



# PEIMS Fall Submission



# Table of Contents

**PEIMS Fall Submission - DRAFT in progress** ..... 1



# PEIMS Fall Submission - DRAFT in progress

The ASCENDER District Administration application provides program data for each collection from the ASCENDER Student system. These programs are reviewed and modified annually, per the published Texas Web-Enabled Data Standards (TWEDS), to ensure that the data extracted to the district database is as accurate as possible. The extracts provide many of the edits as defined in the TWEDS.

The PEIMS Fall submission (Submission 1) includes program data for organization and student enrollment and program data records as of (and including) the Fall snapshot date.

The extract programs create the appropriate records in the district database, taking into account the school-start window and the Fall snapshot date. The as-of-status code is automatically generated for each student record.

**IMPORTANT:** This guide is exclusively for information and processes related to student data for the Fall PEIMS submission. Users needing to reference information and processes related to business data for the Fall PEIMS submissions should refer to the [TSDS PEIMS Fall Submission Data for Business](#) guide.



**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 process.

## Printable guides referenced in this document:

[QuickGuide: Local Programs](#)

[QuickGuide: TEA Census Block Utility](#)

[ASCENDER TSDS New School Year Best Practice Guide](#)

## Prerequisites

### Prerequisites

Before starting the verification process, ensure the following tasks have been completed within the respective applications:

### Security Administration

- Verify all roles and users are correct.

## Registration

- Local Programs set up in District Profile – See [QuickGuide: Local Programs](#)
- Set up Post Secondary Certification Licensure Table
- Assign Student UID Numbers

## Grade Reporting

- Clean up invalid course codes
- Set up TSDS Crosswalks

# Understanding Begin and End Dates

## Standard Rule

- **Begin Date:** Enter the **first instructional day** the event occurs.
- **End Date:** Enter the **first instructional day after the last day** the event occurs.

Example:

A student begins attending the Band course August 12, 2025. This is the first instructional day they participated. The student later withdraws from the course. The last day they attended, or were expected to attend, the class was September 25, 2025.

Here is how these dates are entered into the system:

- **Begin Date:** Enter 8/12/2025 (The first day of attendance).
- **End Date:** Enter 9/26/2025 (The first instructional day after the last day of attendance/expectation, September 25th).

## Exception: StaffSectionAssociation

- **BeginDate (E3010)** Enter the first instructional day in the current school year the staff is assigned to the section.
- **EndDate (E3020)** Enter the last instructional day the staff was assigned to the section.

**NOTE:** When extracted for reporting, the system automatically adds one day to this date. This reported date represents the first day after the last instructional day. **This is the only instance where the system adds days to the entered date**, as a date after the last day of the school year cannot be manually entered.

- The following fields are used to calculate **MonthlyMinutes** (E1057): **Days** (of the week), **Time Begin**, and **Time End**.
  - If **Time Begin** and **Time End** are blank, the TSDS Crosswalks are used to calculate

**MonthlyMinutes** (E1057).

- If **Time Begin** and **Time End** are not blank, the extract uses these values along with the **Days** (of the week) to calculate **MonthlyMinutes** (E1057).

## Verify and Update Campus/District Settings - Registration

- [Verify and Update District Data](#)

**Registration > Maintenance > District Profile > District Maintenance > State Reporting**

The screenshot displays the 'STATE REPORTING' configuration page. It includes several input fields and dropdown menus for setting up reporting parameters. A table on the right lists 'CTE Programs of Study' with columns for 'Delete' and 'Program Code'. The table contains the following entries:

Delete	Program Code
<input type="checkbox"/>	012 : Carpentry
<input type="checkbox"/>	042 : Networking Systems
<input type="checkbox"/>	050 : Teaching and Training
<input type="checkbox"/>	060 : Welding

- [Verify and Update Campus Data](#)

**Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info**

Campus ID:

**DEMOGRAPHIC INFO**    **CONTROL INFO**    **PRINCIPAL/COUNSELOR**

Low Grade Level:  High Grade Level:

Accreditation:

College Board Campus Code Number:

Default Track:

Exclude from District Reporting:

School Type:

Capped To Campus:  Capped Date:

Full Day PK Waiver:

Additional Days Program:  Participate in ELO:

Nbr of Bullying Incidents:  Nbr of Cyberbullying Incidents:

**Office of Civil Rights (OCR) Options**

School has Students Participating in Single-Sex Interscholastic Athletics:

School has Students Enrolled in One or More Single-Sex Academic Classes:

School has Students who Receive Corporal Punishment for Disciplinary Purposes:

Campus-wide Residential Facility:

**Residential Facility Options**

Delete	Details	County/Dist	Res Fac ID	Facility Name	Inst Day Len
<input type="button" value="Add"/>					

**Campus Enrollment Type**

Delete	CEP Type	Begin Date	End Date
<input type="button" value="Add"/>	02 : Zoned Enrollment - Transfers Ac	08-05-2025	--

**National School Lunch Program**

Delete	NSLP Type	Begin Date	End Date
<input type="button" value="Add"/>	03 : Yes participating in NSLP under 1	08-05-2025	--

## Verify and Update Master Schedule Data

Verify TSDS data in the district and campus master schedules.

It is recommended to first run applicable reports and then use the Grade Reporting maintenance pages to update data as needed.

## Grade Reporting

- [Verify Master Schedule Data](#)

Data in the district master schedule can be verified by running the following reports:

**Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0220 - Invalid Service ID**

Date Run: 11/10/2025		Invalid Service ID		Program ID: SGR0220			
Cnty-Dist: 001-906		TEXAS ISD		Page: 1 of 1			
		Sch Year: 2026					
Course Number	Title	Service ID	Abbrev Name	Nbr Sems	Self Paced	Graded Course	Credit Level
0751	P.E. 7 (B)	03823000	PE7B	2	0	Y	M
0752	P.E. 7 (G)	03823000	PE7G	2	0	Y	M
0753	ATHLETICS 7 (B)	03823000	ATH7B	2	0	Y	M
0754	ATHLETICS 7 (G)	03823000	ATH7G	2	0	Y	M
0851	P.E. 8 (B)	03823000	PE8B	2	0	Y	M
0852	P.E. 8 (G)	03823000	PE8G	2	0	Y	M

The SGR0220 report compares the district **Service ID** to the list of CourseCodes (formerly

known as the SERVICE-ID (C022) code table) in TWEDS for the current year. Any courses with invalid course codes are listed in the report.

**Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0050 - District Master List (Grd Rptng)**

Date Run: 11/10/2025 8:55 AM Cnty-Dist: 001-906		District Master List (Grade Reporting) TEXAS ISD Sch Year: 2026															Program ID: SGR0050 Page: 1 of 16															
Course Number	Title	Abbrev Name	Sif Pod	Nbr Sem	Exm Sem	Prd Cnt	Core Cnt	ELA Auto Wgt	Grade	Crd Prnt Lvl	Crdt Seq	Grd Crs	Gender	HR Cd	HR Tbl	HR Wgt	GA Wgt	Service ID	Service ID Description	Dept	Textbook ISBN	Spec Crs	Incl Elg Cd	Priority Use	AAR Use	CTE Hours	CTE Tier	CTE Course Sec	Pop Srv ID	Role ID	Instr Set	Class Typ
0001	Homeroom PK 3	HMRM PK3	N	2	1	2	Z	E	N	0.0	4	N	R	0	0	0	0	01010000	P/E-KIND				N	R					03	087	01	
0020	Homeroom PK 4	HMRM PK4	N	2	1	2	Z	E	N	0.0	4	N	R	0	0	0	0	01010000	P/E-KIND				N	R				03	087	01		
0030	Homeroom KG	HMRM KG	N	2	1	0	Z	E	N	0.0	4	N	R	0	0	0	0	01020000	KINDER				N	R				01	087	01		
0040	Homeroom Multi	HMRM SPE	N	2	1	0	Z	E	N	0.0	4	N	R	0	0	0	0	SE000001	SE GENER				N	R				06	087	01		
005H	STUDY HALL	STUDHALL	N	2	1	2		M	Y	0.0	4	Y	R	1	1	1	1	83800STH				Y	E	T				01	087	01		
0100	Homeroom 1	HMRM 1	N	2	1	2	Z	E	N	0.0	4	N	R	0	0	0	0	8EXCLUDE	EXCL STAFF				N	R				01	087	01		
0111	ELAR 1	ELAR 1	N	2	1	2	L	E	N	0.0	4	Y	R	1	1	1	1	02625010	ELA READ 1				Y	R				01	087	01		
0121	Math 1	Math 1	N	2	1	2	M	E	N	0.0	4	Y	R	1	1	1	1	02640010	MATH G-1				Y	R				01	087	01		
0131	Soc Studies 1	SS 1	N	2	1	2	S	E	N	0.0	4	Y	R	1	1	1	1	02660010	SOCST G-1				Y	R				01	087	01		
0141	Science 1	Sci 1	N	2	1	2	X	E	N	0.0	4	Y	R	1	1	1	1	02650100	SCIGR-1				Y	R				01	087	01		
0151	PE 1	PE	N	2	1	2	Z	E	N	0.0	4	Y	R	0	0	0	0	02530003	PE 1-6				N	R				01	087	01		
0162	Fine Arts 1	Fr Art 1	N	2	1	2	Z	E	N	0.0	4	Y	R	0	0	0	0	80300FNA				N	R				01	087	01			
0169	TECH APP	TECH APP	N	2	1	2		E	N	0.0	4	Y	R	1	1	1	1	02670010	TECAP G-1				Y	R				01	087	01		
0171	Conduct 1	CNDT 1	N	2	1	0	Z	E	N	0.0	4	Y	R	0	0	0	0	8EXCLUDE	EXCL STAFF				N	R				01	087	01		
0200	Homeroom 2	HMRM 2	N	2	1	2	Z	E	N	0.0	4	N	R	0	0	0	0	8EXCLUDE	EXCL STAFF				N	R				01	087	01		

The SGR0050 report, sorted by **Service ID**, allows you to easily identify any duplicate local course codes. **Local Course Codes** must be unique for each distinct course within the district. This report also allows users to verify **Pop Serv**, **Role ID**, and **Class Type** for all courses.

**Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0140 - Instructor List**

Date Run: 11/10/2025 1:29 PM Cnty-Dist: 001-906 001		Instructor Listing 001 School Sch Year: 2026							Program ID: SGR0140 Page: 1 of 3	
Instr ID	Name	Staff ID	Campus	Grd Lvl	Section	Homeroom	Dept	Excl from PEIMS		
901	SCHULZ, ROSALINDA	001324	001					N		
902	SALAZAR, REYNA N	001272	001					N		
903	GONZALEZ, JAMES M	000620	001					N		
904	CANTU, CARLA	000207	001					N		
905	GARCIA, GISELLE	000525	001					N		
906	MITCHELL, LUCIA V	000953	001					N		
907	SCHULTE, ROSALINDA L	001323	001					N		
908	SMITH, SAN J	001356	001					N		
909	REYES, NICHOLETTE M	001162	001					N		
910	RODRIGUEZ, RAMON E	001237	001					N		

The SGR0140 report allows you to:

- Ensure all temporary staff IDs have been updated
- Verify that staff IDs are correct
- Verify Excl From Fall PEIMS setting for instructors

**NOTE:** If staff data should not be extracted from Grade Reporting for Fall PEIMS, select the **Excl From Fall PEIMS** field on *Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor*. This sets the SGR0140 indicator to **Y**.

**Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR2500 - Schedule of Classes**

Date Run: 11/10/2025 01:31 PM		Schedule of Classes				Program ID: SGR2500			
Cnty-Dist: 001-906		001 School				Page: 1.1 of 43			
Campus: 001		Sch Year: 2026				Semester: 1			
Format: Course Title									
Course-Section, Enrollment									
Room Number, Days MET									
TEA Course Number									
Class Role									
Instructor	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08
No Instructor		SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR	SEE COUNSELOR
Instr ID:		1000-01 5	1000-02 4	1000-03 4	1000-04 7	1000-05 5	1000-06 10	1000-07 7	1000-08 4
		MTWThF	MTWThF	MTWThF	MTWThF	MTWThF	MTWThF	MTWThF	MTWThF
		SEXCLUDE	SEXCLUDE	SEXCLUDE	SEXCLUDE	SEXCLUDE	SEXCLUDE	SEXCLUDE	SEXCLUDE
		01-Teacher of Record	01-Teacher of Record	01-Teacher of Record	01-Teacher of Record	01-Teacher of Record	01-Teacher of Record	01-Teacher of Record	01-Teacher of Record
Total Students: 46									
AQUILAR, A	SPED POP	RESOURCE RDG							
Instr ID: 943	9014-99 1	9660-01 0							
Sel ID=000013	307 MTWThF	307 MTWThF							
	S5000SPD	S4000RRD							
	01-Teacher of Record	01-Teacher of Record							
Total Students: 3									

The SGR2500 report provides a count of students in each instructor’s class, as well as the **Service ID** CourseCodes (formerly known as the SERVICE-ID (C022) code table) and total students.

It allows you to:

- Identify course sections with no students enrolled
- Verify several data elements within the following data entities: **Course**, **CourseOffering**, **Section**, and **StaffSectionAssociation**.

**Recommendations:**

- Delete any course sections that have no students enrolled and are not in use. This prevents the system from sending incorrect or unnecessary data during processing.
- For districts that use the multi-period scheduling for elementary grade reporting, each subject should have a unique period. This is recommended by the TEA for classroom linking.

**Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0110 - Master Schedule PEIMS**

Date Run: 10/14/2025 2:43 PM		Master Schedule PEIMS Information										Program ID: SGR0110															
Cnty-Dist: 001-906		001 School										Page: 1 of 116															
Campus: 001		Sch Year: 2026										Bold indicates district data															
												Gray indicates invalid Svc ID															
												# Inactive Instructor															
Sec	Inst	Inst Name	Class Role	Days	Per Met	Per Beg	End Time	Entry Date	Withdraw Date	Svc ID	Class Type	Pop Svc	Role ID	Class ID	High PK	Qual Stu	PK Instr	Child-Care	Home Room	On Ramps	Dual Tech	Adv CTE	CTE Hrs	CTE Tier	Teacher Cert	College Sem1	Credit Hours Sem2
04		excluded	005H 01	MTWThF	04	05		8/05/2025		83800ST	01	01	087						0	0	0			N	0	0	
05		RODRIGUEZ	01	MTWThF	05	05		8/05/2025		83800ST	01	01	087						0	0	0			N	0	0	
		Course Number	0600				Title	SEE COUNSELOR		85000CO															0	0	
		Course Number	0601				Title	LEADERSHIP		83800LD															0	0	
		Course Number	0602				Title	ESL INT		83800ES															0	0	
		Course Number	0603				Title	ACTIV OF CL		8500000															0	0	

The SGR0110 report provides campus-level PEIMS information for the current school year. It allows you to verify campus course information at the section level.

**NOTE:** Section level settings override district level settings.

**REMINDER:** Specific to the StaffSectionAssociation

- **BeginDate (E3010)** Enter the first instructional day in the current school year the staff is assigned to the section.
- **EndDate (E3020)** Enter the last instructional day the staff was assigned to the section.

**NOTE:** When extracted for reporting, the system automatically adds one day to this date. This reported date represents the first day after the last instructional day. **This is the only instance where the system adds days to the entered date,** as a date after the last day of the school year cannot be manually entered.

- The following fields are used to calculate **MonthlyMinutes (E1057): Days (of the week), Time Begin,** and **Time End.**
  - If **Time Begin** and **Time End** are blank, the TSDS Crosswalks are used to calculate **MonthlyMinutes (E1057).**
  - If **Time Begin** and **Time End** are not blank, the extract uses these values

along with the **Days** (of the week) to calculate **MonthlyMinutes** (E1057).

**Recommendations:**

- For campuses with a set bell schedule, use Crosswalk **042 Responsibilities - From Campus/Period to Minutes** to assign **MonthlyMinutes** (E1057) based on the period. Only enter the **Time Begin** and **Time End** fields for the specific course sections that do not follow the standard bell schedule.
- For course sections where daily subject minutes may fluctuate, such as elementary teachers whose subject times vary, use Crosswalk **043 (Responsibilities - From Campus/Service ID to Minutes)** to assign **MonthlyMinutes** (E1057) based on the CourseCode, formerly known as SERVICE-ID.

