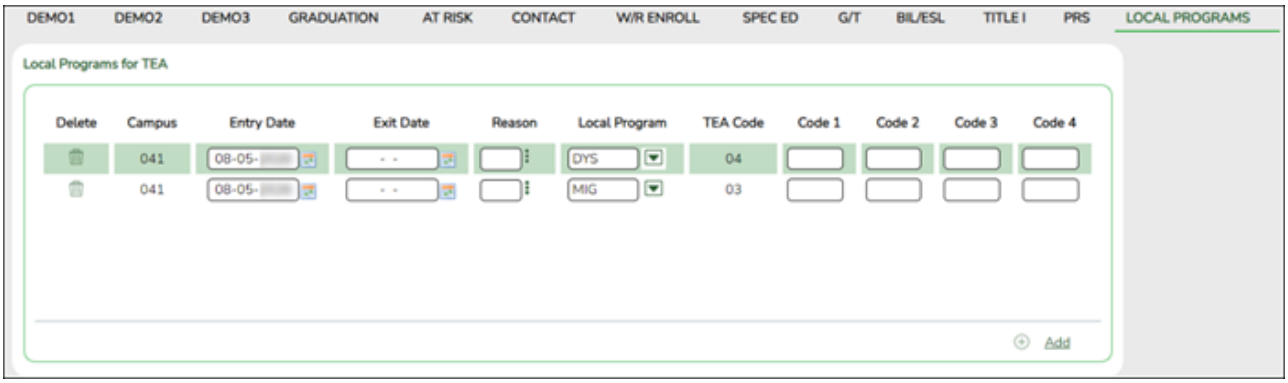
Use the following screen to update **PRS** data as needed.



Use the following screen to update the data for the following StudentCharacteristics as needed.

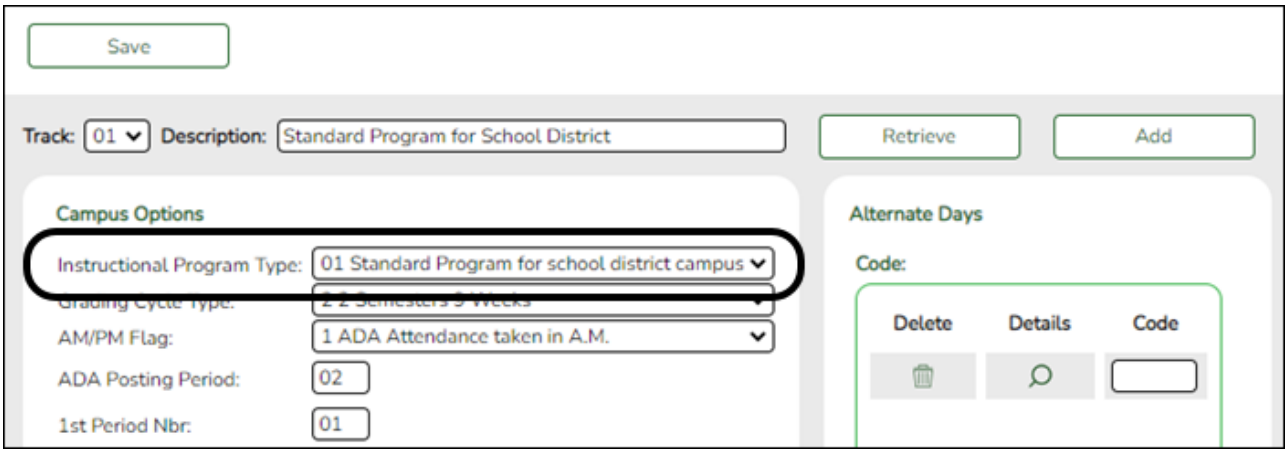
- Migrant
- Dyslexia
- General Education Homebound
- Dropout Recovery Program
- Former ESA Student
- P-TECH
- P-TECH Yr 5
- P-TECH Yr 6
- Student Residing in Residential Facility
- R-PEP
- R-PEP Yr 5
- R-PEP Yr 6