- [Update Master Schedule Data](#)

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

AVAILABLE COURSES

ENGLISH Course Number Retrieve Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Sif Pcd
		1010	ENGLISH 1	ENG 1	03220100	ENG 1	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		1011	ENGLISH 1A	ENGLISH	03220100	ENG 1	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		1012	ENGLISH 1B	ENGLISH	03220100	ENG 1	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		1020	ENGLISH 2	ENGLISH	03220200	ENG 2	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		1021	ENGLISH 2A	ENGLISH	03220200	ENG 2	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		1022	ENGLISH 2B	ENGLISH	03220200	ENG 2	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		1030	ENGLISH 3	ENGLISH	03220300	ENG 3	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		1031	ENGLISH 3A	ENGLISH	03220300	ENG 3	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		1032	ENGLISH 3B	ENGLISH	03220300	ENG 3	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		1040	ENGLISH 4	ENGLISH	03220400	ENG 4	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		1041	ENGLISH 4A	ENGLISH	03220400	ENG 4	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>

Rows: 13 Add

=>Crs Nbr: 1010 ENGLISH 1 Abbrev Name: ENG 1 Service ID: 03220100 ENG 1 Graded Crs:   
 Nbr Sem: 2 Textbook ISBN: Exclude from TeacherPortal: Incl Both(Att Grds) Self Paced:

**Grade Reporting** Per Ctrl: 2 Department: Gender Restr: Required:  Elective:

**Course Codes and Credits** Tot Credits: 1.0 Part Credit:  Grad Plan: Spec Cons: OnRamps: Credit Seq: 4 Credit Lvl: H CPR: Speech:

**Elem/Misc** Core Crs: ELA Wgt: Auto Grd: Incl UIL Elig:  Exam/Sem Pat: 1

**PEIMS** CTE Hrs: Pop Srvd: 01 Class Type: 01 Role ID: 087 Crs Seq:

**HR/GA** HRoll Wgt: 1 HRoll Table: R Regular HRoll Cd: GA Table: R Regular GA Wgt: 1

Select the magnifying glass to update **Course Number** information.

- The selected information is displayed. [The grid view can be changed.](#)

The default view in the grid is basic course information indicated by => **Crs Nbr** in the area below the grid. You can modify the view in the grid by clicking an underlined

header in that area.

For example, if you click the **PEIMS** header, only PEIMS information is displayed in the grid. The PEIMS header is displayed as ⇒ **PEIMS** indicating that it is the current view.

**Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section**

The screenshot displays the 'Section' maintenance interface. At the top, there are tabs for 'COURSE SELECTION', 'COURSE', 'SECTION', 'INSTRUCTOR', and 'COPY COURSE SECTION'. Below the tabs is a search bar with a 'Retrieve' button. The main area contains a table of section records with columns: Del, Details, Course, Title, Sec, Max Seats, Stu Enroll Sem 1, Stu W/D Sem 1, Stu Enroll Sem 2, Stu W/D Sem 2, Multi Svc Ind, Incl UIL Elig, Lock, Dst Lrng, and Non Campus Based. Below the table are navigation buttons (First, 1/47, Last) and an 'Add' button. A detailed form for editing a section is shown below the table, with fields for Course Number (00SH), Title (STUDY HALL), Section (04), and various other attributes. The form is divided into several sections: Section Information, Restrictions, Course Codes and Credits, District Information, and Campus Information. At the bottom, there is a grid of section records with columns: Del, Sem, Days, Per Begin, Per End, Room, Time Begin, Time End, Lckout, Instr ID, Instructor, Class Role, Role ID, CTE, Entry Date, Withdraw Date, and ADSY.

☐ Select the  magnifying glass to update **Course Number** information.

Several fields exist on both the district and campus master schedules. These fields only need to be updated in the campus master schedule if they require different values than the district master schedule.

- If the field in the campus master schedule (section record) contains data, that value is extracted.
- If the field is blank in the campus master schedule (section record), the district value is extracted.
- Under District Information, district-level settings are displayed for your information.

**Change the grid view:** To display the applicable fields in the grid, click the section heading below the grid. An arrow is displayed next to the heading to indicate that those

fields are displayed above.

- [Verify TSDS](#)

Several fields exist on both the district and campus master schedules. These fields only need to be updated in the campus master schedule if they require different values than the district master schedule.

- If the field in the campus master schedule (section record) contains data, that value is extracted.
- If the field is blank in the campus master schedule (section record), the district value is extracted.
- Under District Information, district-level settings are displayed for your information.

**Change the grid view:** To display the applicable fields in the grid, click the section heading below the grid. An arrow is displayed next to the heading to indicate that those fields are displayed above.

- [Crosswalks](#)

**Grade Reporting > Maintenance > Tables > TSDS Crosswalks**

The screenshot shows a web interface for selecting a crosswalk. At the top left is a 'Save' button. Below it is a 'Crosswalk Type:' label followed by a dropdown menu. The dropdown menu is open, showing four options: '042 Responsibilities - From Campus/Period to Minutes' (highlighted in blue), '043 Responsibilities - From Campus/Service ID to Minutes', '044 PE Responsibilities - Campus/Crs/Sec', and 'ADP Additional Days School Year Courses'. To the right of the dropdown is a 'Retrieve' button.

Select the appropriate crosswalk from the **Crosswalk Type** dropdown menu.

Click **Print** to print the data displayed.

The screenshot shows the header of a report. It includes the following text: 'Date Run: 11-11-2025 9:28 AM', 'Cnty Dist: 001-906', 'TSDS Student Crosswalks Report TEXAS ISD', and 'Page: 1 of 1'. Below this is the title 'Crosswalk Table: 042 Responsibilities - From Campus/Period to Minutes'. At the bottom, there are two fields: 'From' with the value '00101' and 'To' with the value '00840'.

**NOTE:** The TSDS Crosswalks Print option allows users to verify the accuracy of their set-up.

- [Update Crosswalks](#)

Crosswalks are used to calculate and assign the MONTHLY-MINUTES (E1057) for staff responsibilities in the four weeks preceding the PEIMS Fall snapshot date (the last Friday in October). They are essential for ensuring minutes are reported accurately and consistently across the district.

### Logic for Monthly Minutes Assignment

The system determines the Monthly Minutes (E1057) for a course section using the following hierarchy:

1. **Time Fields First:** The system first looks at the **Begin Time** and **End Time** fields for the specific course section. If these fields are populated, the minutes are calculated from this time range.
2. **043 Crosswalk:** If the **Begin Time** and **End Time** fields are blank, the system checks the 043 Crosswalk (Responsibilities - From Campus/Service ID to Minutes) to see if the CourseCode (Service ID) is set up.
3. **042 Crosswalk:** If the **CourseCode** (Service ID) is not set up on the 043 Crosswalk, the system looks at the **042 Crosswalk** (Responsibilities - From Campus/Period to Minutes).

### **Grade Reporting > Maintenance > Tables > TSDS Crosswalks**

**NOTE:** Minutes for any holidays should be included.

Crosswalk Type	Purpose and Usage
042 - Responsibilities - From Campus/Period to Minutes	For campuses with a set bell schedule, use Crosswalk <b>042 Responsibilities - From Campus/Period to Minutes</b> to assign MonthlyMinutes (E1057) based on the period. Only enter the <b>Time Begin</b> and <b>Time End</b> fields for the few, specific course sections that do not follow the standard bell schedule.

Crosswalk Type	Purpose and Usage
043 - Responsibilities - From Campus/Service ID to Minutes	For course sections where daily subject minutes may fluctuate, such as elementary teachers whose subject times vary, use Crosswalk <b>043 (Responsibilities - From Campus/Service ID to Minutes)</b> to assign MonthlyMinutes (E1057) based on the CourseCode (formerly known as SERVICE-ID).
044 - PE Responsibilities - Campus/Crs/Sec	Use Crosswalk <b>044 (PE Responsibilities - Campus/Crs/Sec)</b> to enter the number of days and minutes in which the PE teacher provides physical education instruction each week at the campus for the four weeks in October that include the last Friday in October.  This is required for all teachers of record for course-sections associated with specific physical education (PE) CourseCodes.

These fields are not reported for employees with PE substitution responsibilities (i.e., employees with service IDs PES00000-PES00015).

Records are created for non-campus-based PE courses (i.e., Non Campus Based is greater than 00 in the campus master schedule) if the course is taught during semester 1 and at least one student is enrolled in the class.

This crosswalk is not used for Business-only districts whose responsibility records come from Human Resources, or if PE service IDs are not used for PE courses, or if your PE service ID courses do not have students. All other districts should use this crosswalk.

**Update Data:**

<b>Crosswalk Type</b>	Select the <a href="#">crosswalk table</a> for which you want to convert data.
-----------------------	--------------------------------------------------------------------------------

- The selected crosswalk table is displayed. [The list can be re-sorted.](#)

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A white triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.








**Crosswalk Type:**  
**042 Responsibilities - From Campus/Period to Minutes**

**Update Data:**

- Click **+Add** to add a new row. A blank row is added to the bottom of the grid.
  - In the **From** field, type the three-digit campus ID and a two-digit period (e.g., for campus 001 and period 01, type 00101).
  - In the **To** field, type the monthly minutes value. Zero-fill the value to five digits (e.g., 00940).
- Click **Save**.

**Crosswalk Type:****043 Responsibilities - From Campus/Service ID to Minutes****Update Data:**

- Click **+Add** to add a new row. A blank row is added to the bottom of the grid.
  - In the **From** field, type the three-digit campus and ID and the eight-digit CourseCode (e.g. campus 101 and CourseCode 01020000, type 10101020000).
  - In the **To** field, type the monthly minutes value. Zero-fill the value to five digits (e.g. 07200).
- Click **Save**.

<b>Print</b>	<p><a href="#">Print the crosswalk report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p>
--------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p><b>Delete a row.</b></p> <p>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>. A message is displayed confirming that you want to delete the row.</p> <ul style="list-style-type: none"> <li>◦</li> </ul> <p>Click <b>OK</b> to delete the row.</p> <ul style="list-style-type: none"> <li>◦</li> </ul> <p>Click <b>Cancel</b> not to delete the row.</p>
-----------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Crosswalk Type:****044 PE Responsibilities - Campus/Crs/Sec****Create or update the crosswalk:**

- In the **Crosswalk Table** field, select *044-PE Responsibilities - Campus/Crs/Sec*.
- The first time you access the page, there will be rows from the previous year displayed. Click **Delete** then click **Create** to add current year courses.

A list of course-sections associated with physical education (PE) service IDs is listed. This list is predefined and cannot be changed.

The **From** column lists course-sections in the campus-course-section format, where:

- The first three digits are the campus ID.
  - The next digits are the course number, which may contain between four and eight digits.
  - The last two digits are the section number.
  - The course-sections are for semester 1.
- For the Teacher of Record for each course-section listed, enter the following information for the four weeks in October that include the last Friday in October:
    - In the **Day Week 1-4** fields, type the number of days in which the employee provides physical education instruction each week at the campus. Valid entries are one digit between 0-5.
    - In the **Mins Week 1-4** fields, type the number of minutes the employee provides physical education instruction each week at the campus. Valid entries are up to four digits between 0-3000.

These fields are automatically populated according to the **Days** code entered on **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section** for each course-section meeting time. The program calculates the minutes in the days from the section **Time Begin/End** and sums for each meeting time the days per week for that meeting time, then multiplies the minutes per day

for that meeting time to calculate the minutes for each week.

Click **Save**.

Click **Print** to print the data displayed.

If new PE responsibilities records are found the next time you access the page, the **Create** button will be replaced with the **Refresh** button. Click **Refresh** to add new records to the grid.

**NOTE:** You cannot delete data row by row. You must click **Delete** to delete all rows on the page. Then, click **Create** to populate the page with PE course-sections. Then, you can re-enter all data.

**WARNING:** If you click **Delete**, all rows are deleted.

## Verify and Update Current Year Student Data - Registration

- [Demo1](#)

***Registration > Maintenance > Student Enrollment > Demo1***

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

**Demographic Information**

Grade: 12 Entry Dt: 08-05-2025 Track: 01 Orig Entry: 08-05-2025 Withdrawal Dt: -- Portal ID: fbF2vaFA35

Name: MICHELLE MADALYN AGUILAR  
 First Middle Last Gen Nickname

Social Security Number Denied:  SSN: 403-92-3818 Prior SSN: -- Texas Unique Student ID: 7827254167 Medicaid Eligible:  Medicaid ID: --

Sex: F DOB: 11-16-2007 Hispanic/Latino:  Aggregate Race/Ethnicity: H - Hispanic

White:  Black/African American:  Asian:  American Indian/Alaskan Native:  Hawaiian/Pacific Isl:

**Phone / Address**

Addr/Tel Rest: Phone Nbr: 555 675-9361 Cell Ph Nbr: -- E-mail: --

Mailing: 742 E LEONA Alamo City TX 46119 + Duplicate  
 Num Street Direction Apt City State Zip

Physical: 742 E. LEONA ST Alamo City TX 46119 +

**Student Indicators**

Eligibility Code: B Record Status: 1  
 Attribution Code: NSLP: Child Find: SPPI-11:   
 Campus ID Resid: -- Child Find: SPPI-12:   
 Active Cd: 1 - Active As of Status Last Friday October: B Excl:   
 Cnty Residence: As of Status Last Day Enrollment: H Excl:   
 Reporting Excl: --

**Current / Next Year Information**

Control Num: 906 Next Yr Cntrl:   
 Here Last Yr:  Next Yr Camp:   
 CY Xfer Factor: -- NY Xfer Factor: --  
 CY Team Code:  NY Team Code:

**Economic Disadvantage**

Delete	Descriptor	Begin Date	End Date
	00	08-05-2025	--

[Add](#)

**Foster Care**

Delete	Descriptor	Begin Date	End Date
no rows			

[Add](#)

**Military Connected**

Delete	Descriptor	Begin Date	End Date
no rows			

[Add](#)

For mass updates to **Economic Disadvantage**, use the [Registration > Utilities > Reset Values](#) utility.

- [Demo2](#)

**Registration > Maintenance > Student Enrollment > Demo2**

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL

**Counselor Information**  
 Counselor: 003  
 Dt Entry 5th Grd: 08-15-2018  
 Dt Entry 8th Grd: 08-16-2021  
 Dt Entry 9th Grd: 08-11-2022  
 District Entry Date: 08-27-2012  
 Birth City: BEXAR COUNTY  
 Birth State: TX  
 Birth Country: 01  
 Cohort: 2026

**Miscellaneous**  
 Primary Language:   
 Immig Tracking:   
 Headstart Code:   
 Alien Tuition Cd:   
 Parent Federal Connected:   
 Att Zone Home Campus:   
 SAT-ACT-TSIA Reimburse:

**Dual Language Immersion**  
 Year Language  
 01:   
 02:   
 03:   
 04:   
 05:   
 Assessment Date: -- --  
 Completion Year:

**Receive/Transfer**  
 Previous District:   
 Previous Campus: 001  
 Last Year Campus: 001  
 Last Year Grade:   
 Records Request:   
 Records Forward:

**Locker**  
 Number:   
 Combination 1:   
 Combination 2:

**ECDS Assessments**  
 PK Beginning of Year: -- --  
 PK End Of Year: -- --  
 KG Beginning of Year: -- --

**Magnet School**  
 Magnet this year:   
 Magnet next year:

**Local Use**  
 Local Use Code 1  Function 1  Undefined Pgm   
 Local Use Code 2  Function 2   
 Local Use Code 3 1

**Census Block**  
 Delete Census Block Begin Date End Date  
  -- -- -- --

**NOTE:** See the [QuickGuide: TEA Census Block Utility](#) for guidance.

- Demo3

**Registration > Maintenance > Student Enrollment > Demo3**

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

**Promotion**  
 Year End Status:   
 SSI Promotion:   
 Retained Reason 1:   
 Retained Reason 2:   
 Retained Reason 3:

**Status Indicators**  
 Student Parent:   
 Even Start:   
 Neglected/Delinquent:

**Homeless Status**  
 Delete Descriptor Begin Date End Date  
 No Rows

**Early Reading Indicator**  
 Delete Descriptor Begin Date End Date  
 no rows

**Adult Previous Attendance**  
 Delete Descriptor Begin Date End Date  
  -- -- -- --

**Unaccompanied Youth**  
 Delete Descriptor Begin Date End Date  
 no rows

**Unschooling Asylee Refugee**  
 Delete Descriptor Begin Date End Date  
 no rows

**Full Time Hybrid Virtual Program**  
 Delete Descriptor Begin Date End Date  
 No Rows

- Graduation

**Registration > Maintenance > Student Enrollment > Graduation**

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS

**Graduation**

Graduation Type:  Graduation Date:

AAR Grad Plan:  Texas Grant Eligibility:

Cert of CrsWrk Date Completed:  College Entry:

CPR-AED Date Completed:  Speech Date Completed:

Peace Officer Interact Date Completed:

Texas First Early HS Completion Pgm:

IGC Reviewed:  Established Date:  IGC Graduate:

**Financial Aid Application**

Status:

Met Date:

**Foundation High School Program**

College Career Instruction:

Foundation Crswrk:  Distinguished Crswrk:

STEM:  Date Completed:

Public Services:  Date Completed:

Business and Industry:  Date Completed:

Multi Disciplinary Studies:  Date Completed:

Arts and Humanities:  Date Completed:

**Industry Based Certification**

Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Background Check Cost	Reimburse	Enrolled
no rows								

[Add](#)

**If the student has a graduation plan assigned to them in the Graduation Plan application, this data must be updated in the Graduation Plan application.**

**Graduation Plan > Maintenance > Student > Individual Maintenance > PGP**

GRADE LEVEL COURSE DETAIL CREDIT SUMMARY CREDIT DETAIL **PGP** PERFORMANCE ACKNOWLEDGMENT

CPR-AED Date Completed [ ] Speech Date Completed [ ] Peace Officer Interact Date Completed [07-26-2023]

Foundation	Endorsement	Distinguished	STAAR EOC Assmnts	College Readiness	Diagnostic Info	
4 English (English 1-3 & 1 Adv) 3 Math (Alg1, Geo, & 1 Adv) 3 Science (Bio, IPC or Adv & 1 Adv) 3 SS (US H, Eco/Govt & WG or WH) 2 Language Other Than English 1 Fine Arts 1 Physical Education 5 Electives (22 Credits) 1 - Pursuing	(22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives  (26 Credits)	(26 Credits) with 4 Science 1 Algebra 2 Endorsement	English 1 Approaches English 2 Approaches Algebra 1 Approaches Biology 1 DidNotMeet US History  English 3 Algebra 2  Cum GPA 2.68750 Cum Rank 44	ACT.....Composite ACT PLAN...Composite PSAT Old...Combined PSAT New...Combined PSAT Section Scores SAT.....Combined SAT Section Scores TSIA Scores TSIA2.....MathDiag	Math Read Engl Sci Math Read Engl Math Read Math Read Math Read Math Read Math Read Math Read Math Read Math ELAR WPI ABE	Dyslexia... LEP..... Migrant... G/T..... Spec Ed...  Retained...

Met Date [ ] Multi-Disciplinary Studies [Pursuing] Arts and Humanities [0 - Not Participating] Parent Signature [ ] Counselor Signature [ ]

Industry Based Certification

Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Background Check Cost	Reimburse	Enrolled
No Rows								

- At Risk

**Registration > Maintenance > Student Enrollment > At Risk**

DEMO1 DEMO2 DEMO3 GRADUATION **AT RISK** CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

1	2	3	4	5	6	7	8	9	10	11
Not Promoted	Avg < 70	Below Perf.	Failed Test	Preg/Parent	DAEP (TEC37.006)	Expelled (TEC37.007)	On Parole, Prob, Deferred Proc., Othr Release	Previous PEIMS Dropout	Emergent Bilingual	In Dept Family Protective Svcs
Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc

Last Grade Failed: [ ] Last Year Failed: [ ]

Non PEIMS District Codes

User 1 - Char 1 [ ]  
User 2 - Char 1 [ ]  
User 3 - Char 3 [ ]  
User 4 - Char 3 [ ]  
User 5 - Char 8 [ ]

DEMO1 DEMO2 DEMO3 GRADUATION **AT RISK** CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Below Perf.	Failed Test	Preg/Parent	DAEP (TEC37.006)	Expelled (TEC37.007)	On Parole, Prob, Deferred Proc., Othr Release	Previous PEIMS Dropout	Emergent Bilingual	In Dept Family Protective Svcs	Homeless	Residential Placement	Incarc./ Parent Incar.	Dropout Recovery School	Chronically Absent (TEC 48.009)	10+ Unexcused Abs/Emo (TEC 25.085/25.086)
Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc

Last Grade Failed: [ ] Last Year Failed: [ ]

Non PEIMS District Codes

User 1 - Char 1 [ ]  
User 2 - Char 1 [ ]  
User 3 - Char 3 [ ]  
User 4 - Char 3 [ ]  
User 5 - Char 8 [ ]

**Registration > Utilities > Set Student At Risk Indicators**

This utility sets a student's At-Risk indicator if any of the **PEIMS at-risk criteria** fields are

selected for the student on Maintenance > Student Enrollment > At Risk, or clears it if none are selected. The utility sets or resets only 10 of the 15 fields, as indicated below.

Only students with the **Record Status** field set to 1 (currently enrolled this campus), 2 (currently enrolled this campus and will return next year) or 3 (currently enrolled this campus, will attend new camp next year) on Maintenance > Student Enrollment > Demo1 who are under 26 years old are considered.

The following **PEIMS At-Risk criteria** fields are set by the utility:

- 1. Not promoted for one or more school years
- 2. Did not maintain avg of 70 in 2 or more subject (07-12)
- 3. Unsatisfactory performance on assessment instrument
- 5. Pregnant/parent
- 6. Placed in a DAEP (TEC37.006)
- 7. Expelled (TEC37.007)
- 10. Emergent Bilingual (EB)
- 11. Is in the custody of care of the DFPS or has been referred to DFPS
- 12. Homeless
- 16. Chronically Absent (TEC, 48.009)
- 17. 10+ Unexcused Abs/6mo (TEC 25.085/25.086)

The following **PEIMS At-Risk criteria** fields must be set manually:

- 4. Unsatisfactory performance on readiness test (PK-03)
- 8. On parole, probation, deferred prosecution, or other conditional release
- 9. Previous PEIMS dropout
- 13. Residential Placement
- 14. Incarcerated or parent/guardian has been incarcerated during the student's lifetime, per Penal Code Section 1.07
- 15. Enrolled in a designated dropout recovery school under TEC §39.0548

The **At-Risk Indicator** is not cleared when fields **4, 8, 9, 13, 14** or **15** is selected.

- This utility cannot be used in prior school years.
- You must have security rights assigned in the Security Administration application to run this utility.
- At-Risk information is from PEIMS Data Element E0919.
- Indicator 4 is not cleared unless the student has an assessment in the current or prior school year. This prevents manually entered data from being cleared for students who re-enrolled in the district.

See [Registration > Utilities > Set Student At Risk Indicators](#) for more information on this utility.