Registration > Maintenance > Student Enrollment > Local Programs



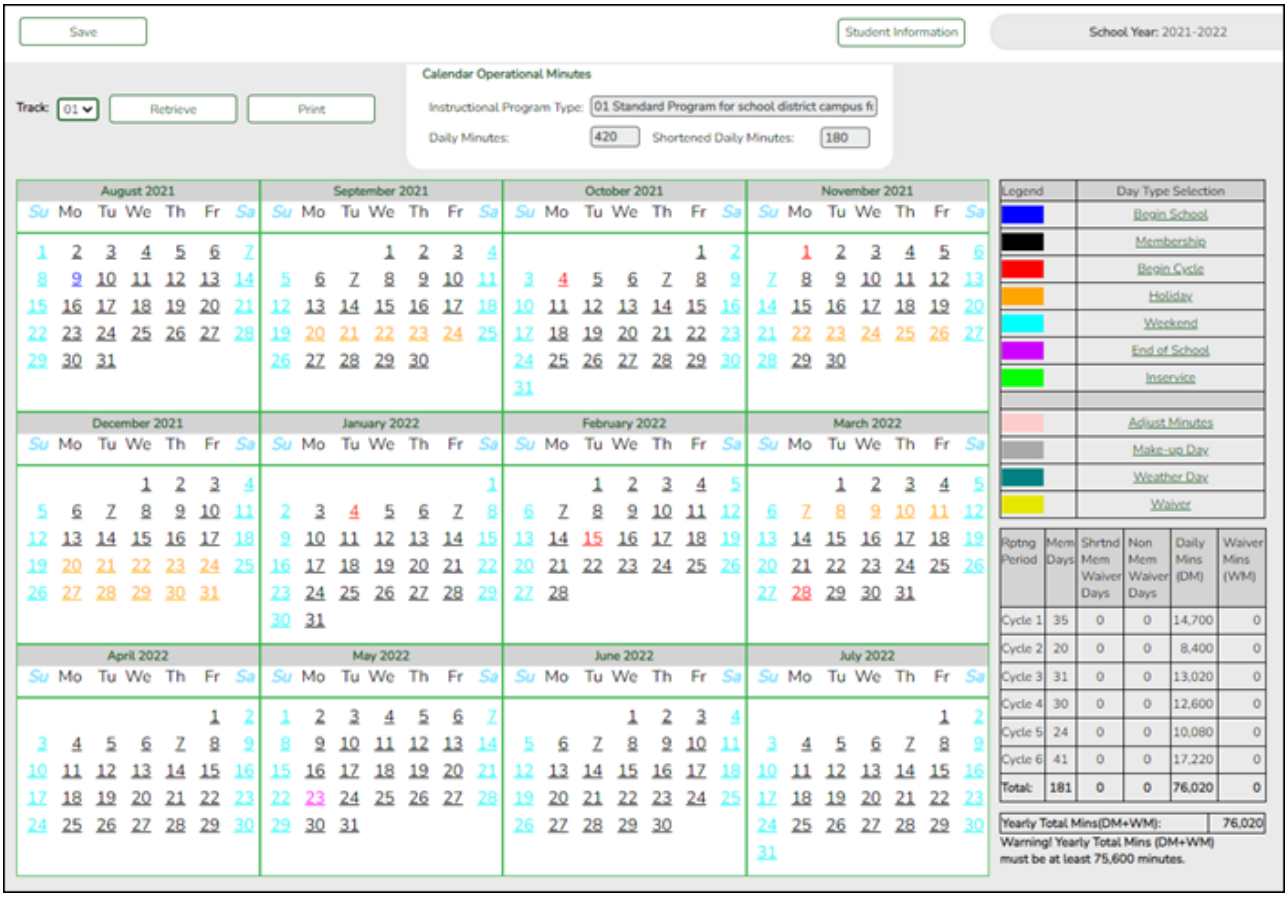
NOTE: See QuickGuide: R-PEP Hours Calculation Requirements for additional setup requirements.