- [W/R Enroll](#)

***Registration > Maintenance > Student Enrollment > WR Enroll***

DELETE	DETAILS	CAMPUS	ENTRY DATE	EXIT DATE	REASON	ET VERIFY	STATUS	EXCLUSION	GRADE	ELIG CD	CTE ELIG	TRACK	ATTRIB CD	CAMP RES	CAMP ACC	COMNTS	RES FAC
		001	08-05-2025	--		<input checked="" type="checkbox"/>	1		12	8	<input checked="" type="checkbox"/>	01		--	--		<input type="checkbox"/>

Campus:  Status Cd:  Track:  Residential Facility:   
 Entry Date:  Exclusion Code:  Attribution Cd:   
 Exit Date:  Grade Level:  Camp Resid:   
 Reason:  Eligibility Code:  Camp Account:   
 ET Verify:  CTE Elig:

- Special Ed

**Registration > Maintenance > Student Enrollment > Spec Ed**

DELETE	CAMPUS	ENTRY DATE	EXIT DATE	REASON	+	PRIM DIS	SEC DIS	TERT DIS	MULTI DIS	MEDICAL FRAGILE	INSTR SET	CHILD CNT FUND	CTE ELIG	SPEECH	RDSPD	RDSPD DIST OF SVC
	001	--	--		+33	00				<input type="checkbox"/>	00		<input checked="" type="checkbox"/>	0	0	-

Services

ASST TECH	AUD SVC	COUNS SVC	ECI	INTERP SVC	MEDICAL DIAG	OCCUP THRPY	ORIENT TRNG	PHYS THRPY	PPCD	PPCD LOCATION	PSYCH SVC	REC THRPY	SCH HLTH SVC	SOC WRK SVC	TRANSPORT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** PPCD Location = ECSEServiceLocation (E1077)

- Gifted/Talented (G/T)

**Registration > Maintenance > Student Enrollment > GT**

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T

Delete	Campus	Entry Date	Exit Date	Reason	Gift/Talent
	001	--	--		<input checked="" type="checkbox"/>

+ Add

General Intellectual Ability:  Creative Productive Thinking:   
 Specific Subject Matter Aptitude:  Leadership Ability:

- Bilingual/ESL

**Registration > Maintenance > Student Enrollment > Bilingual/ESL**

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I

Delete	Details	Campus	Entry Date	Exit Date	Reason	EB Cd	Par Perm Cd	Lang Instru Program Svc	Bil/ESL Fund Cd
		001	--	--		0			

+ Add

Yrs US Sch:  Date HLS Admin: --

Campus: 001

Entry Date: --

Exit Date: --

Reason: +33

EB Cd: 0

Par Perm Cd:

Lang Instru Program Svc:

Bil/ESL Fund Cd:

**OLPT English Test**

Type:

Date: --

Score:

**OLPT Spanish Test**

Type:

Date: --

Score:

**Home Language**

Delete	Descriptor	Begin Date	End Date
	98	08 05 2025	--

+ Add

**Student Language**

Delete	Descriptor	Begin Date	End Date
	98	08 05 2025	--

+ Add

- Title I

**Registration > Maintenance > Student Enrollment > Title I**

Delete	Details	Campus	Entry Date	Exit Date	Reason	Title I
		001	08-05-2025	--		6

+ Add

---

**Campus:** 
**Wdraw Reason:**  **+33**

**Title I Entry Date:** 
**Title I Code:**

**Title I Exit Date:**

For mass updates to **Title I**, use the [Registration > Utilities > Reset Values](#) utility.

- [Pregnancy Related Services \(PRS\)](#)

**Registration > Reports > Create Registration Report**

PRS

Campus
  Entry Date
  Exit Date
  Reason
  PRS
  CEHI
  CTE Elig

The following data can be verified by creating a customized report:

- StudentCharacteristics
  - 14 Pregnancy Related Services
- StudentCharacteristic > Period

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

Update data elements:

- Click **Retrieve** to select a student.
- Update data.
- Click **Save**.

- [Local Programs](#)

**Registration > Maintenance > Student Enrollment > Local Programs**

For mass updates to **Local Programs**, use the [Registration > Utilities > Reset Values](#) utility. Refer to the **Adding a local program** section.

- [PK Enrollment](#)

**Registration > Maintenance > Student Enrollment > PK Enrollment**

## Verify and Update Prior Year Leaver Data - Registration

- [Prior Year Leaver](#)

Ensure that all data is accurate for Graduates, Leavers and No Shows.

### Definitions

- A **graduate** is a student who met graduation requirements by August 31.
- A **leaver** is a student who was enrolled at least one day at a Texas public school in grade level 7-12 during the prior year and did not enroll in a Texas public school the following Fall by the end of the school start window due to a specific reason defined by TEA in the PEIMS Leaver Data - Documentation Requirements for the PEIMS Leaver Data.
- A **No Show** is a student who did not withdraw last year but is not attending this year.

### No Show Students

Every student who is withdrawn with Reason code 44 (i.e., No Show) will automatically be set to code 98 (i.e., Dropout) when the fall data is extracted. If this is not correct for the student, you must change the student's status code from 44 to the appropriate code once the correct code is determined.

#### NOTE:

- The following withdrawal codes are also set to code 98 when the fall data is extracted: 02, 04, 08, 09, 10, 14, 15, 19, 22, 30, 44, 61, 72, 79, and 84.
- The following codes are set to blank and are not extracted: 31, 33, 49, 63, 64, 80, and EP.
- Any user-defined codes that do not get set to blank will be set to code 98.
- If the student met graduation requirements by August 31, change the **Reason** code from 44 (i.e., No Show) to 01 (i.e., Graduated from a campus in this district

or charter) and enter the student's graduation date. It is not necessary to create a leaver record on the Prior Year Leaver Tracking page.

**Registration > Reports > Registration Reports > Withdrawal > SRG2200 - Student No Show Report**

Student Name	Grade	Track	Student ID	Actv Cd	Orig Entry Date	WD Code	WD Date	PEIMS Code	Campus
AGUILAR, ROSS M.	10	01	007383	2	08/06/2024	80	08/06/2024		001
GUAJARDO, MONICA A.	10	01	001618	2	08/06/2024	80	08/06/2024		001
MARTINEZ, MARIO J.	10	01	006162	2	08/06/2024	80	08/06/2024		001
MONTES, IRMA M.	10	01	007384	2	08/06/2024	80	08/06/2024		001
<b>* Total for Grade 10:</b>									<b>4</b>

The SRG2200 report determines the students for whom you need to update code 44. The **Ending School Year** parameter should be set to the ending year of the current school year.

**Registration > Maintenance > Student Enrollment > W/R Enroll**

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENR

Delete	Details	Campus	Entry Date	Exit Date	Reason	ET Verify	Status	Exclusion	Grade	Elig Cd	CTE Elig	Track	Attrib Cd	Camp Res	Camp Acc	Comnts	Res Fac
		001	08-05-2025	--		<input type="checkbox"/>	1		12	8	<input checked="" type="checkbox"/>	01		--	--		<input type="checkbox"/>

Campus:  Status Cd:  Track:  Residential Facility:

Entry Date:  Exclusion Code:  Attribution Cd:

Exit Date:  Grade Level:  Camp Resid:

Reason:  Eligibility Code:  Camp Account:

ET Verify:  CTE Elig:

### Leaver Tracking

See [Registration > Utilities > Create Leaver Tracking Records](#) for more information.

### Registration > Reports > Registration Reports > Withdrawal > SRG1700 - Leaver Tracking Report

Date Run: 11/12/2025 2:43 PM		Leaver Tracking Report															Program ID: SRG1700				
Cnty Dist: 001-906		TEXAS ISD															Page: 1 of 4				
Campus: 001		2024 Leavers and 2025 No-Shows for 2025 PEIMS Submission																			
School Start Window Date: 08/04/2025																					
Student ID	Student Name	Grd Lvl	Lvr Yr	No Show	Wd Cd	PEIMS Cd	Grad Dt	Grad Type	Dist Crs	S T E M	Pub Srv	Bus and Ind	Multi Disc and Study	Arts and Hum IGC	Mill Enlist	SSN	Excl PEIMS	SSW Enrollment Campus	Entry	W/D	
		09	2025	1	80				0	0	0	0	0	0	0	0	0	0	0	0	0
		09	2025	1	80				0	0	0	0	0	0	0	0	0	0	0	0	0
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	0	2	0	0	0	0	0	0	0
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	2	0	0	0	0	0	0	0	0
		12	2024	0	01	01	05/24/2024	34	2	0	0	2	2	0	0	0	0	0	0	0	0
		12	2024	0	01	01	05/24/2024	55	0	0	0	2	0	0	0	0	0	0	0	0	0
		10	2024	0	60	60			0	0	0	0	1	0	0	0	0	0	0	0	0
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	0	2	0	0	0	0	0	0	0
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	2	0	0	0	0	0	0	0	0

Review the graduation type and graduation date for all students. Note that graduation type code is specific by year.

Refer to TWEDS for additional information.

### Registration > Maintenance > Student Enrollment in the (Previous School Year)

The screenshot shows the 'Student Information' system interface. A callout box labeled 'Previous School Year' points to the 'GRADUATION' tab. The 'GRADUATION' section includes fields for 'Graduation Type' (set to 34), 'Graduation Date' (set to --/--/--), 'AAR Grad Plan' (FHS Program), 'Texas Grant Eligibility', 'Cert of Crs/Wrk Date Completed', 'College Entry', 'CPR-AED Date Completed', 'Speech Date Completed', 'Peace Officer Interact Date Completed' (07-26-2023), 'Texas First Early HS Completion Pgm', 'IGC Reviewed', and 'IGC Graduate'. The 'Foundation High School Program' section includes 'College Career Instruction', 'Foundation Csrwrc' (1), 'Distinguished Csrwrc' (0), 'STEM' (0), 'Public Services' (0), 'Business and Industry' (0), 'Multi Disciplinary Studies' (1), and 'Arts and Humanities' (0). The 'Industry Based Certification' section has a table with columns: Delete, Certification, Date Taken, Results, Exam Fee, Vendor Nbr, Reimburse, and Enrolled.

### Graduation Plan > Maintenance > Student > Individual Maintenance > PGP in the (Previous School Year)

Save School Year: 2024-2025

STUDENT: 006517 - ALANIZ, ROMAN KAY TEXAS UNIQUE STU ID: 5982248831

Move to Request | Print Credit Detail | Change Plan | PGP

Grade Level: 12 9th Grd Entry Dt: 08-16-2021 Cohort: 2025 Graduation Plan: 34 - FOUNDATION HIGH SCHOOL PROGRAM PEIMS Grad Type: 34 - FHS Prgm (9th GR 14-15 and thereafter)

CPR-AED Date Completed: 05-08-2025 Speech Date Completed: 05-15-2025 Peace Officer Interact Date Completed: 09-05-2024

Foundation	Endorsement	Distinguished	STAAR EOC Assmnts	College Readiness	Diagnostic Info
4 English (English 1-3 & 1 Adv) 3 Math (Alg 1, Geo, & 1 Adv) 3 Science (Biol, IPC, or Adv & 1 Adv) 3 SS US H, Era/Govt & WG or WH) 2 Language Other Than English 1 Fine Arts 1 Physical Education 5 Electives (22 Credits) 1 - Pursuing	(22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives  (26 Credits) 2 - Completed	(26 Credits) with 4 Science 1 Algebra 2 Endorsement	English 1 Approaches English 2 Approaches Algebra 1 Approaches US History Approaches English 3 Algebra 2	ACT...Composite 10 Math 10 Read 13 Engl 04 ACT PLAN...Composite PSAT Old...Combined PSAT New...Combined PSAT Section Scores SAT...Combined SAT Section Scores TSIA Scores TSIA2...Math/Diag College Readiness... TSI Required	Dyslexia... LEP... Migrant... G/T... Spec Ed... Retained: 10

Accelerated Learning Plan | Monitor Plan

Parent's Educational Expectation

Financial Aid Application

Status: 02 - Exception Submitted/Opt-Out  
Met Date: 05-2025

Endorsements

The Student must have 26 credits for an endorsement or distinguished level of achievement.

STEM	Public Services	Business and Industry	Multi Disciplinary Studies	Arts and Humanities
0 - Not Participating	0 - Not Participating	0 - Not Participating	2 - Completed	0 - Not Participating
Date Completed: --	Date Completed: --	Date Completed: --	Date Completed: 05-22-2025	Date Completed: --

PGP Acknowledgment

The importance of a High School Graduation Plan is to indicate that endorsements, the distinguished level of achievement, and the importance of postsecondary education, automatic college admission, and eligibility for financial aid have been explained to me.

Student Signature: -- Date: --  
Parent Signature: -- Date: --  
Counselor Signature: 05-22-2025 Date: --

Industry Based Certification

Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Reimburse	Enrolled
<input type="checkbox"/>	36 : (990) (N) EQUINE MANAGEMENT AND EVALUATION CE	--	02 : IBC Examination Passed	0.00	1000	<input type="checkbox"/>	<input type="checkbox"/>

Previous School Year

**Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgment in the (Previous School Year)**

Save School Year: 2024-2025

GRADE LEVEL COURSE DETAIL | CREDIT SUMMARY | CREDIT DETAIL | PGP | **PERFORMANCE ACKNOWLEDGMENT**

College Board AP/IB Examinations			
Delete	Admin	Month	Code

Origin	Nat/Intl Business or Industry Certification	Certification	Date

Outstanding Performance Assessment: N/A

Bilingual/Biliteracy: --

Dual Credit: 0 - Student not acknowledged for Dual Credit

Associate Degree: 2 - Associate of Arts (AA)

+ Add

# Verify and Update IEP Continuer Data - Special Education

- [Program Information](#)

## **Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information**

The following data elements can be verified and updated:

- StudentCharacteristics
  - 09 IEP Continuer
- StudentCharacteristic > Period

The screenshot shows a web-based form for entering IEP Continuer data. The form is organized into several panels:

- Program Information:** Includes fields for Secondary Disability, Tertiary Disability, Multi Disability, Child Count Funding Code, Early Childhood Intervention, Preschool Program (PPCD), PPCD Service Location Code, Intellectual Disability Code, and IEP Report Date.
- Related Services:** A grid of checkboxes and dropdown menus for various services like Adaptive Equipment, Art Therapy, Assistive Technology, Audiological Services, Corrective Therapy, Counseling Services, Interpretive Services, Medical Diag Services, Medically Fragile, Music Therapy, Occupational Therapy, Orient Mobility Trng, Parent Training, Physical Therapy, Psychological Services, Recreation Therapy, Rehab Counseling, School Health Services, Social Work Services, Special Seating, Supplemental Services, Transportation, Vision Training, and Wheelchair Code.
- Extended School Year Services:** Fields for Extended School Year Services, Extended School Year Services Hours, and Extended School Year Services Speech Hours.
- Hearing/Visually Impaired:** Fields for Date of Hearing Exam, Degree of Hearing Loss, Date of Visual Exam, Right Eye Snell Correct, Left Eye Snell Correct, Percent Vision Loss, Reading Level Large Type, Reading Level Reg Type, Reading Level Aural, Reading Level Other, Parental Consent, and Major Cause of Deaf/Blind.
- Local Use:** A section with nine fields labeled Local Use Field 1 through 9, each with a checkbox.
- IEP Continuer Table:** A table with columns: Delete, Begin Date, End Date, IEP Continuer. One row is visible with '09-08-2025' in the Begin Date column. This table is circled in red in the original image.

Update data elements:

- Update data.
- Click **Save**.

# Verify and Update Grade Reporting Data - Grade Reporting

- [Grade Reporting](#)



Update data.

Click **Save**.

## Verify and Update Teaching and Learning > StaffSectionAssociation

- [Teaching and Learning](#)

### **Grade Reporting > Maintenance > Tables > TSDS Crosswalks**

Those who use crosswalks will verify data using Crosswalk Types:

- 042 Responsibilities - From Campus/Period to Minutes
- 043 Responsibilities - From Campus/Service ID to Minutes

All users will verify data using Crosswalk Type:

- 044 PE Responsibilities - Campus/Crs/Sec

From	Day Week 1	Mins Week 1	Day Week 2	Mins Week 2	Day Week 3	Mins Week 3	Day Week 4	Mins Week 4
001501201	5	0	5	0	5	0	5	0
041075101	5	0	5	0	5	0	5	0
041075301	5	0	5	0	5	0	5	0
041075401	5	0	5	0	5	0	5	0

**Registration > Reports > Registration Report**

Those who **DO NOT** use Crosswalks 042 and 043 will verify *StaffSectionAssociation* data by generating the [SGR0110 - Master Schedule PEIMS Information](#) report. To update data go to *Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section*.

Date Run: 10/14/2025 2:43 PM  
 Cnty-Dist: 001-906  
 Campus: 001

Master Schedule PEIMS Information  
 001 School  
 Sch Year: 2026

Program ID: SGR0110  
 Page: 1 of 116  
 Bold indicates district data  
 Gray indicates invalid Svc ID  
 # Inactive Instructor

Sec	Inst	Inst Name	Class Rule	Days	Per Met	Per Beg	Per End	Entry Date	Withdraw Date	Svc ID	Class Type	Pop Srv	Role ID	Class	PK Curr	High Qual	PK Instr	Child-Care	Home Room	On Ramps	Dual Crd	Adv Tech	CTE Hrs	CTE Tier	Teacher Cert	College Sem1	College Sem2	Credit Hours
04		excluded	00SH	MTWTF	04	04		8/05/2025		83800ST	01	01	087							0	0	0		N	0	0		
05		RODRIGUEZ	01	MTWTF	05	05		8/05/2025		83800ST	01	01	087							0	0	0		N	0	0		
		Course Number	0600					SEE COUNSELOR		85000CO																0	0	
		Course Number	0601					LEADERSHIP		83800LD																0	0	
		Course Number	0602					ESL INT		83800ES																0	0	
		Course Number	0603					ACTIV OF D		8500000																0	0	

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

1020 - ENGLISH 2 Course Number Retrieve

Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig	Lock	Dist Lrng	Non Campus Based
<input type="radio"/>	1020	ENGLISH 2	01	022	13	5	15	3	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="radio"/>	1020	ENGLISH 2	03	022	23	3	24	3	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="radio"/>	1020	ENGLISH 2	05	022	16	4	17	3	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="radio"/>	1020	ENGLISH 2	06	022	15	5	12	4	<input type="checkbox"/>	N	<input type="checkbox"/>		00

⇒ Crs Nbr: 1020 ; ENGLISH 2 Svc ID: 03220200 Multi Svc Ind:  Lock:  Include UIL Elig: N

Section: 01 Max Seats: 022 Enrolled Students Sem 1: 13 Sem 2: 15 Non Campus Based: 00 Dist Lrng:

**Section Information**

Sped Stu Age: 00 Crs Seq:

Pop Srvd: 01 Wks/Mnth:

Instruct Set:  PK Curricula:

Class Type: 01 Stu Instr:

High Qual PK Prog:  Home Room Ind:

PK Sch Type:

Include WD Meeting Times:

**Restrictions**

Type Rstrcn:

Team Code:

Gender Rstrcn:

Grade Rstrcn:

**Child Care Partnership**

Operation Number:

**Course Codes and Credits**

Dual Crdt: 0

Adv Tech Crdt: 0

AAR Use:

Grad Plan Use:

Special Consid:

**College Credit Hrs**

Sem 1: 0

Sem 2: 0

OnRamps:

**District Information**

Crs Seq:  Exam/Sem Pat: 1 Gender Rstrcn:

Instruct Set:  AAR Use:  Self Paced:

Pop Srvd: 01 Grad Plan Use:  Class Type: 01

Role ID: 087 Special Consid:  CPR: N

Nbr Sem: 2 Incl UIL Elig:  Speech: N

**OnRamps:**

**Campus Information**

Grade Rstrcn:  Rstrcn Add: 0

Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lkout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
01	3	05	01	108				901	SCHULZ, ROSALINDA	01	087		08-06-2024		

Update data elements:

- Update data.

Click **Save**.

---

## TSDS Level 1 Errors

- [Level 1 Errors](#)

This page is used to view and print a listing of Level 1 Errors that occurred in various domains/entities when the API interface files begin processing into the TEA database. ASCENDER does not control the content of these errors.

**NOTE:** All TSDS Level 1 Error reports are displayed and printed in landscape orientation by default.

***District Administration > Inquiry > TSDS Level 1 Errors***

### **Review/Correct TSDS Level 1 Errors**

Review Level 1 Errors regularly and correct data as needed. If not addressed, these errors will prevent data from flowing to the **Operational Data Store** (ODS).

School Year:

TSDS Level 1 Errors For

<input type="checkbox"/>	Domain	Entity	Number of Errors
<input type="checkbox"/>	Education Organization	School	1
<input type="checkbox"/>	Staff	Staff Education Organization Employment Association	2
<input type="checkbox"/>	Student Identification and Demographics	Parent	1
	Student Identification and Demographics	Student Parent Association	1
<input type="checkbox"/>	Teaching and Learning	Course Offering	6
	Teaching and Learning	Student Section Association	134
<input type="checkbox"/>	Finance	Prior Year Actuals Extension	2
	Finance	Budget Extension	10
	Finance	Shared Service Arrangement Extension	1
<input type="checkbox"/>	Student Academic Record	Student Academic Record	1
<input type="checkbox"/>	Student Attendance	Bilingual ESL Program Reporting Period Attendances	168
	Student Attendance	Flexible Bilingual ESL Program Reporting Period Attendance	4
<input type="checkbox"/>	Prior Year Leaver	Prior Year Leaver	64
	Prior Year Leaver	Prior Year Leaver Student Parent Association	108

/ 1

You can print various reports using the following options:

- Select the checkbox next to the domains (rows) to be included in the report and click **Print**. This prints errors associated with the selected Domain > Entity.
- Click **Extract Errors Reprint** to display the processes that completed successfully in the last extract, as well as a list of errors that need to be corrected. This should be the focus for most error resolution.
- Click **Extract Prior Year Reprint** to display data that was extracted for Mid-Year PEIMS.
- Click **Extract Budget Reprint** to display Budget data most recently extracted for Fall PEIMS.
- The **Extract Payroll Reprint** button displays Payroll data most recently extracted for Fall PEIMS.

**NOTE:** If included in the report, the Action Type column displays the expected action of the record that was sent to the Operational Data Store (ODS):

- I - Insert
- U - Update
- D - Delete

## Data Quality Tips

- [xxx](#)

info TBD.

## ASCENDER Reports to Verify Fall PEIMS TSDS Data

- [Verification Reports](#)

This list of reports is used to cross-check and verify ASCENDER data against TSDS reports.

TSDS Report	ASCENDER Report	Data Checked
PDM1-120-005	SGR0200	Enrollment/Membership Data <i>(this cannot be run for a specific date-will run as of the day you run the report)</i>
	SAT0671	Check from SnapShot Day reports to verify Enrollment/Membership Data for SnapShot Day counts
	SAT2400	Ethnicity Counts
	SRG1700	Graduates and Dropouts
	SRG1500	At Risk
	SRG0600	Military Connected, Foster Care, Eco Dis, Imm, Migrant (Filter by what you want to look at)
	SRG1200	SPEd, GT, Bil/ESL, Title 1
	SEM0850	PPCD (should be changed to ECSE)
PDM1-120-009	SEE ABOVE	All of Page 1 & 2 totals can use the reports above to ensure the totals are correct
	SRG0600	Homeless
	SRG0650	PK Funding Source
PDM1-120-012	SRG0600	Eco Dis, Migrant, Imm, Homeless
	SRG1200	Title 1, Bil/ESL, SPEd, GT,
	SRG1900	Intervention, 504, Adult Prev Atten, Par Req Reten, DYS
PDM1-124-004	SRG1700	Graduates and Leavers
PDM1-124-007	SRG1700	Graduation Type and other Grad coding
PDM1-124-008	SRG1700	Leaver Data
PDM1-121-009	SEM0800/SEM0850	SPEd Data

## Fall PEIMS Data Components

**IMPORTANT:** Use the [ASCENDER TSDS New School Year Best Practice Guide](#) to assist you in making selections of the domains and entities to send to TSDS.

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**.

### THE ELEMENTS BELOW WILL BE UPDATED!!

The following data elements are pulled from the Education Organization and Student Application domains:

- ApplicationDate (E3004)
- ApplicationType (E3005)
- BirthDate (E0006)
- CharterAdmissionWaitlist (E1676)
- CharterEducationalEnrollmentCapacity (E1675)
- EntryGradeLevel (E1517)
- FirstName (E0703)
- GenerationCode (E0706)
- GradeLevel (E0017)
- LastSurname (E0705)
- LocalEducationAgencyCategory (E3036)
- LocalEducationAgencyId (E0212)
- LocalStudentId (E0923)
- MiddleName (E0704)
- NameOfInstitution (E3037)
- NumberCharterStudentsEnrolled (E1674)
- SchoolId (E0266)
- SchoolYear (E1093)
- Sex (E0004)
- StudentId (E0001)
- StudentUId (E3079)



## Back Cover