- Attendance > Maintenance > Campus > Campus Options

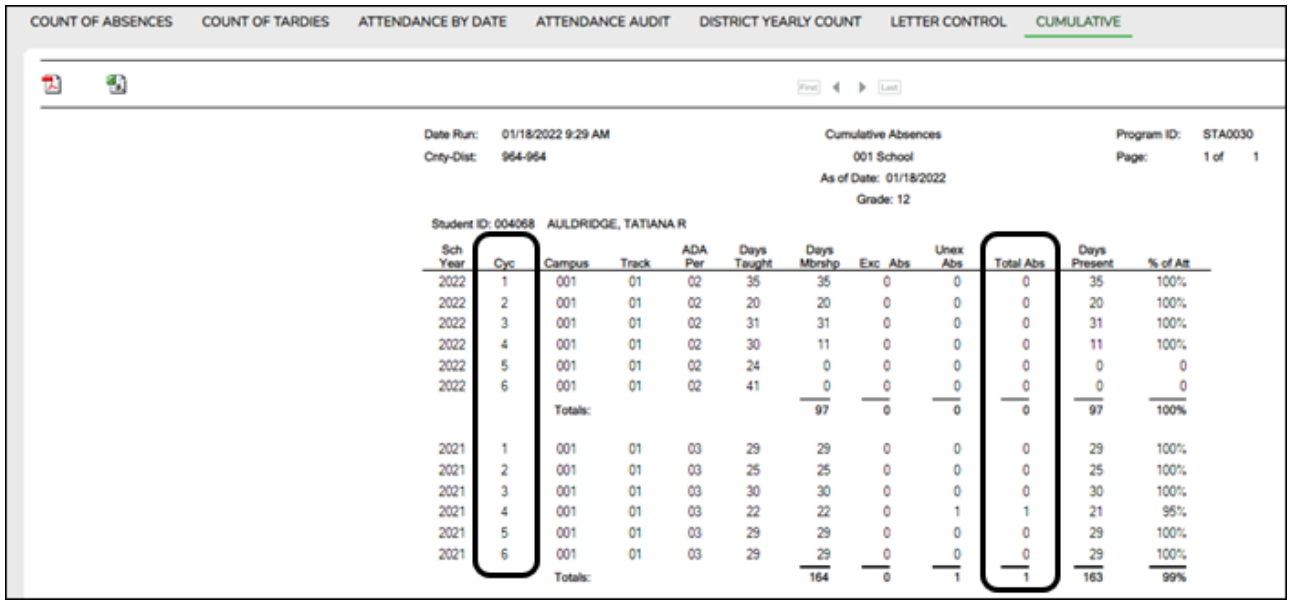


Reported Elements from Campus Options: reported in the Calendar Entity.

- Attendance > Maintenance > Campus > Campus Calendar



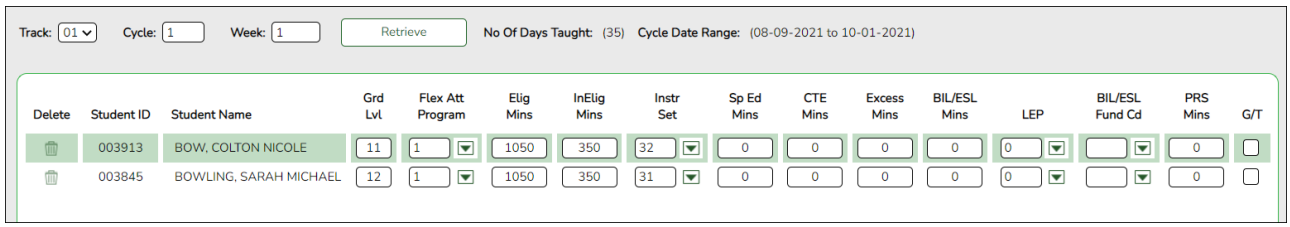
- Attendance > Maintenance > Student > Student Inquiry > Cumulative





It is recommended to run the SAT1800 - Attendance Audit Report prior to each Attendance Submission.

- Attendance > Maintenance > Flexible Attendance > Weekly Register Worksheet



NOTE: If participating in Optional Flexible Year Program, use a separate attendance track to move students. Students should have been moved the first day of the cycle (where the OFYP dates are scheduled) using the Record Status Change.

III. ASCENDER DataConnect: Publish and Review Data

Use the **ASCENDER DataConnect (ADC)** tool to complete the following tasks:

- Publish the data to the Individual Operational Data Store (IODS).
- Review any Level 1 errors in ADC. (ADC: Level 1 Errors Guide)
- Correct the applicable source data in ASCENDER.
- Republish the data to the Publish the data to the Individual Operational Data Store (IODS)(Quick Guide: ADC - Create New Run).
- Verify in ADC that the Level 1 errors have been resolved.



For a complete list of submission rules and edits, access the TSDS Web-Enabled Data Standards **(TWEDS)** website. In the top-right corner, select the appropriate **School Year** (20XX), **Collection** (XXXX), and **Submission** (XXX) and click **Open**.

Once on the TWEDS website, in the Overview tab, you can review **Collections**, **Timelines (DUE DATES)**, and **Data Submission Responsibilities**. It is **highly important** to ensure that you review all of these details as they may change according to the **School Year**.

Additionally, you can use the other tabs on the TWEDS website to review **Data Components**, **Descriptor Tables**, **References**, **Rules**, **Change Logs**, and **Early Notices**.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover